



October 16th, 2025

Thursdays, 2:10pm-4:00pm

Join us in person:4-301

Join us on zoom:

<https://smccd.zoom.us/j/88392078244?pwd=LCnWeHEG08G2ozZr8BGlfj2tUfBme.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 • Vacant • Janice Sapigao KAD • Amber Steele SPWD • Christine Herndon SSCA • Vacant • 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 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: President Ryan

Time: 1 minute

Notes: Call to order 2:14 pm.

1.3 Adoption of Agenda

Presenter: President Ryan

Time: 1 minute

Notes: Past President Ayotte makes a motion to adopt. Curriculum Chair/Senator Hough seconds.

1.4 Adoption of Minutes

Presenter: President Ryan

Time: 1 minute

Notes: Approval will happen at the next meeting: November 6, 2025.

1.5 Adoption of Consent Agenda

Presenter: President Ryan

Time: 5 minutes

Notes: Consent agenda approved.

SSCA Senator

Rod Daus-Magbual

LA Senator

Lucia Lachmayr

1.6 Public Comment

Presenter: President Ryan

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. Senator Zarur shared information about the upcoming Art Exhibition. Professor Leventhal announced that SPWD is partnering with a program called Riipen, which supports curriculum-embedded projects involving real-world employers. She mentioned the program is seeking additional partnerships and is open to sharing examples of current collaborations. Senator Gonzalez shared three items: San Mateo County Career Panel, which featured local industry professionals sharing insights on career pathways; the Fall 2025 Career Fair, connecting students directly with employers and internship opportunities; and the Lunch and Learn: Hands-On Futures—Exploring Skilled Trades, which provided an interactive introduction to careers in the trades. Senator Daus-Magbual shared that the Daly City “Top of the Hill” event will include MCs throughout the day. Senator Bartoszynski announced the upcoming Great American Smokeout. Kalia Chavez reported that SPWD has developed onboarding guides to be used for Classified Staff and Directors. She also distributed a survey for faculty feedback and provided a link to sample guides.

2.0 New Senate Business.

2.1 Senator Responsibilities

Procedure | Information | Discussion | Action

Presenters: Senate Exec.

Time: 5 minutes

Notes: President Ryan spoke about the responsibilities of serving on the Academic Senate, emphasizing that members are expected to vote on behalf of their constituencies and communicate key discussions and decisions back to their divisions. She also encouraged members to utilize the agenda submission website and review the priority checklist to ensure ongoing engagement and transparency in Senate processes.

2.2 AB1111 Task Group Proposal

Procedure | Information | Discussion | Action

Presenters: Simantini Karve

Time: 15 minutes

Notes: Professor Karve presented an update from the AB1111 Task Group and requested that the Compliance Proposal for AB1111 be shared with divisions for feedback. The task group was formed to establish funding priorities for AB1111, supporting faculty in moving beyond compliance toward transformative curriculum and pedagogy. They recommended allocating \$190,456 over the next two academic years to support six key activities: (1) Phase II and III Curricular Compliance, (2) Revisions if necessary, (3) Syllabus templates, (4) Departmental conventions, and (5) a Curriculum Conference. Divisions were asked to review the proposal and submit feedback within two weeks.

2.3 Appoint VPAS Hiring Committee Members

Procedure | Information | Discussion | Action

Presenters: President Ryan

Time: 5 minutes

Notes: President Ryan informed the Senate that two faculty members are needed to serve on the screening committee for the Vice President of Administrative Services. Curriculum Chair/Senator Hough self-nominated, and Treasurer Viertel was nominated by Vice President Truglio and accepted the nomination. There were no objections from the committee, and both faculty were confirmed to serve.

2.4 Instructional Review Templates

Procedure | Information | Discussion | Action

Presenters: Tony Viertel

Time: 20 minutes

Notes: Professor Wong and Treasurer Viertel led a discussion regarding instructional review templates, which were approved to be piloted. The conversation highlighted several key points: (1) the PRIE Office is continuously working to improve the review process, (2) program-level data had initially been overlooked, and (3) the time frame for feedback is rapid, with the IEC currently soliciting input due by 10/22. Questions were raised about the relevance and effectiveness of the templates for real students. Treasurer Viertel helped refocus the discussion on actionable steps, and Senator Gonzalez asked a clarifying question regarding Career and Counseling programs.

2.5 Online Evaluation Guidance Activity

Procedure | Information | Discussion | Action

Presenters: Senate Exec

Time: 30 minutes

Notes: A group activity was conducted to explore the Evaluator tool, with Academic Senate participants. Discussion points included challenges with accessing the gradebook, as faculty can only view discussion “grades” and cannot see full student submissions. Course analytics allow instructors to track how many messages students have viewed, and using the People tool, instructors can select individual students to monitor communication. Participants noted that Section 11 is particularly challenging to evaluate because it is about classroom culture. Other topics addressed included permission to be a Temporary Instructor, the rationale for student evaluations being in WebSmart rather than integrated in Canvas; primarily for confidentiality and student protection; and the balance of addressing potential mistreatment. It was also noted that rubrics and feedback are only visible in the gradebook.

2.6 Senate Goals

Procedure | Information | Discussion | Action

Presenters: President Ryan

Time: 15 minutes

Notes: To be discussed at a future meeting.

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: Due to time constraints, the committee reports were brief. Curriculum Chair Hough announced that the last day to apply for CNN has been set. Vice President Truglio reported that eight faculty position requests have been submitted for ranking, with presentations scheduled for Tuesday, October 19. President Ryan shared that the AI survey is being resent to Skyline College and also reminded the group that CTE Day is scheduled for November 12, with the team currently reaching out to recruit participants.

3.2 Campus Reports

Procedure | Information | Discussion | Action

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

Time: 10 minutes

Notes: The ASSC Student Representative reported that two new senators have joined the council. In addition, a field trip is planned for tomorrow, and preparations are underway for a Halloween event scheduled for October 30.

4.0 Announcement and Closing Procedures

4.1. Final Announcements

Presenter: President Ryan

Time: 5 minutes

Notes: 4:02 pm

4.2. Motion to Adjourn

Presenter: President Ryan

Time: 1 minute

Notes: The next meeting for the Fall 2025 semester is on November 6th . 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 October 28th 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