

Academic Senate of College of San Mateo



Tuesday, October 10, 2023
2:30pm - 4:30pm

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

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

Meeting ID: 851 3409 6982
Phone: +1 669 444 9171

<i>Officers</i>	
President	Todd Windisch
Vice President	Daniel Keller
Secretary	Yvette Butterworth
Treasurer	Stephen Heath
Immediate Past President	

<i>Standing Senate Committee Chair</i>	
Curriculum Committee	Jeremy Wallace
Distance Education Committee	Jennifer Howze-Owens
Committee on Teaching & Learning	Susan Khan

<i>Division & Student Representatives</i>	
Student Representative	Lianna Lim
Academic Support & Learning Technologies / Library	Valeria Estrada
Academic Support & Learning Technologies / Library	Susan Khan
Business/Technology	Hellen Pacheco
Business/Technology	
Creative Arts/Social Science	
Creative Arts/Social Science	
Kinesiology/Athletics/Dance	
Kinesiology/Athletics/Dance	
Language Arts	Rene Anderson
Language Arts	Mick Sherer
Math/Science	Michelle Beatty
Math/Science	Catherine Ciesla
Counseling	Leo Cruz
Counseling	
Enrollment Services and Support Programs	Makiko Ueda

1. Opening Procedures				
No.	Item / Description	Presenter(s)	Time	Action?
1.1	Call to Order (2:42) <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	Icebreaker: "Find Someone Who..." (Fun was had by all. There were several Bingos.)	Todd Windisch	10	Procedure
1.3	Adoption of Today's Agenda (Susan Khan moved to approve agenda & Mick Shreer 2 nd Unanimously approved)	President / Facilitator	2	Action
1.4	Adoption of Consent Agenda (Jeremy Wallace moved to approve the minutes & Daniel 2 nd Unanimously approved; Jeremy wanted to know how the Boys & Girls club were using our spaces in the Half Moon Bay facility. Todd Windisch followed up with the fact that they would be using those once) <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 September 12 meeting 	President / Facilitator	2	Action
1.5	Public Comment (Library is hosting an author. Rosanna Alvarez, on October 23 from 11:15 to 12pm in Library 9-207) <ul style="list-style-type: none"> Questions/comments on non-agenda items 	Public	5	Information
2. Standing Agenda				
No.	Item / Description	Presenter(s)	Time	Action?

2.1	<p>Presidents' Report (A work group will be formed to discuss class max and min sizes and cancellation policies in response to the what the board puts forth as policies on this matter. It will be made up of District Academic Senate President, a couple of deans, and one faculty representative from each college. Todd Windisch wants to put forth Jeramy Wallace to be a part of that work group as he was a leading factor in the initial movement. However, if anyone else is interested is invited to open a conversation.</p> <p>In Todd's weekly update, he will be talking about AB928. The report is available and faculty are invited to leave feedback or attend the forum. Jeramy Wallace will talk more about it today. Todd will send the file in the weekly update on Friday.</p> <p>Susan Khan was a part of the group consisting of PD coordinators from the three colleges that came to the District Academic Senate to present a proposal that a paid position for a District Professional Development Coordinator. This proposal will be brought to our Senate at the next meeting.</p> <p>The District Senate would like to form a work group to form a response to the Oct. 25 recommendations from the Board of Trustees on class cancellation policies. The time line will be tight as a response must be drafted by the November 8th meeting where the Board will discuss the policy. Steven Heath doesn't feel that the response doesn't need wait until after the position is given to the work group; previous experience has taught him that forming a position in advance and refining after is often a better course of action.</p> <p>Enrollment is up. Are we interested in hearing more from Carla Grandy?</p> <p>The organizational structure of the committees across the campus needs to be reviewed. IPC has taken on the task of forming a committee to do this work. So far it is Todd Windisch, Susan Khan, Fauzi Hamadeh, Monique Nakagawa. If anyone else is interested let Todd know.</p> <p>Carissa Cardenas, a full-time counselor has been identified as the dual enrollment liaison with the district. Todd is still searching for a dual enrollment liaison between our Senate and the dual enrollment team at CSM.</p> <p>Calls for participation: More faculty to participate in student conduct hearings. They are rare, maybe one per year. The time commitment is maybe one meeting per year, at two to three hours per meeting. There is currently only one faculty representative, and that is Makiko Uda. It is not a punitive process, but an opportunity for growth. One to two more faculty members are needed. These are Zoom sessions and vary of when.</p> <p>All program reviews are in. There is a team that is working together with respect to Program review and what to do with the data this year. The team consisting of Todd W., Guillermo Cockrum (the SLO coordinator), Daniel Keller, Susan Khan and Natalie Aligaza have begun</p>	Todd Windisch & Daniel Keller	5	Information
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	<p>to discuss how this review process is going to happen. We are looking to have different committees to evaluate in different was, such as SLO focus, PD focus, improving the process, equity lens. More input will be coming later in the Senate. The Spring is when the Great Read will be done. A survey about program review went out today.</p> <p>The VPIs rubric for resource requests was put out the day before program review were due. Cabinet will be using the rubric to prioritize the resource requests. The rubric will hopefully help to discuss why things weren't funded. The rubric is on the website as listed below.)</p> <ul style="list-style-type: none"> ● District Academic Senate update(s) ● Institutional Planning Committee update(s) ● Board of Trustees update(s) ● Dual Enrollment update(s) ● Campus calls for participation ● Share CSM's Resource Request Rubric 			
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2.2	Curriculum Committee Chair Report (Outside of course and program approvals the committee discussed programs will be offered in Half Moon Bay. ESL and Business both pathways that are in high demand. Andrea Visnor wants to have classes in Spring as soon as the facility is open. The committee goals for the year have been updated and include updating the curriculum handbook and website, developing policies around curriculum for dual enrollment, exploring the non-credit course approval process. Something that came out of a discussion on course approval was the decolonizing of the curriculum; there was a course that came through that was very heavily focused on Western history and though, but that wasn't really on the CID. This brought forth the need for equity rubrics and equity audits, to make sure the courses align to their stated CIDs. A final reminder that November 9 th is the deadline to submit new and modified courses.)	Jeremy Wallace	2	Information
2.3	Distance Education Committee Chair Report (Thank you for the call for vacancies; the committee is nearly fully staffed. District DEAQ will be the same time as Senate so we may need to discuss representation for that since Jennifer Howze-Owens needs to be present for our Senate meetings. There have been on-line teaching handbook updates and there was a discussion of where the handbook should be placed for access since many people don't seem to know how to locate the information or even that it exists. There will be more discussion in their next meeting and Jennifer Howze-Owens will bring any highlights back to our next meeting. Many people aren't aware of the home school verses the visiting campus in the Global campus so the conversation surrounding this issue will be coming back up at District level. A question about use of Gradescope across campus has arisen, and the committee wants to know if it is mainly just Math/Science that uses Gradescope or if there are other divisions across campus that use it. A request was made for representatives to ask about it at their Division meetings.)	Jennifer Howze-Owens	2	Information
2.4	Committee on Teaching and Learning Chair Report (No meeting since last senate. FLEX day is tomorrow. A session on Beyond the Gender Binary is being facilitated by an outside person. There is a session led by the Institutional Effectiveness manager Natalie Alizaga and a few others on the process for developing and assessing ILOs. The Great Read will be later.)	Susan Khan	2	Information
2.5	Student Representative Report (Oct. 18 is an event for Hispanic Heritage month; an educational event with food and games. Reminder about the Oct. 31 event; fun, games, food, competitions, movies. There are no flyers, but as soon as available Lianna Lim will send them.)	Lianna Lim	2	Information
2.6	Other Officer & ASCCC Liaison Reports (There were no updates forthcoming. Jennifer Howze-Owens clarified that later in the semester, October 24 th we will have an OER update.)	Stephen Heath, Yvette Butterworth, & ASCCC Liaisons	2	Information

3. Senate Business

No.	Item / Description	Presenter(s)	Time	Action?
3.1	<p>Facilities Update and Q&A with Acting President Richard Storti</p> <p>(Really feels a strong sense of community. With enrollment up and students and faculty back on campus after COVID, the energy is very strong. Since joining the leadership has had many changes, and the VP of Student Services was quickly replaced and bringing in Alex Guiriba was a fantastic addition drawn from the talent from our own faculty. Also David Lao and Arielle Smith have been other additions from our own faculty. Recruiting for the VP of Administrative Services position, the position just closed Friday. Richard is dedicated to getting strong candidates and will not appoint unless he is sure the person is the right one for the job and our college. The Half Moon Bay facility has been going for about a year. There was a little bit of a hold up because of a noise variance; that was resolved. The owner of the building also wanted to restrict the hours of operation due to the residential portion. Richard was able to meet with the owner and worked through the issues. The facility is allowed to have classes M-Th until 9pm and on Fridays until 6pm. There will be the ability to have limited Saturday hours. Our district serves over 700 sq. mi. There are some barriers due to this large area. The students in Half Moon Bay will be well served by this site. What remains in completing the facility is getting electrical into the facility. The facility is being built, but it is expected to open in January (?). We have a 3 year lease with some options in renewing our lease. If demand shows that it is feasible, maybe we can someday maybe be able to build and open our own facility there. Initially there will be 1 large classroom and a smaller area for offices. Eventually we will have partnerships with the high schools to offer more space. Student services won't initially be available, but the hopes are to provide those. Alex Guiriba is being tasked with a plan for providing some services. An update on Bldg 19 was requested by Susan Khan. They are presently updating the lighting with LED lighting. Completion will hopefully be February, with move in late Spring and opening in Fall 2024. Building 36 update on air conditioning was requested by Catherine Ceisla, but nothing was available. Student housing was requested by Makiko Uda A grant was applied for and initially we didn't gain that. Another was applied for and that was won. The grant was for \$50 million(?). The location was supposed to be across from the District Offices, but the community wasn't thrilled about that. There has been a request to the state to build it in Parking Lot V at the front of the college. The facility will provide housing for costs of \$400 to \$900 (not exact) for students. Safe environment and low cost of housing with services for students. Library project was request from Jeramy Wallace. The project was sent to the state, it was approved for funding eventually. The bond for which it was approved under is out of money. They have</p>	Todd Windisch	20	Discussion

	<p>committed to \$21 million. To complete the project we must have the money. We don't know if we have that shortfall. There is a different project in the state that once it is funded, there will be more known as to how much additional funding is needed. The library needs a lot of updates. There is electronic work, more meeting rooms, and (?) needed in the library. The college has \$10 million and that makes a difference of \$16-17 million that the district is trying to find. Jeramy Wallace wanted to know if we could tap Silicon Valley companies to help fund projects that can contribute to the community.</p> <ul style="list-style-type: none"> Library Project, Building 19, Half Moon Bay, Student Housing Move to the top of the meeting (2:40pm - 3:00pm) 			
3.2	<p>Vote to Approve (The proposed 4 faculty are included in the document below. The statements from all 6 faculty are also included in the document. Also included in the document is a link to the Google Form and a summary of the process that presented the 6 candidates. The faculty that Senate President is putting forth is Tamara Perkins, Mohsen Janatpur, Tim Tulloch, Kamran Eftekari. Also put forth was Jon Kitamura and Beth LaRochelle. Todd Windisch asked that everyone read the statements and then Todd will support his choices to move forward. Todd W. reminded us all of the norms that we created for our Senate discussion and asked that we recall those as we begin what might be a sensitive/difficult conversation. Jeramy asked if Todd was on the committee and he confirmed that he is not. Susan K. wanted to know why he supported the people he was putting forth; Todd said he would, but wanted everyone to read the statements first.</p> <p>We had 6 nominations across 4 divisions. He chose representation that had equal gender and division representation. After further consultation with the executive team two names came to the top in terms of experience, Jon K. and Mohsen J and he felt compelled to include one due to their experience. Todd W. supported Tamara P. because of her adjunct status and her activity in the AFT. Mohsen J. is a great representation of the faculty for the math and science division. Jon K. is also from LAD and thus there would be two members from LAD. Beth has shared governance and she has career perspective. Beth is also a CTE liaison. So with the back and forth of pros/cons Todd finally decided on the four candidates he has proposed: Tamara P., Mohsen J., Tim T., Kamran E. We can move to remove or replace as we desire.</p> <p>Three people, Jennifer Howes-Owens, Jeramy Wallace, favor Beth LaRochelle as a better choice due to the career technical experience and liaison status to the Senate and shared governance perspective. After the discussion of Beth LaRochelle, Susan Khan wanted to be reminded of the exact prompt for the statements: Please provide a brief explanation about why you would like serve on the CSM President's hiring committee. What would you bring</p>	Todd Windisch	15	Action

	<p>to the committee? Susan made a statement about the short statement provided by Mohsen J. and that it in itself seemed to be a statement. At this point Catherine C. also voiced her observations about Jon K. Todd W. added that Jon K. is also on other committees as well and that he is also involved in learning communities. Makiko U. also wanted to make sure that there was classified representation; Todd W. indicated that yes it should be equal to faculty representation. Jon Kitamura is also favored by Mick S., Jeramy W., Rene A., Leo C.. Leo put forth his strong support for Jon because of his diverse background and his desire to promote stability. Catherine C. added that support to the institution going forward is also important. If we desire to put forth Jon and Beth, who do we want to remove. Jeramy Wallace moved to replace Mohsen Jantpur with Beth LaRochelle & Daniel Keller 2nd, A show of hands showed 14 in favor and 0 no and 1 abstention. Michelle B. would like know more about Tim Tulloch and Kamran Eftekhari; no one had too much to add except that Kamran had been here for about the same amount of time of Jeramy Wallace. Jennifer H-O. wanted to know more about the underrepresented populations that Tim T. works with. Catherine C. wanted a little more insight into why Todd W. had chosen Kamaran E. and Tim T.; he said division representation was at the forefront. Jeramy Wallace had some reservations about representation of KINES in shared governance. Moved Rene Anderson and seconded by Daniel Keller to replace Tim Tulloch with Jon Kitamura. Steven Heath wants to advocate for Tim to remain and instead to remove Kamran because of his connectedness to the students and learning committees. Discussion about our options. Rene would like to update her motion to replace Tim with Jon K. to being replace Kamran E. with Jon K.. Voting occurred and there were 3 abstentions (one of which is advisory) and 12 approved. Leo C. 1st and Michelle B. 2nd to approve this new committee. There are 12 approved and 3 abstentions (one of which is advisory), there were 0 nays. Todd will forward our votes. On a side-note, there was a discussion about number of votes and counting Susan Khan's votes twice. These counts were updated as we were speaking to accommodate the numbers stated by Todd as the final counts.)</p> <p>Faculty Reps on President Screening Committee</p>			
3.3	Curriculum Legislation Update (We will postpone this discussion.)	Jeramy Wallace	20	Information
3.4	<p>Ombuds Office Services & Access (Purpose of this presentation is to dialogue. This is the first office of its type to be created. This Ombuds position is new to the District. It is also a unique approach and bring some criticism from those formally trained as Ombuds. This office came out of conversations with Melissa Moreno who was then the President at Skyline. Things that were happening, and there were not great pathways for bringing forth complaints. An Ombuds office is supposed to be an impartial office and they are supposed to offer potential solutions and paths. However, the reality is</p>	O'KenZoe Selassie	30	Information

	<p>that many of the traditional pathways have already been thought out and more is needed. There has been precedence for an Ombuds role which is an impartial space where people come and you listen and they are offered resources and potential solutions. These are great talking points, but when someone is under a great deal of duress, they have most likely already thought through many of these options and maybe even tried them. Acknowledgement of situations that have been on-going and fostering a community of listening and caring and safety is what the office's purpose it designed to service. Serving the employees that serve our biggest asset, the students. Catherine Ceisla wants to know about the purpose: Is it employees coming because they are feeling harmed or is it the District coming to see if they are coming at a problem in the wrong way? O'KenZoe Selassie feels he is a "mediator" in some sense. He feels that he is bringing a sense of closure to some people that have been put down and allows the person to maybe not have a complete resolution, but to at least feel better in coming to the place of work and carrying on without feeling ill or dread about the situation they have been going through. Has also been asked to help in communications. This does exclude students. CSM has an Ombuds, Kohya Lu, for students. However, if a student worker is having an issue with a supervisor or co-worker, then they could come to O'KenZoe Selassie. He doesn't navigate the relationships between students and instructors. Todd Windisch asked about the process to reach out to O'KenZoe's office. The on-line form is the best way (Ombuds page on the District page). Call, email, or come by the office directly.)</p>			
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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 (4:32)	President / Facilitator	1	Procedure

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