

Academic Senate of College of San Mateo



Tuesday, December 12, 2023
2:30pm - 4:30pm

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

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

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

Officers	
President	Todd Windisch
Vice President	Daniel Keller
Secretary	Yvette Butterworth
Treasurer	Stephen Heath (absent)
Immediate Past President	

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

Division & Student Representatives	
Student Representative	Lianna Lim (absent)
Academic Support & Learning Technologies / Library	Valeria Estrada (late 2:43)
Academic Support & Learning Technologies / Library	Susan Khan (explore for Spring)
Business/Technology	Hellen Pacheco (absent)
Business/Technology	
Creative Arts/Social Science	
Creative Arts/Social Science	
Kinesiology/Athletics/Dance	
Kinesiology/Athletics/Dance	
Language Arts	Rene Anderson (not here for Spring)
Language Arts	Mick Sherer
Math/Science	Michelle Beatty (ZOOM)
Math/Science	Catherine Ciesla (not here for Spring)
Counseling	Leo Cruz (left early before 3.2 discussion)
Counseling	Emily Cotla (Spring start)
Enrollment Services and Support Programs	Makiko Ueda

1. Opening Procedures				
No.	Item / Description	Presenter(s)	Time	Action?
1.1	Call to Order (Called to Order 2:35pm) <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 (Note that Agenda item 3.1 will be postponed until Spring as Allie Fath is out sick. Mick Sherer 1st & Catherine Ceisla 2nd Passed unanimously with 9 votes)	President / Facilitator	1	Action
1.4	Adoption of Consent Agenda (Motion to approve with change Sec 1.3 concerning the name of the room for the new center in Nov. 14th minutes: Daniel & 2nd Catherine. 10 in favor. 0 Nay. 0 Abstained.) <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 November 14 meeting 	President / Facilitator	2	Action
1.5	Public Comment (None except thanks for being here and have a great break.) <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</p> <ul style="list-style-type: none"> ● District Academic Senate update(s) (Met Mon., 12/12. Communicate to faculty to drop students before Census who haven't attended prior to that date. This is because of financial aid fraud is on the rise. There are whispers that this is hundreds of millions of dollars in fraud. Yvette Butterworth and Rene Anderson would like to have more guidance in terms of on-line classes. Mick Sherer also feels that guidance would be appropriate, because it is hard to tell what is clicking on Canvas and what is "enough." Susan Khan mentioned that putting specifics in the syllabus about what constitutes attendance in the first few weeks would be a good idea. Todd will be representing DAS for the District Sustainability Committee. On Jan 10, there is a Curriculum Institute scheduled to address the legislation that is coming, changes that Jeramy Wallace addressed at our November 28th meeting. The meeting will be held 10am-4pm at Skyline will be a committee meeting to discuss alignment across the district, and we need a Senate representative as the committee is asking for the participation of Senate Presidents, Curriculum Chairs, Articulation Officers, and counseling staff; Todd Windisch won't be able to attend, so our VP, Daniel Keller, will in attendance. If anyone else would like to attend, let Todd Windisch know. In the Spring the meetings will rotate as per a vote to be held at different locations at both Cañada and Skyline as well as at the District Offices.) ● Institutional Planning Committee update(s) (They updated and clarified the IPC representation. They are missing two faculty positions. They need seven administration, seven faculty, seven staff, and seven students, and there is a short-fall in faculty. This meets 2nd Wednesday from 1:10 to 3pm and is not a Brown Act committee so the representatives can Zoom. Tamara Perkins asked for clarification about AFT representation; there is no AFT representation, officially, as this is not a Senate subcommittee. There are two major positions that need to be filled at CSM. The President said that next week he would be making an offer to someone for the Director of Marketing position. The VP Administrative Services will be put out for a hiring as full-time after two failed attempts in interim hiring; the President feels comfortable with this move since his expertise is in Finance and Business.) ● Board of Trustees update(s) (Tomorrow, Wed., 12/13. They will be presenting the District Audit. There is a resolution about our district libraries joining the Peninsula Library System. The final point on the agenda that Todd Windisch wanted to share was an update on the District marketing campaign. Catherine 	Todd Windisch & Daniel Keller	10	Information
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	<p>Ciesla asked about the vote on split financing; Todd Windisch said that they did but he didn't hear the results directly, though he didn't hear about anything failing, so he assumed that it had passed.)</p> <ul style="list-style-type: none"> ● District Participatory Governance Council (DPGC) (A reminder that DPGC is where revisions to Board policies are made. BP 6.26 #5 which will likely have the biggest change due to changes in legislation with respect to AB 928. This policy will relate to the change in legislation; it mandates that a student must complete a minimum of twelve units or 50% of the total units in their degree at one or more of the district colleges if course work has been completed outside the district in order to be recommended for graduation for that AA/AS degree for transfer. BP 6.10 changes due to AB 110, what we heard about from Jeramy Wallace in the November 28th meeting, and the changes to the local GE requirements for associates degrees. BP 6.04 due to the changes to class cancellations policy. BP 2.27 about smoking in single use restrooms that have been happening on Canada campus causing smoke alarms to evacuate buildings. Some of the policy relates to education, so Mick Sherer raised question about education and that hopefully it won't be for faculty and instead be focused on those in violation only.) <ul style="list-style-type: none"> ○ Feedback requested on BP 6.26, 6.10, 6.04, 2.27 ● Campus calls for participation 			
2.2	Curriculum Committee Chair Report (Jeramy Wallace is absent. There is a lot and though Tamara Perkins was asked to comment, but she said there was more than she felt comfortable in discussing. She did note that there is a best practices document coming out.)	Jeramy Wallace	2	Information
2.3	Distance Education Committee Chair Report (Trainings have not been updated as they are waiting for information on budget. The February trainings for QOTL 1 & 2 are on hold at this time. This message was sent out by Erica Reynolds, today, Tuesday, 12/12. The message doesn't apply to Regular Substantive Interaction. Todd also noted that this is not the only hold for budget; the Resource Requests are also on hold. In January or February, DE hopes to have some information.)	Jennifer Howze-Owens	2	Information
2.4	Committee on Teaching and Learning Chair Report (The committee has not met since the last meeting. Planning for FLEX is underway and schedule should be posted this week. Connect this week if you are interested in having a FLEX-day share out during the second	Susan Khan	2	Information

	<p>day of FLEX to discuss and share out from the first day. The schedule has already been released for the AI Mini Conference on Thursday, 1/11, where Daniel Keller has session on the schedule.)</p>			
2.5	<p>Student Representative Report (None as Lianna is absent.)</p>	Lianna Lim	2	Information
2.6	<p>Other Officer & Liaison Reports (Stephen Heath is absent, but he did have a budget, so Todd Windisch shared a summary. We got \$2000 from the President for adjunct faculty pay to serve on Senate committees and \$3000 for professional developments which has been based on precedence. We currently have about five adjuncts participating on Academic Senate committees and will be paying out about 90 hours for the adjuncts. The \$2000 we were given will only cover about 30 hours, so we will be asking for more money from the President to cover the cost above and beyond what our stipend can cover. We will have more information in the Spring from Stephen Heath and Todd Windisch on our budget and any augmentation provided by the President to cover our adjunct faculty participation. Rene Anderson asked about the PD funds. Todd Windisch provided the follow up that those funds pay for any ASCCC activities like Plenary, Curriculum Institute, Leadership Institute, and membership dues to the ASCCC, so that Senate members can attend events without applying for PD in the usual way. Our institution pays about \$3000 a year to be a part of the Academic Senate for California.</p> <p>Leo Cruz had to leave for another meeting, so he was unable to share a liaison report for Dual Enrollment.</p> <p>Christy Baird, our CTE liaison, wants to highlight the inclusion of the showcase of the CTE programs in FLEX day on Friday, 1/12. They have invited some of the regional employers and students who have completed the programs and been hired by regional employers back to share their experiences for the FLEX day session.</p> <p>ZTC/OER needs to bring updates in the Spring. Jennifer Howse-Owens had a direct questions for Todd Windisch that didn't pertain to general knowledge.)</p>	<p>Stephen Heath, Yvette Butterworth, Leo Cruz & ASCCC Liaisons</p>	2	Information

3. Senate Business

No.	Item / Description	Presenter(s)	Time	Action?
3.1	Academic & Career Communities (ACC) Update (Postponed for today, passed in the adoption of Agenda to postpone) *Allie out sick - postponed until spring semester*	Allie Fasth	20	Information

3.2	<p>Title IX Understanding and Accessibility (Guests to join in the conversation Salumeh Eslamieh English at Canada and AFT and AFC, Rika Yonemura-Fabian Sociology from Skyline and AFT and Anti-Oppression Committee branching from AFC, Tamara Perkins Film from CSM & Skyline and AFT and Anti-Oppression Committee. Issues were occurring around reports being filed from faculty and students relating to sexual assault and not feeling safe and nothing was being done. There were also problems with the make-up of the committee and those members not being as inclusive as maybe they could have been, making them a little intimidating. After surveying, it was found that not many people knew what Title IX actually covers, and thought it only had to do with inclusiveness in sports. It is really about addressing sexual misconduct, harassment, and assault on campus for faculty and students. Due to changes in Title IX while Trump was in office, a number of policies were gutted and a new policy was added SB 493 which brought back protections for students. Due to not having a website and the confusion in the changes, the committee has been working on this project to bring this information to our students. One way is through faculty syllabi. Discuss and eventually ask, is that AS get behind the inclusive language about Title IX in our syllabi. They have language to share and it can be placed on the website so people can use if they like. Joint effort with members going to Senates across all three colleges. They have been in two meetings with the Chancellor and Julie Johnson where they have brought their concerns about the clarity of the policies on district websites. After their meetings those administrators asked that the group go back to the Senates across the District to elicit feedback. Salumeh Eslamieh discussed how faculty can get the information about Title IX from their deans to put into their syllabi, but that not all deans are the same in providing that information, so she wants to make sure that faculty knows that this is one place Title IX can be addressed; by confronting Title IX issues head on in the classroom, perhaps they can be eliminated or at least give the students information about how and where to go to address issues. They presented at Canada last week and got some feedback there, they'd like to have us get more. They are doing a joint presentation during FLEX with Mawnaisha Sims where they will talk about the differences between Title IX and SB 493 and how Title IX has narrowed protections and SB 493 has come in to broaden protections for students, but unfortunately not for employees. The committee hopes to bring a resolution from all the Senates to the Chancellor for advocacy.</p> <p>Todd Windisch ask for an informal poll about the syllabus standards. His belief is that the Employee Handbook doesn't have requirements about Title IX language, only language about DRC and Equity, but that divisions have other standards. For instance, the Language</p>	Tamara Perkins	10	Discussion
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Arts has a Title IX requirement for their syllabus. Tamara Perkins thought that Maggie Li had sent out information in the LA division about the micro-course that Julieth Benitez is offering on a Living Syllabus, but she wasn't aware of syllabus language for Title IX. Jennifer Howse-Owens brought attention to monthly meetings that the Instructional Designers across the district, Allison Hughes from Cañada, Bianca Rowden-Quince from Skyline, Jennifer and Julieth from CSM, work together to bring trainings about. Michelle Beatty said that Math Science Division also requires the faculty to put certain things in their syllabus and includes Title IX. Catherine Ciesla added the affirmation to Michelle's statement. Makiko Ueda wanted to clarify how personal counselors can get involved in as they deal with such things as gender intimidation, and such. Rika Yonemura-Fabian wanted to let us know that because many people don't know what Title IX means, that there is a need for education and then there may be a need to change the people who are receiving the reports since those may be intimidating to those reporting. Mick Sherer remembers reading at some point, in OP Ed, that Professors being mandated reporters was mandated from the administration and not by law. Makiko Ueda brought up that personal counselors and Ombuds are exempt.

Tamara Perkins has some language to share:

Sample 1: (our current policy) The San Mateo Count Community College District is committed to maintaining safe and caring college environments at Cañada College, College of San Mateo and Skyline College. The District has established policies and procedures regarding Sexual Misconduct, Harassment, and Assault. A District website has also been developed which provides you with important information about sexual misconduct and sexual assault. <https://smccd.edu/titleix/>

Sample 2: A statement addressing sexual misconduct, harassment, and assault can be written as follows: "We are committed to maintaining a safe and caring college environment at Cañada College, College of San Mateo, and Skyline College. CSM (changed from sample to reflect our college) college doesn't tolerate sexual harassment or sexual misconduct, including (but not limited to) sexual assault, sexual coercion, dating violence, domestic violence, stalking, cyber-stalking, retaliation, discrimination based on gender, and hate crimes based on gender. If you have experienced or would like to report sexual harassment/misconduct, please visit <https://smccd.edu/titleix/>

<p>Mick Sherer wanted to know if there is another aspect of this; are there steps for students to follow versus us just posting the language. Salumeh Eslamieh said that these are meant to be vague because the reasoning is to be vague to begin conversations and not be prescriptive. A recommendation was to change the Canvas link to read “Sexual Harassment” instead of Title IX so that everyone knows what that means. There are also proposals to the website so that it is easier to navigate. The main point is to open the conversation for feedback on the proposed language and then bring back a feedback form for discussions with the District. The proposals over the past several of years have included proposed changes to the website, some of which have been made. Tamara Perkins emphasized that the proposals’ desired outcome is a united front across all district schools, to make sure students understand their rights, an easy way to get to the website which will hopefully become more inclusive and easy to navigate.</p> <p>Todd Windisch said that as far as feedback that the second example better because it brought a larger spectrum of what Title IX covers. He also feels that to Makiko Ueda’s point, that the statement should include language explaining what a mandated reporter is and the implications of bringing a conversation up with someone such as a teacher who is a mandated reporter. He feels that it might be great to have all students take training on Sexual Harassment like that given to students in student clubs. Jennifer Howse-Owens brought up those who attend off-campus field trips and stay in hotels, and that it might be nice to have a connection to the Title IX information that already exists and just expanding that in the Canvas connection. Rika Yonemura-Fabian said that Jennifer’s point had been brought up to Dr. Moreno and that the training does exist but it isn’t part of student orientation and they don’t want to include it; so maybe the advocacy could be around the District’s inclusion of the training in orientation. David Eck, the Senate President at Cañada did bring up the resolutions in the Dean’s meeting to get it on their radar.</p> <p>Todd Windisch said in terms of actions taken today that the Senate can relay information to the campus. He will email the statements presented to the faculty in his update this week, we can put the suggested language on our web page at the beginning of the semester. In the Spring, Carla Grandy, our VPI, wants a revision of the employee handbook, so maybe we could add this item in as a revision. It would be nice for the committee to provide a third option with some of the proposed language discussed today, especially that brought up by Makiko Ueda. Susan Khan also reminded us that we will have a FLEX day session on Friday, 1/12 about our Title IX coordinator, Dean of Enrollment Services, David Crafts,</p>			
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	and his sphere of responsibilities. Tamara Perkins clarified the language that we'd like added about mandated reporters, possibly the inclusion of the Title IX coordinators name and when we would need this rewrite to make revisions for the handbook. Todd Windisch felt early Spring was when we'd need this information.)			
3.3	Academic Senate Support for Course Add Google Form (This comes from an earlier discussion about waitlists. VP Carla Grandy discussed the possibility of keeping waitlists open past the last day of enrollment. It is possible and it has been taken to the appropriate people at district to discuss the possibility, but it won't be in the Spring. Tamara Perkins and Todd Windisch worked over the semester to develop a Google Sheet to have faculty use to track interest and unofficial waitlist and help with email management at the beginning of the semester. They are asking that the Senate review and give permission to send to all faculty as a recommended tool. Included with the form are instructions to use the Google Form. Mick Sherer has a fear that the form may conflict with the forms that some divisions already have. Tamara feels that as a professor who has full classes and has hundreds of emails during the first week, that this would be a stress-relieving tool. Tamara wants the District to do this tracking, but in the meantime believes this tool would take stress off the instructor. Addressing Mick Sherer's concern, perhaps an inclusion of language that just notes to check in with the division or department is referenced. Jennifer Howse-Owens, speaking from the Instructional Design focus, feels that the form could cause some issues; Todd is up for the challenge of keeping track of everyone's information when people accidentally use his form. Tamara feels this will be supportive to adjuncts who don't know how to deal with waitlists. Yvette Butterworth brought up notifying the Deans and letting them send out the information to the appropriate people. Catherine Ciesla, Susan Khan and Valeria Estrada weighed in on the importance of this even though email isn't always the best way to communicate with the students and that this is a great tool to support adjunct faculty. Motion: Catherine Ciesla & 2 nd Valeria Estrada. Tamara Perkins wanted to discuss again in the Spring about how this went. Mick Sherer wants to know if optional or recommended tool. 9 votes passed with no abstentions or nays.)	Todd Windisch & Tamara Perkins	10	Action

3.4	<p>By-Laws Revisions Part 1 (Article I: Name, Membership, and Dues has no changes, just some consolidation. Makiko Ueda was a little concerned about the faculty focus with Title 5, but that is the 10+1; so noted. Motion: Susan Khan & 2nd Mick Sherer. Carried with 9 votes to approve.</p> <p>Article II: Removal of paragraph three because it seemed redundant with the paragraph before. Paragraph four was simplified and removed language that referred to instructional and non-instructional language that we are removing. The Appendix was not changed, just the reference to them. The Quorum changed in terms of number and 50% of voting faculty members plus one. This change means that the voting quorum would now be 10 and not 12, but since the executive committee is usually present that means that we are helped by having all faculty in 50% plus one. We discussed how this may effect Senate on low attendance days such as today where we are also dealing with the finals week and sickness and emergencies. Rene Anderson likes voting. Daniel Keller wanted to clarify the elections of officers. Motion: Susan Khan moved & Jennifer Howse-Owens 2nd. 9 approved with Mick Sherer's approval coming since he had to leave early (approved by e-mail).</p> <p>There are still changes to Articles III, IV, V, VI. So summarizing some of the changes for the Senate to look at are:</p> <p>Changed language on how Senators are elected in divisions; changes allow for appointment or voting.</p> <p>Added information in the budget for paying Adjunct Faculty since it was not codified anywhere.</p> <p>Changed the section on officers, removing the Immediate Past President as an officer position, and documented the release time for the officers to make it more transparent, and detailed the duties of the officers.)</p> <p>Final Revised By-Laws</p>	Todd Windisch	45	Discussion & Action
4. Closing Procedures				

No.	Item / Description	Presenter(s)	Time	Action?
4.1	<p>Final Announcements (Jennifer said DEAQ needs to send the information from their updates to by-laws. Christy Baird wanted to thank everyone for their help in the letter of support of the Fire Tech program that we sent to the President. Best wishes for everyone's holidays were given.)</p> <p><i>President or facilitator elicits final announcements about upcoming deadlines, events, scheduling changes, etc.</i></p>	President / Faciliator	4	Information
4.2	Adjourn (4:30)	President / Facilitator	1	Procedure