



Associated Students of College of San Mateo

Student Senate Regular Meeting Agenda

Monday, February 3, 2020, 2:15 p.m.

Center for Equity, Leadership and Community Building 17, Room 146

PLEASE SILENCE AND PUT AWAY ALL CELL PHONES AND LAPTOPS

The public is invited and encouraged to attend all ASCSM Senate Meetings. All meetings are open to the public, and are accessible to those with disabilities. Start times are approximate. The public may address the Senate on non-Agenda items during the Announcements & Hearing of the Public items on the Agenda. Members of the public may participate in discussions only when recognized by the Chair.

I. Call to Order

II. Roll Call

III. Approval of the Agenda

IV. Approval of the Minutes of Prior Meeting(s)

V. Announcements and Hearing of the Public (15 minutes per topic, 3 minutes per speaker)

At this time, members of the public may address the Senate on non-Agenda items.

VI. Reports

a. Officers

i. President	Andrew Young
ii. Vice President	Max Gaines
iii. Finance Director	Mark (Chun Wai) Wong
iv. Vice Chair	Candela Graciarena
v. Secretary	<i>vacant</i>
vi. District Student Trustee	Jordan Chavez

b. Senators

Including reports from ASCSM boards and committees, ASCSM task forces, College and District participatory governance committees, and reports from other boards, committees, or organizations.

c. CSM Administration

- i. Kim Lopez, Acting President

d. Advisors

- i. Aaron Schaefer, Student Life and Leadership Manager
- ii. Fauzi Hamadeh, Student Life and Leadership Assistant

VII. Unfinished Business: Action, Discussion, and Information Items

a. Appointments – President Young

The Senate shall discuss and consider any and all appointments and/or recommended appointments to the Senate, the Advocacy Board, the Cultural Awareness Board, the Programming Board, any College and/or District participatory governance committees, and/or any other appointments that may be deemed necessary; possible action to take place.

b. Legislative Bills – Advocacy Board Chair Davarpanah

The Senate shall discuss and consider recommendations from the Advocacy Board regarding positions on local, state, and national legislation that may have an impact on students; possible action to take place.

c. Debrief of ASCSM Events

The Senate shall discuss and review any recent ASCSM events; no action to take place.

VIII. New Business: Action, Discussion, and Information Items

a. Update on Guided Pathways Scale of Adoption Report – Allie Fasth, Interim Director of Guided Pathways

The Senate shall review and discuss an update on Guided Pathways and the scale of adoption report. Possible action to take place.

b. Funding for Lunar New Year Event – Cultural Awareness Board

The Senate shall discuss and consider allocating funds for a Lunar New Year Event sponsored by the Cultural Awareness Board. Possible action to take place.

c. Funding for National Pizza Day Event – Programming Board

The Senate shall discuss and consider allocating funds for an event celebrating National Pizza Day sponsored by the Programming Board. Possible action to take place.

d. Funding for National Frozen Yogurt Day Event – Programming Board

The Senate shall discuss and consider allocating funds for an event celebrating National Frozen Yogurt Day sponsored by the Programming Board. Possible action to take place.

e. Funding for Valentine’s Day Event – Programming Board

The Senate shall discuss and consider allocating funds for an event celebrating Valentine’s Day sponsored by the Programming Board. Possible action to take place.

f. Funding for Club Fair – Vice Chair Graciarena

The Senate shall discuss and consider allocating funds for the Spring 2020 Club Fair. Possible action to take place.

g. Review and Discussion of Proposed Language for Updated Attendance Regulations

The Senate shall review, discuss, and provide feedback regarding the proposed updates to the campus attendance regulations. Possible action to take place.

IX. Future Agenda Items

At this time, members of the Senate may suggest agenda items for consideration for future meetings.

X. Final Announcements and Hearing of the Public (15 minutes per topic, 3 minutes per speaker)

At this time, members of the Senate and members of the public may voice any concluding comments.

XI. Adjournment

Appointments

There is no printed material related to this item.

Legislative Bills

There is no printed material related to this item.

Debrief of ASCSM Events

There is no printed material related to this item.

Update on Guided Pathways Scale of Adoption Report

There is no printed material related to this item.



Funding Proposal

For the meeting of Monday, February 3, 2020

Title of Proposal Funding for Lunar New Year Event

Being Proposed by Cultural Awareness Board Lead Coordinator Josephine Cheung and Gabby Yuen

Event Date(s) February 5, 2020

Forwarded to the Student Senate by:

- Executive Cabinet
- Advocacy
- Cultural Awareness
- Programming
- ICC
- Other

ASCSM Account **5050 Ethnic and Cultural Affairs**

DESCRIPTION

The Lunar New Year is upon us and we want to celebrate the year of the rat! With this event, all of CSM will be able to celebrate and learn about Chinese New Year traditions. This event will take place in front of building 10 from about 11am to 1pm and will provide traditional Chinese cuisine and treats. Our hope is to educate students and faculty of the Chinese culture.

Item Description	Cost
1. <u>Decorations</u>	<u>\$500.00</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
Total Funding Request	<u>\$500.00</u>

For ASCSM Secretary Use Only

Motion by _____ Second by _____

Result of Vote In Favor _____ Opposed _____ Abstained _____ Passed _____ Failed _____



Funding Proposal

For the meeting of Monday, February 3, 2020

Title of Proposal Funding for National Pizza Day Event

Being Proposed by Programming Board Lead Coordinator Dyana Huaraz & Joseph Nguyen

Event Date(s) February 10, 2020

Forwarded to the Student Senate by:

- Executive Cabinet
- Advocacy
- Cultural Awareness
- Programming
- ICC
- Other

ASCSM Account **5150 Programs**

DESCRIPTION

The Programming Board will be passing out pizza for National Pizza Day!

Item Description	Cost
1. <u>Pizza and beverages</u>	<u>\$800.00</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
Total Funding Request	<u>\$800.00</u>

For ASCSM Secretary Use Only

Motion by _____ Second by _____

Result of Vote In Favor _____ Opposed _____ Abstained _____ Passed _____ Failed _____



Funding Proposal

For the meeting of Monday, February 3, 2020

Title of Proposal Funding for National Frozen Yogurt Day Event

Being Proposed by Programming Board Lead Dyana Huaraz & Joseph Nguyen
Coordinator

Event Date(s) February 6, 2020

Forwarded to the Student Senate by:

- Executive Cabinet
- Advocacy
- Cultural Awareness
- Programming
- ICC
- Other

ASCSM Account **5150 Programs**

DESCRIPTION

The Programming Board will be serving frozen yogurt for its national day.

Item Description	Cost
1. <u>Frozen Yogurt</u>	<u>\$2,000.00</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
Total Funding Request	<u>\$2,000.00</u>

For ASCSM Secretary Use Only

Motion by _____ Second by _____

Result of Vote In Favor _____ Opposed _____ Abstained _____ Passed _____ Failed _____



Funding Proposal

For the meeting of Monday, February 3, 2020

Title of Proposal Funding for Valentine's Day Event

Being Proposed by Programming Board Lead Coordinator Dyana Huaraz & Joseph Nguyen

Event Date(s) February 13, 2020

Forwarded to the Student Senate by:

- Executive Cabinet
- Advocacy
- Cultural Awareness
- Programming
- ICC
- Other

ASCSM Account **5150 Programs**

DESCRIPTION

The Programming Board will celebrate Valentine's Day by informing students about the LGBTQ+ community.

Item Description	Cost
1. <u>Balloons</u>	<u>\$50.00</u>
2. <u>Goodie Bags</u>	<u>\$400.00</u>
3. <u>Chocolates</u>	<u>\$100.00</u>
4. <u>Food</u>	<u>\$4,000.00</u>
5. <u>Drinks</u>	<u>\$2,000.00</u>
Total Funding Request	<u>\$6,550.00</u>

For ASCSM Secretary Use Only

Motion by _____ Second by _____

Result of Vote In Favor _____ Opposed _____ Abstained _____ Passed _____ Failed _____



Funding Proposal

For the meeting of Monday, February 3, 2020

Title of Proposal Funding for Club Fair

Being Proposed by Inter Club Council Lead Coordinator Vice Chair Graciarena

Event Date(s) February 11 and 12, 2020

Forwarded to the Student Senate by:

- Executive Cabinet
- Advocacy
- Cultural Awareness
- Programming
- ICC
- Other

ASCSM Account **Club Account Reserve**

DESCRIPTION

This event is held every semester to give new and old clubs a chance to connect with the public and get new members and create interest in future events. Students can go and enjoy free food, as well as check out the awesome clubs of the campus, and maybe join one!

Item Description	Cost
1. <u>Food and Drink</u>	<u>\$500.00</u>
2. <u>Facilities</u>	<u>\$700.00</u>
3. _____	_____
4. _____	_____
5. _____	_____
Total Funding Request	<u>\$1,200.00</u>

For ASCSM Secretary Use Only

Motion by _____ Second by _____

Result of Vote In Favor _____ Opposed _____ Abstained _____ Passed _____ Failed _____

DRAFT: Proposed Language for updated Attendance Regulations

**Any comments or feedback, please email Arielle Smith
(smitha@smccd.edu) directly.**

Purpose:

Regular attendance in class and laboratory sessions is an obligation assumed by each student at the time of their registration. Regular attendance affords the student the opportunity to acquire the content of the specific session and, over the length of the course, the continuity of the professor's plan for the presentation of the subject matter in the course.

Excused Absences:

Absence due to participation in college-sponsored activities, such as participation in athletic events or student government, are to be considered excused when the student informs and receives permission from the instructor in advance of the absence and makes up all work missed. This means that the absences will not count against participation and that assignment deadlines will be rescheduled to allow the student to make up missed work without penalty.

Excessive Absences:

Absence means nonattendance for a non-excused reason. A guideline used by many professors to determine when absences are excessive is twice the number of hours that the class meets during a week. This is strictly a guideline and may vary with each professor depending on the subject matter of the course or laboratory. The professor may drop a student from a course if absences, in the opinion of the professor, have placed the student's success in jeopardy.

Student Responsibility:

It is always primarily the student's responsibility to withdraw from a course. When absences have been excessive, or participation in a distance education course is not taking place, it is still the primary responsibility of the student to withdraw.

It is the student's responsibility to communicate as soon as possible with their instructors when absences occur.

If a medical or personal emergency requires absence of one week or more, the student should consult with their instructors and counselor regarding the advisability of continuing in classes.

If students are unable to contact their instructors for any reason, they may contact the VPSS office to reach out to the instructors on their behalf. VPSS office contact information: College Center Bldg 10, Room 482, csmvpss@smccd.edu, (650) 574-6118

Extenuating Circumstances:

Examples of extenuating circumstances are natural disaster, accident, physical or mental illness, military service, severe physical or emotional hardship, or other extraordinary experience beyond the student's control. It is the student's responsibility to communicate as soon as possible with their instructors. Instructors may require documentation, and will make every reasonable effort to work with the student

to make up missed work and content. In the spirit of supporting educational equity, instructors reserve the right to make necessary arrangements with individual students based on student circumstances.

Given CSM's institutional commitment to equity and the broad population of students we serve, instructors are expected to be sensitive to and consider cultural practices and expectations that may impact student absences.

If a student experiences an extenuating circumstance that requires accommodations, they can contact: Disability Resource Center (DRC) contact information: College Center Bldg 10, Room 120, csmdrc@smccd.edu, (650) 574-6438

Appeal Process:

A student dropped from any class for nonattendance may appeal in writing to the Division Dean within five college calendar days of such a drop if the student thinks the absences should be excused, and reinstatement in class can be justified. Students may remain in class while their appeal is being reviewed.

For online classes, the instructor will post a notification to the student account and email to allow the student access to the course for the following 5 days and outlining the appeal process. The instructor will also complete a data download of the student work prior to dropping any student that they will save for . If a student is dropped and wishes to appeal, the instructor must work with the Dean and Admissions and Records to immediately re-enroll the student in the course during the appeal process in order to ensure continued access to course content and previous work.

A recommendation regarding the appeal will be forwarded to the instructor. If the instructor disagrees with the recommendation, then they will request an additional review by the VPI and 2 faculty representatives (one from Academic Senate and one from AFT) within 2 business days. If the recommendation of the Division Dean/VPI is for the student to be reinstated into class, the professor will work with the student in good faith to complete the course.

Attendance Regulations for Distance Education Courses:

Participation is essential to student success in distance education courses. In distance education courses, students are required to participate just as if they were in a face-to-face course. Every instructor will outline participation requirements in their syllabus, but generally, this means that in order to get full credit for participation, students will have to complete discussion assignments, lesson assignments and quizzes on a timely basis. Consistent failure to participate in class will result in lower grades and being dropped from the course at the instructor's discretion.