Academic Senate of College of San Mateo

Tuesday, September 26, 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 (absent)
Immediate Past President	

Standing Senate Commitee Chairs	
Curriculum Committee	Jeramy Wallace (2:50)
Distance Education Committee	Jennifer Howze-Owens
Committee on Teaching & Learning	Susan Khan

Division & Student Representatives	
Student Representative	Lianna Lim
Academic Support & Learning Technologies / Library	Valeria Estrada (zoom)
Academic Support & Learning Technologies / Library	Susan Khan
Business/Technology	Mohammad Naveed (zoom)
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 Sherer (left 4:19)
Math/Science	Michelle Beatty
Math/Science	Catherine Ciesla
Counseling	Leonardo Cruz
Counseling	
Enrollment Services and Support Programs	Makiko Ueda (absent)

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

1. Opening Procedures				
No.	**Item / Description**	**Presenter(s)**	**Time**	**Action?**
1.1	Call to Order ==(2:32)== *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."*	President / Facilitator	1	Procedure
1.2	Roll/Introductions ==(As a way to create a report with one another we are passing the rubber duck and thanking and introducing. Tamara Perkins is here as well from film. Evan Kaiser is here from AFT as a guest.)==	Secretary	1	Procedure
1.3	Adoption of Today's Agenda ==(Motion to approve: Valeria Estrada motions & Hellen Pacheco 2nd. Vote: All approved.)==	President / Facilitator	1	Action
1.4	Adoption of Consent Agenda ==(We have one person for hiring committee for the Chancellor search. Motion: Catherine Ciesla & 2nd Leonardo Cruz Vote: All approved.)== *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.* ● Approval of faculty serving on Interim Director of Marketing & Community Relations Hiring Committee ● Approval of faculty serving on Chancellor Search Committee ● Approval of faculty serving on Interim Vice President of Administrative Services Hiring Committee ● Aproval of faculty serving on Auxiliary Services Committee	President / Facilitator	2	Action
1.5	Public Comment ==(Tamara Perkins is the co-chapter chair for AFT. Tamara is part-time in film.)== ● Questions/comments on non-agenda items	Public	5	Information

2.	Standing Agenda			
No.	**Item / Description**	**Presenter(s)**	**Time**	**Action?**
2.1	Presidents' Report ● District Academic Senate update(s) <mark>(No updates since they haven't met.)</mark> ● Institutional Planning Committee update(s) <mark>(Meeting for IPC is tomorrow Wed., 9/27 at 3pm. Facilities updates, curriculum updates. Todd Windisch will be sharing the Academic Senate goals. There will be some facilities, updates and some info about curriculum legislation. Everyone is welcome. Todd Windisch will bring updates back to the next Senate meeting.)</mark> ● Board of Trustees update(s) <mark>(Final language that was approved about the ability for the BOT to go back to the pool regardless of the recommendation in the Chancellor search. Since there was some concern, it was discussed and the language that was put in said that they would they would go back to the search committee for "consultation." Since "consultation" is unclear in meaning, the Senate presidents are going to HR to get clarity on what the BOT means by "consultation.")</mark> ● Dual Enrollment update(s) <mark>(There is nothing to report for Dual Enrollment. Todd is meeting with Dual Enrollment faculty to find liaison between Senate and the dual enrollment department.)</mark> Campus calls for participation<mark>(President hiring committee so we need faculty hiring volunteers by Oct. 6 so we can approve. We have 2 people at present from Business & Language Arts. We'd like diversity, so more representation outside Business and Language Arts would be preferred. There will be a significant time commitment as the committee will meet into the Spring semester Catherine Ciesla asked how many on the committee? Todd Windisch said 4 faculty and 4 staff.</mark> <mark>Reminder: Program review is due Friday. The last program review workshop is Friday. If you need assistance please reach out to Todd Windisch. He can meet one-on-one if possible with anyone needed assistance. Based on previous years there was a desire to potentially move the Program Review later. The date of program review can't be adjusted at this time. There was a clarification that the question wasn't about this program review, but for future program review. It seemed early this year because the first fell on a Sunday,</mark>	Todd Windisch & Daniel Keller	5	Information

	so that moved it up to September 29th. There was further discussion about it having been later in October in years past and the move to earlier due to getting new hires and other funding approved "in time." Todd will take the feedback back to others. On the last page of the Senate by-laws is a list of the voting members. Todd Windisch wanted to clarify who is and is not a voting member. Committee Chairs are voting members. Student Representation is an advisory vote. The Executive Team are non-voting members. We do have a unique situation this year where Susan Khan is a Committee Chair and a division representative so she has 2 votes. If we can find another representative for ASTL that would be nice, but as it stands Susan Khan will have 2 votes.)			
2.2	Curriculum Committee Chair Report (Approved CIS and Ethnic studies courses. A discussion that came out of the CIS courses was rather a course needs to meet a competency requirement like math competency or other prerequisites. Changes to the AA/AS degree requirements in the language. Before it mentioned a 2.0 GPA in the major required for a degree, but that was changed to a cumulative minimum GPA of 2.0 for all coursework taken in the District. Leo Cruz clarified the 2.0 requirement and what getting a D in a course might do to the GPA. Jeramy Wallace also clarified about the degree specific courses (core and selective) and that they all must have a C or better; student must pass the major prep classes to get the degree. The committee began goal conversation: update handbook, update website, talking about dual enrollment and curriculum committee's role in dual enrollment, as well as creating non-credit programs.)	Jeramy Wallace	2	Information
2.3	Distance Education Committee Chair Report (No meetings yet. Meet on the first Wednesday of every month, so the next meeting will be the first week of October.)	Jennifer Howze-Owens	2	Information
2.4	Committee on Teaching and Learning Chair Report (CTL met on Monday, 9/25 and they were reviewing schedule for Flex Day coming up on 10/11. CTL was also working on developing goals. One is the long-term goals for developing a meaningful way to measure the institutional learning outcomes; the discussion will continue on Flex Day in a workshop. Continuation or revisit the institutional learning outcomes and a series of workshops to work on this as a campus. Work around the Great Read of program review, streamlining the process and making sure it's being used to develop professional	Susan Khan	2	Information

	development and a more formal reporting shared with the campus community. In addition, it would be nice to use the Great Read to id trends and future goals. The committee is also eager to further academic goals with respect to AI technology, academic honesty, and all issues associated with those two items. Todd Windisch clarified the Great Read and what it means for the Senate and other groups across campus: When one body, such as the Senate, gets together to read all the program reviews to look for trends and identify ways to improve program review and learn from the process going forward. We will be starting this process in the coming months here in Senate and making determinations how we will go about it and what we want to learn from the process.)			
2.5	Student Representative Report (Club fair was canceled because campus was closed that day, it is being rescheduled (yet to be decided). Halloween tabling event, 10/31, is still happening; it will include games, food, a costume competition. ID card system is undergoing changes because some students have been having difficulty getting ID cards. The system is in Bldg 17. It will change and be revamped to a Cloud based system to fix recent issues with student ID cards.)	Lianna Lim	2	Information
2.6	Other Officer & ASCCC Liaison Reports (Beth LaRochelle has nothing to report, but will be attending a conference next month in Southern California. Jennifer Howze-Owens shared that with Carla Grandy's support there was ZTC committee last week and a grant request has submitted funding which they are waiting to hear back on. Some info from OER LibreText just released fall training to adapted courses to adapted courses to make them more accessible, to be offered at various campus' about campus; it will be in Friday's announcement.)	Stephen Heath, Yvette Butterworth, & ASCCC Liaisons	2	Information
3. Senate Business				
No.	**Item / Description**	**Presenter(s)**	**Time**	**Action?**

| 3.1 | Setting Collaborative Communication Norms (Moving to end of day to where 3.4 current located so we can focus on this agenda item with Senate Reps. A preface from Rene Anderson: As we are sharing best practices, it is really nice to share in Senate and begin to collaborate across campus. This is an opportune place to build report here where we are all sharing our Divisions' issues and successes. From the District Flex Day on equity, there was a frightening word in the word cloud and is that indicative of the fear and isolation that we are feeling. As we receive the messages from our leadership that yet another person has left from our leadership team, we need to voice our fears and concerns. We have had had intense conversations in Senate and knowing that we are among peers who have similar fears and issues, so it would be so nice to have norms and comfort level here so we can talk about tough topics with the least amount of fear as possible. The norming process could potentially be a community building process. Rene Anderson would like everyone to answer these questions: What do I need from this space? What can I bring to this space? That is to build a community where we can break down silos and help one another. Todd Windisch created another Poll Everywhere poll to help capture people's feelings. Stand outs: A sense of belonging, suspend judgement, mindful of space and power positions, bringing curious attitude, bring pro/con attitude, need not just to talk about things but to act (actionable Senate), space where we don't feel that we need to jump in, proper time to answer questions, time to reflect. Todd Windisch will take this back and formulate to make a more cohesive entity. Rene's presentation) | Rene Anderson | 30 | Discussion |

| 3.5 | Discussion with VPI, Carla Grandy, about Enrollment Increases, Overfull Classes/Waitlisted Students, Strategic Enrollment Management Stemming from Faculty Concerns Presented by Tamara Perkins (Tamara Perkins brought this set of questions forward based on faculty feedback. The first weeks of class are hard with hundreds of emails from students. How do we capture this information to add late classes or for future planning? Teeka James is trying to capture this information with spreadsheets or with waitlists that are open for the first couple of weeks so that the data is captured formally. Some really only want the data to be captured officially. Jennifer Howze-Owens asks, what is the process? Tamara answered the process question in terms of the waitlist is closed the night before classes begin. Some teachers are feeling pressure to take as many as possible. Can we keep the waitlists open for the first couple of weeks? Carla said that the waitlist is set by the division, but it is typically 20. Faculty has to choose to add the student, but there may be a way to keep the waitlist open. Rene Anderson wants to know how having students adding to multiple waitlists can effect the tracking of the students. Carla addressed the fact that the students may be on waitlists across the disciplines. Leo Cruz followed up with a question about if Rene Anderson's student was on multiple courses or on the same waitlist. Jeramy Wallace feels like one problem is how long the students wait to enroll. We need to consider the monetary implications in students waiting. College is not 100% free as there are still fees and they are being dropped for not paying these fees. Carla can looked into the Banner portion of the waitlists and making those stay for the first few weeks. English has a plan to keep a list of students that need to enroll in a class that is during a certain time frame and then permission is requested to open another section and those sections opened filled. Tamara wants the ability to have waitlists because it is more credible in terms of adding courses to accommodate the needs of the students. ESL had a similar situation in having a lot of requests, but there isn't well documented evidence. Mick Sherer feels that the waitlist isn't the best way to track the data because it may create a wait and see mentality in the students. Michelle Beatty agrees documentation via waitlists would be fantastic. Math is having a problem because we are trying to accommodate students when we don't have the staff to expand. Mohammed wants to know about limits for on-line classes; faculty has perview. Catherine Ciesla shared that lab classes can be difficult because there are only some many labs and creating more sections at different times wouldn't help because that is the time the students could meet for a lab. Waitlists is only one facet of this discussion; this is an opportunity to open more sections, to keep track automatically, to add faculty. Resource requests are due by November and there may not be movement on adding course sections and faculty, but Carla will definitely find out more | Tamara Perkins | 30 | Discussion |

	on Banner. Math/Science and English are having a hard time staffing and hiring. CIS is another department that is having a hard time because of the high pay in industry in comparison to what we pay. Tim pointed out that this is about increasing student populations; with the state passing repeatability for life-long learning we may have more students coming back because of these changes.)			
3.2	Vote to Approve Changes to Minimum Qualifications for Hiring Nursing Faculty at California Commity Colleges Form (We discussed this last week. There is no physical copy in the notes, but is linked in agenda and on the website. The "which is higher" is proposed to be removed. Shannon Spring is the presenter from our campus. Todd Windisch will be getting another recommender from another college. A few details were add in the pros and cons and equity. Makiko Ueda brought a question last meeting that was checked; staff at the health center is not hired under these same requirements. Move: Michelle Beatty & 2nd Jennifer Howze-Owens All in favor with an abstention from Mohammed who had connectivity issues.) ● Pending approval, will be forwarded to ASCCC by due date, September 30	Todd Windisch & Jessie Tohmc	5	Action

3.3	Review, Edit & Approve Senate Goals (Taking from our discussion from a previous Senate meeting and the brainstorming session during Flex Days, Todd Windisch is bringing forth the list. A poll is set up on line where we can do a rank voting so we can prioritize our choices. See the link below for the list of items in our goals to be voted upon. Catherine Ciesla wanted to know what codify payment means in By-Law Revision. In 2018 there was a resolution from Senate, and documented by Jeramy Wallace. Jeramy Wallace clarified that the money isn't our Senate account, but is the money allotted to us from cabinet by Mike Claire. Program Improvement clarification requested by Catherine Ciesla; not sure where this should be codified. Tim wants to know what we can do in Senate to do a fundamental restructure of the college that would potentially make it a K-14 system. Hiring is really important and we need to have perview there. Curriculum is important and we need to have supervision of the curriculum. These will be complicated discussions, but Tim doesn't feel that the board wants to discuss the forward movement and with the DE movement across the state and nation. Articulation is also important. There are challenges when high school students can't read certain books or watch certain movies. Equity is also an issue; the program is being help up as an equity generating program, but the equity issue has been shown to be a negative impact. Mick Sherer feels the equity gaps is also an issue. Rene Anderson feels that this DE program is a foregone conclusion and wants to know really where we are. Tamara Perkins also weighed in on this issue from a curriculum stand point. Tim made further comment about equity; funneling students into classes that are neither a high school or a college class then the students will end up with less of an education than those that take the traditional courses which then makes it less than either and will become an equity issue because the students of less privilege will have less opportunity for the best introduction to a college level course. Daniel Keller wanted to make a point that this is a state level mandate, so there will be limitations on what we can do, but there is definitely an opportunity to have some control on assessment of the courses and focusing our attention there will give some element of control. Tamara wanted to say that failing a class in high school could close doors to scholarships and availability of colleges for students who fail. Next was the goal of AI conversations. Jennifer Howze-Owens wanted to make sure that everyone knows that AI will be focused on in the January Flex Days. If others want to continue in the AI discussion, she is the only CSM person planning the District Flex Day with District Teaching and Learning, so it would be nice to have other communication and help in planning the January Flex Day. Lianna Lim wanted to know more about the data that Canvas is using. Todd Windisch clarified that we don't know what Canvas shares. Mick Sherer followed up with a comment to explain what he	Todd Windisch	15	Action

knows that Turn-it-in saves student work for reference but it may or may not be linked to the student or may or may not be saved depending upon the instructor. Mohammed Naveed wants to add positive things about AI as well; in his industry he could be an expert on the subject. There were a few more items on the vote. Todd went through those quickly, highlighting class size which the Chancellor will address in October, the Half Moon Bay facility which we might get Andrea Visnor to give us an update on. Jeramy Wallace said that Andrea Visnor is coming to Curriculum Committee on Thurs., 9/28 to discuss programming at the Half Moon Bay facility. Todd Windisch discussed the faculty leadership training brought up from Flex Day and also talking about modality. Jennifer Howze-Owens wanted to add that of all the program review they have seen in DE that they'd like some high-level feedback from Natalie on this modality conversation. Some support to students who need more hours for library, bookstore etc. Jennifer Howse-Owens, brought up PTK leadership, Phi Theta Kappa, is looking for leaders to help take on the club's annual college project.

Todd Windisch made the Poll Everywhere poll to rank the choices. Everyone is welcomed to participate; Tamara Perkins asked for clarification if she could also participate. Mohammed has a clarification on the class minimum and maximums; the current MOU to allow classes to run with 10 students expires in June and the BOT wants a paper of response for their proposals on that subject. Class maximum's are also a part of the discussion. As a running tabulation the topics of Dual Enrollment, Class Size and AI are the top three. Review/Oversight of F2F vs Distance Modality and Support of Student Spaces are 4 and 5. Action item so we need to move & approve. Catherine Ciesla Moved & Mick Sherer 2nd. All approved with no abstentions or nays.)

- [Draft Goals by Senate Exec Team](#)

| 3.4 | Discussion around Recently Recovered <u>E-mail RE: Adjunct Participation on Senate Committees</u> (Adjunct participation in committees being paid by Senate funds from the President's office was clarified by Carla Grandy. Should we send out messages inviting adjuncts since we can pay them? The committees that can be paid are all standing committees and its subcommittees of Senate. Jeramy Wallace pointed out that the curriculum committee members would be paid for an addition 2 hours because of the extra hours. For standing committee chairs please target your adjuncts in eliciting help with the promise of pay.) | Todd Windisch | 10 | Discussion |

| **4. Closing Procedures** | | | | |

No.	**Item / Description**	**Presenter(s)**	**Time**	**Action?**
4.1	Final Announcements (Take a paper and fill it out for Todd to create a get to know you bingo game for the next meeting.) *President or facilitator elicits final announcements about upcoming deadlines, events, scheduling changes, etc.*	President / Faciliator	4	Information
4.2	Adjourn (4:30)	President / Facilitator	1	Procedure