

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

Officers	
President	Todd Windisch
Vice President	Daniel Keller
Secretary	Yvette Butterworth
Treasurer	Stephen Heath (Late 3:07)
Immediate Past President	Arielle Smith

Standing Senate Committee Chairs	
Curriculum Committee	Jeremy Wallace (absent)
Distance Education Committee	Jennifer Howze-Owens (absent)
Committee on Teaching & Learning	Susan Khan (absent; sub Guillermo Cockrum)

Division & Student Representatives	
Student Representative	Lianna Lim (absent)
Academic Support & Learning Technologies / Library	Valeria Estrada (Late 2:54)
Academic Support & Learning Technologies / Library	Susan Khan (absent)
Business/Technology	Hellen Pacheco
Business/Technology	
Creative Arts/Social Science	
Creative Arts/Social Science	
Kinesiology/Athletics/Dance	
Kinesiology/Athletics/Dance	
Language Arts	Evan Kaiser
Language Arts	Mick Sherer
Math/Science	Michelle Beatty
Math/Science	Beth LaRochelle (Late on Zoom 3:20)
Counseling	Leo Cruz
Counseling	Emily Cotla
Enrollment Services and Support Programs	Makiko Ueda (absent)

1. Opening Procedures				
No.	Item / Description	Presenter(s)	Time	Action?
1.1	<p>Call to Order (2:34)</p> <p><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></p>	President / Facilitator	1	Procedure
1.2	<p>Roll/Introductions (We had guests today: Wendy Whyte; a perspective Senator for Math/Science, President Storti, Nico Van Dongen; a perspective Senator for DGME, Christy Baird, Liaison for CTE, Guillermo Cockrum; , all the reps present introduced themselves and shared their ice breaker preference.)</p> <ul style="list-style-type: none"> Icebreaker Activity 	Secretary	10	Procedure
1.3	<p>Adoption of Today's Agenda (Motion Michelle Beatty & 2nd Beth LaRoschelle . 10 Approved. 0 Nay. 0 Abstained. At 2:44 we still didn't have quorum and could not take action.</p> <p>Returned at 4:04 to approve agenda)</p>	President / Facilitator	1	Action
1.4	<p>Adoption of Consent Agenda (Motion Guillermo Cockrum & 2nd Beth LaRoschell . 10 Approved. 0 Nay. 0 Abstained. A reminder that this is a time saving measure and that Senators are asked to read this before coming to the meeting so we can quickly complete this item. We postponed at 2:45 because we don't have quorum.</p> <p>Returning to this at 3:57 we now have Guillermo Cockrum as a stand-in for Susan Khan as co-chair of CTL we now have quorum. See below the three items on the consent agenda. The hiring committees: Vincent Li from accounting continuing on in the VPAS permanent hiring committee; he was on the Interim committee, Patrice Reed-Fort from counseling on the Spark Point Director hiring committee, Alex Wong from Physics as chair, Alyssa Wong from Math, Darryl Stanford from Astronomy as members of the Faculty Evaluation Guidance Committees.)</p> <p><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</i></p>	President / Facilitator	5	Action

	<p><i>items on the consent agenda.</i></p> <ul style="list-style-type: none"> • Approval of minutes from November 28 meeting • Approval of minutes from December 12 meeting • Approval of faculty appointment(s) to campus committees 			
1.5	<p>Public Comment (No comments were made.)</p> <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"> • Campus calls for participation (We need Senators and two representatives for Institutional Planning Committee (IPC). Staff, students, administrators, and faculty members come together to make decisions and hear topics from around the campus. The IPC has seven members from each constituent groups. We are missing two reps for faculty and they meet on Wednesdays and members can attend via Zoom. They meet in Bayview room or via Zoom. Christy Baird would be interested if she doesn't get the Senator position for her division.) • Update on fraudulent student enrollments (There has been a lot of news about students getting as far as having a counseling appointment to get into classes and then doing nothing in their courses throughout the semester. There are quite a few students that are getting through this process which could be inflating our enrollment. If they get financial aid and are fraudulent, then CSM could potentially have to pay back Federal financial aid. Faculty are encouraged to having assignments in the first week to make sure that students are participating and dropping for not participating, and checking minutes logged into Canvas for asynchronous online courses. More information is forthcoming, but otherwise this is to remain status quo.) • Adjustment to shuttle schedule (Mon-Fri 7:00am - 2:15pm) (There is a shuttle to 	Todd Windisch & Daniel Keller	10	Information

<p>Milbrae at the farthest reaches. The afternoon participation was lower so the time has been reined in to end at 2:15 instead of until 5pm.)</p> <ul style="list-style-type: none"> ● Half Moon Bay update: satellite campus likely not opening until summer (We had negotiated evening hours in the lease, and now the facility says that they do not remember negotiations about this. We are going to re-re-negotiate and may need to find other options. As of now we won't have programming or classes at the facility until summer.) ● By-laws/Website Update ● (This is currently under way. Todd Windisch added a link on the website (see link). We have covered Sections 1 through 3, and we still need to complete 4 through 10. Todd has been working on them and then bringing them to Senate. Todd made a call for extra assistance in working on the by-laws. Wendy Whyte would be willing to help. Daniel Keller will help too.) <ul style="list-style-type: none"> ○ Should we create a By-Laws work group? ● 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 (Carla Grandy will come to get our feedback on the current handbook and the updates we would like to see. She'd like it to be more of a living document. Senators are asked to talk with the divisions to review the handbook and bring back recommendations. Carla will come on Feb. 13 for 20-30 minutes to go over the handbook. In Feb or March representatives are advised to solicit time on the agenda at division meetings to discuss the handbook and ask for feedback in the revisions. Mick Sherer had a clarification and Wendy Whyte & Evan Kaiser had some feedback.) ● AS Budget Update: (We were making promises to adjuncts for pay to participate in committee work, but we only had \$2000 in our budget to cover the expenses, which was not enough money to support the adjunct participation. President Storti committed \$10,000 to the Senate budget to support adjunct faculty's committee work. Stephen Heath will monitor the funds so we can pay this with the money that the President's office has promised. Todd and Stephen feel that the money committed can comfortably accommodate eight adjunct faculty working on Senate committees. <p>Furthermore, we have the money shown below for supporting professional development, membership dues, and scholarships. The state does charge us for our</p>			
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membership in the State senate each year. Stephen will be monitoring the funds available and working with Deb Laulusa, the President's Executive Assistant, to manage those funds.

Another thing we'd like to discuss later is for scholarships. We haven't offered any in the last two or three years, though we do have two on the books, totaling \$500, we have not activated them in several years. Evan Kaiser wants to know about the money for students; he wanted to know who is eligible and for what reasons. Clarification is that it is all students and are community service and scholarship based.)

- Adjunct Participation: \$10,000 (previously \$2,000) for 23-24
- Professional Development: \$3,000 for 23-24
- Membership Dues: \$2,820 for 23-24
- Other Funds (Current Bank Statement): \$8,228.69

- Two developing projects in Student Services: (There is work in process surrounding at the VPSS level to revise policy about dropping students for non-payment of fees, dropping for as little as a few dollars. In fact, thirty to thirty-five percent of the three or four hundred students dropped each year for non-payment, are dropped for as little as \$17, and some for as little as \$3. There is work to be done on revising this policy and Todd Windisch wants to stay in contact with the VPSS about the work being done to make the policy more equitable, especially since we are offering free college.

Krystal Duncan, Dean of Counseling, and Alicia Frangos, Program Services Coordinator for Student Success, are heading an initiative to make some language changes for probation to make it more equitable and a little softer, so we are helping students and not pushing them away.)

- Revise policy for dropping students for non-payment (Alex Guiriba, VPSS)
- Revise academic probation language/policy (Krystal Duncan & Alicia Frangos, Counseling)
- Faculty AI Survey (Daniel Keller wants to conduct a survey about AI for faculty. He did a presentation at the Skyline FLEX and at CSM FLEX and found a lot of faculty want to learn more and would like to spend time working out their concerns with respect to AI. He hasn't started the survey, but will hopefully get it out in

	<p>February. He hopes to get a better sense of what faculty would like to do in terms of professional development and potentially create some programs with small stipends attached to support faculty redesign of curriculum and uses of AI. The goal is to be able to extend the conversations beyond FLEX days and to put in quality time discussing and learning about the benefits and drawbacks of AI in the classroom. Daniel Keller is also going to get the AI workgroup started again; reach out to him at kellerd@smccd.edu to get involved.)</p>			
2.2	<p>Curriculum Committee Chair Report (Jeremy Wallace was not able to join us today. There is a Curriculum Committee meeting this Thurs., 1/25 if anyone would like to attend it is an open meeting.)</p>	Jeremy Wallace	0	Information
2.3	<p>Distance Education Committee Chair Report (No update as Jennifer Howze-Owens is absent)</p>	Jennifer Howze-Owens	2	Information
2.4	<p>Committee on Teaching and Learning Chair Report (Committee met yesterday, Monday, 1/22. They looked at the FLEX day numbers. Attendance was strong even though there were more sessions than usual. The feedback was very positive. There seems to be a hunger for on-going faculty activities. There seems to be some fear that if we fail to recognize AI and its opportunities that we won't be supporting our students in the best way possible. Please fill out the surveys if you haven't already.</p> <p>They also talked about the Great Read. Specifically they will be looking at program review with a focus on professional development. They plan to include non-instructional as well. There will be a great many. However, there will be a focus on instructions for PD. There will two reviews for each program review with two people looking at each. After their reads the two people will get together and compare their notes. The plan is complete the read by April and share out findings about the Program Review and Great Read by May. They voted and unanimously to substitute "citizenship" with community engagement in the Institutional Outcomes. The feeling is that the citizenship was there because of the Dreamer's Act; now it is probably leading to confusion and leaves students out when that is not the intention. The change will be brought back to Senate. There may be other changes as well, but that was the most outstanding at this time. Todd Windisch will put the change on our next Senate agenda so we can take action. Clarifying, this will be a change of language to make it more inclusive.</p>	Guillermo Cockrum	2	Information

	Todd Windisch added that Program Review that there is a plan for two reads; one in IPC and one in CTL. Senate will also be talking about the changes we would like to see.)			
2.5	Student Representative Report (Lianna Lim is absent so there will be no update)	Lianna Lim	2	Information
2.6	Other Officer & Liaison Reports (Leo Cruz, our Dual Enrollment Liaison who joined as the liaison in the middle of the Fall term, shared that the Dual Enrollment and he will be meeting on January 26 and thus he will have more to share out in our next meeting.)	Stephen Heath, Yvette Butterworth, Leo Cruz & ASCCC Liaisons	2	Information
3. Senate Business				
No.	Item / Description	Presenter(s)	Time	Action?

3.1	<p>Update from Acting President Richard Storti (1st Update: The beach volleyball court which was to be placed in the quad area between the Library and Building 5, will be far over budget (\$600,000-\$700,000 over) and there are underground utilities (gas, water, electricity) that would need to be relocated, so that would further up the budget. Other alternatives have been under investigation. As of right now the best alternative would be to use some of the parking and maybe one of the tennis courts since CSM no longer has a tennis program. Since the community still uses the tennis courts, it is desirable to leave one court. At the February 7th IPC meeting President Storti will share an update and since facilities will be present the will be discussing the proposal further and gathering more input.</p> <p>Faculty hiring is being addressed based on 20% increase in enrollment in the Fall and 10% increase in the Spring. The question is a balance of needs and the budget. There are funds for eight new faculty positions. Deans prioritized the hires. The President's cabinet also prioritized and looked at the deans' requests. Tomorrow, the cabinet will meet and discuss again where these eight positions will be allocated. The share-out will be coming out in the next two weeks; this is later than last year, but President Storti wanted to be thoughtful and considerate in making the decisions.</p> <p>The last update is with regards to the President's position. The position was initially supposed to be merely a few months, and then it expanded to be temporary for the Fall, now it looks to be for the entire year. President Storti has been so impressed and excited about CSM and the team that has been created here, and had though that he would possibly apply to the position, but after consideration, he decided that he can do more by maintaining his district position. He appreciates the welcome and relationships that he has built here at CSM and feels that he can take these relationships back to do so much more at the district as Executive Vice Chancellor where he can influence decisions about student housing, constructions projects, budgeting strategies required to maintain free college, IT infrastructure, and human resources.</p> <p>Todd Windisch opened the floor to any comments or questions: Mick Sherer asked about the Beach Volleyball program. We have had one for several years, the coach is Katie Goldhahn, who also coaches the regular Volleyball program. The Beach Volleyball program is currently the only sports program where tournaments are held off-site which is a Title IV issue that we are trying to solve. We have to lease from Notre</p>	Richard Storti	20	Information
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<p>Dame and that cost is a problem that we hoped to mitigate by building our own courts. The program is one of the fastest growing programs in the state and we are not the only school in the state looking to add courts. The new location will helpfully lower the cost of building the courts, which will hopefully stay in budget. Other concerns about the original proposed site was the noise associated with the tournaments with the Library and Wellness Center right there. Thus with cost and noise factors, the new proposed site of the tennis courts seems to be a better option. There are two facility projects prioritized each year and the Library and Beach Volleyball courts are the two facilities project for the year.</p> <p>Mick Sherer also wanted to know about the delay in the hiring process due to the delay in the decision about where the new hires will be allocated. He wanted to know if it would be possible that the hiring opportunity could be taken away if there wasn't a suitable candidate found after a search. President Storti assures us that the resources won't go away, so even if the positions can't find a suitable hire due to competition, then there can be a delay.</p> <p>Christy Baird wanted to say that she was really hoping President Storti was in the running for President because of the handling of the Fire Tech Program. She appreciated his support. President Storti reminded Christy that the program would still have his support only from the District Offices moving forward. He learned a lot about the program and the potential opportunities with paramedics, and he will always be in support and look forward to further collaboration.</p> <p>Beth La Rochelle wanted to introduce herself as the new Math and Science Representative taking the place of Catherine Ciesla. She also thanked Dr. Storti for being with us and that she was looking forward to his continued service through the semester.)</p>			
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3.2	<p>Discussion around Whether or Not We Should Post Reassign Time Publicly (There was a conversation about making reassign time more transparent. We want to decide how transparent this process is here in Senate. We will decide if it publicly announced on a website. Carla Grandy wants to make a more formal process; she will be making those decisions, but will bring it back to Senate for more discussion. Today we are talking about the public transparency. If you are interested in working with Todd and Carla to design a process, please reach out to Todd to express your interest. We viewed Cañada's website to see if we were interested in having something similar. Wendy Whyte felt that Cañada's website was a little too much, and information that the general public doesn't really need. Daniel Keller wants to know any arguments against this much transparency? Wendy Whyte doesn't like the applications with all the person's information that is available on Cañada's website, but doesn't feel that it is a problem to show reassign time linked with their name and department/division. We will work on the entire detail process, but we want to know what should or shouldn't be available. Guillermo Cockrum feels making everything available and then calling back what we don't want shared by restriction would be appropriate. Evan Kaiser supports transparency, but feels that the personal application is just a little far. He feels that it may cause issues between programs because they feel some programs are getting more than others in their budget. Beth LaRochelle wanted to know about her situation where it is part of her job description that she gets 50% release time for program facilitation, etc. She feels that there will have to be guidelines and breakdowns delineated. Wendy Whyte is still concerned about the applications that have names and jobs and how that could be applied in stalking or attacks. Guillermo Cockrum feels that it might be illegal because it is sharing of personal information. Beth LaRochelle thinks that the Right to Know or Public Transparency Act says that we have to post such information since we are public employees. Nico Van Dongen felt that having these applications posted might be a discourage some people from applying for reassign time; he felt that the blank application was a good idea, but not the completed application. Evan Kaiser felt that the blank is the best, but completed could lead to scrutiny. Valeria Estrada thought that the completed applications might allow others to look at what was needed to get the "job". Mick Sherer wonders where the accountability will come from for the forms and sharing of this information. Todd Windisch still felt that the process does need to be simple so it doesn't increase workload. He even felt that instead of having forms to complete to show that the conditions of the release time are being met, that instead, meetings could be considered ways to check in for completion of the time spent on the project receiving re-assign time.)</p>	Todd Windisch	20	Discussion
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	<ul style="list-style-type: none">● Example: Cañada College● 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			
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3.3	<p>Discussion about Options for Commencement Speaker (Todd Windisch met with VPSS whose office is organizing Commencement and they have the short list of who they may like to invite to be our Commencement Speaker. Below you will see their top four. Do any of these people jump out at us, do you have any other people in mind? There are four people that kept coming out from a list of maybe fourteen or fifteen? Jackie Speier is a local politician who is up for re-election this year, Dr. Cesar Cruz spoke at Skyline and was reportedly nice, Chef Claudia Sandoval who won Master Chef, John Miller is an alumni and is a baseball commentator so that may cause an issue. Guillermo Cockrum feels that alumni are great. Daniel Keller feels that alumni have great connections with the audience. He feels that Jackie Speier while an excellent speaker, doesn't really have the connection with audience. Michelle Beatty, Leo Cruz, and several other people also agreed with Daniel about reasons for not inviting Jackie Speier due to her status as a politician. Todd Windisch feels that if we have actual names we'll have a better case. We don't have a date for commencement yet and it will likely be May 24th; it should be announced at the next IPC on the Feb. 7th. Senators please take this topic back to your divisions and ask for recommendations. The VPSS and committee is meeting about this tomorrow, Wed., 1/24, to start outreach, but that doesn't mean that we can't bring more ideas. Guillermo Cockrum suggested one of the many people in the pictures displayed in the hallway of building 10. Emily Cotyl said that the student athlete hall of fame is another great resource to ask them. Chef Claudia won Master Chef and is starting Master Chef for Hispanic chefs, so she has entrepreneurial and diversity ties. Todd Windisch will share our feedback.</p> <p>The following is Todd Windisch's summary that he shared with the VPSS and President Storti about the discussion in Senate:</p> <ul style="list-style-type: none"> ○ <i>Most faculty were not in favor of inviting Jackie Speier or any other politician as it's an election year and seems inappropriate</i> ○ <i>The faculty in the room were not very familiar with two of the other top candidates: Dr. Cesar Cruz and Chef Claudia Sandoval, so no strong feelings either way</i> ○ <i>One faculty member liked the idea of John Miller since he is a CSM alum, which prompted a discussion around the importance of alumni:</i> 	Todd Windisch	15	Discussion
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	<ul style="list-style-type: none"> ▪ Senate agrees that the strongest candidates for speaker would be CSM alumni ▪ Daniel shared a story about commencement one year where we invited a former Pacific-Islander student (he may have done football?), and though he might not have had the most rousing speech, he was super engaging, and he could tell the crowd really connected with his story, so it doesn't necessarily have to be a famous name ▪ Two ideas of places to look for more options: the Athletic Hall of Fame, and the hall near the stairs on the fourth floor of Building 10 that shows alumni that have notable accomplishments <p>)</p> <ul style="list-style-type: none"> ● Jackie Speier ● Dr. Cesar Cruz ● Chef Claudia Sandoval ● John Miller ● Other suggestions? 			
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3.4	<p>AS Goals Review & Reassessment (Returning to this from earlier in the year and review for those new to Senate.</p> <p>Dual Enrollment: We named a liaison, Leo Cruz, last Fall. We also have a district liaison, Carissa Cardinas. We haven't heard from anyone in the faculty about their experiences. We haven't heard from DE faculty about their experiences in the classroom. Guillermo Cockrum asked about partner teachers. Todd Windisch clarified that they are high school teachers who are teaching CSM curriculum in the high school classroom and that we don't currently have an evaluation process for them like we do for our regular employees. Daniel Keller wants to make sure that we are hearing from a wide breadth of people so we hear all viewpoints about this program, including CSM faculty. Mick Sherer agreed with Daniel Keller. He also wants to know how we evaluate the faculty that aren't our faculty, and wants to know if we can ask for curriculum review and examples, like a portfolio review going both ways. He would like to see a share-out of data and more concrete materials. Todd's understanding is that DE faculty is collaborating with faculty here on our campus to create this collaborative process for evaluation of partner teachers and to evaluation of the programs in these satellites. Guillermo Cockrum warns about the potential for harm to the college faculty by allowing in teachers that may not be qualified to teach the materials and that the quality of the materials might not be at the level being taught on campus. Todd feels that the hiring practices go through the deans and all are required to meet minimum qualifications so there should not be any fear that the partner teachers wouldn't meet the minimum qualifications. Mick clarified the difference between partner teachers and DE faculty. We have more faculty teaching DE classes than Partner Teachers teaching our classes. Beth LaRoche wants to make sure we understand that the state Chancellor's office is behind DE and that the evaluation process will help relax the trepidation that the faculty has about the partner teachers and that the value is being brought to our students in this way as it on our campus. She feels that this is a really good thing that we are moving ahead to be on the cutting edge of creating an evaluation process for these partner teachers. Beth also felt that bring out the facts that there are more CSM DE faculty teaching classes than partner teachers would reduce some of the fear surrounding the DE program diluting the quality of education that we deliver at CSM. Guillermo had a comment about the vetting of the faculty meeting minimum qualifications; Can the faculty we more involved in the minimum qualifications instead of the deans being the leaders in approving the partner teachers? Todd thinks that only in meeting equivalency are faculty involved. Do we know numbers and who? Leo Cruz will update us next meeting about how many teachers</p>	Todd Windisch	20	Discussion
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<p>are teaching and the break-down in the numbers of CSM Faculty and partner teachers.</p> <p>Class Size/Minimum and Cancellations are still under discussion in a workgroup. Right now there is discussion of a percentage of the course size having to do with the policy on cancellation. Jeramy Wallace is on the committee and he will give us updates on their work throughout the semester.</p> <p>AI: Daniel Keller is bringing the work group back this semester. We also have concerns about the use of our data through partner companies such as Instructure per a student request. Todd feels taking this data breach potential to DEAC is appropriate, so he will ask Jennifer to take that up. Guillermo Cockrum wanted to know what type of data. Todd was not clear and would need more information from the student and/or the data that the student presented. Daniel Keller felt that Jennifer Howze-Owens would be the appropriate person to pass this information to. Beth LaRochelle feels that there may not be a way to opt out since this might be beyond our level at CSM. One of the student's main concerns was the lack of a way to opt out of the sharing of the student's work for Instructure's private use in developing AI.</p> <p>Face-to-Face vs Distance Modality: Are there gaps in the modality? Todd Windisch was wondering if this could have something to do with program review. Guillermo Cockrum says there is a conversation in the teaching and learning committee about training for face-to-face Canvas use. Daniel Keller feels that there might be ghost student issues related to this. There is also an issue with using AI in different modalities, so there should be an ongoing conversation because the students in all modalities should be getting similar experiences. Guillermo Cockrum said that there are equity issues related to face-to-face courses being able to Zoom in for their classes when there are last minute changes to their personal schedules that would make it impossible to come to class when they thought they would be available.</p> <p>Student Spaces & Support: Todd has brought this up in IPC. The bookstore is coming to IPC to report and will come to one of our March meetings. Beth LaRochelle wants to know if this is an equity issue that the bookstore isn't open during the evening hours, and Todd Windisch agrees that it is and he continues to bring it up in IPC. Todd asked that the bookstore stay open one day a week for the first two weeks and was told that the budget wouldn't allow for that either. With the student housing coming into play, we should have</p>			
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	the availability in different times too. Beth would like to be noted in support of services for evening student.			
4. Closing Procedures				
No.	Item / Description	Presenter(s)	Time	Action?
4.1	Final Announcements (Remember that we have PD funds for Senate, so if we want to do any participation then we have funds for that. That would be ASCCC activities like Leadership Institute, Plenary, anything Senate related.) <i>President or facilitator elicits final announcements about upcoming deadlines, events, scheduling changes, etc.</i>	President / Faciliator	4	Information
4.2	Adjourn (4:29)	President / Facilitator	1	Procedure