



Skyline College

Academic Senate

October 1, 2026

Thursdays, 2:10pm-4:00pm

Join us in person: 4301

Join us on zoom: <https://smccd.zoom.us/j/9820104046>

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: mustafa Popal [votes in ties] • Vice President: Jessica Truglio • Secretary: Christopher Collins • Treasurer: Katie Manbach • Past President: Cassidy Ryan (does not vote) Senators ASLT: • Andrea Fuentes BEPP • Lynsey Hemstreet • Christine Herndon • Jill Rizzo Counseling • Suzanne Poma • Nate Nevado • Kim Davalos	Language Arts • Janice Sapigao • Vacant KAD • Amber Steele SPWD • Hayley Leventhal SSCA • Rika Yonemura-Fabian • Jennifer Merrill • Vacant STEM • Jing Folsom • Sima Karve • Brian Daniel (not present) • Rick Hough ESS • Lucy Jovel Part-Time Faculty • Daniela Guillen-Martinez • Matthew Embry • Christian Sanchez
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Voting members: 22

Simple majority: 12

2/3: 15

Non-voting Members

Governance Committee Chairs AFT • Michael Song (not present) ASSC • Miguel Curriculum Committee Chair • Rick Hough	PD/CTTL • Grace Beltran CTE Committee Chair • Soledad McCarthy OER Liasson • Laurie Buchholz
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1.0 Opening Procedures and Welcome

1.1 Call to Order/Establish Quorum

Presenter: President Popal

Time: 1 minute

Notes: President Popal called the meeting to order at 2:14 pm.

1.2 Adoption of Agenda

Presenter: President Popal

Time: 1 minute

Notes: Senator Herndon made the motion to adopt the agenda, and Senator Folsom seconded it. Curriculum Chair/Senator Hough abstained.

1.3 Adoption of Minutes

Presenter: President Popal

Time: 1 minute

Notes: Senator Leventhal moved to adopt the minutes, and Senator Sapigao seconded the motion. Curriculum Chair/Senator Hough abstained.

1.4 Adoption of Consent Agenda

Presenter: President Popal

Time: 5 minutes pull SPWD, SEEED no longer putting name forward, deleting it

Notes: President Popal deleted the SPWD SEEED Committee Faculty Rep as the person was already on SEEED for Counseling.

Tenure-Track Committee Approval

Equity & Student Support Division

Khristin Godfrey, Counseling Faculty – Year 3

- Melissa Matthews, Chair
- Jessica Truglio, Discipline Expert
- Carlos Romero, Tenured Faculty
- Meng So, Dean of ESS

Constituent Committee & Hiring Committee Faculty Membership Approval

Strategic Partnership & Workforce Development

- Full-time Equivalent Faculty Allocation Committee (FTEAC): Danielle Powell

Science, Technology, Engineering & Math

- Classified PT Instructional Aide II Screening Committee: Denise Hum
- Full-time Surgical Tech Faculty Screening Committee: Teresa Barnes, Brian Daniel, Simantini Karve

Liaison Position Approval

- Regional PD Network Liaison: Simantini Karve (Fall '26)
- ASCCC Credit For Prior Learning Liaison: Jarrod Feiner

1.5 Public Comment

Presenter: President Popal

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.

- Professional Development Coordinator Beltran apologized for delays due to illness and shared that the website will be updated and the Flex Day schedule released soon.
- Professor Zarur highlighted the current Art Gallery exhibition as one of the gallery's strongest shows, noting that Senator Sapigao and Dr. Carter had visited, and shared that a related Flex session will be offered.
- Senator Poma on behalf of the Transfer Team, thanked everyone who supported Transfer

Day. She noted that Transfer Admission Guarantee (TAG) season is underway and CSU and UC applications are open for next fall. Faculty were encouraged to remind students to begin applications early, ahead of the November 30 deadline.

- Senator Merrill shared that the Psychology Club continues to seek coloring materials for Lucile Packard Children's Hospital.
- Senator Sapigao thanked faculty serving as mentors for the Honors Transfer Program and noted that the deadline is tomorrow. She also raised concerns about sexual assault at other campuses, referencing Cornell and providing a content warning before her remarks.
- Professor Zarur raised concerns about student safety and sexual assault, emphasizing that these issues extend beyond one campus. She noted that only two Public Safety personnel work on campus at night and expressed concern that there are no plans to increase staffing.
- Curriculum Chair/Senator Hough clarified that he was not responding directly to the preceding comments and encouraged faculty teaching at night to consider using a buddy system.
- Senator Herndon reminded members that Public Safety provides escorts for students who do not feel safe.
- Past President Ryan shared that departments can arrange for Public Safety personnel to remain outside a classroom during class.

2.0 New Senate Business.

2.1 Q&A with President Carter Regarding The Approval Process For The Innovation Hub

Procedure | Information | Discussion | Action

Presenters: n/a

Time: 40 minutes

Notes:

President Popal introduced the item, recapped prior Senate discussions, and shared the minutes from the February meeting.

Dr. Carter acknowledged that he had gained a better understanding of the college's culture and faculty expectations for consultation. He apologized for gaps in communication and recognized the need to clarify what "exploration" meant, explain the timeline and legal review, and provide information about the contract and decisions following the February discussion. He invited direct questions.

- Senator Hough explained that faculty supported innovation but remained unclear about

Dreamscape's financial implications and the scope of the exploration. He noted that members had expected additional inquiry and a report back before the project advanced and expressed concern that the process appeared to be moving quickly without sufficient faculty involvement. Dr. Carter explained that Board consideration of a sole-source agreement was part of determining whether the exploration could proceed. He acknowledged that the item should have returned to the Senate with clearer information and that student enthusiasm needed to be considered alongside faculty questions and concerns.

- CTE Chair McCarthy expressed support for a makerspace but requested a more thoughtful review of available platforms, their relevance to CTE courses, opportunities for faculty-created content, and compensation for curriculum development. Dr. Carter discussed one-time funding for purchases and described Dreamscape's transition toward a subscription model providing access to a shared content library. CTE Chair McCarthy emphasized that compensation should be offered proactively, noting that prior experiences with uncompensated work had discouraged faculty creativity and participation.
- Senator Folsom supported moving forward while improving communication and suggested exploring whether other VR platforms, including Unity Experience, could be integrated or offered separately. Dr. Carter explained that Dreamscape's content must operate on its hardware and that the company's evolving model could create additional opportunities. He also referenced the role of CTTL.
- President Popal read a written question submitted by an anonymous Senate member. In response to the written question about long-term plans, Dr. Carter described the classroom installation as adaptable, with equipment and furnishings that could be changed. He indicated that the college would retain the equipment after the initial two-year period.
- Senator Sapigao questioned how Dreamscape would serve Language Arts courses and whether faculty could develop their own lessons. She also raised concerns about the environmental and equity implications of emerging technologies. Dr. Carter stated that participation would remain a faculty choice and acknowledged the need for broader conversations about technology ethics. Sima recommended an institutional framework to guide decisions about which technologies the college adopts. Dr. Carter agreed with the recommendation.
- Senator Fuentes requested clarification about the Innovation Hub. Dr. Carter explained that the Hub would include a classroom with Dreamscape VR, a glass-enclosed area envisioned as a makerspace, and additional flexible space. He emphasized that the Hub could support activities beyond AI and VR, including discussions about the ethics of innovation.
- Professor Zarur expressed concern about the priorities and practices of large technology companies, including environmental impacts and public trust. Dr. Carter described the district's due diligence and legal review, including contract revisions addressing student data, financial protections, and the safety of students and faculty. He acknowledged the importance of skepticism and careful review.

Senator Hough moved to extend the discussion by seven minutes, and Janice seconded the motion. The motion passed unanimously, with no objections or abstentions.

- Senator Merrill requested clarification about the term exploration and Dr. Carter explained that it was inclusive of looking at the political, financial, and students, but in the future he would like to be clear about what was explored and what specifically would come back to the Academic Senate.
- Treasurer Manbachi raised additional questions about faculty involvement, logistics, and ethical considerations. She asked whether a faculty advisory group would work with administration to ensure faculty voice and input. She also expressed concern about the use of these technologies in warfare and the implications for students, emphasizing the need for thoughtful consideration of these ethical issues.

President Popal emphasized the Academic Senate's role in appointments and collegial consultation on academic matters under Title V. He referenced consultation involving the creation of a faculty advisory group and former Senate President Ryan clarified that she had collected a group, but had not brought it back to the Academic Senate. President Popal noted the need to clarify how exploration had progressed into implementation and establish a shared understanding of "exploration" moving forward.

2.2 In-class Technology Emergency Hotline

Procedure | Information | Discussion | Action

Presenters: Katie Hern, Janice Sapigao, and Rachel Bell

Time: 20 minutes

Notes: The presentation highlighted faculty reliance on classroom technology to support student engagement, accessibility, and access to free digital course materials. Projector failures, connectivity issues, and other equipment problems have disrupted instruction and reduced class time. Existing support procedures involve contacting Media Services or division offices, but limited staffing, competing responsibilities, and office availability can delay assistance, particularly for evening classes.

Recent coordination between ITS and Media Services identified several improvements. As a short-term solution, calls to Media Services at 650-738-4142 now ring all Media Services technicians and student assistants simultaneously, with hotline coverage Monday through Thursday, 8:30 a.m.–2:30 p.m. The planned transition to Zoom Phone will expand simultaneous call routing to office extensions, staff mobile phones, and other designated support personnel. Media Services staff will also receive additional ITS training, keys to classroom equipment cabinets, and access to the ITS Help Desk ticketing system.

ASLT requested Academic Senate advocacy for greater transparency regarding classroom technology, noting that equipment configurations and upgrade status vary across campus. Recommendations included a classroom technology inventory documenting equipment capabilities, limitations, and common issues, along with a long-term replacement and upgrade plan identifying funding, priorities, timelines, and progress updates. Additional proposals included

designated on-call staff for urgent classroom issues and clearly posted emergency contact information near every classroom A/V control panel.

Before leaving the meeting, President Carter requested that the slide deck be sent to him. Past President Ryan raised concerns about the hotline's 2:30 p.m. end time and the need for technical support for evening students, particularly those in CTE programs. Comments also addressed aging classroom computers and appreciation for the temporary support solution. Senator Poma asked whether students studying network engineering could receive training and assist with classroom technical support, given limited staffing. CTE Chair McCarthy expressed support for the improvements and recommended removing division administrative assistants from the technical support contact process. Senator Folsom suggested involving a student club and providing training and paid opportunities for students to assist with coverage.

Senator Folsom moved to extend the discussion by two minutes, and Senator Merrill seconded the motion. Curriculum Chair/Senator Hough opposed the motion; all other members voted in favor, and the motion passed. Following further discussion, President Popal stated that he and the Executive Committee would follow up on the concerns and proposed solutions and bring the item back for further discussion.

2.3 CVC Required Privacy & Data Updates For Online Courses

Procedure | Information | Discussion | Action

Presenters: Sima Karve

Time: 15 minutes

Notes: The presentation reviewed rubric element 1.4, Data Privacy and Security, which calls for courses to link to institutional privacy and security policies and provide guidance on safe technology use and protecting student data. The exceptional designation also emphasizes helping students understand their privacy rights and clearly explaining how their data is collected, used, and protected. The presentation summarized BP 2.34, Computer and Network Use; BP 3800, Personal Data Protection; and AP 3721, Information Security Program. Although these policies establish expectations and responsibilities for technology use and data protection, the presentation identified gaps in student-facing guidance concerning data collection, privacy rights in online courses, practical security measures, and the varying tools used in individual courses.

A proposed district deliverable would be a maintained Online Learning Privacy and Security website explaining what data Canvas and other district-supported tools collect, why it is collected, and who can access it. The resource would also explain applicable student rights, identify contacts for privacy questions or requests, and provide guidance on account protection, phishing, and reporting security concerns.

The presentation requested input from the District Distance Education Advisory Committee and

constituent groups. Possible next steps included bringing the collected feedback to the District Academic Senate and forming a task group to develop common syllabus language, if needed.

Senator Hough asked how information about the technology faculty use could be collected more effectively. Senator Poma suggested including privacy and security information in the college catalog. President Popal moved to seek input from the District Distance Education Advisory Committee. Senator Hough seconded the motion. The motion passed unanimously, with no objections or abstentions.

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:

- The Curriculum Committee Chair Hough reminded members of the October 14 Town Hall, scheduled from 2–4 p.m. An email notification to students will be sent Monday. The transition to CourseLeaf has begun.
- Treasurer Manbach for the Institutional Effectiveness Committee (IEC) reported that its work remains on schedule and included a tour of Nuventive.
- Vice President Truglio for FTEFAC reported that the faculty hiring prioritization process is underway, with discussions focused on prioritization. Relevant dates have been shared.
- President Popal reported that SPARC members raised budget questions to inform the committee's framework and improve awareness of available funding. Work on a new Educational Master Plan is anticipated next semester.
- CTE Chair shared CTE Day is scheduled for November 6. An email will be sent to all programs encouraging CTE participation in the program fair, which will serve high school students and current Skyline students. Student ambassadors are also working on an initiative involving the One Love Foundation to raise awareness of domestic violence.

3.2 Campus Reports

Procedure | Information | Discussion | Action

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

Time: 10 minutes

Notes: Vice President Truglio moved to extend the meeting by five minutes, and Treasurer Manbach seconded the motion. The motion passed unanimously but unenthusiastically by senate members.

- ASSC reported that the student government committee is in discussions regarding transportation and ways to support students. ASSC expressed appreciation for faculty support and continued efforts to identify additional assistance.
- Professional Development Coordinator on behalf of the CTTL reported that the Flex Day schedule is in development, with online sessions planned for the latter portion of the day. Information about certifications and workshops will be posted. The campus will be fully closed for Flex Day, and members were encouraged to welcome classified colleagues into the professional development activities.

The AFT position remains vacant.

4.0 Announcement and Closing Procedures

4.1. Final Announcements

Presenter: President Popal

Time: 5 minutes

Notes: President Popal moved to adjourn the meeting, and Senator Sanchez seconded the motion. The motion passed unanimously.

4.2. Motion to Adjourn

Presenter: President Popal

Time: 1 minute

Notes: If you would like to request an item be put on the agenda for the next Senate meeting (Consent, discussion, action or information) please submit your request by Tuesday October 6th 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