

Academic Senate of College of San Mateo



Tuesday, September 12, 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

| Officers | |
|---------------------------------|----------------------|
| President | Todd Windisch |
| Vice President | Daniel Keller |
| Secretary | Yvette Butterworth |
| Treasurer | Stephen Heath |
| Immediate Past President | Arielle Smith (Zoom) |

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

| Division & Student Representatives | |
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| Student Representative | Lianna Lim |
| Academic Support & Learning Technologies / Library | Valeria Estrada |
| Academic Support & Learning Technologies / Library | Susan Khan |
| Business/Technology | Mohammad Naveed (absent) |
| Business/Technology | Hellen Pacheco |
| Creative Arts/Social Science | |
| Creative Arts/Social Science | |
| Kinesiology/Athletics/Dance | |
| Kinesiology/Athletics/Dance | |
| Language Arts | Rene Anderson |
| Language Arts | Mick Scherer |
| Math/Science | Michelle Beatty |
| Math/Science | Catherine Ciesla |
| Counseling | Leonardo Cruz |
| Counseling | Alex Guiriba |
| Enrollment Services and Support Programs | Makiko Ueda |

| 1. Opening Procedures | | | | |
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| No. | Item / Description | Presenter(s) | Time | Action? |
| 1.1 | Call to Order (approx. 2:32pm) <i>According to CSM Academic Senate By-Laws, "A quorum for a meeting of the Senate and all Senate committees shall consist of 50% plus 1 of the committee's faculty members."</i> | President / Facilitator | 1 | Procedure |
| 1.2 | Roll/Introductions | Secretary | 1 | Procedure |
| 1.3 | Adoption of Today's Agenda | President / Facilitator | 1 | Action |
| 1.4 | Adoption of Consent Agenda (The approval of the faculty for Permanent Dean of Math/Science Hiring Committee was removed. No one had objections. Motion Daniel Keller 1 st & Susan Khan 2 nd , Passed unanimously to approve all items on the consent agenda; see below these items are minutes, tenure committees, and hiring committee for full-time AJ faculty.) <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> <ul style="list-style-type: none"> • Approval of minutes from August 22 meeting • Approval of faculty for Tenure Committees • Approval of faculty for Full-Time Administration of Justice Faculty Hiring Committee • Approval of faculty for Permanent Dean of Math/Science Hiring Committee | President / Facilitator | 2 | Action |
| 1.5 | Public Comment (Library staff Valeria Estrada discussed the library modernization support and brought flyers from library. Nathaniel Horton, a student, has concern about Canvas. Canvas is a corporate entity, owned by Instructure. Instructure stock is up. They are developing AI. Any data is stored and used to help them develop their AI. Nathaniel Horton brought supporting paper documentation (the documentation is currently being help d by our President, Todd Windisch).) | Public | 5 | Information |

| | <ul style="list-style-type: none"> • Questions/comments on non-agenda items | | | |
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| 2. Standing Agenda | | | | |
| No. | Item / Description | Presenter(s) | Time | Action? |
| 2.1 | <p>Presidents' Report</p> <ul style="list-style-type: none"> • District Academic Senate update(s) (Arielle Smith resigned, so senate acted quickly, and Lindsey Ayotte from Skyline is taking over. Two trustees came to the DAS meeting and discussed the BOT policies about the last presidential search. The DAS is beginning to write a response to the minimum class size policy that was proposed by the Chancellor. Two faculty from each college are desired to participate, and they would like at least one member to be include who is an with AFT representative; to happen in Oct. Any takers? No one volunteered.) • Institutional Planning Committee update(s) (Sparkpoint wants to move. IPC approves of move from Bldg 17 to Bldg 10. Half Moon Bay lease negotiating for evening hours, the lease wanted a 7pm max. The Half Moon Bay facility is starting to have middle school and boys& girls club activities already.) • Board of Trustees update(s) (See above) • Dual Enrollment update(s) (Quick facts: 9 CSM (3 full, 6 adjunct, 2 specific, 4 high school within Arch & DGME), 19 sections (business, architecture, psychology, administration of justice, communications, and kinesiology), liaison between dual enrollment and senate so far. Concern was about evaluation; all teachers from CSM are already in the evaluation cycle on our campus, but the 4 high school teachers aren't being evaluated by our campus. Teka James and Jon Kitamura have stated that they don't feel the evaluations for high school teachers should be different than those from the college, nor should they be given an exemption because the evaluation process would add undo work to their work load. Memo of understanding may be a caveat; meaning that the MOU may state that there is an exception allowed for these high school teachers to be exempt from our evaluation procedures) • Campus calls for participation (District Teaching and Learning Committee is looking for participation from our library. Valeria was asked to pass on the | Todd Windisch & Daniel Keller | 5 | Information |

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| | <p>information. We are still looking for faculty representation on the Auxiliary Services Committee; please let Todd Windisch know of any interest.)</p> <ul style="list-style-type: none"> • Feedback from divisions on unstaffed classes; send to (LAD is having some staffing issues please send any similar concerns reach out to Todd) csmacademicsenate@smccd.edu • ASCCC PD Opportunities: (President's office has money set aside for Senate PD) <ul style="list-style-type: none"> ○ Accreditation Institute, Sep 29-30 ○ (hybrid only on Sept 29) ○ Fall Plenary, Nov 16-18 | | | |
| 2.2 | Curriculum Committee Chair Report (The first meeting was held Thursday, 8/24. The meeting was a training meeting. This Thurs., 9/14 will be discussing some new courses and looking to potentially update the catalog for our local degrees requirements. They are also looking at the curriculum handbook to form a work group. The biggest topic will be the goals for the year.) | Jeremy Wallace | 2 | Information |
| 2.3 | Distance Education Committee Chair Report (DEAC met Wed., 9/6 and they just got sorted and made sure they had representation. Next meeting they will start on their goals.) | Jennifer Howze-Owens | 2 | Information |
| 2.4 | Committee on Teaching and Learning Chair Report (SLO coordinator volunteer: Guillermo Cochran(?) has offered to take that position. Goals were started; not finalized. They discussed committee practices and expectations. The went over feedback from Flex Day.) | Susan Khan | 2 | Information |
| 2.5 | Student Representative Report (Sept 19 Club Fair 11-2pm; great for new students to learn about campus clubs and student government. 10/31 is another event with tabling and fun Halloween put on by the clubs) | Lianna Lim | 2 | Information |
| 2.6 | Other Officer & ASCCC Liaison Reports (Stephen Heath said the Senate has \$6156 available to us with no plans for that money. Jeremy Wallace asked about Senate dues; they have not been discussed since pre-COVID. It was decided that we need to discuss spending & then ask about bringing dues back. Todd suggested a plan before we ask for contributions. Christine Baird CTE liaison checked in with an introductions. Jennifer checked in on Zero Cost Textbooks and wants to make sure that Senate is updated about the money available for this.) | Stephen Heath, Yvette Butterworth, & ASCCC Liaisons | 2 | Information |

3. Senate Business

| No. | Item / Description | Presenter(s) | Time | Action? |
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| 3.1 | Approval of Changed Tenure Committees in COUNS w/ Alex Guiriba's Move to the VPSS Role (Motion to approve Michelle 1 st &...)(Discuss and approve to replacement of Alex Guiriba on 2 committees; Kevin Sinarle will replace him on the Tenure Track Committee for Karissa Hardin and Roxanna Rugliancich will replace him on Manny Delgado's committee. Catherine Ceisla 1 st & Susan Khan 2 nd , all in favor with no abstentions or nays) <ul style="list-style-type: none">• COUNS Tenure Committee Changes | Todd Windisch | 2 | Action |
| 3.2 | Setting Collaborative Communication Norms (Moving to move after 3.4. No vote required. Rene was fine with the move to accommodate Chancellor. Setting norms has been moved to a future meeting due to time constraints and Rene's preference for this discussion.) | Rene Anderson | 20 | Discussion |

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| 3.3 | <p>Discussion about Proposed Changes to Minimum Qualifications for Hiring Nursing Faculty at California Community Colleges (Todd prefaced the discussion for us to remove a little language removal of “whichever is higher” for the minimum qualifications for nursing faculty. There must be a process through the Senates to have this changed at a state level. See the attached file for detail on the current work to get this done. Jessie Tohmc summarized the discrepancy between the community college language vs. the nursing board language for min qual of teaching. There is language for different level of staff/faculty as well as the support for the change. The lack of faculty is a barrier to growth. Faculty is also less diverse because of this min qual. Makiko Ueda wants to know if this also applies to the nurses in the Wellness Center; Jessie didn’t know the answer. Jeramy Wallace did a quick search on minimum quals. Mick Scherer wants to know if the goal is to diversify the pool, rather than just a further benefit; Todd Windisch feels that the initial goal was to broaden the pool, but we should investigate the intentionality. Catherine Ceisla wanted to know about the reason why the pool is small. The requirements for RN is usually a Bachelor’s; Master’s are usually for Nurse Practitioner or teachers. Another piece can be the pay scale. What about Physician’s Assistants and if they are qualified to teach nursing; they aren’t governed by the same board. This will come back in 2 weeks to approve the form; if adjustments are made, Todd will update them.)</p> <ul style="list-style-type: none"> ● See “Revision to Discipline List Form” completed in collaboration with: <ul style="list-style-type: none"> ○ Nanette Solvason, Regional Director of the Healthcare Sector of the Bay Area Consortium of Community Colleges, initiated discussion across Bay Area campuses, including: <ul style="list-style-type: none"> ■ Academic Senate Presidents from Bay Area CCs w/ nursing programs ■ Nursing faculty and coordinators from Bay Area nursing programs ● Coming back to Senate for vote at September 26 meeting to be sent to ASCCC by September 30 deadline | Jessie Tohmc | 15 | Discussion |
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| 3.4 | <p>Faculty Q&A about President Search with Interim Chancellor Moreno (Welcome Chancellor Moreno and David McLean. Updates? Update 68% in favor of permanent. It was binary, there weren't any to speak of that were unsure. The final survey is to be the decision. We will be moving forward with a permanent search. A campus wide message will be sent. HR with David Fuene and Julie Johnson will be working on the job announcement. We will rely on the existing process. It will be a 6 to 8 week search. A committee should be formed and begin doing its work in October. The application should close by Thanksgiving. The board does have the final say in the decision. Questions? Jeremy Wallace wanted to know about the feedback for the job posting from the committee. The committee won't have a say in the job posting, they will only be responsible for crafting questions. Desirable characteristics (KEAs) will be taken from Town Halls & feedback form. Feedback form still open & responses today. Mick brought concerns about exit interview information to help inform candidates and alleviate fears and concerns from candidates. Important to make it very public that the hire date is very flexible. Flexibility and salary from the District were some of the results from the exit interviews. We can't compete with West Valley in salary. Non-reps were given 5% retroactive COLA. The board is concerned that the Chancellor has given advancement to administration without Board approval. Jeremy Wallace wants to know what we are doing to assure we aren't going to get the "dredges of the hiring pool." Chancellor Moreno is doing what she can to retain our current administration. Chancellor is also concerned about the racism and anti-blackness issues that already discuss. They are already working with a search firm to help with some of the issues and perhaps this escalates the need. Todd Windisch feels that there may also be retention issues in not just the administration. Chancellor's cabinet had a discussion about that exact question, and how to keep the faculty and administration that we have. Our board meetings are being watched closely by the people that might be applying in the future, so Chancellor are trying to establish a trust between the two entities. A strategy is needed for retention and succession of administration. Mick Scherer also had the question about retention and recruitment. Chancellor hopes that the AFT and the Board can come to an agreement so our district will look as attractive to potential faculty, staff, and administration. Chancellor feels that the onus needs to be on the people of the campus community regardless of the administration so that no matter what happens the campus culture will prevail. David McLean wanted to point out the faculty that is moving into administrative roles. Todd invited anyone to sent their name forward for the hiring committee.)</p> | Todd Windisch | 20 | Discussion |
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| 3.5 | <p>CSM is Launching the Redesign for Equity and Accessibility Lab (REAL), Funded by a Culturally Responsive Pedagogy & Practices Grant (Susan Khan will tell us more about the grant. Funded by 1 time grant. Redesign for Equity and Accessibility?. What is the goal? To meet the needs of the time and guidance needed for faculty to get assistance in redesign to meet the needs of students. See the attached power point for more information. 3 semesters of the REAL plan will start in the Spring 24, then Fall 24, and Spring 25. 21 faculty can be supported. Faculty will be offered release. All faculty can apply. REAL planning committee (interest in being on the committee inform Susan Khan) will review applications and choose based on commitment and serve as many divisions as possible. October 6th will be the deadline; can express interest for following cohorts as well as apply for Spring 24. Deans are aware and will support faculty reassign. An announcement will go out tomorrow, Wednesday, 9/13 to the campus with campus announcements. This could allow for Curriculum updates as well. Please see this link for the presentation)</p> <ul style="list-style-type: none"> Up to 7 faculty per semester for 3 semesters (Spr 24, Fall 24, Spr 25) will receive a course release to redesign the curriculum of a course and share the results | Susan Khan | 5 | Informational |
| 3.6 | <p>Verify Race/Ethnicity & Gender Diversity of Academic Senate as Update to previous publication (Publication looks at the diversity of College governing bodies. They have provided their information. We can go with the list of actions. Motion to take up an action. Catherine moves to report. Going around to verify. Moved and seconded and all present approved): Left Out: Left Out: How Exclusion in California's Colleges and Universities Hurts Our Values, Our Students, and Our Economy</p> <ul style="list-style-type: none"> See the "Campaign for College Opportunity's Preliminary CSM Statistics" Possible actions: verify, correct, refuse to verify, do not respond | Todd Windisch | 5 | Action |
| 3.7 | <p>Strong Workforce Funds Available for Faculty/Staff Projects (Proposal call for funds for projects that relate to strong workforce. Application below for applying. Slides linked here. If you would like to join the 9/20 Information session use this link.)</p> <ul style="list-style-type: none"> Apply here: http://bit.ly/swp-request-23 Last day to apply is September 29, 2023 | Alex Kramer | 5 | Informational |

| 3.8 | Review Senate Goals Developed by Faculty at Flex Day Session (8/15): Refine, Prioritize, and Develop Action Plan (Postponed once already, so we'd like to start the discussion, but we'd like focused time, so we will again postpone this discussion. Stephen Heath wants us to make it a goal to discuss the Dual Enrollment. Susan Khan would like to know about the benefits of Dual Enrollment in addition to drawbacks, and also make sure that it is not an obligation to teach these courses. Class size at the district level is a concern and goal that we'd like to discuss if appropriate. Jeramy Wallace wants the Half Moon Bay site to be on the goals list. Todd Windisch would like to do a bylaws revision, which will include funding to include adjuncts. Daniel Keller wants to put the AI discussion in there. Jennifer brought forth that there is a mini-conference being planned around the AI.) Brainstorm of Senate Goals Developed by Faculty at Flex Day | Todd Windisch | 20 | Discussion |
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| 4. Closing Procedures | | | | |
| No. | Item / Description | Presenter(s) | Time | Action? |
| 4.1 | Final Announcements <i>President or facilitator elicits final announcements about upcoming deadlines, events, scheduling changes, etc.</i> | President / Faciliator | 4 | Information |
| 4.2 | Adjourn (4:31) | President / Facilitator | 1 | Procedure |