

# Academic Senate of College of San Mateo



**Tuesday, April 14, 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>	
<b>President</b>	Daniel Keller
<b>Vice President</b>	Rene Anderson
<b>Secretary</b>	Yvette Butterworth
<b>Treasurer</b>	Makiko Ueda (absent)

<i>Standing Senate Committee Chairs</i>	
<b>Curriculum Committee</b>	Malathi Iyengar
<b>Distance Education Committee</b>	Jennifer Howze-Owens (Zoom)
<b>Committee on Teaching &amp; Learning</b>	Rene Anderson

<i>Division &amp; Student Representatives</i>	
<b>Student Representative</b>	Nicholas Costello
<b>ASLT / Library</b>	Matt Montgomery (Not present for the Consent)
<b>ASLT / Library</b>	Susan Khan
<b>Business/Technology</b>	Vacant
<b>Busin/Technology</b>	Kimberly Salido
<b>Creative Arts/Social Science</b>	Lee Miller
<b>Creative Arts/Social Science</b>	Maggie de Vera
<b>Kinesiology/Athletics/Dance</b>	Vacant
<b>Kinesiology/Athletics/Dance</b>	Mike Marcial (Late 2:50)
<b>Language Arts</b>	Tim Maxwell
<b>Language Arts</b>	Robbie Baden (not vote for update of Consent)
<b>Math/Science</b>	Wendy Whyte (Zoom)
<b>Math/Science</b>	Beth LaRochelle (Zoom)
<b>Counseling</b>	Emily Cotla
<b>Counseling</b>	Jennifer De La Cruz

1. Opening Procedures				
No.	Item / Description	Presenter(s)	Approx. Start Duration	Action?
1.1	<p>Call to Order (2:34)</p> <p><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></p>	President / Facilitator	~2:30pm 2 min	Procedure
1.2	Adoption of Today's Agenda	President / Facilitator	~2:32pm 2 min	Action
1.3	<p>Adoption of Consent Agenda (President Keller asked for a motion to add the Director of Work Force Screening Committee to the consent agenda. Malathi Iyengar made the required motion &amp; Maggie de Vera seconded the motion. 12 Yes. 0 No. 1 Abstain. Move to approve the consent agenda with the added Director of Work Force Screening Committee added and the Committee for the Full Time Astronomy Hiring Committee Jennifer de la Cruz &amp; Kim Salido. 14 Yes. 0 No. 0 Abstain. )</p> <p><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></p>	President / Facilitator	~2:34pm 5 min	Action
1.4	<p>Public Comment (Lee Miller announced that students will be involved in an Earth Day Celebration 11am-1pm tomorrow Wed., 4/15, in front of Building 10.)</p> <ul style="list-style-type: none"> <li>• Questions/comments on non-agenda items</li> <li>• If more than one public commentator is present, comments may need to be limited to 1-2 minutes to accommodate everyone</li> </ul>	Public	~2:39pm 6 min	Information
1.5	<p>Highlights and Recognition (Robbie Baden announced the April 29<sup>th</sup> Writer's Ruckus highlighting student writing with an open mic at the end hosted by the Creative Writing Club. The event will be from 1:30 to 3 in the Bay View Dining Room. He said that it should be fun with free books, food, and refreshments in addition to the fantastic student writing. Today at lunch time Tim Maxwell enjoyed the Burmese student Luncheon and felt welcomed and had a delicious luncheon with the Myanmar students.)</p>	Public	~2:45pm 5 min	Information

*Meetings of the Academic Senate are open to all members of the public. Materials are posted on the meeting page of the Senate website.*

	<ul style="list-style-type: none"> <li>Share positive news about great things happening with our students, faculty, staff, and programs</li> </ul>			
<b>2. Standing Agenda</b>				
No.	Item / Description	Presenter(s)	Time	Action?
2.1	<p>Presidents' Report (</p> <p>ASCCC Plenary highlights: Next Plenary is in Redwood City on November 5. President Keller invited anyone who would like to join him to let him know since the only cost is the \$670 fee for attendance and not the additional cost of travel and lodging. There were some topics of interest that President Keller highlighted for Senate. There were two math items: 1) The additional acceptance of a degree in math education with 18 units of additional science and math course work which was voted down. Our Math department asked for this to be voted down. 2) The creation of a task force to develop PD for equitable and diverse Math pedagogy. Our Math department felt that the money would be better spent on a reduction of class sizes rather than additional work on PD which had been a push across the state before and after AB-705 was passed. This has passed and the state will be forming a task for to create an open resource repository for colleges interested in doing professional development centered on this area. In other areas: 1) Support for Universal Testing Centers for the support of faculty teaching fully on-line courses who are unsure whether their students are doing the work and taking the tests in the age of agentic AI. This has passed. 2) Protecting the integrity of course information for students. This was a heavily debated topic. The essence of the issue is that with a ZTC/OER course, when an emergency occurs which necessitates the replacement of instructor, whether the new instructor could replace the ZTC/OER elected materials with ones of their choosing. The replacement could of course incur a significant difference in cost to students who at the time of the change may not have the choice to opt for a lower cost course. However, forcing an instructor to use materials just because they have already been chosen is an infringement on academic freedom. This passed because it protects academic freedom of the replacing instructor who is often an adjunct. President Keller has had a conversation about this with Danni Redding-Lapuz and the ZTC Task Force because he feels that it is unfair to the students; he wants the task force to consider emergency funding options if such an issue should arise on our campus. Beth La Rochelle asked about the testing centers and said they</p>	Daniel Keller	~2:50pm 5 min	Information

<p>already exist and she was confused. President Keller said that there were many other resolutions that passed and any interested in those resolutions could go to <a href="http://ASCCC.org">http://ASCCC.org</a> and find the list of all resolutions that passed. Malathi Iyengar asked about the Ethnic Studies related topic. She felt that it wasn't really as simple as it seemed and wondered if there ended up being any discussion. President Keller told Malathi that it passed on the Consent Agenda with no discussion.</p> <p>IPC has started the Great Read of Program Reviews and he will bring information back the summary of their feedback and add it to ours for Senate's approval. After we approve the feedback we will send the feedback to the Divisions who submitted Program Reviews during this cycle.</p> <p>DAS met yesterday, Monday, 4/14. Some major points that were discussed were the IRB, AI Notification, the new President-Elect of DAS, Screening Guidelines, and a Revised Equivalency process. Here in our Senate, we've had two presentation from Jennifer Merrill and Pia Walawalkar on establishing an IRB (Institutional Review Board) at the District level. There is still indications on local websites that an IRB exists, but it doesn't seem to be functional. This topic was discussed at DAS yesterday and there were many questions. Questions about cost, committee makeup, and time lines were introduced by Chancellor Moreno. The vote is still forthcoming on the IRB, but President Keller suggested that we honor Jennifer and Pia's enormous effort on creating an IRB if and when the IRB is passed. We voted on the approval of a syllabus statement concerning AI in our local Senate some time back. The DAS wants to notify faculty to clarify their syllabus language and they will be making a slight revision to the document. There is a new President-Elect for DAS, Tony Bertel, a Skyline Business Faculty member. During the next meeting DAS will be discussing the screening committee guidelines. Recall the discussion during one of our recent meetings where Kristi Ridgeway expressed her frustration with how onerous they process had become. This led to revisions by HR and the DAS will be looking at those revisions and soliciting feedback on April 28. That will just be a discussion, not a vote for approval. Revisions and feedback of the revised equivalency requirements will also be solicited on April 28.</p> <p>President Keller Noted after the Liaison Reports: Updates are at the end of District, Skyline, and Canada Senate Meetings, so maybe we should change the timing of ours too. President Keller noted that he likes the placement in DAS because all the more challenging topics have been presented and he can relax into the more friendly update information. He will bring this topic up for discussion at the next meeting for a decision.)</p>			
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2.2	<p>Curriculum Committee Chair Report (Committee Chair Malathi Iyengar share that the Curriculum Committee voted unanimously to be uphold the current 50% residency requirement for Certificates, so that will remain as it has been in the past. The policy for inactivating courses that have not been updated for many years is apparently a concern for some, and an individual asked Malathi, outside a committee meeting, if that topic could be discussed, so Malathi brought this topic to the committee during the last meeting. Apparently, some colleges, like Canada, though it is a rare policy, choose to deactivate courses that are not updated in accordance with the required timeline. Malathi feels that this discussion will take a lot of time to build with a lot of discussion with Deans and with the Senate before it is brought for a vote. Malathi feels that there is a small possibility that our campus may elect to put such a policy in place, but that if so it will take some time before an acceptable version of the policy could be ratified. Tim Maxwell asked for an example. Malathi said that there are classes back as far as 2018 that haven't been updated. There have also been abuses of power in the faculty purview of this task. Malathi feels that there could be a lot of problems and the ripple effects with such a policy, based on her broad view of the curriculum as the Curriculum Committee Chair. Beth LaRochelle added that the failure to update a course for years after the required 6-year cycle is a Title V issue. She added that a failure to update classes could lead to the college's inability to teach the classes due to Title V requirements. Beth would like Senators to go back to peers/divisions to remind everyone how important this updating work. Malathi supported Beth's suggestion. Malathi added that deans have discretion to say that the class must be updated for it to be offered and that they also have another option to say that even though the classes haven't been updated that an un-updated course should be offered because it will hurt students even more if it is not updated. Dean Walker would like to see the Curriculum Committee to make a policy about the updates. Lee Miller talked about the Program Improvement Committee he was on several years ago. He discussed the situation where the Building Inspection program had no full-time faculty and communication issues between the part-time faculty and the Dean. In this situation, the Dean referred the Building Inspection program to the Program Improvement Committee to determine whether the program should be eliminated. He helped to spear-head a process to get things on track to save any program that is scheduled for elimination due to such issues such as those experienced in the Building Inspection Program. There is a Senate approved a process that goes over a couple of semesters to take care of this process. He suggested that a similar process might work for the cases where faculty are not</p>	Malathi Iyengar	~2:55pm 3 min	Information
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	updating courses as they should be. Malathi said she will discuss this further with Lee outside this meeting. Maggie said that she feels that clarity on what is and isn't up to the discretion of the deans would be very nice. She feels that she gets mixed signals about what the dean in her department has discretion over. Malathi added that deans do have a lot of rules to follow, but they do have discretion over everything in their division.)			
2.3	Distance Education Committee Chair Report (Jennifer Howze-Owens informed Senate that the Committee didn't meet the first week of April because it was Spring Break and their next meeting on May 6 <sup>th</sup> will be their last of the semester. The only update Jennifer had to share was that all the work that went into Distance Education's Regular and Substantive Interaction for accreditation went very well, resulting in no inquiries from the accreditation committee. Jennifer thanked everyone for the hard work over the past five or six years, but especially in the last couple of years leading up to the accreditation visit.)	Jennifer Howze-Owens	~2:58pm 3 min	Information
2.4	Committee on Teaching and Learning Chair Report (There was no report today.)	Natalie Alizaga, Rene Anderson	~3:01pm 3 min	Information
2.5	Student Representative Report (Our student representative, Nicholas Costello and 5 other representatives from the Advocacy Board will be going to Washington DC to meet with Senators about federal legislation and how they can be better advocates for students at CSM. Nicholas noted that this is the second year that he will be attending this event.)	Nicholas Costello	~3:04pm 3 min	Information
2.6	Other Officer & <a href="#">Liaison Reports</a> (Beth LaRochelle will share more about the CTE event that she is attending this Saturday, 4/18. Beth added that when there is a new director of CTE, Beth will report.) <ul style="list-style-type: none"> <li>● CSM Faculty Dual Enrollment Liaison: Leo Cruz</li> <li>● ASCCC CTE Liaisons: Beth LaRochelle</li> <li>● ASCCC OER Liaison: Mohammed Akhoirshida</li> <li>● ASCCC Rising Scholars Faculty Liaison: Wesley Hingano</li> <li>● ASCCC Legislative &amp; Advocacy Liaison: Emily Cotla</li> <li>● ASCCC IDEAA Liaison: Makiko Ueda</li> <li>● ASCCC Part-time Faculty Liaison: Maggie de Vera</li> </ul>	Treasurer, Secretary & Faculty Liaisons	~3:07pm 3 min	Information

**3. Senate Business**

No.	Item / Description	Presenter(s)	Time	Action?
3.1	<p>Commencement schedule: We will be voting on the proposal to move from a three-year to a two-year rotation for faculty attendance at commencement</p> <p>(President Keller introduced the action item on the Commencement Schedule which we heard about from Danni Redding-Lapuz in an earlier Senate meeting. Susan Khan moved to propose that we approve the action of moving scheduled Commencement participation from 3 years to 2 years &amp; Beth LaRochelle seconded. President Keller asked for any discussion. Lee Miller would like to know the reasons for the proposal; he didn't feel he had a good sense of why the change was being proposed based on Danni's presentation. Daniel Rhyne clarified that it is for an ease of tracking and that they think more faculty will attend if it is every two years. Matt Montgomery added that the third reason was alignment across the three schools. Beth LaRochelle felt that the odd and even years (every 2 years) promotes consistency, she feels that doing more (every 2 verses every 3) will be hard, but she loves having the opportunity to be involved. Maggie de Vera expressed her disgust that adjunct faculty isn't really being considered in this process, since there is an inability/unwillingness to consider paying adjuncts for their participation, and wanted that opinion to be expressed again. Robbie Baden loves going to graduation, but he feels that the principle of being asked to do "more work" (every 2 verses every 3 years) is a problem and he would maybe like to make this decision after we know the results of the contract negotiations. Beth agrees with Robbie. Matt Montgomery does feel that the 3-year cycle makes it harder to figure out which year is your year, citing knowing that your year is an even or odd year would make planning in advance much easier since graduation always falls around Memorial Day weekend when faculty might like to make plans in advance. Matt agrees with Robbie's sentiment about the contract negotiations and would like to see the District's willingness to negotiate on contract language before making the decision. In addition, he added that graduation is written into the language of our full-time contract, but this year they are doing it out of contract. Lee added his approval of Matt's statements. President Keller asked for any further comments and when nothing further was seen or heard he called for a vote.</p> <p>President Keller reminded us that the proposal on which we are voting is to approve to move from a 3-year to 2-year rotation for Commencement Participation. Maggie de</p>	President	~3:10pm 15 min	Action

	<p>Vera moved to table the discussion until after we have clarity based on our contract &amp; Daniel Rhyne seconded. Jennifer Howze-Owens made a point of order that we need to complete the voting on the motion currently on the floor before proceeding with Maggie’s motion. Malathi Iyengar suggested that President Keller could withdraw the motion to vote. President Keller withdrew his motion. The motion made by Maggie de Vera as stated above and again seconded by Daniel Rhyne. The new motion was put to a vote. 14 Yes. 0 No. 0 Abstain.)</p>			
3.2	<p>Update on Flex Day Planning from the All-Campus PD (APD) Committee  (The following will be an update on the new All-Campus Professional Development Committee. The following topics will be covered: membership, work for 2025-2026, Data findings, feedback or how to get involved.)</p> <p><b>Purpose:</b>  The purpose of the APD Committee is to promote professional development opportunities that are inclusive of our employee groups and help us meet the College’s Mission, Vision, Strategic Priorities, Educational Master Plan goals, Program Review goals, and other plans.</p> <p><b>Membership 2025-2027:</b>  2 Classified (Dulce Luna Martinez &amp; Alicia Frangos); 2 Faculty (Katryn Wiese in 2025-2026, Vacancy in 2026-2027, Alex Wong); 2 Admin/Management (Chiara Ojeda (Tri-Chair), Kohya Lu in Fall 2025, Vacancy Spring 2026-2027); Ex-Officio Members (Susan Khan (Tri-Chair), Marisol Quevedo (Tri-Chair), Tarana Chapple, Manuel Alejandro Perez)</p> <p><b>Work:</b>  Launching &amp; Operationalizing (Establishing tri-chair leadership, Establishing norms and minute-keeping practices, Finalizing bylaws, Launching committee’s website and a consistent meeting schedule, Secured a Bulldog Innovation Grant for Summer PD Planning Retreat); Assessment &amp; Data Collection (Developed new format to assess PD needs, Collected, reviewed and summarized data), Flex Day Planning &amp; Support (Reviewed session submissions and Flex Day schedules, advised the President on speakers Kelly Spoon and Alexis Riley selection, Provided day-of logistics and facilitation, Selecting a theme for 2026-27 Flex Days in consultation with the President, Develop an FAQ page on the website)</p>	Susan Khan	~3:25 pm 20 min	Information

The **data gathered** came from Flex Day Planning Survey (Table Talk) and Attendance Overview.

Table Talk:

## Flex Day Planning Survey ("Table Talk")

Format:

At January Flex Day, held a 45-minute "Table Talk" discussion in which participants were asked to discuss especially effective professional development experiences and to fill out a brief survey in which they shared commonalities from their discussion, answered qualitative questions about content and format preferences on Flex Day, and answered a multiple choice question about their preferred modality for professional development.

Participants:

59 people (11 Admin, 16 Classified, 6 Adjunct Faculty, 26 Full-Time Faculty)

Methodology:

A subgroup of the APD Committee did the analysis:

- Qualitative questions: Generated categories based on the qualitative responses and evaluated using those categories. If plurality of the group identified a response as belonging to the category, that response was counted.
- Quantitative question: Direct tally of responses.

Keep in mind that the following data and its analysis may be skewed due to underrepresentation by those faculty groups such as Adjunct faculty and others who weren't able to attend an in-person meeting and over-representation by those people who are able to come.

**Questions & Results:**

On the **question of modality** respondents were asked to check all that apply and from the 57 responses 29 wanted Zoom only, 68 prefer multi-modal, 43 prefer in-person only, and 18 prefer asynchronous.

**Takeaway:**

A majority of respondents prefer some online options. 40% like having some options, at least in person. 9 out of 57 people only selected in-person as their preference.

On the question of **PD Experiences that Stand Out** from the 59 respondents, 12 said relevance & immediate applicability, 12 interactive learning, 21 collaboration & human connection, 8 student (equity) centered focus, 10 practical skill/tool training, 2

reflection, 6 format, 2 authentic engagement.

**Takeaway:**

When discussing PD that stands out, collaboration, human connection, and interaction were critical. Respondents identified these areas more frequently, and at times, in relationship to one another.

On the question of **Preferred Content/Topics** of the 59 respondents, 19 said practical & transferable skills, 15 teaching & pedagogical development, 13 AI & emerging technology, 17 student support, 13 institutional knowledge/college operation, 10 cross-department connection, 8 equity, 5 active participation/reflection, 3 career growth.

**Takeaway:**

Practical and transferable skills stood out as the content/topics people look for on Flex Day. Teaching and Pedagogical Development as well as Student Support were mentioned almost as frequently. Other topics are noted too

On the question of **Preferred Formats/Modes of Delivery** of the 59 respondents, 27 said speaker, 8 said panel, 8 said discussion/conversation, 31 said workshop (application), 2 said “Flexible” environment (like hiking), 8 said asynchronous.

**Takeaway:**

31 of 59 people mentioned workshops involving application, while 27 of 59 mentioned speakers and many of those said both.

**Key Takeaway:**

There is a lot of diversity in terms of what people want out of Flex Day and professional development (modality, content, and format). The only preferences that stand out (and these only slightly) are a desire for collaboration and connection, as well as a desire for concrete, applicable learning, and multiple modality options.

**Attendance January 2026:**

102 Full-Time Faculty (68% of total), 40 Adjunct Faculty (16% of total), 66 Classified (43% of total), 11 Administrators (73% of total ?)

**Ways to Get Involved:**

Become a member (there is at least one vacancy for next year), Join the 5-hour

summer PD planning Retreat (email [khans@smccd.edu](mailto:khans@smccd.edu) for more info), Submit a session\*, Suggest a speaker\*, Provide Feedback on Flex Day\*. (\*There are links on the [PD Website](#) for these items.)

Discussion ensued about the PD committee:

Beth LaRoche asked about the Flex Day being on Thursday this Spring and wondered if the having different days might make a difference on attendance. Beth was concerned for adjuncts who may work at other campuses consistently on Monday/Wednesday, and have opportunities on Tuesday/Thursday to attend. Rene Anderson commented that the Flex Day in the Fall was Wednesday, so there seems to be some altering of days. Another Senator asked about the survey (the secretary is assuming that the reference is to the Table Talk survey) and whether it has been sent out to all faculty and if not if there are plans to send it out to all. Susan said that it was sent out and there was only one response and she said that a possible way to collect information may be to attend and survey during Division meetings, but that has the same potential for missing adjunct faculty voice and lack of participation as well. President Keller mentioned that at tomorrow's IPC meeting there is an agenda item to discuss the lack of communication across different campus committees and committee structure because there were similar issues with the budget questions and trying to get information from the whole campus. He also asked about caps on faculty membership on the PD committee. Susan shared that they have a cap of 4 representatives plus Susan's role as one of the tri-chairs, 2 for full-time and 2 for adjunct. She also shared that there is not currently funding for adjunct faculty who wish to serve on the committee. Maggie de Vera asked about the adjunct faculty representation and again expressed frustration for the lack of pay for adjuncts for their representation on committees. Susan reminded everyone that next Thursday, April 16 is Flex Day.

Susan Khan added the following to the chat in the Zoom session:

All-Campus PD Committee Update links:

Presentation slides

All-Campus PD Committee website

Email Susan Khan if you are interested in participating in our Summer PD Planning Retreat (5 hours at special rate, 1st week in June) and/or joining the committee as a member next year.

Flex Day website (includes buttons for submitting session proposals and topic/speaker

	<p>suggestions)  April 16 Flex Day schedule (register, access zoom links, &amp; provide feedback on sessions)</p>			
3.3	<p>Letter to campus leadership: We will discuss further feedback from Counselling, ASLT, and Classified Senate.</p> <p>(Counseling and ASLT provided their feedback to President Keller last week. He has provided new information from the two new divisions' feedback. The question is whether there is anything that should be added to our current letter based on this new information. President Keller also added the questions that the Classified Senate is asking in a similar letter being written by that body. The Senate took time to review the documentation provided and then the following discussion ensued:</p> <p>Robbie Baden, referencing number 3 and the \$8 million over budget referenced there, and asked whether the deficits are increasing while we are in the process of making cuts. There was an additional comment from Library Faculty who was unable to attend the ASLT meeting that was shared by a fellow faculty member. Malathi Iyengar</p>	President	~3:45 pm 45 min	Action

<p>wonders about the comments from Math Faculty about forced retirement and Tim Maxwell felt that that comment was probably in reference to the retirement packages being offered. Maggie de Vera wondered if we wouldn't want Gerardo to attend the Senate meeting with Manuel so that Manuel doesn't just deflect the questions because he'd need to confer with Gerardo. President Keller said that Gerardo is presenting on Flex Day and it would be nice to have a discussion with just the President. The Senate discussed this potential and there was agreement that the Senate wants to hear what the President has to say without the input of Gerardo. Susan Khan wanted to know if there has been a request for a written response to the Budget questions. Lee Miller asked about specific questions that we thought we wanted to ask and not solely stand on the general statements in the proposed letter. President Keller said that further specific questions would require more meetings to discuss than we would have until the end of the semester. Tim questioned the format of Manuel's visit. President Keller said that he assumes that Manuel will simply sit and answer the questions as they are presented to him and respond to any follow-up questions that we may ask.</p> <p>Hearing and seeing no further discussion President Keller would like a motion to propose sending the letter with a minor change to eliminate redundancy. This was motioned by Daniel Rhyne &amp; 2<sup>nd</sup> Kimberly Salido. Robbie Baden would like to amend the letter to include in the last paragraph and say instead of, "you attend a future Academic Senate meeting to directly address the concerns noted above," that we say "to directly address the concerns noted about, and to answer further questions from the Academic Senate faculty." Robbie added that he really hopes that we spend a lot of time in Q&amp;A and less time in the presentation. Robbie made a motion to add the discussed amendment and &amp; Lee Miller 2<sup>nd</sup>. Vote on letter with amendment and elimination of redundancy. 13 Yes. 1 No. 1 Abstain. The motion passed.)</p>			
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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 /	~4:30pm 0 min	Information
4.2	Adjourn (3:51)	President /	~4:30pm	Procedure