

Academic Senate of College of San Mateo



Tuesday, October 28, 2:30pm - 4:30pm

Building 10-468

1700 W. Hillsdale Boulevard, San Mateo,
CA 94402

Zoom

<https://smccd.zoom.us/j/85146915715>

Meeting ID: 851 4691 5715

<i>Officers</i>	
President	Daniel Keller
Vice President	Rene Anderson
Secretary	Yvette Butterworth
Treasurer	Makiko Ueda

<i>Standing Senate Committee Chairs</i>	
Curriculum Committee	Malathi Iyengar
Distance Education Committee	Jennifer Howze-Owens (Zoom after final vote before 3.1)
Committee on Teaching & Learning	Natalie Alizaga (Absent)

<i>Division & Student Representatives</i>	
Student Representative	Ameer Dababo
ASLT / Library	Matt Montgomery
ASLT / Library	Susan Khan
Business/Technology	Vacant
Business/Technology	Kimberly Salido
Creative Arts/Social Science	Lee Miller
Creative Arts/Social Science	Maggie de Vera (Zoom after final vote before 3.1 and til 3pm)
Kinesiology/Athletics/Dance	Kajari Burns (Absent)
Kinesiology/Athletics/Dance	Mike Marcial (absent)
Language Arts	Tim Maxwell
Language Arts	Robbie Baden
Math/Science	Wendy Whyte
Math/Science	Beth LaRochelle (absent)
Counseling	Emily Cotla
Counseling	Jennifer De La Cruz (2:36)

1. Opening Procedures				
No.	Item / Description	Presenter(s)	Approx. Start Duration	Action?
1.1	Call to Order (2:32) <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 (Malathi Iyengar motioned to adopt today's agenda & Matt Montgomery 2nd. 11 Yes. 0 No. 0 Abstain)	President / Facilitator	~2:32pm 2 min	Action
1.3	Adoption of Consent Agenda (Lee Miller moved to adopt today's consent agenda & 2nd Wendy Whyte. A vote was taken to approve the SEAP plan and REAL Guide. 11 Yes. 0 No. 0 Abstain. Tim Maxwell presented comments on the ISER made by Teeka James: 1. This is not true: "The District will continue to monitor funding opportunities and make strategic decisions to move closer to full compliance with the 50% law." The District has had every opportunity to actually comply with the 50% law, yet they have not done so. They have plenty of money, particularly because they have pocketed millions of dollars over the decades by NOT being in compliance. This may be one reason that they are able to pay the chancellor over \$400,000 a year. (For context, the governor of the state of California is paid \$234,101 per year. 2. This is not true: "4.1 The institution upholds an explicit commitment to principles of academic freedom, academic integrity, and freedom of inquiry. (ER 13) College of San Mateo (CSM) upholds a clear and enduring commitment to the principles of academic freedom, academic integrity, and freedom of inquiry, recognizing these as essential to its mission and to the functioning of a democratic society." The District refuses to negotiate to put this same language into the faculty contract. If they really believe in the principles of academic freedom, then what's the problem with having the language in the contract as well? Answer: They don't really believe in academic freedom.	President / Facilitator	~2:34pm 5 min	Action

	3. This is true: "The Senate is also collaborating with union colleagues to codify protections for academic freedom in faculty contracts, particularly in areas such as faculty evaluations, curriculum development, online instruction, dual enrollment, open educational resources, and guided pathways." HOWEVER, there should be a line in this section stating that the administration has not advocated for faculty at all on this issue. 4. I don't believe this is true: "Collaborative and Transparent Governance-- Governance at the College of San Mateo—and across SMCCCD—is characterized by transparency, collaboration, and shared commitment to student success. The Board, Chancellor, and college leadership work in concert to uphold the District's mission and values, ensuring that governance structures remain responsive, inclusive, and mission-driven." For example, in what way were faculty part of a collaboration on this academic year's budget? I don't think we were, unless they classify inviting faculty to listen at IPC meetings and watch the administrators make decisions (or talk about making decisions) to be a form of collaboration. Lee Miller made a comment about the use of Academic Senate Governance Counsel which he believes to be an old term no longer used after the bylaws were changed and voted upon a few years ago. He added that it is also state that way on the CSF website and suggested an update. He also clarified as to whether with Teeka's comments, she was recommending that we vote no on the approval. President Keller said that Teeka was not making a recommendation of a no vote, she just wanted to make a public statement about the ISER. Once comments about the ISER had been made, President Keller brought the final consent agenda item, the ISER report approval up for vote. 12 Yes. 0 No. 0 Abstain.) <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: SEAP plan • Approval: Accreditation ISER • REAL Guide as a senate recommended resource			
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1.4	Public Comment (A few comments were made by faculty about the new version of Websmart. It is different and has some bumps. Todd Windisch from DAS will be making videos to go over changes.) • 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	Public	~2:39pm 6 min	Information
2. Standing Agenda				
No.	Item / Description	Presenter(s)	Time	Action?
2.1	Presidents' Report (IPC: Chris Walker made a presentation about the budget to respond to student questions about how Deans decide to cancel classes. President Keller thought the presentation was interesting and has invited Chris Walker to share more in context to the Budget discussion later in today's meeting. IPC also had a presentation on the ISER and the SEAP plan. ASCCC Plenary is next Thursday, Nov., 6th. When Daniel gets the full and complete list of the resolutions, he will send out information and ask for feedback. Makiko Ueda asked that information about personal counseling be shared as soon as it is available. President Keller also noted that for next Spring's plenary, he will be inviting members of the Senate to attend with him as he is allowed to bring one other person. The compressed calendar discussion has been going on since 2008. It is a very complicated discussion and the earliest we could expect to implement a compressed calendar would be in 2031. In the next meeting on the topic, the group will be discussing other college's plans and how they have dealt with the many issues that come up. The topics they will be looking out will be CTE courses, and how labs are effected, and looking at how some schools eliminate finals week, making the final just a regular class day. The Senate webpage needs to be updated and President Keller will be looking at the Senate site with attention focused on the accessibility and organization of Senate resolutions. In addition, President Keller likes Skyline's button that allows faculty to submit agenda items. He commented that Skyline's Senate president said that their entire agenda is typically comprised of input from the submissions. Malathi Iyengar likes	Daniel Keller	~2:45pm 5 min	Information

	that idea.) • IPC • ASCCC Plenary • Follow-up on compressed calendar discussion • Updating the Senate webpage			
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2.2	Curriculum Committee Chair Report (The AMSP just announced the new Title V language. It will be available soon and posted on the Senate Website and sent out in the newsletter. Our institution is already doing most of the required items, but there is one that we aren't and that is articulating our process for ensuring that IDEA is incorporated into the CORs (Course Outline of Record). IDEA stands for Inclusion, Diversity, Equity, Anti-Racism and Accessibility. The committee will begin discussing how to incorporate IDEA into the CORs. This conversation will be district-wide conversation as well.)	Malathi Iyengar	~2:50pm 3 min	Information
2.3	Distance Education Committee Chair Report (No updates since the committee hasn't met since the last Senate meeting.)	Jennifer Howze-Owens	~2:53pm 3 min	Information
2.4	Committee on Teaching and Learning Chair Report (During the last meeting the committee was mainly working on follow-through for plans made last semester. One of the plans made was to have the seven programs create a plan for assessment and then help the programs go through the assessment. There is a lot going on with program review, so after more is decided President Keller will make CTL an agenda item and the committee will bring a full update.)	Renee Anderson	~2:56pm 3 min	Information
2.5	Student Representative Report (The ASCSM was presented an update on the SEAP plan which the Academic Senate also discussed earlier. The Equity Affairs Board is hosting Graffiti: Art with Impact on Wed., 11/19 from 12pm to 2pm in the CSM College Center Building 10. The event will feature CSM and international artists' work as well as provide free food and graffiti art activities.)	Ameer Dababo	~2:59pm 3 min	Information
2.6	Other Officer & Liaison Reports (none) • CSM Faculty Dual Enrollment Liaison: Leo Cruz • ASCCC CTE Liaisons: Beth LaRochelle • ASCCC OER Liaison: Mohammed Akhoirshida • ASCCC Rising Scholars Faculty Liaison: Wesley Hingano • ASCCC Legislative & Advocacy Liaison: 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	Updates on commencement day and time and upcoming film screening for the AAANAPISI program (Associated students, classified, our sister campuses have been polled for feedback regarding the commencement plans. The plan is to have our commencement on Friday, May 22 from 9am to 11am. This is out of contract, thus the requirement to participate will not be in place. Maggie de Vera asked if there was budget to pay adjunct faculty to participate. Lee Miller asked about the discussion of multiple ceremonies, and Alex said that it was discussed, but at this time it isn't possible for many reasons. Having the ceremony off campus was also discussed and the cost made that out of the question. Makiko Ueda asked about mandatory participation and Alex said that the request will still be made, but it can't be required when it is out of contract. Tim Maxwell also asked about the length of the ceremony being planned and how practical it is to have a two-hour ceremony. He wondered whether that is really doing justice to the students. There have been discussions about the way to increase the speed at which students are walked across the stage by employing two readers and having the students walk up from both sides of the stage as their names are read. In addition, the number of speeches will be reduced. Also earning certificates have been recognized, and though we'd like to include all of them, they are considering recognition for only the larger unit certificates. Many discussions have been had with respect to this topic. Alex is happy to return and discuss more on the topic, but had to leave at this time. Before Alex left he shared a few activities/events for the students: Tonight, 10/25 there is a celebration for Dios de los Muertos The celebrations of Filipinex American heritage month are wrapping up. Tomorrow, Wed., 10/26 the Kapi Punan Learning Community is hosting Chamayan, which means eating with your hands in Building 17 from 5 to 7pm. Thursday, 10/27 from 4:15 to 7:30pm CSM is teaming with Canda to show a documentary film, "Nurse Unseen." The director-producer, Michelle Josue will be there. The transfer center and the AANAPISI grant are teaming up for a tour of San	Alex Guriba, VPSS	~3:05pm 10 min	Information

Meetings of the Academic Senate are open to all members of the public. Materials are posted on

	Francisco State on Friday, 11/7 from 9 to 2pm. Transportation and food will be provided. Saturday, 10/29, CSM is hosting a Black College Awareness Fair in partnership with Ivy and Girls Foundation. The event will feature Historically Black Colleges since we offer pathways to these institutions and we are working to increase the number of students from the Black and African American populations in our student population. He gave a shoutout to the Workforce team, Emoja team, and Transfer Center team for their contributions in giving access to our students. The communities are excited to offer this to not just high school students as it has been offered in the past, but to also to include the community college students. Lastly, Alex was excited to offer an opportunity for our students and for faculty professional development on Tuesday, 11/11 from 3 to 6pm. The AANAPISI funds are making it possible to host a screening of "China Town Rising," with a discussion with the filmmaker Joshua Chuck, following the screening. Maggie de Vera asked about streaming this discussion. Alex indicated he'd ask, but doubts that will be possible due to the contract terms having already been set.)			
3.2	Updates on OER/ZTC (Open educational resources/zero textbook costs) (Moved before 3.1 due to timing. ZTC coordination and support & ZTAP advisory coach (state chancellor's office) and Jennifer Howze-Owens work on our campus getting faculty set up with the ZTC materials. Last week President Keller joined their meeting and he suggested beginning with the instructional material requirements defined as textbooks, supplemental materials and supplies; this has become quite granular in their definition as seen in Title V Sec 59402 regulations. Daniel added that he thought that it was only about textbooks, and Ame Maloney said that is a common misconception. Many of the acronyms used are: ZTC, OER, LTC. The presentation included definitions for all these abbreviations and visual summaries. Tim Maxwell asked about copy costs and whether they is included in ZTC. Ame indicated that is a discussion item at CSM. Jennifer added that if the items are shared electronically through Canvas and then students have an option to print and that is still considered ZTC. Jennifer added that LTC would house digital copies of required texts in the college library database or college. Malathi Iyengar added that she shares many things through the library and gives them the option of printing these materials, but would like to explore options to have all students be able to print the materials. She added a discussion about laptops, which is required to access digital materials, commenting that not all students will necessarily have	Ame Maloney, ZTC Coordinator	~3:15 pm 20 min	Information

access to a laptop. She noted that we offered laptops to all students during COVID, but that offer has fallen off since then. Ame discussed a little about digital annotation. Matt Montgomery said that the library used to have hotspots for any student that needed one and now due to budget cuts they only have 85, and they run out of computers in the first week. Jennifer said that there are many options in terms of ZTC. Robbie also supports the suggestion of a resolution on the subject of providing students with the materials needed to be successful in light of the push to increase ZTC and OER. His first comment was he has had student go to get equipment and he asked if the school can provide printed materials for students making what might not have been ZTC into a ZTC. Ame said that if a digital version of a book is available then it is ZTC. Robbie turned this around to return to the idea of a “free” printed book. Ame asked to discuss this later and moved on. Burden-Free Instructional Materials (BFIM) was discussed and the relevant vocabulary was outlined for this portion of ZTC concerns. Burden-free student experience, Zero-Textbook-Cost Degree Grant Program, Zero-textbook-cost degrees. Wendy Whyte asked about the psychological burdens and what that means. Rene Anderson asked about what conventional textbook refers to, and if that means getting rid of paper books and going entirely to electronic textbooks. Ame said that she doesn’t believe that elimination of the book is the idea. Jennifer emphasized that this is not an either-or question in the terms of paper text verses electronic. There is new coding coming and requirements for materials costs to be included in the schedule of classes following a regulation passed during the summer. The ZTC task force at CSM has recently been re-instated and meets monthly on the third Tuesdays at 1pm; it is open to anyone. Jennifer is the lead on the independent ZTC course development projects and the team is hoping to expand opportunities for projects. The charge for burden-free instructional materials is being led by faculty, the ZTS Leads across the three colleges and Vice Chancellor Aaron McVean. DAS past president David Eck and current President Todd Windisch will be bringing forth questions and conversations about cost that the group hopes the Board of Trustees recognizes and builds into their planning. Jennifer Howze-Owens will share more information later about the ZTC celebration planned for later in the semester when the plans finalize. Finally, there are plans for one or two workshops in January concerning these topics. Also, Ame			
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	mentioned resources and events through the ASCCC. The link for the slides will be available on the Senate Website.)			
3.3	AS Goals Assessment: We have been discussing priorities faculty identified on opening day (budget, AI, academic freedom). We will take some time to consider other items we might prioritize for future meetings (President Keller wanted to make sure that we had some discussion of our goals. He added a handout of different goals that have been brought up in the past, in other Senates, and by our constituents in August's Flex Day. The Senate members were invited to discuss these goals. President Keller invited the Senate to discuss the items presented with one another and then he collected the Senate brainstorm summaries, to attempt to narrow down the goals. A list of the 10+1 was given as a reminder of the responsibilities of Senate. President Keller gave some goals from the past: Support of faculty in adopting OER/ZTC materials, rescheduling Senate meetings, assessment of on-line verses in-person courses. From the brainstorm a few years ago: Adoption of AI programs, and more.)	Daniel Keller	~3:35 pm 15 min	Discussion

3.4

Budget part one: Class scheduling processes/practices (1:14 ish How do the Deans schedule courses? They make sure to offer courses required for degrees at an appropriate frequency with a variety of day/time/modality, follow enrollment trends, and conform to Title V and district board policies and procedures.

FTEs & FTEF are also considered. Full time equivalent student (15 units worth of courses taken by students) Full Time Equivalent Faculty (faculty teaching 15 units worth of courses). Chris wanted to show the trends over the past 5 years and how the campus reacted with scheduling. He began with a base line of 2020-2021, the first full year of COVID. Initially the FTEF trend shows a decrease of 12% in 2021-2022 and though there was a larger drop from 2019-2020 to 2020-2021, that was an unusual year due to the start of COVID, so Chris chose not to include it in the investigation. However, from that primary decrease the following semesters show an increase. The final line should not be considered because it is only half a year. This fall FTEs is down 3% over Fall 2024, which seems to imply that we are back to our pre-COVID enrollment trends where we see rises in enrollment, a plateau and then a decrease in enrollment in three to five-year trends.

Scheduling – Enrollment Trend AY

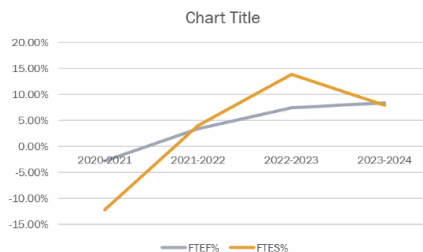
Definitions:

FTEs = Full Time Equivalent Student – A student taking 15 units worth of courses

AY	FTEF
2020-2021	398.1
2021-2022	386.7 -2.86%
2022-2023	399.6 3.34%
2023-2024	429.0 7.36%
2024-2025	464.6 8.30%
2025-2026	416.3 -10.40%

FTEF = Full Time Equivalent Faculty – A faculty teaching 15 units worth of courses

AY	FTEs
2020-2021	5778
2021-2022	5,073 -12.20%
2022-2023	5,275 3.98%
2023-2024	6,004 13.82%
2024-2025	6,478 7.89%
2025-2026	3,554 -45.14%



Load is a measure of efficiency related to student/teacher ratio. It is contact hours to faculty hours. State defines 500 as the ideal number. We never really meet that load, but we are typically around 400, and CSM is the lowest load of the three schools in our district, because of specific programs at CSM that carry lower load. Load is recovering since COVID, but we aren't back to where we started before COVID.

Chris Walker, Acting VPI

~3:50pm
20 min

Information

Due to the number of cancellations that occurred in Fall 2025, the decision has been made to reduce offerings in Spring 2026 by going back three years which will make an 11.84% drop in FTEF. They will consider adding class if it is warranted. The following table shows what they saw in Fall 2024 and 2025:

Year	FTEF	FTEF%	FTES	FTES%
2024	206.3	9.79%	2.868	6.39%
2025	192.3	-6.79%	2.739	-4.49%

Scheduling – Spring 2026

Spring 2026 Schedule Strategy

- Start with Spring 2023 as a base (instead of Spring 2025)
- Adjust offerings based on new course minimums of 15/20 vs 10
- Adjust at the department level based on changes in that time frame
- Aim low, and adjust up based on enrollment demand

SPRING	FTEF	FTEF%	FTES	FTES%
2023	177.9		2.338	
2024	189.8	6.69%	2.531	8.26%
2025	201.9	6.38%	2.755	8.85%
2026	178	-11.84%		

Jennifer de la Cruz wanted to know when the decisions are made to cancel classes. Chris said no changes are made until priority enrollment is done unless a teacher is lost and can't be replaced. After priority enrollment, if there are classes with no enrollment they may be cancelled at that point. However, most are cancelled 10-15 days prior to the start of the semester. If an in-person was 6 weeks out and was at 6 people, they'd probably keep the class and judge whether to cancel it at 3 weeks prior. Jennifer felt that this year it was hard to get students into classes.

Maggie de Vera brought up the roller-coaster of cuts and then the difficulty in trying to advocate to get courses back. She noted how difficult it is to fill reinstated

	courses during the late add periods, which then results in the classes being canceled again. Chris reminded the Senate that there are special circumstances that exist based on program needs. Chris said that as the Dean of Math and Science, he reaches out to the teachers, and the department leads and they discuss whether to cancel courses; he does have the discretion to keep courses even when they are low enrolled. Emily Cotla wonders when classes can be added. Chris said there is no deadline, but they try to add classes when they are needed. Emily was more concerned about not offering specific classes each semester, and how to assist students in juggling the issues related to not having certain classes offered every semester. Chris warned that adding classes won't occur in the Spring until waitlist information from all sections show demand; he discussed the overlap of students on multiple waitlists and how that sometimes makes waitlists appear larger than they are. Emily asked about the Architecture classes and Chris discussed the small number of students and the patterns. Robbie Baden asked about whether waitlists are really the best indicator of demand, especially because the waitlists can vary in size based on underlying decisions. Chris said that no the waitlist isn't the best indicator, but to keep in mind there is a two-pronged strategy having to do with planning and then discussing the length of the waitlists.)			
3.5	Budget, part two: Q & A with Gerardo Ramirez and acting VPI Chris Walker (We have only seven minutes left and VPAS Gerardo Ramirez offered to return for another Senate meeting this semester. Maggie de Vera pointed out that there needs to be more opportunities for adjunct faculty to be on committees and to represent the faculty. Gerardo doesn't know if he is able to affect that. Chris Walker said that in the last two years we have begun to pay for some of the Senate subcommittees like CTL and Curriculum. Robbie Baden wanted to know about cuts in Spring 2026 classes that were fully enrolled in Spring 2025. Chris said there was a total number of classes in consideration in these cancelations, rather than a course-to-course consideration, it was more decisions about the low enrolled number and not which class would get cancelled. Chris said another consideration was efficiency in filling classes to caps instead of making just to the low-end caps, so they won't get cancelled. Malathi Iyengar brought up the issue with hotspots and laptops that students had access to during COVID, but which is no longer being addressed and the issues with the shortage of the technology at this point. Gerardo tried to make the point that students aren't necessarily using the technology based on the largest need. He mentioned being student-first, and the fact that nearly a million was spent on student transportation, and we've	Chris Walker, Acting VPI; Gerardo Ramirez, VPAS	~4:10pm 20 min	Discussion

	committed to that as a college. In addition, we deal with food insecurity and many other things. There aren't always the funds for more. We had to end the discussion at 5 minutes over.)			
4. Closing Procedures				
No.	Item / Description	Presenter(s)	Time	Action?
4.1	Final Announcements (There was insufficient time for comments.) <i>President or facilitator elicits final announcements about upcoming deadlines, events, scheduling changes, etc.</i>	President /	~4:30pm 0 min	Information
4.2	Adjourn (4:35)	President /	~4:30pm	Procedure