

Academic Senate of College of San Mateo



Tuesday, April 22, 2025
2:30pm - 4:30pm

Building 19, Room 121
1700 W. Hillsdale Boulevard, San Mateo,
CA 94402

<https://smccd.zoom.us/j/85134096982>

Meeting ID: 851 3409 6982

Phone: +1 669 444 9171

Officers	
President	Todd Windisch
Vice President	Daniel Keller
Secretary	Yvette Butterworth
Treasurer	Stephen Heath (2:44)

Standing Senate Committee Chairs	
Curriculum Committee	Jeremy Wallace
Distance Education Committee	Jennifer Howze-Owens
Committee on Teaching & Learning	Susan Khan (Zoom)

Division & Student Representatives	
Student Representative	Anthony Pena Vasquez / Simon Htet (absent)
Academic Support & Learning Technologies / Library	Matt Montgomery
Academic Support & Learning Technologies / Library	Wesley Hingano
Business/Technology	Hellen Pacheco
Business/Technology	Kimberly Salido (absent)
Creative Arts/Social Science	Leighton Armitage
Creative Arts/Social Science	Maggie de Vera (absent)
Kinesiology/Athletics/Dance	Kajari Burns (absent)
Kinesiology/Athletics/Dance	Sarah Artha Negara (absent)
Language Arts	Mick Sherer (absent)
Language Arts	Robbie Baden
Math/Science	Wendy Whyte (zoom)
Math/Science	Beth LaRochelle
Counseling	Emily Cotla (absent)
Counseling	Brandon Williams (absent)
Enrollment Services and Support Programs	Makiko Ueda

1. Opening Procedures				
No.	Item / Description	Presenter(s)	Approx. Start Duration	Action?
1.1	Call to Order (2:34pm) <i>Senate meetings shall require a quorum of the membership to vote on action items. A quorum for a meeting of the Senate and all Senate committees shall consist of 50% plus 1 of the committee's voting faculty members.</i>	President / Facilitator	~2:30pm 2 min	Procedure
1.2	Adoption of Today's Agenda (An announcement was made by Todd Windisch that the Staggered Schedule included in the packet was not up-to-date, and Daniel Keller will later run copies of the missing page to provide for those in the room. The motion to adopt today's agenda by Leighton Armitage & 2nd by Beth LaRochelle. Roll call vote: 10 Yes. 0 Abstain. 0 Nay.)	President / Facilitator	~2:32pm 2 min	Action
1.3	Adoption of Consent Agenda (There was a small change to the wording in the resolution; the change was faculty to employee. Jeramy Wallace clarified the hiring committee and whether it was a new hire. Todd clarified that it is a replacement. Motion by Beth LaRochelle & 2nd by Jennifer Howze-Owens. Roll call vote: 12 Yes. 0 Abstain. 0 No.) <i>All items on the consent agenda may, by unanimous vote of the Academic Senate members present, be approved by one motion after allowing for Senate member questions about a particular item. Prior to a motion for approval of the consent agenda, any Senate member, interested student, citizen, or member of the staff may request that an item be removed from consent to be discussed in the order listed, after approval of remaining items on the consent agenda.</i> • Approval of Faculty Appointment(s) • Resolution on Academic Freedom	President / Facilitator	~2:34pm 5 min	Action
1.4	Public Comment (Robbie Baden announced the Writer's Ruckus which will be held at 1:30pm on the Bayview patio. Students will be reading their original works at the event. There will be food and refreshments. Jeramy Wallace welcomed our next Senate President and made a comment about David Laderman's updates on our Honor's students' work to marketing; it seems that the information isn't going out to public. He feels that student athlete's and food bank is being highlighted but not the	Public	~2:39pm 6 min	Information

	students' accomplishments. Jennifer Howze-Owens and Beth LaRochelle commented on similar instances. Makiko Ueda announced that on Thursday, May 1 she participating in a Japanese Choral event with her own group. She has invited two CSM students to accompany the group with their instruments. It will be held on May 1 at 11am near the stairs in the Bayview Dining Room in Building 10. Jeramy Wallace says money is being cut from the budget of Umoja, money that was granted through the Program Review, and that money is now being cut as a result of the recent budget cuts. He feels there is not a lot of transparency in what is being cut. Todd said that is within purview of Senate as it is budget.) • Questions/comments on non-agenda items • If more than one public commentator is present, comments may need to be limited to 1-2 minutes to accommodate everyone			
2. Standing Agenda				
No.	Item / Description	Presenter(s)	Time	Action?
2.1	Presidents' Report (Todd is going to Spring Plenary this coming weekend, April 25-27. He has gotten some feedback from pertinent parties, and anyone can contact him to provide input on anything else. Todd has suggested a four items to read below and welcomes feedback on these; one of which is about becoming a sanctuary campus. Jennifer Howze-Owens asked about whether one of the items was on AI. Todd said that none were and that he'd had substantial feedback on AI, but would welcome more if anyone would like to contribute. Todd will be giving a condensed report on the ISER report, but there will be a more in-depth report will be happening tomorrow, Wed., 4/23 from 3-4pm in 18-206. Feedback will be accepted there. DAS doesn't have an incoming President, so they will likely be doing a search next Fall. They will be approving an Academic Calendar in Fall and David Eck is planning a survey to get some feedback about the 2027-28 calendar that will be approved in	Todd Windisch & Daniel Keller	~2:45pm 5 min	Information

	Fall. DAS was given a presentation by Aaron McVean about the district goals. He is going to different bodies throughout the district making his presentation. There is a link on the DAS website (April 14, 2025 meeting) that highlights that presentation. Below you will find a link to the Dual Enrollment Evaluation Resolution which essentially states the position from DAS that all faculty, including the high school partner teachers, should be evaluated within their first semester. The resolution will be approved the next meeting and Todd is planning to vote in the affirmative on this position; feedback is welcomed before that vote occurs. IPCs next meeting is tomorrow, Wed., 4/23 from 1-3pm. There will be a facilities update, more will be shared about the Education Master Plan (EMP). In May, IPC will getting an update about the past climate and anti-racism surveys since no reports have been given recently.) • ASCCC Spring Plenary Resolutions ◦ Looking for feedback on: 111.04, 111.07, 111.09, and 113.01 • District Academic Senate (DAS) ◦ Feedback on Dual Enrollment Evaluation Resolution • Institutional Planning Committee (IPC) & Accreditation • Board of Trustees (BOT) • District Participatory Governance Council (DPGC)			
2.2	Curriculum Committee Chair Report (Materials fees are not consistently utilized so they are looking at those and beginning to remove them from the course outlines of record. Instead, they are beginning to develop a budget for materials fees so that it is more transparent that courses aren't free to operate even though these material fees have disappeared from the course outline of record. This development of a budget will likely continue through next year. The GE handbook is has been created due to all the recent changes and the committee will be approving it at their last meeting. They are making it harder to put courses into GE because GE has become a dumping ground for course; one nationwide study has shown that courses were being placed in GE to boost enrollment. The committee has been taking classes out of GE that they don't feel are in alignment. To alleviate the workload on Deborah Laulusa and Tammy Wong, the	Jeramy Wallace	~2:50pm 3 min	Information

	curriculum specialists and support people, they will be imposing a phased scheduling by divisions for submission of course modifications so that the office is not inundated with these updates. Most of the transfer level courses, CalGETC, will be in the fall and CTE courses in the Spring. For instance things like Business and Accounting will remain in the fall, but things like Administration of Justice and Dental Assisting will be moved to the spring. Susan came to visit and discuss the Real Fellowship and equity in the course outline of record. The purpose is to give authors an process or rubric to follow to help make their courses more culturally relevant. This will be a big conversation for next year. Jeramy invited anyone interest to join in this conversation in the coming year.)			
2.3	Distance Education Committee Chair Report (The focus this year has been regular and substantive interaction (RSI) due to accreditation. Flex Day focused on faculty using the guidance rubric developed and released by the ACCJC. From the conversations occurring last week at Flex Days and in the meetings in both February and March, there seems to be good feelings about the rubric and our preparation. Erica Reynolds will be having some drop-in hours to assist faculty. Tomorrow, Wed., 4/23, Donna Eyestone is holding a workgroup. This is all in preparation using fall courses for spring evaluations for accreditation.)	Jennifer Howze-Owens	~2:53pm 3 min	Information
2.4	Committee on Teaching and Learning Chair Report (The CTL will be meeting next Monday, to review Flex Day feedback and begin discussing next fall's Flex Day. Please submit feedback on Flex Day! Session submissions for August Flex Day will be due by May 16th. Our SLO Assessment Coordinator is organizing an ILO assessment student focus group activity that he's hoping to have before the end of the semester. We will also be providing final feedback and getting final committee approval for the proposal for an all-campus PD committee that was shared here in Academic Senate last time. And this is just a reminder to Senate to get feedback from your constituencies about that proposal, since I'll be coming back to Senate on May 13th for a vote on whether to approve the creation of that committee, which would take Flex Day planning out of the CTL, allowing the committee to really focus on teaching and learning assessment.)	Susan Khan	~2:56pm 3 min	Information

2.5	Student Representative Report (None of the student representatives were present.)	Anthony Pena Vasquez / Simon Htet	~2:59pm 3 min	Information
2.6	Other Officer & Liaison Reports (Jeramy Wallace suggested that Beth LaRochelle be added as CCN (common course numbering) workgroup liaison so that the Senate can get regular updates on the progress. Beth shared that there were 4 people from CSM chosen for the Phase 3 work happening this summer. Our Phase 2 work is going really well and will all be done by May 5th which is maybe a little ahead of schedule. Beth is planning a future Flex Day workshop to help faculty to get their newly numbered courses through Curriculum Committee.) • CSM Faculty Dual Enrollment Liaison: Leo Cruz • ASCCC CTE Liaisons: Christy Baird & Beth LaRochelle • ASCCC OER Liaison: Jennifer Howze-Owens • ASCCC Rising Scholars Faculty Liaison: Wesley Hingano • ASCCC Legislative & Advocacy Liason: Emily Cotla • ASCCC IDEAA Liaison: Makiko Ueda • ASCCC Part-time Faculty Liaison: Maggie de Vera	Treasurer, Secretary & Faculty Liaisons	~3:02pm 3 min	Information
3. Senate Business				
No.	Item / Description	Presenter(s)	Time	Action?

3.1	Elections: President & Secretary Election Results (Makiko Ueda and Susan Khan updated us that there were 51 votes for Daniel Keller for president and 52 votes for Yvette Butterworth for secretary out of 52. The one missing for Daniel was a non-vote for president. The votes were checked for repeats and IP addresses. Leighton Armitage moved to approve the election and Beth LaRochelle 2nd. 12 Yes. 0 Abstain. 0 No.)	Tellers Committee	~3:05pm 5 min	Action
3.2	Elections: Open Special Election for Vice President and Treasurer (There were no nominations for Treasurer or Vice President so we need to open nominations as early as tomorrow, April 23, to begin the special election process. See the remainder of the time line below for this special election process. Todd believes we will have enough interest to have a successful election. Kimberly Salido motions to approve the timeline for the special elections & Jeramy Wallace 2nd. 12 Yes. 0 Abstain. 0 No. The elections will proceed as outlined below. Daniel Keller will make sure to contact the appropriate people to make this happen.) • Nominations Window: April 23 - May 2 (no nominations from floor at meeting) • Voting Window: May 5 - 9 • Tellers Committee Reviews Results: May 12 • Results Announced at Final Senate Meeting: May 13	Todd Windisch	~3:10pm 5 min	Action

3.3	Request for \$500 by Student Learning Outcomes Assessment Coordinator (SLOAC) for Food to Support Institutional Learning Outcomes Focus Groups (Student focus groups are planned for assessing the Institutional Learning Outcomes (ILO). There are plans for 3 to 4 groups, which Guillermo Cockrum has been working to create. He hopes is to entice participation with gift cards. Guillermo has been looking for approval and funds for the gift cards and creating the focus groups. He was not able to get funding for the gift cards from either the San Mateo Foundation, the Office of Instruction, or ASLT. Because the gift cards weren't funded, Todd Windisch feels that the funding shouldn't happen for the food that he and Guillermo had previously discussed to make the focus groups even more enticing to students. The thought by Todd is that we not set a precedence that Academic Senate will support things when others aren't sharing in the support. Beth LaRochelle agrees with the caution in funding, but wonders what we can do to support this important work. Jeramy Wallace feels administration needs to fund this as accreditation is put on us and we shouldn't have to fund it (keep in mind dues would be the funding for this). Jennifer Howze-Owens questioned whether the student senate could fund this. Todd thought that there might be further restrictions on the funding for the student's money. Motion to vote on the item by Beth LaRochelle & Kim Salido 2nd. 0 Yes. 0 Abstain. 12 No. The Senate doesn't approve the request for \$500.)	Guillermo Cockrum	~3:15pm 5 min	Action
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3.4	Syllabus Hub Developed by CSM Distance Education Team (Though Julieth Diaz Benitez wasn't here, Jennifer Howze-Owens shared the Syllabus Hub developed by the Distance Education team. They are here for feedback. They will be returning in May to seek approval and support in putting it forth as a supported tool. There are many fantastic syllabi on our campus and they wanted to share the resources so that they are available for all faculty. They decided to use a lib-guide and make it available in an unrestricted way. The website is linked above. Furthermore, Canada campus has a guide and Skyline has a checklist that they have approved through their Senate to guide faculty in the creation of their syllabi. In the future, maybe we too will join them in having such guidelines. The lib-guides do have a similar format to Canvas where there is a forward and backward button. They are planning more in the future such as guides to Canvas. Todd added that it was a nice place to find the required things as well as the optional tools. He said it also brought in the self-assessment to align with the equitable syllabi that we have been working toward. Jennifer said that it is a nice resource for new faculty as well. Some new faculty may never have developed a syllabus and some may just want to know the flavor of CSM syllabi. Beth LaRochelle said it is nice to have a reference place as the faculty will be able to modify syllabi to meet accreditation. Jennifer welcomes more feedback and resources. She would be willing to come to Divisions and share with the faculty. Todd said that this will come to the consent agenda at a future meeting to say that this is a Senate approved tool for fall.) • Review for feedback • Returning for action at May 13 meeting	Julieth Diaz Benitez	~3:20pm 15 min	Discussion
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3.5	Proposed Resolution in Support of International Students (Tatiana Irwin is a history instructor and she is proposing a resolution to support our international students. We have recently been made aware that one of our students has had their student Visa revoked. Foothill/DeAnza has had 9 revoked. Tatiana, in working on advanced degrees and certificates at Davis and Berkley, has observed what those campuses are doing in support of their international students and would like to see something similar happen at CSM. She wants to bring awareness to the Senate and seek support for a resolution. **Right now we only have one affected student, but if we intervene, there could be other repercussions as our faculty could be put into the cross-hairs** Please see the draft linked below. Tatiana highlighted the key points in the resolution. Todd was actively editing since the resolution is a work in progress and has been modified from AFTs and Foothill/DeAnza's resolutions. Tatiana has been in contact with a lawyer, and she said that lawyer is very optimistic that for many of the students being targeted that with a proper defense that the revocations can be reversed based on the way they are being targeted. Todd Windisch said that Visa revocation is increasing and this is all unprecedented based on previous precedent. The students are sometimes unaware because they are terminating the I-20s. The International Education Office said that they are having to look individually every morning to see whose I-20s has been revoked. We have had Visa's revoked previously, but having I-20s revoked is something that has not been seen. Theories exist as to why the students are having their Visa's revoked, but it could be past legal violations, social media posts, photographs at protests, and others. Some students don't seem to have any traceable reason for deportation. Tatiana brought some more speculations to light as to why certain students may have had their I-20s revoked, but in short she indicated that AI may be in use. Jennifer Howze-Owens wondered about the self-deportation numbers and the article that was quoted. Jeramy Wallace asked about patterns of country of origin. Tatiana said that it is widespread, but it is more from India and China, but that is likely proportional. Todd said that our International student population is unique to our school, so that could be difficult to determine for us. Robbie Baden asked about green cards and whether there	Tatiana Irwin	~3:35pm 15 min	Discussion
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	are any issues related to faculty as well as faculty. Todd said he hasn't heard any details, but there is a lot of fear. Tatiana highlighted that grad students, adjunct professors, and professors are being targeted on the East Coast. Robbie would like to see something incorporated in the resolution to include faculty and students on green card status. Beth LaRoche added that there are students who have been dropped as clients by lawyers after years of work toward green card status. She was concerned about the legal support, and Daniel Keller said he has a similar concern. Tatiana can follow up with the UC faculty and see how legal support is being offered and the details of UC's commitment. Since AFT is involved Beth said that they could offer legal support. Todd noted that the portion of the document in question was taken directly from the AFT document. Tatiana said that the AFT document is being brought next week and asked for our individual support as faculty for that resolution. She will be bringing it to the Board next week and would like to have support during that meeting and welcomed others to join her. Todd asked for feedback before the next meeting where we will formally adopt the resolution.) - Adapted from joint resolution drafted by San Mateo Federation of Teachers AFT 1493 and Foothill-De Anza Faculty Association - Returning for action at May 13 meeting			
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3.6	Program Review Staggered Timeline Approval (Daniel Keller provided the updated handout for everyone in the room and Todd provided an updated link for everyone on Zoom. Daniel said that he originally brought this in February, and he has been working together with Deans and Monique to make sure that all programs are listed. He would like you to look it over and give feedback. There are two questions at the bottom about where ETC should be located and the other is about the Wellness Center that was brought forth in discussion. (The agenda version is not updated and Todd dropped the update in the chat.) Matt Montgomery commented on Library Service and Library Instruction under the two relevant headings of Services and Instruction. Beth LaRochelle highlighted some issues with Dental Assisting. Makiko Ueda also had some clarifications coming from Health and Wellness. There must be an on-going discussion about some of the programs. Daniel asked about ZTC and where it should be included. Todd Windisch said that maybe with OER, but Jennifer Howze-Owens reminded everyone that ZTC isn't part of OER. Jennifer and Susan Khan's department, Center for Integrated Infrastructure, may be the appropriate place to put the assessment. Jeremy Wallace thought that Jennifer and Susan's department should fall under Student Services. Jennifer asked about the administrative feedback on this. Jeremy asked about the counseling class that Makiko was discussing; that class would then be assessed under counseling. Robbie Baden asked about degrees and certificates, which is under programs. CTE programs will have to do mid-term reports in 2025 which may seem a little more than others, but that is what is needed. Jeremy asked about career courses and counseling courses, and Daniel said they will be combined. Voting to approve the new staggered timeline for Program Review will occur on May 13th. At that time the Senate will be provided with the finalized draft. Please let Daniel know if there are any other changes needed in addition to those discussed today.) Forms returning for action at May 13 meeting	Daniel Keller	~3:50pm 10 min	Action
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3.7	Local General Education (GE) Revisions from Curriculum Committee, (Jeremy Wallace opened with the statement that after AB798 passed and CalGETC was developed through a collaboration of the UCs, CSUs, and Community Colleges, the Board of Governors changed the Title V requirements so that our local GE requirements must mirror the CalGETC requirements. This means that while we don't have to have the same number of units we must have the same areas. If you compare the catalogue for the 2025-26 with the current one, it may be a little confusing, but almost everything about our GE is exactly the same with a few exceptions. Do note that even though there have been additions, there have not been any additions in units outside of math. The things of note that have changed: • Math is now a GE area and not just a graduation requirement ○ Previously math was in communication and analytical thinking ○ Math is now Area 2, increasing the number of units by 3 in GE • Title V no longer has graduation requirements ○ English and Math were eliminated because they are now areas ○ Information competency, literacy was kept ▪ To align with Skyline and Canada it is now called Information Literacy ▪ To be more accurate in its description ▪ All three Librarians from the colleges will come together to decide what to do with this competency since it seems a little out of place with the areas and can take students by surprise • English is now in Area 1A • Communications & Critical Thinking is now Area 1B • All requirements before, but in different places ○ Arts & Humanities is Area 3 ○ Social & Behavioral Sciences is Area 4 • Natural Sciences Area 5 • Ethnic Studies Area 6 • Kinesiology & Personal Development Area 7 ○ Spent a great deal of time on this year ○ Previously 2 different areas ▪ Self-Development & Career Exploration was Area 5B ▪ Physical Education Activity Courses was Area E4	Jeremy Wallace	~4:00pm 15 min	Information
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	○ Students must take at least one Kinesiology activity course to get the GE credit • Area 8 was moved over from E1 ○ Ethnic Studies were in E1 and are now their own Area 6 Todd added that for anyone unfamiliar with the Title V requirements that the absolute minimum requirements are Areas 1 through 6, meaning that we have elected to add Areas 7 and 8 making our unit requirements a little heavier than the State's requirement because we feel it is important. The requirements that go beyond the State's requirements, Areas 7 and 8, were in our old GE and we are maintaining them. Matt Montgomery said that many community colleges are adding Areas 7 and 8, so we are in alignment with many other colleges. Beth LaRochelle pointed out that they promote lifelong learning which is in alignment with our ILOs. Jeramy noted that when bringing a class to Curriculum, that in order for it qualify for GE, the class must meet three GE outcomes rather than just one as it would have previously needed to meet. They took a lot of the 100 courses because they weren't meeting the three GE outcomes. Some of our courses are still double listed. C1 and Area 2, and Hellen doesn't see the course 262 which is Discrete Math, but they said that it isn't a concern. Because of the new requirements which don't require alignment across the district, the students can get credit for other courses that Canada and Skyline might not have approved under competencies. This has already been approved. Stephen had questions about getting a class approved for a certain competency. Todd said that when the GE handbook is approved then that will answer questions about getting classes approved for competencies.)			
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3.8	Accreditation Institutional Self-Evaluation Report (ISER) Feedback (Instructional Self-Evaluation Report (ISER) is our accreditation report to our accrediting body, the ACCJC. We have been working on drafting this report as a school since Fall. There were 4 work groups for drafting the language in each evaluation standard, each group had 3 chairs faculty, staff, admin. Initial draft for their standard in Fall. Spring: this semester Monique, dean of PRIE and Accreditation Liaison Officer, and Todd, the faculty accreditation coordinator, cleaned up and consolidated the initial draft from fall and created the first college-wide review draft, which was released at the end of March. Currently, eliciting feedback from campus constituencies; Todd wanted to make sure that the report came to Senate. Feedback is being collected through the end of Spring Semester. After the feedback, it will go to marketing to be polished. Once polished next fall the Senate will vote on it. Feedback is accepted through the link below (on agenda). Make sure to give feedback based on standards. The report is 86 pages long which is much shorter than our previous 200+ page ISER because the standards have changed and the accreditation body has asked for less support. The problem is that the shortened report may have gaps which is why they are asking for feedback. They know that there are gaps in SLO and ILO gaps. Tomorrow's campus forum will go into more detail than today's presentation in Senate. Todd recommends looking at the standards and seeing where your program may fit and see if your information is covered by the report so that you could offer feedback in the meeting. Daniel said that there may seem to be redundancies, but that is necessary to cover different aspects. Todd asked for feedback by the end of the semester.) • Feedback accepted through end of semester • "Final" draft with integrated feedback returning for review and approval in fall semester	Todd Windisch	~4:15pm 10 min	Information
3.9	Student Learning Outcomes (SLO) Assessment Program Revision Update (There is no update. More details will be brought to our next meeting.) • Detailed plan returning for action at May 13 meeting	Todd Windisch	~4:25pm 5 min	Information

4. Closing Procedures				
No.	Item / Description	Presenter(s)	Time	Action?
4.1	Final Announcements (None.) <i>President or facilitator elicits final announcements about upcoming deadlines, events, scheduling changes, etc.</i>	President / Faciliator	~4:30pm 0 min	Information
4.2	Adjourn (4:27)	President / Facilitator	~4:30pm	Procedure