

## *Academic Senate of College of San Mateo*



Tuesday, January 23, 2024  
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

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

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

<i>Division &amp; Student Representatives</i>	
<b>Student Representative</b>	Lianna Lim
<b>Academic Support &amp; Learning Technologies / Library</b>	Valeria Estrada
<b>Academic Support &amp; Learning Technologies / Library</b>	Susan Khan
<b>Business/Technology</b>	Hellen Pacheco
<b>Business/Technology</b>	
<b>Creative Arts/Social Science</b>	
<b>Creative Arts/Social Science</b>	
<b>Kinesiology/Athletics/Dance</b>	
<b>Kinesiology/Athletics/Dance</b>	
<b>Language Arts</b>	Evan Kaiser
<b>Language Arts</b>	Mick Sherer
<b>Math/Science</b>	Michelle Beatty
<b>Math/Science</b>	Beth LaRochelle
<b>Counseling</b>	Leo Cruz
<b>Counseling</b>	Emily Cotla
<b>Enrollment Services and Support Programs</b>	Makiko Ueda

1. Opening Procedures				
No.	Item / Description	Presenter(s)	Time	Action?
1.1	Call to Order <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 voting faculty members."</i>	President / Facilitator	1	Procedure
1.2	Roll/Introductions <ul style="list-style-type: none"> <li>• <a href="#">Icebreaker Activity</a></li> </ul>	Secretary	10	Procedure
1.3	Adoption of Today's Agenda	President / Facilitator	1	Action
1.4	Adoption of Consent Agenda <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"> <li>• <a href="#">Approval of minutes from November 28 meeting</a></li> <li>• <a href="#">Approval of minutes from December 12 meeting</a></li> <li>• <a href="#">Approval of faculty appointment(s) to campus committees</a></li> </ul>	President / Facilitator	5	Action
1.5	Public Comment <ul style="list-style-type: none"> <li>• Questions/comments on non-agenda items</li> </ul>	Public	5	Information
2. Standing Agenda				
No.	Item / Description	Presenter(s)	Time	Action?
2.1	Presidents' Report <ul style="list-style-type: none"> <li>• Campus calls for participation</li> <li>• Update on fraudulent student enrollments</li> </ul>	Todd Windisch & Daniel Keller	10	Information

	<ul style="list-style-type: none"> <li>● Adjustment to shuttle schedule (Mon-Fri 7:00am - 2:15pm)</li> <li>● Half Moon Bay update: satellite campus likely not opening until summer</li> <li>● <a href="#">By-laws/Website Update</a> <ul style="list-style-type: none"> <li>○ Should we create a By-Laws work group?</li> </ul> </li> <li>● Make a plan to elicit feedback on Employee Handbook; Carla coming to Feb 13 meeting with more details; try to get on a February division meeting agenda after Carla comes to Senate</li> <li>● AS Budget Update: <ul style="list-style-type: none"> <li>○ Adjunct Participation: \$10,000 (previously \$2,000) for 23-24</li> <li>○ Professional Development: \$3,000 for 23-24</li> <li>○ Membership Dues: \$2,820 for 23-24</li> <li>○ Other Funds (Current Bank Statement): \$8,228.69</li> </ul> </li> <li>● Two developing projects in Student Services: <ul style="list-style-type: none"> <li>○ Revise policy for dropping students for non-payment (Alex Guiriba, VPSS)</li> <li>○ Revise academic probation language/policy (Krystal Duncan &amp; Alicia Frangos, Counseling)</li> </ul> </li> <li>● Faculty AI Survey (Daniel Keller)</li> </ul>			
2.2	Curriculum Committee Chair Report	Jeremy Wallace	0	Information
2.3	Distance Education Committee Chair Report	Jennifer Howze-Owens	2	Information
2.4	Committee on Teaching and Learning Chair Report	Guillermo Cockrum	2	Information
2.5	Student Representative Report	Lianna Lim	2	Information
2.6	Other Officer & Liaison Reports	Stephen Heath, Yvette Butterworth, Leo Cruz & ASCCC Liaisons	2	Information

<b>3. Senate Business</b>				
<b>No.</b>	<b>Item / Description</b>	<b>Presenter(s)</b>	<b>Time</b>	<b>Action?</b>
3.1	Update from Acting President Richard Storti	Richard Storti	20	Information
3.2	Discussion around Whether or Not We Should Post Reassign Time Publicly <ul style="list-style-type: none"> <li>● Example: <a href="#">Cañada College</a></li> <li>● Meeting to develop form/process for tracking reassign time Friday, 2/2 9:00am - 11:00am; let me know if you'd like to join</li> </ul>	Todd Windisch	20	Discussion
3.3	Discussion about Options for Commencement Speaker <ul style="list-style-type: none"> <li>● Jackie Speier</li> <li>● Dr. Cesar Cruz</li> <li>● Chef Claudia Sandoval</li> <li>● John Miller</li> <li>● Other suggestions?</li> </ul>	Todd Windisch	15	Discussion
3.4	AS Goals Review & Reassessment	Todd Windisch	20	Discussion
<b>4. Closing Procedures</b>				
<b>No.</b>	<b>Item / Description</b>	<b>Presenter(s)</b>	<b>Time</b>	<b>Action?</b>
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	President / Facilitator	1	Procedure