

## Academic Senate of College of San Mateo



Tuesday, February 27, 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	
<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

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

Division & Student Representatives	
<b>Student Representative</b>	
<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>	Kimberly Salido
<b>Creative Arts/Social Science</b>	Leighton Armitage
<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 (left early not in 3.4 voting)
<b>Math/Science</b>	Wendy Whyte
<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 (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 (We have no new members today so we will skip introductions for the day.)	Secretary	1	Procedure
1.3	Adoption of Today's Agenda (No changes were made and there were a couple of revisions to the bylaws since last Friday's email, but they are attached to today's agenda. Motion Beth LaRochelle & 2 <sup>nd</sup> Kim Cotyl. 14 Approved. 0 Nay. 0 Abstained)	President / Facilitator	1	Action
1.4	Adoption of Consent Agenda (There are two items today, the minutes which aren't added to the packet (they can be found on the Senate website) and the approval of faculty appointments to two hiring committees. Todd Windisch added some additional information about the Business Hiring committee that was sent back to the Business Division with a recommendation to have a faculty with dual enrollment experience, has been sent back to us with the same faculty make-up with the additional notes from the Dean Franciso Gomez that Lale Yurtseven has dual enrollment experience from her time at West Valley. The committee will be formed with the discipline expert Peter Von Bleichert and the outside discipline faculty of Kimberly Salido. Lale Yurtseven, who was present at Senate today, also added that she didn't feel that precedent should be set that a representative from dual enrollment always be on all hiring committees because we are teaching classes at CSM and that is what we are hiring faculty to do regardless if dual enrollment continues to persist in the discipline or even at the college. Beth LaRochelle thinks that Dual Enrollment is not going away and that we should have those representatives. Todd added to the commentary that he could see why we wouldn't want to set the precedent to always have dual enrollment represented because we might not always have a qualified individual for that representation.  The other committee that was sent back to a division from our last meeting was the English hiring committee. David Lau, the Dean of English, send the committee back with the	President / Facilitator	5	Action

	<p>addition of Julieth Benitez and comments, but David Lau was present in today’s meeting to address the concerns directly. We had this committee with comments about the people on the English hiring committee and their relationship to Puente. Teeka James has taught Puente English and Writing in the End Zone. Mick Sherer is currently the Puente day faculty and co-coordinator. Robbie Banden is curing running the Writers’ Ruckus and has worked in the Umoja learning community. In addition, there is a Puente counselor, Manuel Delgado who has been through the Puente Summer institute and other trainings. There are currently four co-coordinators in the Puente and this person would be the fourth. Julieth Benitez was asked because of her experience on hiring committees and her experience in Instructional Design that she will bring will also make her a valuable addition. What David said is along the lines of what he said in the notes attached below.</p> <p>Committee approvals include IPC appointment of Beth LaRochelle and Faculty Evaluation Guidance Committee appointment of Alex Wong who will shadow the role this spring and start the role officially in the fall.</p> <p>Motion Wendy Whyte &amp; 2<sup>nd</sup> Beth LaRochelle. 14 Approved. 0 Nay. 0 Abstained. There was no further discussion.)</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 items on the consent agenda.</i></p> <ul style="list-style-type: none"> <li>● <a href="#">Approval of minutes from February 13 meeting</a></li> <li>● <a href="#">Approval of faculty appointment(s) to...</a> <ul style="list-style-type: none"> <li>○ Faculty Hiring Committees</li> <li>○ Division Evaluation Committees</li> <li>○ Participatory Governance Committees</li> </ul> </li> </ul>			
1.5	<p>Public Comment (<b>No public comment today.</b>)</p> <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	<p>Presidents' Report (District Academic Senate hasn't met since last meeting so there are no update. Todd did ask Jeramy Wallace, who is working with the work-group at DAS on class caps and class cancellation policy, for an update. The committee met yesterday and finalized the administrative procedure. We did get an update from Evan Kaiser, co-chair of AFT, about some language about the revised board policy and administrative procedure, so we are starting to elicit feedback from faculty on these policies and procedures surrounding class caps and cancellations. Jeramy said that the work-group met yesterday, Monday, 2/26 to finalize the administrative procedure and it will now go to DPGC (District Participatory Governance Council). The biggest take away was what would trigger a cancelation. The deans had asked for a number rather than 50%. The number he couldn't remember for sure, but the long and short was that the lower of the two would be the baseline (# is 15 and 50% is 22, then 15 would be the lower limit). There was also discussion about when the cancelations should occur, if it should happen a month ahead or at the start of the semester. Another issue was protected courses, courses that students need to get their degree, those that serve social justice mission of the college, or which is the only section offered at the school. David Lau was asked if he remember anything else that Jeramy didn't remember. David didn't remember anything more, but said that it was a big point about the numbers. Another point was that a low enrolled class where another equal option was not available to the students, then the class shouldn't be canceled. Another discussion began at the work-group and will continue in coming weeks, relates to the class maximum. This relates to Curriculum committee because the cap would come to committee in the COR. Remember that this relates to all classes taught, so there must be discipline agreement. Jeramy feels that this is making a change from load and efficiency, and money associated with the cap and more about the actual teaching and learning. He is glad that the Curriculum Committee will be involved the class maximum and the decisions will be based on what is best for the students and not what a dean thinks is most efficient. The work-group will be sending their recommendation on to DPGC on Monday, 3/4 and the class maximum document will probably be at Curriculum Committee on 3/21. Todd reminded us that he would share more later.</p>	Todd Windisch & Daniel Keller	10	Information

IPC (Institutional Planning Committee) has not met. The next meeting is Wednesday, 2/27 from 1pm to 3pm. Program Review groups will be assigned at the next meeting. IPC membership is not required to help with Program Review. Todd invited anyone who wants to learn about programs or participate in reading 7 to 10 program reviews to come Wednesday or to send him an email; this was stated in Todd's last update. Jennifer Howze-Owens clarified that what is happening in IPC is different from what we will be doing in Senate and that it is happening this Spring. Todd clarified that it is happening this Spring and it will be different from Senate where we will be concerned about revisions to the review process whereas at IPC and CTL the reading of the reviews will be occurring though with different focuses. In IPC they will focus on whether the reviews were completed and giving feedback on the reviews. In CTL they will focus on professional development opportunities. Todd also mentioned that Friday, 3/1 he, Daniel Keller, and Natalie Alizaga are going to the Student Services meeting to learn more about what they would like to see in the program review revisions. Anyone who hadn't heard from Alex about the meeting, and is involved in student services should email him for information.

BOT (Board of Trustees): For tomorrow's meeting will have 2 important things discussed. One is the increase in non-resident fees. Last year the fees increased by 24%, which was a big shock for the International Student population. This year the plan is to only increase the fees by 2.5%. The other is an update on capital improvement projects. All colleges were asked to look for cuts in their project because there was not enough money to cover the improvements. Unfortunately, this means our Library project will not get the full set of project planned improvements. We do have ten million, that were set aside from the state, so according to Valeria Estrada that means that the ADA and maybe the electrical updates will still be made. Furniture updates which is coming from another source may also be done. Todd wanted to let us know that the two projects will continue are the Beach Volleyball Courts and the improvement to the locker rooms; both of these projects already had money set aside and they are Title IX projects. Beth LaRochelle called attention to the dog-eating of the funds for the volleyball courts which are a Title IX issue isn't favoring Athletics, because it could be seen that way, but that isn't what is happening.

DPGC District Participatory Governance Council) was mentioned earlier. Todd is going on Monday, 3/4 and there will be discussion on the Board Policies and Administrative Procedures surrounding class caps and cancellation policies at this meeting.

	<p>Faculty participation for IPC is still a request and we also need participation in Accreditation Oversight Committee. There is an Accreditation workshop on Tuesday, 3/12 from 9 to 12 if anyone is interested in joining. Daniel Keller and Todd Windisch are a part of the committee, so they will share what they learn, but they really need faculty to be part of their team.)</p> <ul style="list-style-type: none"> <li>● District Academic Senate update(s)</li> <li>● Institutional Planning Committee update(s)</li> <li>● Board of Trustees update(s)</li> <li>● District Participatory Governance Council (DPGC)</li> <li>● Campus calls for faculty participation: <ul style="list-style-type: none"> <li>○ 1 rep for <a href="#">Institutional Planning Committee (IPC)</a></li> <li>○ 1+ rep for <a href="#">Enrollment Sustainability &amp; Growth Work Group</a></li> </ul> </li> </ul>			
2.2	<p>Curriculum Committee Chair Report (As mentioned in the last meeting, due to Title V changes we will need to be working on our local AA degrees. All three colleges' Curriculum Committees will be looking at Physical Education and Self Development which all have in some form. There will be forums this Wednesday, 2/28 at 10am and 2pm with a Zoom option available for the 2pm session and Thursday, 2/29 at 10 am and 2pm. There will be time to discuss and bring suggestion to the Curriculum Committee about what you may think should be done. Todd sent out an email earlier from Jessica Hurless. Self Development at CSM has traditionally included counseling classes and intro to discipline classes, so they are career exploration courses like Intro to Biology, Political Science, essentially a lot of 100 courses are included in this area. The forums will included discussions about what self-development means and what it looks like for a college student. These discussions will help the Curriculum Committee revise the rubric by which courses are placed in the different GE areas.</p> <p>Another change is residency requirements for Title V. It used to be that a student had to have twelve units and twelve units of major prep at CSM to get a degree at CSM. We have already changed twelve units of major prep from anywhere in the district and the student can get a degree from CSM. Now, due to Title V, we also have to change the twelve units from CSM to get a degree at CSM to twelve units in the district to get a degree from CSM. There does appear to be a choice on certificates though; the proposal in yesterday's</p>	Jeremy Wallace	2	Information

	<p>meeting was to change that requirement to district, following Skyline who has already changed their college catalogue to reflect that change. Jeremy felt the change to get a certificate from a college where a student never took any classes was a little weird. There was discussion about how rare it would be for a student not to take any units of a degree from their “home” college, but with only 6, 9 or 12 units in a certificate how it could potentially happen that a student could get a certificate from a school where they never took a single class in that certificate. Lale Yurtseven clarified that if a student didn’t take any classes at CSM that they could still get a degree here and the answer is yes. Beth LaRochelle clarified about a certificate that wasn’t offered and whether that could qualified for award, and the answer was no, the school awarding the certificate still must offer that certificate to award it.)</p>			
2.3	<p>Distance Education Committee Chair Report (There was no update since they have not met since the Senate’s last meeting. DEAC will meet next week.)</p>	Jennifer Howze-Owens	2	Information
2.4	<p>Committee on Teaching and Learning Chair Report (The committee met yesterday, Monday, 2/26. They did a norming session for program review. The review will be read by at least 2 member of the committee and maybe 3. They will be distributing assignment by April meeting. They began the ILOs (Institutional Learning Outcomes) and how those will be revised which hasn’t been done since 2013. They have been looking at what might be missing or what might need to be revised. They are doing research on what other campuses and colleges throughout the state are doing as well as incorporating campus input from the January Flex Day session and student focus group conducted several years ago concerning ILOs. They are interested in a list of skills that employers are looking out and conversations about what GE and soft skill development that can be used to inform what the ILOs should encompass.</p> <p>This is also a good time to announce that the apps for Real Faculty Fellow’s Program are due this Friday, 3/1. This is to revise one of your courses and contribute to the campus professional development tools and knowledge as well as equity minded and accessibility minded course design. Flex Day proposals are due March 15<sup>th</sup>. Todd asked for a reminder so he can put this in the next Academic Senate President’s report.)</p>	Susan Khan	2	Information
2.5	<p>Student Representative Report(We have not yet been assigned a new student representative.)</p>		2	Information

2.6	<p>Other Officer &amp; Liaison Reports (Leo Cruz said that Dual Enrollment is very tricky because there are so many view points to keep in mind and keep current with; there is a lot to discuss with a lot of people. Leo Cruz, Andrea Viznor, President Storti met so they can begin talks with others outside the CSM inner circle. It is in constant flux since Andrea has to talk with the high school partners and be mindful and efficient in terms of a typical evaluation timeline of which we are currently past. They would propose that the high school teachers can choose a more sped-up process this semester, but they can't force them to, or they could choose to be evaluated in the Fall. Guillermo Cockrum wanted to know if it is possible that two teachers teaching the same course could be evaluated in different ways. Todd clarified that yes if one teacher was a high school partner teacher and one was CSM faculty, then they would be evaluated differently because a high school partner teacher would have their high school procedures and college professor would be evaluated by ours. Leo added to that we are trying to bring the high school partner teachers in alignment with the evaluation procedures at our colleges. There is support from the colleges and the Chancellor to bring these procedures into alignment. There is a lot of confusion about this right now and at least CSM only has 3 disciplines, Counseling, Digital Media and Architecture where we would have to send our teachers out to the high schools to evaluate partner teachers. Lale Yurtseven wanted to clarify that partner teachers still needed to have min quals and the response from Leo Cruz is that yes they should be, but there are always questions around what makes a partner teacher and what are the qualifications and a who establishes these. Leo says luckily, CSM only has three disciplines to work on this evaluation process being requested by the Chancellor. This is a tricky thing because our faculty will have to go out to the high schools to do these evaluations. Mick Sherer wanted to know about other compensation like mileage for going off campus and extra time incurred. Guillermo Cockrum let us know that those particular details have been satisfied to most people's satisfaction.</p> <p>Open Ed update from Jennifer Howze-Owens. The Open Education Global Week kicks off next week <a href="#">get the link for ppt</a> . This week go out in this Friday's President's update for more information. We are behind by a year or two in the OER resources adoption. Beth LaRoche asked if the sessions will be recorded and Jennifer said they would be and then they'd be shared out. Guillermo Cockrum wanted to know if the if the student survey was specifically focused on OER. Jennifer said that the data has been disaggregated by campus, and it will be discussed next week.)</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?
3.1	<p><a href="#">Study Abroad Update</a> (The SMCCCD Study Abroad program is housed at the Skyline campus and Alice Yang came to share information about the opportunity for faculty to teach abroad. Her background is that she taught English at Wuhan University in China for nine years before studying abroad. She also worked for Saint Mary’s College in Notre Dame, Indiana for sixteen years before coming here. She held the same job because it is her passion to help students to have these great opportunities to explore the world. She has worked with Jeanne Velickovic to share a similar presentation with the Creative Arts and Social Sciences department as well as with professors, Jeremy Ball, Fred Gaines, Aina Ferrer Clotas, and Lale Yurtseven to name a few. She is impressed by our faculty involvement in study abroad programs. She shared a PPT that covered the reasons why we could want to create these programs, the competency skills that students gain, where there are programs (9 sites in 9 countries in 2024), scholarships that are available, explanation about a short term faculty-led study abroad program, requirements to have a program offered, places and programs of the past, faculty benefits and compensations, where to find the faculty <a href="#">application</a> (see instructions in the PPT) details of the questions asked in the proposal, responsibilities of the faculty leaders, procedures for short-term program approval, semester program partners (work with other colleges in the area too), semester faculty application form proposal procedure, CSM Semester Faculty Leaders in Recent Years (Lale Yurtseven Business F22 London, Jeremy Ball Philosophy F23 Barcelona, Evan Kaiser English Sp25 Florence), semester program faculty benefits, list of current study abroad advisory Committee, contact information for the Study Abroad staff. Alice concluded by showing us where to find the website and locate the applications on their <a href="#">website</a>. Lale offered advice to anyone interested. Daniel Keller and Evan Kaiser are also resources. Any questions email (yanga@smccd.edu) or ask in the chat. )</p>	Alice Yang	15	Information

3.2	<p><a href="#">Removing “Citizenship” from ILOs; replace with “Community Engagement”</a> (There is a larger discussion surrounding this in ILOs happening in CTL, but Guillermo shared that the climate in 2013 made the use of Citizenship a good way of saying what needed to be said with the work “Citizenship” but that is no longer true, and now the feeling is that “Community Engagement” is a better way of saying what is trying to be conveyed. The Committee on Teaching and Learning voted unanimously to remove the term citizenship from our ILOs and replace it with community engagement based on input from students. Wendy Whyte clarified what the Citizenship was trying to convey in 2013; was it about the Dream Act. Guillermo didn’t know for sure, but it may have had something to do with the support of applying for citizenship. Beth LaRoche wanted to clarify that the wording is what makes sense in the days current language and that really is what this is about; she just wanted to just get to voting. Todd wanted to read the resolution (see Todd’s draft in the link). If we pass this today, Todd will forward our recommendation on to the President and ask that this change be made immediately to the ILOs on the website. Motion Leo Cruz &amp; 2<sup>nd</sup> Valeria Estrada. Discussion: Wendy Whyte likes Ethical Responsibility, but says that Citizenship calls up something political. Guillermo Cockrum said civic was also suggested. Others didn’t really like that idea. Beth LaRoche asked about whether this is just to reflect the current situation and if the date is there to reflect that and if five years from now we could make another resolution to reflect the current climate of the time. Todd felt that yes, later down the line we could bring another resolution and vote again, but this can’t be changed without this current vote. 14 Approved. 0 Nay. 0 Abstained. Voting as stands except a typo error. Thank you to Susan and Guillermo and we are looking forward to hearing more.)</p>	Susan Khan & Guillermo Cockrum	20	Discussion & Action
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3.3	<p><a href="#">Academic &amp; Career Communities (ACC) Update</a> (Alex Urbina and Allie Fasth are here to talk about ACC's which is our implementation of Guided Pathways at CSM. If a division would like to hear more about ACCs Allie can come and give a presentation. Alex is the new Counselor for ACCs. She has been in the roll of Promise counselor and other roles across the district over the past 2 years. PPT The power point contained information on the beginning of Guided Pathways back in 2018-2019 to help students get onto a pathways and navigate that pathway to a degree. She highlighted the Steering Committee and the work done engaging the faculty and staff across the campus to design these pathways here at CSM. The pathways we designed aren't necessarily linear, we wanted to have it be malleable with exploration at the center. The ACCs are now using the model of the ACCs to show how support for our students is taken care of on the campus. This semester the Faculty Coaches are being brought on-board and Alex has been brought on-board as the ACC Advisor. The ACCs have also brought back student advisors. The work this year also involves partnering with Career Services and work with Curriculum Committee to bring about Interdisciplinary Studies Degrees that match our ACCs, the Enrollment Sustainability Work Group is helping to integrate milestones and focus areas, and the ACCs are hosting and participating in the campus events across campus. The faculty coaches are Lena Feinman (Science &amp; Engineering), Phil Tran (Business &amp; Public Services), Alexa Thanos (Arts &amp; Media), Beth LaRochelle (Heath &amp; Wellness), Kristi Ridgway (Language Arts &amp; Social Sciences), Michelle Titus (Language Arts &amp; Social Sciences). The Career Services are handing the students off that they have met with to Faculty Coaches to have someone to talk with. Not only are they working with the Faculty Coaches but also with other people across campuses. If you have students that might need to talk with a Faculty Advisor, send them to one of these advisors in their area. ACCs are being funded by state money and the ACCs are in the second year of a five-year funding cycle. If you have any questions, please contact Allie (<a href="mailto:fastha@smccd.edu">fastha@smccd.edu</a>). Todd wanted to know that with the new faculty coaching, what is the plan to get the word out a little. Allie said that we are at the beginning of the cycle of presentations and she will be taking this presentation to divisions across the campus so that everyone is aware of the Faculty Coaches. As faculty, the people in this room are a fabulous place to start as we are seeing the students and they are asking questions of us already, so this is just a place to send them. Beth LaRochelle became an advocate for the ACCs because she feels that it gives a place for the students to go to and she was already doing this anyone in isolation, and now this is a community where students can go to get their questions answered and they can feel known and heard. The idea of having people that they know and can put a name to or a</p>	Allie Fasth	20	Information
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	person who knows their name, it is huge point of contact and makes for even more success. Allie reminded us that while we have about 1300 students that are connected through special programs and that leaves 7 to 8000 who need the same type of connections.)			
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3.4	<p>By-Laws Revisions (This is continued from Fall 23. Daniel Keller, Wendy Whyte, and Daniel Keller will meet this week to continue the revision of the rest of the by-laws. What we are doing today is the part of the By-Laws that Todd Windisch revised last year. See the link below for specific details.</p> <p>Article IV is brand new. Todd requested that everyone read on their own and then we would discuss any changes, etc. Jennifer Howze-Owens wants to propose that “Other ASCCC Events” bullet point be changed include a paragraph similar to “Adjunct faculty cannot be paid from this fund for other institutional/district committees or for additional work on committees beyond the hours specified above” so that no one ends up double-dipping. Todd wants to discuss the paragraph about the Senate officers not needing approval from Senate to be eligible for PD funds. Does anyone else have any points to add or alter in the Senate officers statement? Todd believes he’d like to add the standing committees as well. Guillermo Cockrum clarified that would be CTL as well, and Todd clarified that it is the subcommittees. Jeramy Wallace pointed to removing the dues amount. Susan Khan wants to clarify the adjuncts pay and policy relating to asking adjuncts to do something outside the actual meeting time. Todd said that the language here has to do with 2018 email from when Senate first approved adjunct participation, and the language was just copied from there. We could add something, but we do need to be careful about the money because we do have a budget. Mick Sherer also added that maybe adding that adds a check and balance to make sure that the Senate can vote on additional amounts (he had very specific language that I have not quoted here). Jennifer brought up that there is a person in on committee that gets paid for their work based on their title. Guillermo wanted to clarify if Susan’s question had been answered. Susan doesn’t feel it has been 100%. Susan feels that she wants to avoid the requests being brought to Senate each time. Todd feels like maybe allowing Senate executive committee to decide to prevent delays and to put it forth to the people who have the most knowledge of the Senate budget. Guillermo thinks that it would be better to know if you would be paid for work right away rather than waiting. Beth feels... Todd altered the proposal based on what Jennifer had added. There was a suggestion from Guillermo to add the Executive Committee a final decision. Todd made some alterations, but didn’t want to cut anything off from things that weren’t already related to their current paid role. Beth wanted to know if this change would belong someplace else. Motion to approve Article 4 Leighton Armitage &amp; 2<sup>nd</sup> Beth LaRochelle 13 Approved. 0 Nay. 0 Abstained. Note: Mick Sherer was absent at this point so unanimous was 13.</p>	Todd Windisch	30	Action
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	<p>Article V: We may not have time to discuss this in its entirety today. We seem to be OK with getting rid of language requiring elections for division representation in the divisions. Jeramy Wallace would like to see language about a time line for faculty appointment to Senate being finalized by end of the Spring or by the first division meeting in the Fall. Wendy Whyte wants something about a general consensus by the division for a faculty appointment and Beth LaRoche agrees. Guillermo wants to know if there is a reason for difficulty in the representation and it was agreed that there is and it typically relates to scheduling of faculty especially in the Kinesiology and Science divisions due to athletics and labs. Beth wanted to know about the terms and if they all need to be Fall starts. Leo Cruz wants to know if it is about a minimum or maximum. There is a hard fast rule and you can be on Senate for longer time periods if no one wishes to replace you. Faculty can also step down after a shorter period of time. Todd also commented that term limits is something that we can discuss later too. Makiko Ueda likes the flexibility for terms since her division only has 2 full-time members.)</p> <ul style="list-style-type: none"> <li>• <a href="#">Current By-Laws</a></li> <li>• <a href="#">Draft revisions</a></li> </ul>			
<b>4. Closing Procedures</b>				
No.	Item / Description	Presenter(s)	Time	Action?
4.1	<p>Final Announcements (Valeria Estrada says on Mon. 3/18 there will be therapy dogs available 12-1 in the dogs in the Maker's space and a Peacock in the library classroom. She will send a flyer. Beth LaRoche said the therapy dogs have been brought in by nursing and grades have improved.)</p> <p><i>President or facilitator elicits final announcements about upcoming deadlines, events, scheduling changes, etc.</i></p>	President / Facilitator	1	Information
4.2	Adjourn (4:31)	President / Facilitator	1	Procedure