

Academic Senate of College of San Mateo



Tuesday, October 24, 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	

Standing Senate Committee Chairs	
Curriculum Committee	Jeremy Wallace (arrived at 2:58)
Distance Education Committee	Jennifer Howze-Owens (absent)
Committee on Teaching & Learning	Susan Khan

Division & Student Representatives	
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 (absent)
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 (2:35 called to order with quorum.) <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 (Moved by Hellen Pacheco & 2 nd by Michelle Beatty. 12 in favor, 0 nay, 0 abstentions)	President / Facilitator	1	Action
1.4	Adoption of Consent Agenda (Moved by Susan Khan & 2 nd by Valeria . 12 in favor, 0 nay, 0 abstentions) <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 26 meeting 	President / Facilitator	2	Action
1.5	Public Comment (No one spoke.) <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	Presidents' Report (Todd Windisch updated on DAS, there were no meetings since our last meeting so there is not much to report. The class minimum for class cancellations writing group added Sarah Mangin-Hinkley from LAD in addition to Todd Windisch as	Todd Windisch & Daniel Keller	5	Information

representatives from CSM. There is not much detail as yet. The class minimum topic is on the board agenda for tomorrow, Wed., 10/25s meeting. Todd has sent a message requesting information so the group can get information to draft their response.

IPC update included most of the same information from Acting President Richard Storti that he shared during his visit to Senate. An update from facilities included information that there will be a beach volleyball court added by Bldg 8 in the grassy area near the pool between the gymnasium and Health & Wellness. Apparently there are not a lot of beach volleyball courts in our area, so with this addition we can host beach volleyball games. Alex Guiriba had more to add to the beach volleyball court discussion. Beach volleyball is a Title IX ranked sport. CSM has a team and we have been renting courts which has been expensive, so building a court will help alleviate they cost. The new courts will also generate revenue as it will be rented to other teams looking for space for competitions and practice. The court will also be available to students, so will contribute to our campus community as well. Another topic from the meeting was from Todd Windisch, he recommends that IPC and Senate goals we be cross-walked to look for alignment and assist in IPCs desire to have more actionable goals. Susan Khan updated IPC on long-term PD goals; looking at 2 and 5-year goals. Susan Khan spoke to the fact that she hadn't shared more in IPC than she had when she'd shared information from Program Review with the Senate.

Todd Windisch as Student Senate representative, Lianna Lim, about the Student Senate goals. Lianna didn't believe that they had goals yet, just a budget. Todd asked that Lianna make inquiries so that perhaps the Senate could compare and align faculty, staff, and student goals to support the work of all.

BOT will meet tomorrow. Todd reviewed the agenda and found two items of interest. First, funds for the lamp in planetarium which is old, out-of-date, and has had many issues and problems and needs replacement as a result. Second, the BOT has developed their goals ([see link](#)) or join in the presentation on the BOT meetings and comment at that time. Teresa Morris brought to everyone's attention the Library modernization budget in the BOT agenda as well. There is a document, near the end of the agenda, with all the projects across the district and you can see some budget details in the document.

We now have a Dual Enrollment liaison, Leo Cruz. Leo will help facilitate conversations

	<p>and sharing of information. Next week there will be a meeting to begin discussing the evaluation procedures of high school faculty that teach in the Dual Enrollment courses. The agreement that the high school teachers sign does indicate that they are subject to our evaluation processes, so the hope is that a process to follow through with this agreement can be created that works for all constituencies. Now that we have our CSM representative, we need one more district rep for the Dual Enrollment committee. We already have Carissa Cardenas, but we need another. This is a call for volunteers. Though it isn't extremely urgent to get the second rep, we do want to find a good person to act in this role; Todd Windisch will continue to look for a person to act in this role.</p> <p>The ASCCC is the senate for all the community colleges. The meeting is this Friday for our area which is Northern California, Section B. Todd Windisch will be in attendance this Friday, 10/27. The discussion will be on the list of proposals (see link) for larger discussion at the Fall Plenary for the November 16-18 meeting where the representatives will vote on the topics in the linked document. Todd Windisch asked faculty to look at the table of contents from the linked document to see if there is anything of interest that Todd Windisch should vote on in a certain way to satisfy the constituents. Todd will send it out to all faculty and attempt to target groups with concerns. Though there will most likely be adjustments to the language on Friday, 10/27, the overall proposals in the list will remain. We only have one meeting before the vote happens at Fall Plenary, so it is better to discuss in small groups to bring back for discussion if needed. Also on the agenda for voting at Fall Plenary is our Nursing Faculty's minimum qualifications.</p> <p>Daniel Keller)</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 ● https://www.asccc.org/resolutions-fall-2023 ● https://go.boarddocs.com/ca/smccd/Board.nsf/files/CWRPTQ654DCE/\$file/2023-2024%20Board%20Goals%202.0.pdf 			
2.2	Curriculum Committee Chair Report (Jeremy Wallace has a few things to discuss. First, the committee will be voting on credit for prior learning language that will be added to the	Jeremy Wallace	2	Information

	<p>catalog. Marianne Beck, the articulations officer from Skyline who along with Teresa Morris is doing a lot of work on credit for prior learning (a presentation to follow in Senate today) and the committee will be voting on Thursday, 10/26, on an addendum to the CSM Catalog to award 3 units of humanities credit for our local GE, to individuals who have passed (unknown what qualifies as passed) the defense language test for the Civil Servants test. The test is a one that civil servants of the Federal government and the military take.</p> <p>A second topic will be AB-928 AB-1111 discussions. AB-1111 is the alignment of course numbering and names across the district. Jessica Hurless sent Jeramy Wallace an Excel document that lists all classes at all three colleges and breaks down by who offers them, and allows the committee to see where the numbers and titles are different. As a result of the discussion, the committee maybe asking different individuals to have conversations with others across the district to get this alignment.</p> <p>Things are changing rapidly with respect to AB-928 is about the California General Education Requirements (CalGETC). Those classes that are articulated to the Ucs right now and potentially all those in CSUs will be grandfathered into the CalGETC, but new courses and their approvals will need to meet new standards for approval. There will be potential consequences on programs that live in area E like Counseling and Kinesiology and lifelong learning type courses because the UCs will not take those for general education. The UCs will take those courses as elective but not in filling any areas.</p> <p>The last topic is the November 9th is the deadline to submit new courses for the 2024-2025 catalog. November 9th is also the deadline for summer experimental courses.</p> <p>Todd added there are resolutions in the Fall Plenary packet that relate to AB-1111 and AB-928 and the CalGETC topic. For instance, Santa Rosa Jr. College would like the State to support the use of English for Multilingual Students (EMS) verses ESL that many would like to replace ESL. Since all colleges would be required to align this would come to our campus as well.)</p>			
2.3	Distance Education Committee Chair Report (Jennifer Howze-Owens is not here and there was no one else to give a short update. Next time we will have a double update.)	Jennifer Howze-Owens	2	Information
2.4	Committee on Teaching and Learning Chair Report (Susan Khan met this week. There is	Susan Khan	2	Information

	<p>now a student rep. The feedback from the October Flex Day was discussed; Susan would be happy to share more about the feedback if Senate would like to have more information. There was an introductory discussion for January Flex Days. The committee is still working on their goals. The list is long, but they are already working on a few of the goals, one of which is a Professional Development needs assessment survey started in collaboration with PRIE. They are talking about the next steps for developing our campus' Institutional Learning Outcomes assessment process based on feedback received during the Flex Day session. The committee reviewed their draft rubrics to be used during the Great Read of Program Review to try to pull out as much information about the professional development needs of the campus as possible in addition to the needs for an SLO assessment process.)</p>	...		
2.5	<p>Student Representative Report (Lianna Lim talked about the student event on Halloween, 10/31 from 11:30am until 2pm in Bldg 10. There will be decorations, food, arcade games, and a club costume contest. This is a great opportunity for clubs to recruit members. There will be a flyer included in the newsletter on Friday.)</p>	Lianna Lim	2	Information
2.6	<p>Other Officer & ASCCC Liaison Reports (There were no reports. Stephen Heath will report next meeting.)</p>	Stephen Heath, Yvette Butterworth, & ASCCC Liaisons	2	Information
3. Senate Business				
No.	Item / Description	Presenter(s)	Time	Action?

3.1	<p>CPL (Credit for Prior Learning) Workgroup Update (The workgroup spokesperson(s) Teresa Morris, Gina Ciardella Palmer, Jarrod Feiner, and Marianne Beck joined us via Zoom for the 15 minute presentation. The definition is given on the first slide of the presentation: Credit awarded for validated college-level skills and knowledge gained outside of a college classroom. There have been local updates since last spring, this is on the second slide of the presentation; CPL has been prioritized and counseling faculty will be working with students within CPL pilot majors as this is as case-by-case process. Next week on Oct. 30th, Teresa Morris will be discussing the prioritization process for CPL with Aaron McVean and Karrie Mitchell. Gina Ciardella Palmer is working with Marsha Ramezani and Michael Vargas on the counseling faculty side and Luis Padilla and Steven Trinh on the enrollment side at CSM and Nick Martin and Gloria Darafshi at Canada. They are working on in their pilot year working with military connected students to develop some pilot majors. Those are the Net-X program at Skyline and Administration of Justice programs at both Canada and CSM as well. The team is working closely with the articulation officers and bridging the counseling and faculty and military contacts for developing the pilot majors. Marianne Beck, the articulation officer at Skyline, has been working with the group for a few years. In the last year the discussion has been in works for awarding Area E credit for military basic training for all branches except the Air Force who has their own community college so they just have a regular transcript; these are the Joint Services transcript (JST) credit. Tess has started awarding this year and this is probably the first CPL thing that has been fully implemented, happening, and being awarded to students; they are turning in their JPT to get credit. Veterans who took the proficiency test to use in their jobs will have credit given but far fewer; Jeramy Wallace and Teresa Morris already discussed this a little. The curriculum committees have been asked to work in this credit to add in the credit for the language proficiency test on their JST as a local degree credit in Area E (humanities); the CSU GE originated the policy so we would allow it to be passed on the CSUs. If the curriculum committees vote to approve then the policy can be updated in the Spring 2024 Catalog addendum and we can award credit beginning next semester. The last piece of the CPL is something called the MAP. The MAP database was created by Norco College, who is a leader in the state for CPL. MAP houses the evaluation and articulation process workflow so that that faculty and other stakeholders in the evaluation process can use it to evaluate credit from the JST and other ACE credit recommendations. Additionally, MAP will be used to track students' progress through CPL. It is a powerful database similar to ASSIST, but for CPL. Of the 116 colleges there are now 75 using MAP and a few CSUs. On a whole, it is about</p>	CPL Workgroup Need presentation link	20	Information
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	<p>collaborating and being able to see each other's articulation in order to speed up the process. All three colleges now have their data in this data base (MAP) so the next step is to get into it and test it out and begin training on its use next semester. Jarrod Feiner, English faculty at Skyline, brought in as the faculty person for CPL, discussed the instructional and training videos being created. There will be four videos as outlined in the presentation, 1) A welcome and informational video, 2) Connections to statewide efforts, 3) The student experience, 4) CPL Evaluation (how you do it) for faculty. They are willing to put together more videos as questions come up and need to be addressed. The videos will come out next Spring. Marianne Beck updated on the State wide updates; Norco College is the leader and is guiding these updates. Norco College started with initiatives last spring to crosswalk the First Responder curriculum for CPL by getting groups of faculty together from across the state to discuss the industry standards, credentials, and training for these CPL programs. It all started with Administration of Justice. They are working on Fire, EMT, and Corrections. Because Admin Justice already has an ADT they to cross-walked with the CID curriculum because it will make it easier for the colleges to adopt it and assure that everything is aligned. It is cross-walked to the Post Academy. CSM already has the Post Academy, so that curriculum is already cross-walked and it will be easier to cross-walk every course. There is a lot of curriculum out there that police officers can use, especially those who have already gone through the Post Academy, which will speed up the time it takes law enforcement officers in getting a degree. This year they will be unveiling their pathways at the fourth annual CPL Summit, next Friday, 11/3 from 9-12 via Zoom, which will include this Administration of Justice crosswalk. They give really great workshops and sessions and this year it will include these CPL pathways. Teresa Morris concluded with the link in the presentation of the Vision Resources Center. The CPL can be used to reduce the number of courses the student needs to take to complete a degree in which they have CPL. While there may be drawbacks because the students may not have a chance to fully integrate into the college community since many of the core courses have already been assigned credit, there is still an opportunity for students to take their GE courses and become a part of the community. Thursday the group will present at Canada and Skyline later in the month.)</p>			
3.2	<p>OER/ZTC Grant Discussion/Implementation (Jennifer Howze-Owens was unable to join us today so we will post-poner this discussion until next time.)</p>	Jennifer Howze-Owens	20	Discussion

3.3	<p>Approval (See the link below for the attached letter. Time was given for Senate to review our Senate letter from Spring 2023 and to review the District Statement. Todd explained that we had approved a statement last Spring and summarized our statement (see the statement from last Spring). All colleges had approved statements and it was sent to the DAS, so they could craft a District statement. All Senates must approve this statement from DAS so that the DAS may approve it. Everyone understood the context and was given time to review the DAS statement. Catherine clarified the roles of faculty and that they aren't the same across the district, but this is a comprehensive list. Valeria supported this and the importance of continued discussion. Todd has heard a lot of feedback from the faculty about not being aware. Makiko brought up the importance of the even with respect to things like the hourly time sheets and evaluation. A task force may address Makiko's concern around the language. Rene asked about the role of a Retention Specialist and whether they are faculty & PSC; Todd clarified that both are classified staff roles. Leo Cruz brought up that there is even a clarification around the differences between Classified and Faculty. Todd also said he agreed Moved by Michelle Beatty & 2nd by Valeria Estrada. 13 approved. 0 Nay. 0 Abstentions.)of District Statement on Diversity of Faculty Work</p> <ul style="list-style-type: none"> • Letter approved by CSM Senate Spring 2023 	Todd Windisch	10	Action
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3.4	<p>Feedback on District Professional Development Faculty Release Proposal (Susan Khan is giving us a proposal for a District PD Coordinator and Budget in the form a full-time faculty release position. The proposal is supported by the three flex coordinators from the three colleges, the instructional technologists, the District Teaching and Learning Committee and the deans who support learning technology at the three colleges. It was brought to DAS will bring the proposal for a vote at their next meeting. The proposal is being brought to CSMs Academic Senate to seek our support. In fact, it is being taken to each College's Senate.</p> <p>See the context for the proposal in the linked file. In summary, PD has expanded in scope and response to all the changes in higher education over the past few years. The expansion comes as a response to increasing awareness of equity gaps and initiatives and grants that have emerged to address the awareness as well as the shift to remote learning and training involved in the shift. While the campuses have done a great job of bringing all the aspects of training together to form a coherent professional development program, it seems that a bit more intentionality and planning are warranted. It is especially important that the three colleges not develop their PD in isolation, and instead share knowledge and ideas. In today's climate where there are many initiatives and laws that require district wide conversations about such topics as course numbering, it would be nice to have cross-college collaboration to make training and talks easier. It seems that each of the college's are creating PD in isolation instead of a common body, because there is no one at the District level. The PD from the District seems a little scattered and doesn't seem to communicate well with the colleges' PD.</p> <p>Some of the intended outcomes of a District PD Coordinator would be to allow the District Partners: Chancellor's Office, DTL & AS, Classified Senate, Vice Chancellor's Office, District Equity Office, District DE Tema, HR/Compliance PD Academy and ITS to have cross-fertilized ideas with less duplicated effort, cross-district & discipline-specific collaboration especially with respect to initiatives and lawas, clearer communication of PD events, not just those on Flex Day, allowing for more faculty input for PD at the District level, advocacy for PD by all employee groups, new and improved Flex Credit reporting, more cohesive onboarding processes, better support for new PD coordinators, leader for District Flex coordination.</p> <p>A full calendar year of opportunities would be a preferable methodology; this is</p>	Susan Khan	20	Discussion
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happening in other districts in the state already, such as a Peralta. The outcomes are outlined in the presentation, some of which included AB-1111 support, a calendar year of supported PD, a new and improved reporting system, PD for other employee groups that also need PD that are currently ignored. District Flex Day coordination would also be addressed. Please see the linked file for more information.

Todd Windisch asked for clarification for PD coordinators at each of the colleges; currently each coordinator gets different amount of release time. This makes it difficult for the PD coordinators to work together equitably. Jeramy Wallace asked for clarification about the ask; do we want a new person hired or just release for a current faculty member. The person should be a current faculty member and should be expected to be in the role for 2 to 4 years. Catherine Ceisla wanted to know how the new District PD coordinator role would not become a dictator as to how the PD would be done in each of the schools. Susan said that there would definitely need to be a balance and the reporting structure could help to mitigate any issues; she has experience from Peralta and has seen this work well. Catherine Ceisla also clarified that the PD coordinator here is a full-time release and that is not true at the other colleges. Rene Anderson wanted to clarify that the role titled as a Coordinator says that they wouldn't be dictatorial, or maybe they should have the title as a Liaison. Todd Windisch doesn't feel Liaison is a strong enough leadership role. Susan Khan doesn't feel that the role would differ from her role in that she doesn't dictate, but rather coordinates; she feels the job it is in the description of the role and that this really needs to be defined in the role. Perhaps older language and processes could be brought back that were cut in the Great Recession. Leo Cruz wanted to bring forth how would this be chosen and the guidebook of how to be the PD Coordinator; Susan Khan addressed this as well she could, and said that it might be retrospective to getting the role established and that yes there would be an interview process to acquire the job. Valeria Estrada appreciates the collaboration; she recalled the time that all the librarians met with one another during COVID shutdown. Todd Windisch also spoke of the collaboration between the 3 schools' ESL faculty. Susan Khan said that yes that would be something that would be facilitated by the PD Coordinator.

This is not an action item, but it could be brought later pending District AS.)

- https://smccd-my.sharepoint.com/:w:/g/personal/khans_smccd_edu/EYE4O0p-0RiCr_6_ceuKDCgBLFztd59vFliloGA3fdZYXw?e=5QPEkm&CID=ac02352e-

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3.5	<p>Program Review & the Great Read (Todd Windisch introduced the topic. The first bullet-point is a workgroup consisting of Todd Windisch, Daniel Keller, Guillermo Cockrum, Natalie Alizaga, and Susan Khan to see what would be the focus from Program Review. The group didn't feel like there was a great opportunity to take things from Program Review and the Great Read the last time. People feel that maybe the Program Reviews aren't read. Daniel Keller felt that the Program Review had not historically been read; he doesn't feel that the English faculty is meaningful. There are a few issues such as not anything valuable coming out of it except for Accreditation and that there are definitely resources needed. Todd Windisch felt that the Great Read maybe had too large of a focus. The workgroup suggested breaking the Great Read up into several committees with a much more narrow focus. Susan Khan had the idea of taking the Program Reviews taking them back to the CTL to have them look for things that could be used in PD needs, like developing flex day sessions and narrowing the focus of what people are looking for in PD. Our SLO coordinator would simultaneously be working on come guiding questions trying to see if programs actually understand what SLOs are and if they may need support in developing more meaningful SLOs. Natalie Alizaga was taking it back to see if a guiding document could be created to help in reading program review to help in the accreditation process. Todd Windisch contacted David Galvez to see if he'd help by taking Program Review back to the Equity Committee to look at it with an equity focus, which could then result in insight in equity opportunities and gaps. Daniel Keller thought that maybe we, in the Academic Senate, could focus on how to improve the process in general. IPC would also like to use the Program Review to inform their work.</p> <p>Todd Windisch has brought this to the Senate so we can open it for discussion and see what the thoughts are on the current plan and how we might divide and conquer the work or whether this is even a good plan and maybe to get other ideas of what the process will look like.</p> <p>The focus seemed to be lost in the last Read where groups read 6 to 10 Program Reviews and then common themes were brought out. Catherine Ceisla wanted to know if there was any comparison of the goals and if they had been met. Todd Windisch felt his prior experience was that the themes were lost, and which programs needed resources were hard to pinpoint because it seemed like they all needed help. Susan Khan also brought to our attention that another outcome would be a way to report out on each of themes the come from the various committees. Catherine Ceisla also brought up the goals that are set in each</p>	Daniel Keller & Todd Windisch	20	Discussion
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<p>program review and whether previous goals have been met. It seems that the goals just continue to be the same from Review cycle to Review cycle with no consequences. Maybe a rewrite to guide in goals. Daniel Keller brought up that sometimes the goals are unrealistic because they have too large of scope; it would be nice to have a guide on how to write a small number of realistic goals. Todd Windisch brought up the fact that the Program Review has been focused on faculty; recently it has been better, but more work is needed and maybe to choose the topics. Makiko brought this up since she has been doing them for 20 years and doesn't find it relevant in her area. Susan Khan brought back a CTL point of whether there is a review or just to bring back to points to review. Susan Khan felt that if Program Review was to evaluate that it may be negatively received. Maybe the SLO group or the IPC group should be evaluating the Program Reviews and giving feedback on their presentation. Jeramy Wallace brought up the need of Program Review needed to satisfy the request for resources; his point was to pull out the stuff that supports resource requests from the program review. Jeramy Wallace brought up the time in like 2018 or 2019 when a department asked for full-time faculty, but hadn't supported that they had met the equity portion of their Program Review. Todd Windisch brought up the point that the President hears from the Deans and only summarizes the positions of the division. Furthermore, Todd Windisch doesn't feel that the people in the room had read Program Reviews and that those were factored into the decisions of Resource Allocation because the information was being summarized by the Deans. Rene Anderson wanted to know how Jeramy Wallace, as the sitting AS President, had advised the President on not presenting a department with full-time hires when the department hadn't written a Program Review that was giving the information that was requested. Jeramy Wallace brought up that the Skyline Senate reads Program Review and uses that to validate resource requests which then passes those onto the President. Rene Anderson felt that there was a contradiction of being important, but no one was reading them and being held accountable. Rene Anderson doesn't like the aspect of just making the Program Review better for everyone as the focus of the Senate. Daniel Keller made a point that Program Review is important to the Accreditation process and what we need for the ASJCC process. Leo wanted to know if there was a time line; Todd Windisch responded that there isn't but we are thinking through the Spring. Jeramy Wallace brought the perspective that the Program Review is related to the Educational Master Plan and how the Program Reviews are supporting the mission of the college, so he feels maybe that could be the focus that the Academic Senate takes. Valeria Estrada feels like it is important to have a check list or a rubric for the Great Read; she had experienced that at Canada and liked that process. The purpose here today</p>			
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	<p>was to get some feedback from the Senate as a body would like to get from the Great Read. This will be coming back.)</p> <ul style="list-style-type: none"> • Update from Program Review Work Group & background on past practice of the Great Read • What do we want to get out the Great Read this time? • Time permitting: develop guiding questions/rubric/checklist 			
4. Closing Procedures				
No.	Item / Description	Presenter(s)	Time	Action?
4.1	<p>Final Announcements (There were none as the meeting was running long.) <i>President or facilitator elicits final announcements about upcoming deadlines, events, scheduling changes, etc.</i></p>	President / Faciliator	4	Information
4.2	Adjourn (Time: 4:29)	President / Facilitator	1	Procedure