

## ***Academic Senate of College of San Mateo***



Tuesday, August 22, 2023  
2:30pm - 4:30pm

Building 18, Room 206  
1700 W. Hillsdale Boulevard, San Mateo,  
CA 94402

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

Meeting ID: 851 3409 6982

Phone: +1 669 444 9171

<i>Officerd</i>	
<b>President</b>	Todd Windisch (present)
<b>Vice President</b>	Daniel Keller (present)
<b>Secretary</b>	Yvette Butterworth (present)
<b>Treasurer</b>	Stephen Heath (Zoom 3ish)
<b>Immediate Past President</b>	Arielle Smith (present)

<i>Standing Senate Committee Chaird</i>	
<b>Curriculum Committee</b>	
<b>Distance Education Committee</b>	Jennifer Howze-Owens (present)
<b>Committee on Teaching &amp; Learning</b>	Susan Khan (present)

<i>Division &amp; Student Representatived</i>	
<b>Student Representative</b>	
<b>Academic Support &amp; Learning Technologies / Library</b>	Valeria Estrada (present)
<b>Academic Support &amp; Learning Technologies</b>	Susan Khan (present)
<b>Business/Technology</b>	
<b>Business/Technology</b>	
<b>Creative Arts/Social Science</b>	
<b>Creative Arts/Social Science</b>	
<b>Kinesiology/Athletics/Dance</b>	
<b>Kinesiology/Athletics/Dance</b>	
<b>Language Arts</b>	Rene Anderson (present)
<b>Language Arts</b>	Mick Sherer (present)
<b>Math/Science</b>	Michelle Beatty (present)
<b>Math/Science</b>	Catherine Ciesla (present)
<b>Counseling</b>	Leonardo Cruz (Zoom)
<b>Counseling</b>	Alex Guiriba (Zoom)
<b>Enrollment Services/Counseling</b>	Makiko Ueda (present)

1. Opening Procedures				
No.	Item / Description	Presenter(s)	Time	Action?
1.1	Call to Order <i>CSM Academic Senate by-laws state, "A quorum for a meeting of the Senate and all Senate committees shall consist of 6 of the committee's faculty members." Called to order 2:33 Todd mentioned audio and video requirements for video conferencing. Daniel will monitor Zoom chat. Yvette will take notes.</i>	President / Facilitator	1	Procedure
1.2	Roll/Introductions (All present introduced themselves. If you would like to learn more about any Senator or Officer present please see the Audio Transcript for the Zoom meeting. Also present Tereasa Morris, Monique Nakagawa, Kristy Ridgeway.	Secretary	2	Procedure
1.3	Adoption of Today's Agenda (Todd made a proposal to adjust the agenda. Vote to Approve (Rene Anderson 1 <sup>st</sup> & Michelle Beatty 2 <sup>nd</sup> ) an addition to the agenda to approve a faculty member of the hiring committee for VPSS (approved unanimously) This was added as 3.4 on the agenda)	President / Facilitator	1	Action
1.4	Adoption of Consent Agenda (Todd explained the purpose of a consent agenda is to allow us to approve or vote on that won't be very contentious. It is like a regular action item, but it groups things together. The only way it carries is with a unanimous vote. Today we will be applying it today in the Tenure Committee Approval, something already vetted and put forth by Deans. Catherine Ciesla 1 <sup>st</sup> & Daniel Keller 2 <sup>nd</sup> and the motion was approved unanimously.  Tenure Committee Approval see the list linked below for all committees. There were changes from ASLT. There was a switch in Academic Support & Learning Technologies Dianna Bennett replaced Matthew Montgomery. Also add Lia Thomas and Susan Khan's committees. Must also add David G. for the next senate meeting. Math and Science Beth LaRochelle replaced Angel Pilar and Michelle Beatty on two separate committees.  A small discussion ensued about the contractual obligation of the committee make-up. It was questioned whether some divisions are in fact doing this correctly. This will be reviewed this semester.  For Art History committee there is no Art History faculty on the committee because there is none. There is instead an Art and a History faculty member.  Todd asked for motion to approve and then discuss. Catherine Ceisla 1 <sup>st</sup> & Daniel Keller 2 <sup>nd</sup> . No discussion. The motion carried unanimously to approve committees as is with changes noted.  <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</i>	President / Facilitator	1	Action

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

	<p>request that an item be removed from Consent to be discussed in the order listed, after approval of remaining items on the consent agenda.</p> <ul style="list-style-type: none"> <li>• <a href="#">Approval of make-up of tenure committees</a></li> </ul>			
1.5	<p>Public Comment</p> <ul style="list-style-type: none"> <li>• Questions/comments on non-agenda items</li> </ul> <p>(Mark Kline a member of the public, a resident of San Mateo. San Mateo County Democratic Committee. He is the co-chair of the voter registration committee. In the past Mark has trained students who would like to do voter registration at tabling events on campus themselves. Mark would like to meet with Student Senate as well. Todd will follow up with an email to give contact information. Football coach would also get a student signup organized.)</p> <p>Arielle Smith reminded that the next Chancellor search committee will have its first meeting tomorrow, Wed., 8/22, to discuss the procedures. It will also be discussed in the DAS on August 28<sup>th</sup>.</p> <p>President Todd Windisch would like to remind everyone that he and VP Daniel Keller are our representatives and they will be reporting back to Senate on the DAS meetings.)</p>	Public	5	Information
<b>2. Standing Agenda</b>				
No.	Item / Description	Presenter(s)	Time	Action?
2.1	<p>Presidents' Report</p> <ul style="list-style-type: none"> <li>• Calls for committee participation: (send any interest to Todd) <ul style="list-style-type: none"> <li>○ <a href="#">CSM Safety Committee</a> <ul style="list-style-type: none"> <li>■ Contact <a href="mailto:esmacademicsenate@smccd.edu">esmacademicsenate@smccd.edu</a> with interest</li> <li>■ Committee Chair: Anthony Djedi</li> </ul> </li> </ul> </li> <li>• Castilleja Middle School will not be using our facilities per decision by Board of Trustees last spring (Talks were shut down at the end of last semester when the Board voted not to approve.)</li> <li>• Start collecting anecdotes from counselors (and other faculty) RE: impact of class</li> </ul>	Todd Windisch & Daniel Keller	5	Information

	<p>cancellations (between 10-20 students) on students' ability to transfer in a timely fashion - anyone want to be the point-person to collect these anecdotes? (Preference is a counselor because the counselors may have the most access to these anecdotes since they work one-on-one with students in developing their schedules. Alex Guiriba volunteered to be the point in collecting and sharing back to Senate &amp; President Todd Windisch in particular. )</p> <ul style="list-style-type: none"> <li>State Chancellor's <a href="#">2030 Vision plan</a> : give feedback if interested (State level goals feed back. See the linked Vision Plan. Share with our constituents. Note that there is a Dual Enrollment goal in the goals.)</li> </ul>			
2.2	<p>Curriculum Committee Chair Report (Tereasa reported on the agenda for 1<sup>st</sup> meeting. She will be leading if approved later in this agenda. Thursday, 8/24 at 2:15pm in 10-468 is the next meeting. Tereasa will be conducting a training required by state to do course review. All Senate members are invited to attend to see how big curriculum issues are going in the state, how curriculum is reviewed and moved through on our campus, and how alignment is going across the district. Jeramy Wallace is on the list for a new Curriculum Committee chair. The agenda will be adjourned in Michelle Schneider's name.</p>	Curriculum Chair (TBD)	2	Information
2.3	<p>Distance Education Committee Chair Report (DEAQ will meet on September 6.</p> <p>What was done in Senate last year helped to develop ideas and messaging around QOTL, so Jennifer wanted to share out some summary information from the trainings being held to follow-up on the 3-year renewal process that were put in place in 2020 for those teaching on-line. Jennifer Howes-Owens shared out the QOTL numbers: 69 registered in Sp23, 61 completed. Susan Khan help to create a registration process through the Vision Resource Center. Todd asked for clarification on QOTL. QOTL was explained as formed in 2020 and the training for fundamentals training for those who teach on-line, synchronous or asynchronous or hybrid. There is QOTL1 &amp; QOTL2. The second level is a little more advanced and gets into particular courses and allows professors to choose their own path of study. Counseling, part-timers, and full-timers act as facilitators. F23 is forthcoming. QOTL1 will run in Sp24 only. Erica Reynolds and Jennifer will be sending more information to Deans about the Fall and Spring offerings soon.) <a href="#">Link to data</a></p>	Jennifer Howze-Owens	2	Information
2.4	<p>Committee on Teaching and Learning Chair Report (Susan is the co-chair of the committee which supports professional development, learning and teaching issues. This body can do a deep dive on issues in Teaching &amp; Learning. First meeting Mon., 8/28. Missing representation from Creative Arts &amp; Social Sciences, Business &amp; Technology, Kinesology, Athletics &amp; Dance. Previous co-chair as that individual as moved onto the Interim Language Arts Dean so a new co-chair will be needed. Flex Day request for feedback has been sent out. Please help</p>	Susan Khan	2	Information

	with feedback.)			
2.5	Student Representative Report (We currently do not have a representative. The president would normally be the rep but the president has conflicts.)	Student Representative (TBD)	2	Information
2.6	Other Officer & ASCCC Liaison Reports (Jennifer Howze-Owens has no OER updates. Yvette Butterworth had no updates. Steven Heath had no updates.)	Stephen Heath, Yvette Butterworth, & ASCCC Liaisons	2	Information
<b>3. Senate Business</b>				
No.	Item / Description	Presenter(s)	Time	Action?
3.1	<p>Review College Midterm Report &amp; Elicit Questions/Feedback from Faculty (Overview of this process from Monique Nakagawa (interim Dean of PRIE) &amp; Kristi Ridgeway (ESL faculty &amp; recent LAD Dean). According to the Council for Higher Education Accreditation “Accreditation” is review of the quality of higher education institutions and programs. In the US, accreditation is a major way that students, families, government officials, and the press know that an institution or program provides a quality education. It is important because it allows us to access financial aid, it affects the transferability of our units to other colleges, and or students’ ability to sit for their licensing exams.</p> <p>There are four major topic areas of accreditation standards: Institutional Mission &amp; Effectiveness, Student Success, Infrastructure and Resources, Governance and Decision-Making. Accreditation has a 7 year cycle: ISER (Institutional Self-Evaluation Report done at CSM in 2019), Follow-Up Report (follow-up on any recommendation where team of peers may have found and recommended for us), 2 years of implementation from ISER (no reporting), Midterm report in year 4 apprising of status (is due to ACCJC in October and committee gets review and input and IPC &amp; Board approval in Sept., 2 to 2.5 years to prepare for the ACCJC visit).</p> <p>We had a single recommendation in Jan 2020 from ACCJC which was for “regular and substantive contact.” We have added a few other things to report out on. Currently circulating the Midterm Report to community to get edits and signatures. Content Writers: Allie Fasth, Alex Kramer, David Lau, Erica Reynolds. Editors: Brittany Rubio, Carla Grandy, Fauzi Hamadeh, and the Senate President. Report is 29 pages including appendix for references. Contains: A little context and background to start, a response to ACCJC recommendation, Institutional Performance (SLOs, Set Standards), Quality Focus Reports Updates (Promise</p>	Kristi Ridgeway	20	Discussion

	<p>Scholars, Workforce Hub), Fiscal Reporting, and an Appendix ( which includes data).</p> <p>Would like feedback on Cover Art (9 like A, 0 for B, 4 for C). Take a look at what is most important to you if you don't have time to read it all. Collecting info through email. Email Enzo Ferreira(student president) or Fauzi Hamadeh (Classified senate president) or Todd Windisch (AS president) and they will pass on appropriately. It is in announcement and, it is linked below.</p> <p>Any feedback? Scrolling through the report to see a little about the report content, Todd Windisch had the following topics. Todd has looked at it and found the Micro-courses and the work-force hub REAL. Senators should read p. 9 &amp; 10 because it discusses Program Review which is up this year and is perview of AS. See the linked document for more information)</p> <ul style="list-style-type: none"> <li>• <a href="#">College Midterm Report</a></li> </ul>			
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3.2	<p data-bbox="275 207 1176 240">Important Information for New Senators RE: Senate’s purview &amp; procedures</p> <p data-bbox="275 256 1352 488">(At the risk of being boring Todd wished to discuss the points that are important to our jobs as Senators. 10+1 says that we are responsible for 11 different activities that we can advise and act upon and the college must listen to us, though they may not necessarily have to listen. See the attached for details. Accreditation conference offered in San Mateo this year in September. Todd is attending and we can probably get another funding representative as well. Number eight is under what Susan Khan does. Number nine is what Daniel Keller and what the rest of us do here. 10+1 helps you decide if you should bring something to Senate for discussion.</p> <p data-bbox="275 505 1352 899">Senate by-laws will be updated this year. The Senate Website has been updated and will soon be live. The new page will have a link to the bylaws will be easier to find as it is now under another page. President Todd Windisch discussed the things to revisit in our bylaws this year such as the removal of language separating types of instructional faculty and non-instructional faculty, a value statement, adding pay for adjuncts in representing, codifying how to allow adjunct to represent, program improvement and viability process developed last year, and a few others. Rene Anderson asked why President Todd Windisch said though every 5 years it should be updated, but that we will be proposing that we do it again this year is early since 2021 was last one. By-laws can be revised at any time; all we need to do is propose and vote upon. Arielle Smith added that we made some changes in 2018, but there wasn’t a comprehensive meeting since 2016. We made a change on quorum last semester to be 50% + 1, which is more than the six stated in the referenced by-laws.</p> <p data-bbox="275 915 1352 1382">Brown Act is a state law in CA that is tied to transparency of public meetings. Agenda must be sent out and posted publicly and on the website 72-hours in advance the meeting. After COVID we had changes like not being able to have Zoom meetings for representation except under “just cause” or “emergency.” Just cause is only allowed twice per year and include sickness, child care, travel for Senate business, physical/mental disabilities. Emergency situation is what it sounds like, but it must voted on at the start of the meeting. Because must meet 80% of the meetings, which would mean only three Zoom attendances for voting members. Mikiko Ueda and Rene Anderson spoke to the emergency situation. Yvette Butterworth spoke to the non-voting status and the participation required for being a representative by College policy. Rene Anderson mentioned which would count as an absence, which is a problem for College attendance policy for committees. Brown Act has a piece about email conversations in large groups of representatives (less than quorum) outside the Senate. We may also want to talk about a way to delegate voting rights in our by-laws. We also can’t talk about Senate business in email or in large groups.</p> <p data-bbox="275 1398 1310 1464">Robert’s Rules of Order are used to govern our meetings by our own By Laws, but not by Brown Act. President Todd Windisch doesn’t want to have to recognize someone to allow</p>	Todd Windisch	30	Information
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	<p>someone to speak, even though that is called out in Robert’s Rules of Order. We have to motion and second to vote and we must have plurality (50% + 1) to approve and add to the agenda. To take away from the agenda we need 2/3 vote.</p> <p>We need to have a communication plan for communicating with constituents. Need to have a standing agenda item on division meeting’s agenda. Beyond the share out in the division meeting, targeted calls would be needed to get feedback for something that really needed to be reviewed by the faculty earlier than the next Division meeting or just needs feedback from everyone. Senators are encouraged to ask for a standing agenda item for Division Meetings. Sometimes Senators may need to target your faculty as a Senate representative, Senators may want to know who to contact so they can make that type of contact when needed. Jennifer Howze-Owens wanted to know about sharing our communication plan from Senators to President Todd Windisch. President Todd Windisch will send out Friday updates. He could send out any announcements if they need to be more timely than Fridays. Send any request to the Senate email address (csmacademicsenate@smccd.edu), not to Todd Windisch’s email directly.</p> <p>An ASCCC (state AS) has list serves for a lot of fields and they have Liaisons who can communicate with the community and our AS. See 2.6 action items for this. Jennifer Howze-Owens is our official liaison for the OER. We have someone for CTE that will start soon. There are GP, IDEAA, Legislation, Noncredit, Part-Time Faculty. Daniel volunteered for the Legislation and Susan volunteered for IDEAA. Jennifer Howze-Owens received a survey about modality. They are asking about in-person modality.)</p> <ul style="list-style-type: none"> <li>● Review <a href="#">10 + 1</a></li> <li>● Review <a href="#">CSM Senate by-laws</a> &amp; new Academic Senate website</li> <li>● <a href="#">Brown Act</a> and required participation in Senate</li> <li>● Review Senate procedures (Robert’s Rules of Order, Revised)</li> <li>● Establish communication plan for each division</li> <li>● Establish official <a href="#">ASCCC liaisons</a> to report critical informational updates</li> </ul>			
3.3	<p>Vote to Approve Teresa Morris as Acting Chair of Curriculum Committee (This is an action item and we will practice Robert’s Rule of Order. Move to discussion Mick Sherer &amp; Susan Khan 2<sup>nd</sup> the motion to discuss. The discussion began with Yvette Butterworth saying this was a great idea. President Todd Windisch followed up with the reminder that Teresa Morris was past president. The vote carried with all voting members present voting yes.)</p> <ul style="list-style-type: none"> <li>● Teresa Morris has agreed to run the first meeting of Curriculum Committee this Thursday, 8/24, at which point the committee will vote on a permanent chair</li> </ul>	Todd Windisch	2	Action



3.4	<p>Vote to Approve Maggie Barrientos (CDC/COUNS) to serve on the Interim VPSS Hiring Committee (This needs to be quick because our current VPSS is leaving Sept. 12<sup>th</sup>. The proposed time line is to begin the search on Wed., 8/30. Michelle Beatty motion &amp; Mick Sherer 2<sup>nd</sup> for motion to discuss. Maggie Barrientos is supported from Arielle Smith because of her current interaction with the VPSS. Arielle Smith suggested putting forth at least 1 or 2 faculty members as approved by the AS. Mick Sherer wanted to confirmed that Leo Cruz and Stephen Heath are just cause for voting reasons via Zoom so if voting becomes continuous. Rene Anderson 1<sup>st</sup> &amp; Mick Sherer 2<sup>nd</sup> to send forth 2 more faculty for the committee: Yesinia Diaz (Counseling &amp; Patrice Reed-Fort(EOPS Couns). Vote to add to the agenda to add the names all voted in favor. Motion to vote &amp; approve 3 faculty as committee Daniel Keller 1<sup>st</sup> &amp; 2<sup>nd</sup> Rene Anderson and every voting member present was in favor.)</p>			
3.5	<p>Senate's position on CSM President Search (An email was sent out to get faculty to vote whether we want interim or permanent President. There is a Town Hall next week too. Todd wants to know if we want to have a stance from Senate, do we want to make any recommendations, do we want to bring anything else forth to the Board. Arielle spoke to Daniel's question about why interim rather than permanent. The Interim Chancellor is not then making the decision for the permanent and the job search to not be as time crunched (5 weeks). The other side is to have a permanent president would be more stable and doesn't lead to decisions being made by someone that isn't as vested in the long term. Acting Chancellor is relying on the survey to help make the decision. Stephen had a comment about the abnormal number of presidents that we've had, not to mention the VP turn-over. Stephen wants to ask about stability and what will lead to the most stability in the position and also in the VP roles. Decision makers constantly being made that were impactful on the enrollment and the decisions weren't being made based on the long run observations in our college. Todd brought forth that there may have been rumblings from clashes with the president and the board. The board is proposing that they cannot put forth the recommendations of the committees and put forth people from the pool that weren't put forth. Susan asked about the typical timeline and would there be a drawback to hiring in January because it isn't typical. Arielle spoke to the acceleration that would be put into play by asking for a permanent position in January. Mick wanted to know the typical number of faculty on the president hiring committee and that we want to advocate for the maximum number of faculty we can have in light of some of the</p>	Todd Windisch	10	Discussion

	<p>issues. Quick poll from Todd about leaning to a interim or permanent. The question came up as to why not have the Acting President become our Interim President. Arielle brought forth the idea of not making this coincide with the term, but instead to wait and make it more thoughtful.)</p> <ul style="list-style-type: none"> <li>• Does Senate want to take an official position on interim/permanent?</li> <li>• What should the President advocate for in meetings with the Chancellor? How many faculty on the hiring committee? Timeline?</li> </ul>			
3.6	<p>Discussion about Unstaffed Classes (Some staffing issues especially in LAD. Maybe because of movement, but it might also because of increase in enrollment. Are any other divisions experiencing this issue? Pool the knowledge to discuss Resource Requests coming up to ask for more new faculty.)</p> <ul style="list-style-type: none"> <li>• ENGL is having trouble staffing some classes and Writing Center units</li> <li>• Any other DEPT/DIV on campus facing similar struggles?</li> <li>• Possible solutions? Should Senate petition for more full-time faculty hires on Resource Requests due to increasing enrollment?</li> </ul>	Todd Windisch	5	Discussion
3.7	<p>Review Senate Goals Developed by Faculty at Flex Day Session (8/15): Refine, Prioritize, and Develop Action Plan</p> <ul style="list-style-type: none"> <li>• <a href="#">Brainstorm of Senate Goals Developed by Faculty at Flex Day</a></li> </ul>	Todd Windisch	15	Discussion
<b>4. Closing Procedures</b>				
No.	Item / Description	Presenter(s)	Time	Action?
4.1	<p>Final Announcements (Program review workshops are upcoming. Mick will be leaving our meetings at 4:20 starting in September for family reasons.)  <i>President or facilitator elicits final announcements about upcoming deadlines, events, scheduling changes, etc.</i></p>	President / Faciliator	2	Information

4.2	Adjourn	President / Facilitator	1	Procedure
		Total Time: ~120 min		