

Academic Senate of College of San Mateo



Tuesday, February 13, 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 (absent)
Immediate Past President	Arielle Smith (absent)

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

Division & Student Representatives	
Student Representative	
Academic Support & Learning Technologies / Library	Valeria Estrada (2:42)
Academic Support & Learning Technologies / Library	Susan Khan
Business/Technology	Hellen Pacheco
Business/Technology	Kimberly Salido
Creative Arts/Social Science	Leighton Armitage
Creative Arts/Social Science	
Kinesiology/Athletics/Dance	
Kinesiology/Athletics/Dance	
Language Arts	Evan Kaiser
Language Arts	Mick Sherer (Absent)
Math/Science	Wendy Whyte
Math/Science	Beth LaRochelle
Counseling	Leo Cruz
Counseling	Emily Cotla
Enrollment Services and Support Programs	Makiko Ueda

1. Opening Procedures				
No.	Item / Description	Presenter(s)	Time	Action?
1.1	Call to Order (2:34) <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 (Guillermo Cockrum Co-Chair Teaching & Learning, Jennifer De La Cruz Puente, Doris Garcia Promise Scholars Counselor, Melissa (M) Manuofetoa Counseling Faculty for Learning Committees and all the senators introduced themselves)	Secretary	1	Procedure
1.3	Adoption of Today's Agenda (Motion by Beth LaRoschelle & 2 nd from Kim Salido. 14 Approved unanimously. 0 Nay. 0 Abstained.)	President / Facilitator	1	Action
1.4	Adoption of Consent Agenda (Moved by Leo Cruz to remove the hiring committees from the Consent Agenda and moved it to Section 3.1. Motion Beth LaRochelle & 2 nd Jennifer Howze-Owens . 14 unanimously Approved. 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 January 23 meeting ● Approval of faculty appointment(s) to... <ul style="list-style-type: none"> ○ Faculty Hiring Committees ○ Division Evaluation Committees 	President / Facilitator	5	Action
1.5	Public Comment (Jennifer De La Cruz announced that she would be removing herself from the hiring committee for the English (Puente Coordinator) because she is going on leave tomorrow. She feels that the committee is not diverse enough. She wants to make sure that this committee is balanced and includes others from ASLT. Teeka James and Mick Sherer are both faculty and involved in Writing in the EndZone and Puente, but the	Public	5	Information

	<p>representatives from counseling and the learning committees that came to offer Public Comment want other representation. Doris Garcia also added her agreement with Jennifer De La Cruz’s comments. Todd Windisch says that this will likely be removed from our approval at this time. A speaker, made the comment that she has been on campus for 35 years and she feels that the use of the diversity and inclusion on the committee shows that commitment from our campus.)</p> <ul style="list-style-type: none"> • Questions/comments on non-agenda items 			
2. Standing Agenda				
No.	Item / Description	Presenter(s)	Time	Action?
2.1	<p>Presidents’ Report (DAS met yesterday, Monday, 2/12, and the two big points that came from the DAS, which you can check from the website, were the academic calendar for 2027-28 (Todd will send it out) which doesn’t include a split finals week like 2025-2026. Beth La Rochelle emphasized that Spring 2028 will be a leap year. The other topic was with respect to Dual Enrollment. This topic centered around Skyline Dual Enrollment partner teachers and their lack of minimum qualifications and how that has caused issues for the students who took courses from these teachers. This has initiated an HR investigation and the evaluation process will be revised and evaluations will be forthcoming this semester. The Chancellor emailed her concerns and has requested that minimum qualifications have oversight by at least one faculty member. Jeramy Wallace wanted to know why, if we already have processes, there needs to be new process. Todd address this comment by stating that there is a process, but it wasn’t being followed, which is why the Chancellor emailed the Presidents and Senate Presidents of the three colleges with a list of demands that she wants work to begin on immediately. Wendy Whyte wanted to know examples of courses that are typically taught by dual enrollment instructors. Leo Cruz was asked to help answer this question and he will report later. Daniel said there is available a list of people teaching the DE courses. Beth LaRochelle wants to know what will happen for the students who will be effected by this issue. Leo and Todd tried to clarify what may be happening with these students; the students last semester may be given an exam, but there may be further reaching issues.</p>	Todd Windisch & Daniel Keller	10	Information

IPC (Institutional Planning Committee) had a facilities update and Todd will send that information out with his update in his Friday, 2/16 newsletter. Program Review was also discussed. A rubric was shared for the Program Review and IPC is reviewing all the Program Reviews from Fall. IPC will provide everyone with feedback after the process is complete. We are going to talk about Program Review in Senate later this semester, but we will focus on improving the process of Program Review. Two representatives are needed still to attend once per month; the first Wednesday of the month from 1pm to 3pm either in person or via Zoom. Beth LaRoche is interested in replacing Kristy Ridgeway.

BOT had a special meeting last Saturday, 2/10 about the budget and the goals. They were discussing how SB893 is affecting the budget. One member wants to add a rec center to Skyline. David Eck was the representative from Senate that attended and could maybe answer any questions.

DPGC (District Participatory Governance Council) is where board policy revisions are discussed. There are two up for discussion right now. The link below will take you to the DPGC website where you can read more about the two policies. In short one policy is about transfer of credits within the district due to curriculum changes that are happening and the other is about class cancellations. Todd and Daniel can take comments and concerns back to DPGC if anyone has any to share.

The Accreditation Oversight Committee is where we start planning for our next accreditation visit which happens in two years. This semester we are gathering evidence and planning so we can begin drafting next fall. It meets once per month for one hour. Daniel Keller is attending a meeting this Wednesday. We need more representation.

NCORE (National Conference On Race and Ethnicity) is being sponsored. See the link below. There was an email that went out as well. If anyone is interested please encourage them to apply.

- District Academic Senate update(s)
- Institutional Planning Committee update(s)
- Board of Trustees update(s)
- [District Participatory Governance Council \(DPGC\)](#)

	<ul style="list-style-type: none"> ● NCORE 2024: Apply for funding through the Anti-racism Council ● Revision of Academic Probation Language Update (skipped this time) ● Fraudulent Student Enrollment Update (skipped this time) ● Campus calls for participation (IPC & Accreditation Oversight Committee) 			
2.2	<p>Curriculum Committee Chair Report (Curriculum Committee has one big job this semester, which is to redo the AA degree requirements due to Title V changes from a couple of months ago. This means that the titles and headings will need to be revised to align with CalGTSE. Conversation about Life Long Learning and Physical Education which were dropped due to the Title V changes. The consensus on the committee was keeping the Life Long Learning in our local degree, but it is unclear how that will be done, whether it will be part of the graduation requirements or if we will add another area in the general education pattern. There will be town halls both at CSM and across the District discussing and trying to figure out how to keep the requirements for these local degrees the same across the district to reduce confusion for students.</p> <p>In the background there is still the CalGTSE. This has less friction since it is dictated to us. We have some courses that we need to get approved for CalGTSE; Accounting and Communications are two of these. If you have any classes currently approved under IGTSE they will grandfather into CalGTSE with no further action required. If you have classes that aren't IGTSE approved already, then you can resubmit them in the Fall and petition for accreditation under the IGTSE GE pattern or you can leave them the way they are if they are UC and CSU transferable they will still transfer to the UCs and CSUs. If a course is only CSU transferable the students will still take those. However, the classes like those in Life-long learning area like counseling and skills classes they will no longer be in the General Education pattern, so decisions about what to do about those classes will need to be made.</p> <p>A third thing still going in the background is the common course numbering mandated by AB-1111. The deadline has been extended a couple of years to Fall 2027, now that the Legislature realized how big of a task this will be to do across all the 116 colleges in the state. Meanwhile in our district we are trying to align our courses to have the same number, name, and unit value. Todd reminded us that AB-928 And AB-1111 are very important and if you don't know about them look for updates from Jeramy Wallace who will also be going to divisions. In the meantime if you would like to review these or educate yourself</p>	Jeramy Wallace	2	Information

	about them please reach out to Jeramy Wallace wallacej@smccd.edu)			
2.3	<p>Distance Education Committee Chair Report (QOTYL-1 & 2 aren't being funded this semester, so there will not be any courses. This is why if you have been waiting to hear that about your registration, know that why you haven't heard from the DE folks. There will hopefully be funds for summer. The regular and substantive training (RSI) that is online, self-paced is still available. Jennifer discussed RSI a little more about what it looks like across modalities and how accreditation will look at RSI when they review different courses. Accreditation may not agree with RSI in some aspects based on whether courses are synchronous online or asynchronous online, so the conversations are ongoing in the DEAC meetings.)</p> <p>Jennifer will circle back to OER later.</p> <p>Wendy Whyte wanted to know if there would be a QOTYL-3. The answer is possibly, but not quite in the same vein, but yes continued learning will happen. They are piloting a version that they are hesitant to call QOTYL-3, because it won't be a single 5 week, 25 hour course, but it might be some micro courses where several can be taken to equal a 5 week course. Wendy also wanted to know about regular and substantive interaction conversations between on-line teachers. Jennifer said that there are resources. Todd says that the Instructional Designers are the people to reach out for these types of questions.)</p>	Jennifer Howze-Owens	2	Information
2.4	<p>Committee on Teaching and Learning Chair Report (Last meeting was spent looking at the feedback for the January FLEX days both at the campus and the district. They are beginning to look forward to April 18 and a call is already out for session topics. The great read is being discussed. There is a discussion about the ILOs. There is a request out already to change some of the language in the ILOs. They definitely want to have conversations about updating the ILOs.)</p>	Susan Khan	2	Information
2.5	<p>Student Representative Report (None. We don't currently have a student representative.)</p>		2	Information

2.6	<p>Other Officer & Liaison Reports (The conversations are beginning on Dual Enrollment. Leo's role will be to share the information coming from the team. He will bring a presentation later. See below the summary in Leo's own words. Beth wanted to know what do the CSM instructors do compared to what the partner teachers do in their class. There are three scenarios: CSM faculty teach, partner teacher teaches, share a class. Leo wants only to focus on the 7 partner teachers that they are going to need to evaluate. Beth LaRochelle wanted to know where is the line drawn between high school and college? In other words how do the high school and CSM and high school instructors interact to teach the curriculum. Leo has taught DE classes at two high schools and he has seen a difference even in the last few years from differences in administration. There are no set ways that faculty interact. Todd clarified that the DE team does connect with the high school faculty to collaborate and give input, but as faculty gets busy, sometimes this may be difficulty. Leo Cruz and Guillermo Cockrum are both DE instructors and if you have any questions please reach out to either with questions.</p> <p>Summary of Leo Cruz's report in his own words: I got the list of instructors for our CSM faculty teaching Dual Enrollment courses and our partner high school teachers teaching CSM courses.</p> <p>Fall 2023: 9 CSM Faculty and 7 HS Partner Teachers Spring 2024: 9 CSM Faculty and 7 HS Partner Teachers (stayed consistent)</p> <p>Although we have various disciplines with CSM faculty and HS partner teachers, there are only 3 for Fall and Spring when we look at the disciplines for the HS partner teachers. They are Architecture (ARCH), Counseling (COUN/CRER), and Digital Media (DGME).</p> <p>This is related the next update which is Todd and the DE team started meeting last Fall to discuss our CSM evaluation processes and how we need to use that process to evaluate HS partner teachers. Currently the process has not been established at any of the three colleges in our district. We have a meeting tomorrow to continue that discussion and begin implementation. As of right now it is unclear what the timeline will look like as we are in the Spring term currently, but I will be providing more updates as we meet. For now, I wanted to let folks know so it is on our radar.)</p>	Stephen Heath, Yvette Butterworth, Leo Cruz & ASCCC Liaisons	2	Information
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3. Senate Business

No.	Item / Description	Presenter(s)	Time	Action?
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3.1	<p>Details about Perkins Resource Request Process (Launching this Month) (Alex Kremer is here to announce for the Release of the Perkins 5 Resource Request to support the Career Education programs across the campus and align them with regional industry needs. Living wage is about \$30 per hour or \$60k per year, and we want students to have a career path that offers a living wage or above. Perkins is a federal funded source and we get these funds each year. We have \$200k this year and it is usually this or more that we get to support our Career paths. Ask for the link! Where you can apply for the funds to support the students. The Perkins grants focuses on special populations as defined by the Chancellor. Wed 2/28 @ 12-1pm and 3/8 @ 10:30 to 11:30am are informational sessions (these will come out in Calendar invites). Applications are due on 4/5. The meeting of review team is on 4/19. The awardees are announced 5/1 and the projects will begin by 7/1 and will wrap up by 5/31/25.</p> <p>The Strong Work Force page has been updated and there is information on the website to inform you about the Perkins process.</p> <p>Todd wanted to know what kind of projects have been funded in the past. Alex has included those on the Strong Workforce website. One example is the Business Analytics program & Music & Technology Program Career Lecture Series, and Fire Equipment Updates, Update of our PRIE data dashboards.</p> <p>Beth LaRoche adds that she has used both a Perkins and Strong Workforce. Alex added that resources can be requested even if you aren't in a career education major.)</p> <p>(We moved the hiring committee approvals to this part of the agenda.</p> <p>We heard that the English (Puente Coordinator) position will need to have a replacement for Jennifer De La Cruz due to a leave starting tomorrow. Jennifer Howze-Owens asked about the removal of this and its implications. Todd said that if we remove this then it would have to come back to Senate next meeting or we'd have to have a special session to approve. Delay will mean a delay in hiring. Jennifer De La Cruz wants to emphasize that the position is a Puente position and not just an English position. This person will be under ASLT and will be collaborating between ASLT and English. Jeremy Wallace wants to clarify that the position is still English full time and thus this person will be tenured English faculty even if all the Learning Communities would be cut due to recession or</p>	Alex Kramer	15	Information
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<p>other reasons. There was a lot of discussion about the housing of the position. Emily Cotla clarified that the faculty member will be English even though they are Puente. Leo Cruz added that since this person is being hired to support different disciplines, then by adding another division will bring more perspective and diversity. He wants the hiring committee to be more diverse and include a creative variety of members. He is proposing someone like Carrissa Cardenas. Todd also reminded us that the committees can have staff as members as well which can be a way to diversify, like using a PSC. Guillermo had a comment about DE and the business position. Jeramy wants to point out that Robbie Baden, Teeka James & Mick Sherer are all involved and have been involved in Writing in the Endzone, Puente, and Emoja. Todd wants a motion. Jeramy Wallace Moves & Beth LaRochelle 2nd to remove the English from approval. Approved 14. 0 Nay. 0 Abstained. Susan Khan wants to clarify that we don't just want diversity in the disciplines, but diversity in other ways. It was clarified that yes that was case.</p> <p>Business. Guillermo had brought up the dual enrollment issue for the Business hiring committee. Todd wanted to remind us that there could be staff on committee that has dual enrollment experience too. Leo brought up that he feels that faculty with dual enrollment knowledge is important because of perspective. There was a lot of discussion around the make-up from Leo Cruz and Guillermo Cockrum. Jeramy Wallace would like to see the full hiring committee for context. Todd says that he will try to get other context on the full hiring committee in the future. Todd says that we will either take a motion to approve all or to change the make-up of the hiring committee for the Business hiring committee. Jeramy Wallace motions & Beth Rochelle 2^{nds} that we send the Business hiring committee back with a request for a dual enrollment faculty member to the committee. 14 approved. 0 Nay. 0 Abstained.</p> <p>Are there any other concerns? Questions? Clarifications? Do we recognize all the names? Jeramy Wallace wants to know why Michelle Muillane from Psychology was on the Counseling committee. Todd read the notes that Arielle sent in support of Michelle. Susan Khan motion & Beth La Rochelle 2nd to approve all positions as they stand except the Business and Counseling. 14 approved. 0 Abstained. 0 Nay.)</p>			
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3.2	<p>CSM Ombuds Presentation Presentation link. Kohya has been in higher education for over 15 years and has experience in housing, orientation, first-year programs, student conduct, multi-cultural affairs career centers, classroom instructions, and more. This is the first year of the program which was brought about due to Jennifer Taylor-Mendoza. One idea behind the creation of the Office of the Ombuds is to create a safe space for students to come talk about issues they may have inside or outside the classroom, or even just a place to come ask general questions. Sometimes students are anxious about approaching faculty members or going directly to an office on campus due to background or previous trauma or responses they've been met with in the past. The Ombudsperson is neutral, informal, and confidential person that students can turn to when they need to feel heard. The Ombuds is not a mandated reported unless it is life/death situation. The Ombuds doesn't keep notes and can't disclose the nature of the meetings or if meetings have occurred. The meetings can't be counted against the college for litigation; as a result he asks that there are no details shared before an in-person meeting. The Ombuds can be a listener, gather information, and clarify processes and procedures. The Ombuds doesn't comment on the information that is gathered, but helps with processes and procedures. The Ombuds listens and helps to clarify and refer to resources and make recommendations. The Ombuds can conduct informal mediation if all parties agree. The Ombuds can reach out to someone to help a student, but they don't serve as an advocate for either way. The Ombuds doesn't take any grievances further in a process, but instead will help a student to follow processes and procedures.</p> <p>Another reason for the creation was to create an additional support system for the campus community. The Ombuds will be providing the additional services of training and professional development. The Ombuds has already curated some Linked-In learning sources where faculty and staff can get training on their own. The Ombuds is a sounding board to the faculty and staff by providing insight into student situations. The Ombuds supports the Office of Equity Initiatives and can recommend things for systemic change. Contact Bldg 18 206-B; luk@smccd.edu or esmombuds@smccd.edu ; website.</p> <p>Jeremy Wallace has a question about the Equity Statement that directs the students to the Office of Equity. He wonders if we should rewrite it to add or substitute the Ombuds. Todd feels that this may be something that we add or update in the Faculty Handbook. Todd brought the handbook's Syllabus Statement on Equity up on screen and Kohya Lu said he will talk with David Galvez about it and to see what changes could be made. Jeremy also</p>	Kohya Lu	20	Information
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	wanted to know about how the office is being received. Kohya said that the student response is very positive. He is getting recommendations from faculty and staff, but some students are finding their way to him on their own. This is not a mandated service, but it is really up to the students if they want to meet with Kohya. Makiko Ueda is very happy about this position because students sometimes come to personal counseling when what they really need is the service being provided by Kohya Lu as the Ombuds person.)			
3.3	<p>Removing “Citizenship” from ILOs; replace with “Community Engagement” (Purpose that we move this to the next meeting to discuss and take action. Motion Wendy Whyte & 2nd Jennifer Howze-Owens. 14 approved. 0 nay. 0 abstained.)</p> <ul style="list-style-type: none"> ● Come back for vote Feb 27 ● Form a work group to draft resolution/statement 	Susan Khan & Guillermo Cockrum	20	Discussion

3.4	<p>Employee Handbook Revisions (A show of hands indicated that not many are familiar with the handbook. The document is updated every year by the Office of the VPI (link to webpage), but it is a 113 page document and it isn't really that user friendly. Last summer Carla contacted Susan Khan, the Professional Development Coordinator, to get a sense of what new and incoming faculty need to know. Carla has that list, but rather than looking at the list today wants to get the Senate's input on what should be in the handbook and what is missing. It seems that the document was created in a time when people would have a paper copy to flip through, but today it needs to be a living electronic document so that as changes come in faculty and staff that the changes are instantaneous. Carla asked the Senate representatives to talk with their divisions and have a discussion about their thoughts on the document. The 2022-2023 handbook was the first to come up on the website, but the second one is the 2023-2024 and the handbook is shorter and things have been removed. Beth LaRochelle says she has printed out the document, and as the director of a program she encourages her staff to use it for the resources since she has a lot of faculty who are adjunct and not always on campus. Carla commented that she would like it to be just that, a resource and a useful document. Wendy Whyte has a list of information that she thinks is important; she was asked to email it to Carla Grandy. All are encouraged to email recommendations. Jeremy Wallace had some feelings about the things that are important like Academic Senate, shared governance with links for the details to things like bylaws, faculty responsibilities, professional ethics, and academic freedom. He didn't feel that it needs to repeat anything that is already on the AFT's website like salaries, evaluation processes, and such. He felt that some type of institutional chart like is provided in the planning manual that shows how committees are related or connected would be more valuable than lists of committees with their bylaws. Todd Windisch added that he would rather see the link of the organizational map rather than the link to bylaws and structure of all the committees. Jeremy would rather see on-boarding details in another document or website, but Beth LaRochelle feels that it should be in this document so that there is one place to find the information and new faculty don't get lost trying to find what they need in multiple places. Carla Grandy said this is maybe a chance to see just how much of this document is on-boarding and how much is an on-going document for all faculty. Susan Khan thinks that a short list of needs should go out to the new faculty to direct them to places in the Handbook where they can learn more about specific details. Carla Grandy agreed and pointed out that in the last New Faculty Institute incompletes came up, which may not be something that a faculty member runs across in their first year. Others brought up other things like filing Cares reports or incident reports. Jennifer Howze-Owens feels</p>	Carla Grandy	30	Discussion
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that Distance Education needs better clarification; she feels that the information her is a little muddy in this because there is Distance Education Advisory Committee (DEAC) and Distance Education (DE) which is under preview of DEAC, but it not the same and definitely differs from Dual Enrollment that is also called DE. It seems there needs to be more information about this topic in general including the modalities, so possibly links to the websites. Carla would like to meet with the Distance Education faculty. Leo Cruz would like to see sections for very new faculty and then for faculty that has been there for a while. Wendy Whyte says that this is especially true for adjunct faculty who are on multiple campuses where there are many different procedures depending upon the campus. Beth LaRochelle says that this isn't just for the new faculty, it is also relevant for the long-time faculty because we forget things that don't come up for long periods of time. Guillermo Cockrum says that there shouldn't be more than one document for staff and faculty. Carla Grandy says that the document is really meant to be for the faculty, but acknowledges that it does attempt to be all things to both faculty and staff. Evan Kaiser also feels that the evaluation process should be included in this handbook. He feels clarity in these would potentially prevent situations from getting to the grievances process if they were more clearly outlined.

Next steps: Beth LaRochelle suggests that bringing to the division and the individuals in departments to look at the handbook and eliciting feedback that can be summarized and emailed to Carla Grandy. Being realistic, it is difficult to obtain feedback on a 97 page document from an entire division in a short period of time, so if there is only ten minutes in a division meeting, then ask the faculty/staff for feedback and to email recommendations. Jennifer Howze-Owens asked about email and phone number info that is included in the document; Carla thinks moving away from that would be best since it changes frequently. Jennifer Howze-Owens believes adding this to DEAC would be good and Todd Windisch noted and said that CTL should probably have this as well. Todd Windisch will put the Faculty Handbook on an early Fall meeting to see the final changes that were made. It would be best to get that feedback before the semester gets too busy. Email recommendations to Carla Grandy (grandyc@smccd.edu) or Tammy Wong (wongta@smccd.edu)

4. Closing Procedures

No.	Item / Description	Presenter(s)	Time	Action?
4.1	<p>Final Announcements (Susan Khan reminds us that March 1st deadline for the fellows application. If there was an application in the Fall 2023 then they will be reconsidered without reapplication. Beth LaRoche clarified that Fall 2024 will be the second semester of guaranteed funding of three.)</p> <p><i>President or facilitator elicits final announcements about upcoming deadlines, events, scheduling changes, etc.</i></p>	President / Faciliator	1	Information
4.2	Adjourn (4:29)	President / Facilitator	1	Procedure