Academic Senate of College of San Mateo

Tuesday, November 28, 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 Commitee Chairs	
Curriculum Committee	Jeramy Wallace
Distance Education Committee	Jennifer Howze-Owens
Committee on Teaching & Learning	Susan Khan (absent)

Division & Student Representatives	
Student Representative	Lianna Lim (absent)
Academic Support & Learning Technologies / Library	Valeria Estrada (3:01)
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 (Time 2:33) *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	Secretary	1	Procedure
1.3	Adoption of Today's Agenda (Moved by Michelle Beatty & 2nd by Mick Sherer with the move to approve the addition of Teeka James' presentation on the Faculty Professional Development Committee. 11 in favor, 0 opposed, 0 abstained)	President / Facilitator	1	Action
1.4	Adoption of Consent Agenda (Moved by Daniel Keller & 2nd by Catherine Ciesla . 10 in favor, 0 opposed, 1 abstained) *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 minutes from October 24 meeting](#)	President / Facilitator	2	Action
1.5	Public Comment (No comments.) ● Questions/comments on non-agenda items	Public	5	Information
2. Standing Agenda				
No.	**Item / Description**	**Presenter(s)**	**Time**	**Action?**
2.1	Presidents' Report (DAS: No updates since the committee hasn't met since 11/14	Todd Windisch & Daniel Keller	10	Information

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

IPC: No updates since the committee hasn't met since 11/14. One addition is the Anonymous Feedback link on the IPC website. This is the place where faculty, administrators, students, and staff come together. The three co-chairs are Fauzi Hamadeh, Todd Windisch and Carla Grandy.
 	
BOT: Tomorrow, Wednesday 11/29 is next Board of Trustees meeting. They will be voting on ratification of the contract. Calendar for 2026/27 school year is to be ratified which will have split finals week in the Spring. Catherine Ceisla asked about the split finals week and if there would be a discussion; it was assumed that there would not be as it has been in development for a while. The BOT will also be adopting their goals and handbook. Another topic to be discussed by the BOT is awarding architecture contract for Library modernization project and Coastside Education Center. The student housing project was not on the agenda this time.
 	
Participation Calls: At DAS there will be a task group for implementing some of the actions from the Collegiality Letter that we approved. If anyone is interested please let Todd Windisch know. Both Rene Anderson and Valeria Estrada are interested and Todd noted their interest for follow-up.
 	
Plenary Share-out: There were four voting members from our district. The voting happened on Saturday. Voting was very formal. There were mikes for pros/cons/parliamentary procedure. The voting was done via ap and was visible on the screen. ESL had some discussion around AB-111 and the consistency across the state for ESL is varied, and the resolution was sent to further discussion. Resolution on attendance in grading failed because it was poorly written. The local degree requirement to add 9 units for History and Political Science failed.)
    ● District Academic Senate update(s)
    ● Institutional Planning Committee update(s)
    ● Board of Trustees update(s)
    ● Campus calls for participation
        ○ Nominees for Task Group to Implement Actions from District Faculty Collegiality Letter
    ● ASCCC Fall Plenary Shareout			

2.2	Curriculum Committee Chair Report (The last two meetings were on approvals. There is not really much to update.)	Jeramy Wallace	2	Information
2.3	Distance Education Committee Chair Report (Like Curriculum there is not too much to say since they have not met.)	Jennifer Howze-Owens	2	Information
2.4	Committee on Teaching and Learning Chair Report (The last meeting of was yesterday, Monday 11/27. Guillermo Cockrum stepped in for Susan Khan. The topics discussed were ranking goals to pursue. Goals were ranked by urgency. Some key goals shared by Todd Windisch based on Susan Khans summary were to develop meaningful processes for gauging and measuring IOLs, and to develop and implement a professional development assessment, and to use the great read to identify and share assessment of PPE needs, and to redefine the assessment process to include regular check-ins to support formalized reporting. Susan Khan also wanted to share that the committee is hoping to share the January Flex Day schedule before winter break. One session offered will be a program review checkpoint led by the SLO Assessment Coordinator, Guillermo Cockrum, with a focus on enhancing assessment, encouraging people to bring their plans for SLO Assessment and getting feedback from SLO committee, PRE office and peers. The committee has also been working on developing professional development needs assessment survey to be implemented in the Spring. Training on teaching modality may come back to Senate for discussion according to Guillermo; clarification is needed on whether the Committee on Distance Education should tackle the training CTL should be in charge of those trainings.)	Susan Khan (absent)	2	Information
2.5	Student Representative Report (Our representative was not absent today.)	Lianna Lim	2	Information

No.	Item / Description	Presenter(s)	Time	Action?
2.6	Other Officer & Liaison Reports (Leo Cruz Dual Enrollment report is that there are nine faculty teaching at high schools. Some courses are taught by CSM faculty and others are taught by Partner Teachers (Leo believes is the correct terminology) who are teachers from the high schools who are teaching our CSM courses. There are three disciplines in Career Counseling, DGME, and Architecture. Right now the biggest focus is on evaluation. They are working on the evaluation process. Leo Cruz didn't want to overshare because he didn't know if Andrea Vizenor had checked in with Todd Windisch yet, and since Leo Cruz had only begun as a liaison mid-way through this semester, he is still learning about the evaluation process for the dual enrollment partner teachers. Leo Cruz is hoping to meet with Andrea one more time before the winter break and to have regular meetings in the Spring. Christy Baird from CTE said they are hoping to be able to get an exit survey from students who have graduated and how to track them and then invite them back to help guide future students. They have also had some conversations about creating clubs. Guillermo Cockrum suggested that the CTE talk with the nursing program. Kristy Baird said that Janis Winsthrop is in the CTE meetings and has given great feedback.)	Stephen Heath, Yvette Butterworth, Leo Cruz & ASCCC Liaisons	2	Information
3. Senate Business				
No.	**Item / Description**	**Presenter(s)**	**Time**	**Action?**

| 3.1 Discussion held before Standing Agenda | Professional Development Committee Update (A request was made to move this PD Committee Update to before the Standing Agenda. It was moved by Michelle Beatty & 2nd by Mick Sherer in the Agenda Approval to make this change to the agenda. 11 approved, 0 opposed, 0 abstained.

Teeka James the chair of the Faculty Professional Development Committee is here to report out on the committee because of the new ratified contract in Article 13 that requires an update from the committee. Teeka James (Chair, AFT rep, English Faculty), David Laderman (AFT rep, Film Faculty), Tatiana Irwin (AFT rep, History Faculty), Elisha Polomski (Academic Senate rep, Astronomy Faculty), Carla Grandy (VPI), Francisco Gamez (Dean, Administrative rep) are members. The changes happen in May, any AFT or Senate member can be a part of the committee. Purpose is to develop ourselves professionally and the money is protected by our contract. 1% of the District budget for regular academic and third and fourth year tenure track academic employees of the unit. The funds are allocated to the three colleges in amounts that are proportional to the number of regular academic and third and fourth year tenure track academic employees. Any employees who have completed 6- years of continuous pay service are eligible for extended leaves. Part-time faculty are also eligible, but can only take short-term leave.

FPD Funding AY 2023-2024: $419,327 was available which came from Rollover from 22-23 ($280,568.46) and allocation from 23-24 ($138,758.94). Projects to be funded for 23-24 $349,886.69 leaving $69,440.71. Money is spent on Registration & Subs for conferences, Travel, long term projects that pay for some release time, sabbaticals. Twenty-seven people applied this year, 8 of which were part-time and 19 were full-time. Short-term spendings were $33,045.52 and about a third of that was for part-time, see the presentation for what some of the money was used for. Six long-term projects (3 out of Language Arts and 3 Creative Arts) were approved ranging from course work for higher education, curriculum development, writing books, overhaul of curriculum. The long-term spendings were $316,841.17. Catherine Ciesla asked about ZTC and how that might be funded, and the question will be addressed with relation to a different grant today, but writing curriculum does qualify. Makiko Ueda asked about tuition for training to update. Teeka James said the funds can't be used for tuition, but it is a gray area because tuition to get a higher degree is not covered, but for single courses for professional development are covered. Guillermo Cockrum asked about part-time faculty to get funding for a short-term project. Teeka James said to go to the website, on the side-bar there are links to the forms. There are two | Teeka James | 15 | Information |

	forms to fill out at least 30-days in advance because it needs support from the dean, then to the business office and then goes to the PD committee for approval. Email teekajames@smccd.edu if you have questions. Suggestion in general is to register in advance for conferences; some divisions have pro-cards to pay and then they get paid back. **See the presentation for more detail**.)		

3.2	OER/ZTC Grant Discussion/Implementation (Jennifer Howze-Owens is not yet ready for documentation to be shared, but this is meant to be an informative session and to illicit feedback about the grant funding. Catherine Ceisla had a question about funds for professional development with regards to ZTC (Zero Textbook Cost) resources and that is one thing Jennifer will address through grant funding for ZTC. Jennifer Howze-Owens is our OER (Open Educational Resource) Liaison is a statewide liaison. The liaison has a set of responsibilities set forth by the community college system. As the liaison for ZTC, Jennifer's job is a little less formal; some liaisons are full time ZTC and some don't get paid at all for their roles. One of Governor Newsom's goals upon election was that he wanted to fund entire degree programs to be explored from beginning to end with truly Zero Cost; creating Z Degrees. Leah Thomas and Chris Smith were former ZTC liaisons. When Leah was the liaison there were talks for the availability of millions of dollars to be made available to the 110 community colleges across the state. San Mateo Community College District saw a need for the money to be used, and prior to seeing the funding allotted $500,000 over a three-year period for district spending on ZTC. We are in year three and minimal funds have been spent. The funds are available with minimal strings attached except that the funds must be spent for ZTC exploration. Back to the state funds: About a year ago $20k planning was allotted to our district by the state for planning. Shortly after that, $180k was given to the district for implementation; the caveat is that the funding is to minimize duplication effort. So, for instance, if there is already a Z-degree then there would be a duplication. There is a lot of work for the liaison to verify that any proposed work is not a duplication so that the funds can be used. In the fall and Professors Perkins and Laderman wanted to submit an acceleration grant in film, the request was flagged for duplication because other electronics and media departments across the state already had requests that were flagged as duplicates. After a lot of effort, just last Wednesday, the day before Thanksgiving, CSM was given the approval to work in a cohort with other campuses, which Professors Perkins and Laderman will now be able to decide if they wish to participate and continue. Jennifer Howes-Owens has been doing outreach with our CTE faculty to identify certificates that could benefit from the grants since they wouldn't be duplicates. For instance, even though ESL is not CTE, she identified ESL as a potential beneficiary and reached out to Todd Windisch. Jennifer also identified CIS as a non-duplicate program and Hellen Pacheco has started the work on establishing the grants. What this means is that some of Hellen Pacheco's courses will be free of cost and some of the CIS certificates have potential to be Z-degrees. As a result, CSM has its initial implementation grant program. More information will be given with a presentation next	Jennifer Howze-Owens	20	Discussion

time. One of Carla Grandy's goals for the year is ZTC and getting CSM organized. CSM is looking to establish a doctor program through Z-degrees and there are already a lot of GE courses that are using or designated ZTC, but they are trying to establish a process for evaluating courses, creating texts, or identifying, adopting, and editing existing materials to suit the needs at CSM Todd asked to clarify deadlines, and the funds for the ZTC implementation could be used to pay faculty to do this work. There is also an idea for a summer retreat for faculty to come together to learn about the process and receive training. The purpose of today is to make sure people are aware of the funds available and the purpose of those funds. One question Jennifer is often asked is if the funds have an expiration date, so she clarified that there are no deadlines according to what has been shared so far. Guillermo Cockrum has only used ZTC textbooks since 2019 in Econ. Steve Leigh is interested in using them program wide as well, so the question is whether this would be a duplication. Jennifer will be following up with Guillermo Cockrum on this after she does some further research and talks more with the Econ program as a whole. Catherine Ceisla wants to know if the funds are for an entire program or for one instructor to convert to ZTC texts. Jennifer clarified that there are different buckets and thus there are different requirements. For instance with Hellen Pacheco's CIS program, not every single course must be ZTC, but at least one is offered in the sequence to get to matriculation for a Z-degree; that is the rule for the implementation bucket, but there are other buckets that those rules don't apply. Catherine Ceisla wanted further clarification on whether the funds were for creation of content or only for implementation of content that is already available. Jennifer shared that Canada and Skyline uses tiers. They use adopter, remix, creator and CSM will likely do that as well. The levels are paid at different rates. We are looking a implementing in the Spring, but we need to identify the players and process in the implementation. Jennifer also wants to add a champion tier for those who have already been using the materials. Catherine asked about share outs to divisions in the Spring. If Jennifer is able to meet with Carla Grandy to discuss what she has so far, she plans to start in the Spring. A precursor to receiving funds/stipend those interested would need to participate in a training of maybe 20 hours. Guillermo Cockrum has taken more than 20 hours, maybe even 100s of hours to implement the materials. Todd Windisch envisions training similar to the self-paced COYTL 2 training; he'd like to see differing time commitments for different levels of commitment. Jennifer is thinking about 20 hours of training for adopter or remixing. Catherine Ceisla also thinks self-paced would be nice because if you are creating, you need to have flexible training. Michelle Beatty asked about specific discipline training. Jennifer said that there are leads through OER to connect with

	for specific disciplines. Jennifer will come back with more for us on this topic later.)				
3.3	Continued Program Review Improvement Discussion (Program Review: Setting a Standard is Daniel Keller's presentation today. Looking at official documents to see how much leeway we have in creating Program Review. The document from 2009 from the Education Policies Committee formed a base. Daniel Keller also used Skyline's process and explored other colleges across the Bay Area to pull information. We had asked about combining Program Review and Program Improvement. Both qualitative and quantitative data should be included. A feedback process should be included. Suggestions for feedback are rubrics, loose feedback such as what we do. Daniel Keller's favorite example was EVCs process because it was read by the dean and the dean is one of the most informed about a program. We might create a rubric and then have every program get at draft feedback. Not all schools across the state do them at the same intervals or in the same way. One way is to stagger the programs. Timelines are something else that can be considered. The Program Review was supposedly needed to support Resource Requests, but it doesn't seem that has been done. Deans are open to reading the Program Reviews. Fall is preferred because the data can be gathered over the summer to give an academic year worth of information. The Program Review is purview of Senate, but not one directly related to Resource Requests. Foothill has a form that already has the data input and then a series of checkboxes to follow-up on the data break-down. Makiko Ueda likes the forms but wants to make sure that there are different forms for different contingents. Jeramy Wallace wants to make sure that all people answer the same questions. Christy Baird wants to make sure that the reason for the process is known and there is not a feeling of consequence but rather a feedback loop. Guillermo Cockrum also wants the process to instill a feeling of improvement from a continuous cycle of feedback that will make the entire college better. Daniel Keller feels like revising the form so that the deans can give feedback is a way to improve the process. Feedback is solicited from Senate's constituents on how they would like to see Program Review changed. Daniel Keller said that a lot of colleges also have separate committees. Catherine Ceisla wants to know if in the Spring we as the Senate will be going out to the divisions to talk about program review. Todd Windisch says that is the idea, to see what others across campus think of changes such as those brought up today such as staggering Program Reviews, pushing back the dates, simplifying the forms, and maybe we could add more to our bylaws or add another committee on Program Review.)	Daniel Keller	20	Discussion

| 3.4 | Discussion of New Title V Regulations on Local GE requirements (A few months ago Title V changed. The changes were with respect to the GE requirements and the school has five months to implement the changes; that is until August for the next catalog. The next week is dedicated to feedback. Jeramy Wallace and Marsha Ramezane are working on this, but more people are welcomed as feedback is needed because of the local implications. CAL-GETC single pathway to the CSUs or UCs is a part of this change. One thing to notice is that the Oral Communication is now a requirement for both UCs and CSUs, as is the Oral Communications, however the Life Long Learning that was a part of the American Institutions' requirements for the CSUs is no longer there because the UCs wouldn't agree to that requirement. Section 55060 highlights the changes for the local degrees; please see the presentation for the highlights. One highlight is that this year we changed the residency requirement to twelve semester units in the district. For our local degree Title V says: Math class must be taken to satisfy the mathematical concepts and quantitative reasoning area, but it is currently a competency requirement, so we will have to change this to require students to take a math course. The naming conventions will be changing. The question for feedback is: Since our American History and Institutions, Physical Education, and Lifelong Learning requirements in our local degree will no longer align with Title V requirements and we need a Mathematical Concepts area that we don't currently have, how are we going to change our local degree and further do we want to align our local degree with our sister colleges to benefit students who are getting degrees at other schools or changing from a degree at another school in the district to one at our school? We also need to consider if we want to keep some of our other areas that aren't a part of Title V or just lump them into other areas. We must align with Title V, we need to develop Area 2, and alignment across colleges. Considerations: Do we want to maintain the AH& I course requirements, what do we do with PE and lifelong learning, keep the information competency requirement, and do we want to add a lab requirement for sciences? There was a more detailed discussion between Leo Cruz and Jeramy Wallace about certain classes satisfying multiple areas or not. Todd Windisch feels that the American Histories requirement should still be included in our Area 4: Social Sciences to maintain what we currently have. There were continued conversations with Daniel Keller and Catherine Ceisla about the double dipping for classes to fulfill competencies. Credit for prior learning was also brought up. Jennifer Howze-Owens feels that Literacy competency should be kept. Todd Windisch feels that the American History requirement needs to be kept because of the failure at the Fall Plenary to put this in the Title V requirements and our faculty's feelings on the subject. Leo Cruz clarified the unit requirements and asked about the desire to consolidate to 21 units; which | Jeramy Wallace | 15 | Discussion |

	is what Jeramy Wallace says is being proposed. Guillermo Cockrum brought up that Economics should be incorporated because he talks about the markets being an institution. For further discussion in the Spring. See presentation for more detail. If anyone has any further comments or questions please email Jeramy Wallace wallacej@smccd.edu)			
3.5	By-laws Review Part 1(Please read the By-Laws revision as homework and we will discuss next meeting.)	Todd Windisch	15	Action

4. Closing Procedures

No.	Item / Description	Presenter(s)	Time	Action?
4.1	Final Announcements (Makers space in the Library is offering relaxation and therapy dogs.) *President or facilitator elicits final announcements about upcoming deadlines, events, scheduling changes, etc.*	President / Faciliator	4	Information
4.2	Adjourn (Time 4:30)	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.