



November 6th, 2025

Thursdays, 2:10pm-4:00pm

Join us in person:4-301

Join us on zoom:

<https://smccd.zoom.us/j/88392078244?pwd=LCnWeHEG08G2ozZr8BGlfij2tUfBme.1>

Academic Senate: “the organization whose primary function, as the representative of the faculty, is to make recommendations to the administration of the college and to the Board of Trustees with respect to **academic and professional matters**” (CA CCR Title 5).

Voting Members

Executive Officers • President: Cassidy Ryan [votes in ties] • Vice President: Jessica Truglio • Secretary: Christopher Collins • Treasurer: Tony Viertel • Past President: Lindsey Ayotte (does not vote) Senators ASLT: • Vincent Kang BEPP • Lynsey Hemstreet • Jill Rizzo Counseling • Suzanne Poma • Kenny Gonzalez • Rocio Aguilar-Pedroza CTE Liaison • Tammy Calderon	Language Arts • Lucia Lachmayr • Janice Sapigao KAD • Amber Steele SPWD • Christine Herndon SSCA • Roderick Magbual • Kathy Zarur • Jennifer Merrill STEM • Rick Hough • Vacant • Anrey Bartoszynski SESP • Lucy Jovel Part-Time Faculty • Kishaun Young • Vacant • Vacant
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Voting members: 22
Simple majority: 12
2/3: 13

Non-voting Members

Governance Committee Chairs AFT • Michael Song ASSC • William Oo Curriculum Committee • Rick Hough	PD/CTTL • Lucia Lachmayr Professional Personnel • Soledad McCarthy OER Liasson • Laurie Buchholz
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1.0 Opening Procedures and Welcome

1.1 Senate Networking

Presenter: N/A

Time: 10 minutes

Notes:

1.2 Call to Order/Establish Quorum

Presenter: Vice President Truglio

Time: 1 minute

Notes: Meeting called to order at 2:17 call to order.

1.3 Adoption of Agenda

Presenter: Vice President Truglio

Time: 1 minute

Notes: Senator Kang moved to adopt the agenda, seconded by Senator Merrill. The motion passed with one abstention.

1.4 Adoption of Minutes

Presenter: Vice President Truglio

Time: 1 minute

Notes: Senator Magbual moved to adopt the October 16 minutes, seconded by Curriculum Chair/Senator Hough. The motion passed with two abstentions.

1.5 Adoption of Consent Agenda

Presenter: Vice President Truglio

Time: 5 minutes

Notes: There were no consent agenda items for this meeting.

1.6 Public Comment

Presenter: Vice President Truglio

Time: 10 minutes

Notes: Anyone from the public may make a comment on any non-agenda item. Speaking time is limited to 2 minutes per person. Professor Zuñiga commented on the latest AFT email regarding impasse being called on Academic Freedom and compensation, and requested that the green paper form be provided for faculty to complete. Professor Hemstreet requested clarification regarding the Early Alert criteria and process. She noted that she submitted alerts for several students who are still actively failing and expressed appreciation for confidentiality, while also requesting greater transparency and support to ensure the process helps students successfully complete the course. Professional Personnel McCarthy announced that she has returned and asked whether someone could provide a presentation on how to drop students with the new Banner 9 interface. Treasurer Viertel also raised concerns regarding the process for dropping students. He noted having attempted to drop students, but the drop did not go through initially, and he had to reattempt the process the following day. He added that student emails may not be available in WebSmart. Senator Jovel noted that as of November 12, some students may remain on financial aid rosters even if they are no longer active in the class. Senator Lachmayr stated that ITS is requesting certain forms and suggested compiling a set of “greatest hits” instructions for faculty, such as how to retrieve student emails and how to drop students, etc. Vice President Truglio shared that next Wednesday, Danta King will be speaking on *Understanding White Supremacy in Times of U.S. Fascism*. Senator Gonzalez reminded faculty that the deadline to apply for certificates and degrees is November 15.

2.0 New Senate Business.

2.1 Approval of October 2nd Minutes

Procedure | **Information** | **Discussion** | **Action**

Presenters: Vice President Truglio

Time: 5 minutes

Notes: Senator Steele moved to adopt the October 2 minutes, seconded by Treasurer Viertel. The motion passed with one abstention.

2.2 I.E.C Program Review Template Update

Procedure | **Information** | **Discussion** | **Action**

Presenters: Tony Viertel

Time: 10 minutes

Notes: Treasurer Viertel provided an update from the previous visit. He noted that resource requests are not for new faculty positions. Resource requests should be entered into Nuventive and must be tied to program goals and aligned with the EMP. He advised reviewing and updating previous requests, including indicating if a request is no longer valid. The deadline for submissions is November 17.

2.3 FTEFAC update

Procedure | **Information** | **Discussion** | **Action**

Presenters: Dr. Hernandez, Jessica Truglio

Time: 10 minutes

Notes: Vice President Truglio and Dr. Hernandez presented the outcomes of the Fall 2025 FTEFAC requests. Only the top two positions will be funded. The following positions were ranked in this order:

1. Physics and Astronomy – Replacement
2. Ethnic Studies
3. Barbering
4. English and Literature
5. Counselor – Financial Aid
6. Counselor – Middle College/Dual Enrollment
7. Librarian – Replacement
8. Automotive

Dr. Hernandez shared that the discussions between Ethnic Studies and Barbering were particularly close, noting both areas represent high return on investment and unique opportunities for students. He also discussed potential ways to improve transparency and strengthen the overall FTEFAC process. Next steps include review and discussion at Academic Senate on November 6, CGC on November 12, and SPARC on November 13.

2.4 Syllabus Template Project Update

Procedure | Information | Discussion | Action

Presenters: Andrea Fuentes & Rick Hough

Time: 10 minutes

Notes: Curriculum Chair/Senator Hough provided recognition for Professor Fuentes work on the syllabus materials. Andrea offered context regarding the Syllabus Checklist, noting that a template is available in Design Plus and that the distance education requirement now includes an AI policy statement. She shared that a microcourse is available to explain the process and that the Library Guides include “how-to” pages for additional support. A motion to extend time by five minutes was made by Treasurer Viertel and seconded by Senator Hemstreet. During the discussion, Senator Hemstreet raised concerns about duplication of effort between completing the syllabus and setting up the syllabus template in the course in Canvas. Curriculum Chair/Senator Hough explained that the intention is to house these elements in Canvas to allow for consistent “plug-and-play” use, and noted that there is ongoing discussion about creating a similar centralized resource on the Curriculum website that includes all required elements.

2.5 Inviting Offsite Facilitators to Present

Procedure | Information | Discussion | Action

Presenters: Lucia Lachmayr

Time: 10 minutes

Notes: Senator Lachmayr noted that a recent plan to offer a Nonviolent Communication training session was canceled due to policy-related contracting requirements and asked for clarification. The group emphasized the importance of beginning arrangements early, at least 60 days in advance, and confirming whether facilitators are classified as independent contractors in order to avoid disruptions. The conversation also highlighted a broader concern about being able to bring in practicing experts from outside the institution. In contrast, when campus faculty or staff serve as the subject-matter experts, they are compensated through a standard timesheet process. The goal moving forward is to ensure clarity, timely planning, and consistency in how external and internal expertise is supported.

3.0 Standing Agenda Items

3.1 Committee Reports

Procedure | Information | Discussion | Action

Presenter: Curriculum, IEC tri-chair, FTEFAC, SPARC, Professional Personnel, CTE

Time: 10 minutes

Notes: Curriculum Committee Update: Erin Strauss reported on Phase II of the Common Course Numbering (CCN) initiative, noting that faculty are actively engaged. IEC had nothing to report at this time. FTEFAC also had no updates, and SPARC had no items to report. Regarding Professional Personnel, planning for the end-of-year celebration has begun, and committee members were encouraged to submit suggestions via email. In CTE news, the October 30 event is being postponed, with the Fall session rescheduled to Spring 2026. The next CTE session is scheduled for Wednesday, March 4, from 9:00 a.m. to 2:30 p.m.

3.2 Campus Reports

Procedure | Information | Discussion | Action

Presenter: ASSC Student Rep, CTTL, AFT Reps, OER

Time: 10 minutes

Notes: Updates on professional development and technology opportunities were shared, including Great Tech Workshops, the 10-Day Accessibility initiative, RSI Office Hours, and a Tech Workshop focused on AI. District-wide policy on AI and a related workshop were also highlighted. Additionally, the Cafecito Chat is offering participants the opportunity to engage with syllabi in a collaborative setting. A December 3 event, Tech Petting Zoo, was mentioned as another hands-on learning opportunity. OER updates were provided by Laurie, who discussed the distinctions between OER and ZTC resources. She encouraged members to refer to the shared ZTC/LTC link for current updates and guidance.

AFT had no report and ASSC had no report.

4.0 Announcement and Closing Procedures

4.1. Final Announcements

Presenter: Vice President Truglio

Time: 5 minutes

Notes: Members were reminded to be on the lookout for two upcoming searches: Interim Vice President of Student Services and the relaunch of the Dean of Equity and Student Support search. The meeting was adjourned at 3:21 p.m.

4.2. Motion to Adjourn

Presenter: Vice President Truglio

Time: 1 minute

Notes: The next meeting for the Fall 2025 semester is on November 20th . If you would like to request an item be put on the agenda (Consent, discussion, action or information) please submit your request for the next meeting by Tuesday November 11th by 12:00pm. You can request an agenda item [here](#)

Academic and Professional Matters, AB 1725 “10 + 1”

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development
11. Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate