



Skyline College

Academic Senate

September 17, 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 Manbachi • 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 • Amir Esfahani (not present) • Jennifer Merrill STEM • Jing Folsom • Sima Karve • Brian Daniel • Rick Hough ESS • Lucy Jovel Part-Time Faculty • Vacant • Vacant • Vacant
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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 • Vacant Curriculum Committee Chair • Rick Hough	PD/CTTL • Grace Beltran (not present) CTE Committee Chair • Soledad McCarthy OER Liaison • Laurie Buchholz
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1.0 Opening Procedures and Welcome

1.1 Senate Networking

Presenter:

Time: 10 minutes

Notes: President Popal welcomed the committee and opened the meeting with a senator networking activity, inviting members to share the activities they engage in to decompress.

1.2 Call to Order/Establish Quorum

Presenter: President Popal

Time: 1 minute

Notes: President Popal called the meeting to order at 2:20 p.m.

1.3 Adoption of Agenda

Presenter: President Popal

Time: 1 minute

Notes: Senator Sapigao moved to adopt the agenda with amendments to correct the adjournment date and the spelling of Vice President Truglio's name. Vice President Truglio seconded the motion.

1.4 Adoption of Minutes

Presenter: President Popal

Time: 1 minute

Notes: Curriculum Chair/Senator Hough moved to approve the minutes, and Senator Folsom seconded the motion.

1.5 Adoption of Consent Agenda

Presenter: President Popal

Time: 5 minutes

Notes: With no items pulled for discussion, the consent agenda was adopted as presented.

A. Approval of Adjunct Senators

- Daniela Guillen-Martinez, Paralegal Studies, (SS/CA)
- Matthew Embry, Counseling, (Counseling)
- Christian Sanchez, English, (Language Arts)

(Because the number of adjunct vacancies and nominations are the same, we do not need to run an election.)

B. Correction to tenure-track evaluation type

- Adriana Johnston, Transfer Faculty, Evaluation Type: Counseling - Year 4 (Originally, “coordination” was included in the title for this tenure track evaluation. We are voting to remove “coordination” for evaluation accuracy)

C. Constituent Committee Faculty Membership

Social Science/Creative Arts (SS/CA)

- Institutional Effectiveness (IEC): Marisa Maccaro

Science, Technology, Engineering & Math (STEM)

- CTE Committee: Teresa Barnes

1.6 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.

- Marishka Ramos, Vice President of ASSC, raised concerns about meeting urgent student needs and ensuring that students have access to a reliable source of current information. She reported that student gascards and food vouchers were paused

districtwide as of the previous week, prompting concerns from many students. Although the matter is still being addressed and may be included in an audit, she emphasized the immediate impact on students and the need for an effective way to communicate timely updates through Canvas announcements.

- Senator Rizzo announced that students in the BCC program are now accepting clients. Members of the campus community were invited to make appointments for services, including shaves and perms.
- Curriculum Chair/Senator Hough shared that a conversation with students waiting to use the STEM Center microwave renewed his interest in developing a sustainable cooking program tentatively titled “SCARF.” He explained that many students rely on inexpensive, less nutritious meals and could benefit from learning practical cooking skills. Although a previous proposal for a related community had been declined, he asked whether the idea might be reconsidered under the current administration.
- Senator Merrill, in her role as Psi Beta advisor, announced that the club is collecting unused coloring books. Donation boxes are available in Buildings 1, 2, 6, and 7.
- Senator Poma announced Alma Mater Day and Transfer Day. Members of the campus community were invited to gather in Building 12 for a photograph at 2:00 p.m. and to engage in conversations about their college and transfer experiences in their classes with students.
- Senator Fuentes shared that an email had been distributed regarding opportunities to earn Google certificates through Coursera in areas such as artificial intelligence, user experience, and project management. Interested individuals who encounter an error should remain attentive for additional information. Senator Fuentes also offered to help distribute Canvas announcements and invited members to send her information they would like shared.
- Past President Ryan raised concerns about food access for students enrolled in evening and Friday courses. Past President Ryan reported that students in a Friday hybrid class were once again unable to obtain food on campus and emphasized the need to ensure that students attending outside traditional daytime hours have access to meals.

2.0 New Senate Business.

2.1 This is how we do it

Procedure | Information | Discussion | Action

Presenters: Vice-President Truglio

Time: 10 minutes

Notes: Vice President Truglio provided information about Senate voting procedures and the process for requesting agenda items. She emphasized the importance of hearing from all

members, noting that 28 participants had shared their perspectives and ideas regarding meeting structure, with many expressing a preference for a traditional format. Members were asked to record their feedback on the provided form so that all voices could be considered in the decision-making process. Vice President Truglio reminded senators that they vote on behalf of their constituent groups rather than solely according to their personal views. An affirmative vote indicates support for a motion. Members may abstain when they do not have a position, were absent from the discussion, or do not believe they can offer an informed opinion. She clarified that an abstention allows the decision to be determined by the votes cast.

Vice President Truglio also reviewed the process for requesting an agenda item. Senators or members of their divisions may submit requests that identify the topic, its connection to Senate or educational goals, the preferred meeting date, the requested amount of time, and any individuals who should participate. The Senate leadership may follow up with the requester when additional information is needed. Agenda items generally fall into four categories: procedural, informational, discussion, or action. Because agendas must identify the type of each item in advance, an item cannot be changed to a different category once the agenda has been posted. Curriculum Chair/Senator Hough noted that some topics may require more than one type of agenda item. Vice President Truglio added that draft materials uploaded during the planning process will not automatically be distributed with the agenda, allowing presenters to continue revising them before publication.

2.2 Motion: From The People to The People

Procedure | Information | Discussion | Action

Presenters: President Popal

Time: 20 minutes

Notes: President Popal introduced a framework for developing both the Senate's broader priorities and its specific agenda items through proactivity, predictability, and responsiveness. He emphasized the importance of understanding the perspectives of the faculty constituency as a whole rather than making assumptions about its needs and priorities. The Senate should identify the issues faculty want addressed, explore opportunities for involvement, and center the interests of those who wish to contribute. Members were given time to review the distributed document.

In the discussion, Past President Ryan asked whether the goal was to distribute a college-wide survey and, if the motion passed, what the timeline would be and who would develop the questions. President Popal explained that an ad hoc committee would determine the methods, timeline, and other implementation details. Senator Karve questioned the need for another survey when faculty had already shared their perspectives through a previous administrative survey. President Popal responded that the Senate has an opportunity to communicate directly with faculty and ask questions that address its specific needs. He added that, although attention is often placed on the outcome, the process of reaching out and engaging colleagues may have a longer-lasting impact. CTE Committee Chair McCarthy recommended conducting an audit rather than relying solely on a survey. Drawing on prior committee experience, CTE Committee Chair McCarthy explained that an audit could establish clear parameters, examine current practices

and resources, and lead to specific actions. As an example, an audit could assess whether departments provide safe spaces for students, make information available to survivors of sexual assault, and maintain accessible documentation. Senator Daniel agreed that an audit could be more effective than a survey and referenced a similar approach in healthcare. Senator Fuentes noted that faculty may be experiencing survey fatigue and shared that the CTTL had recently distributed a survey with only three responses. Senator Folsom expressed interest in learning more about audits and other methods for gathering colleagues' ideas and perspectives. Senator Leventhal asked what an audit would involve. CTE Committee Chair McCarthy clarified that the task group could begin with concerns raised by the college community, establish assessment criteria, visit departments, review available documentation, and identify both effective practices and areas for improvement.

President Popal moved to establish an ad hoc committee charged with engaging the broader faculty constituency, identifying faculty concerns and priorities, and determining appropriate methods for gathering information. Brian seconded the motion. With no objections or abstentions, the motion passed unanimously.

2.3 Senate Brainstorm On Scholarship Disbursements

Procedure | Information | Discussion | Action

Presenters: Vice-President Truglio

Time: 20 minutes

Notes: Vice President Truglio introduced a discussion regarding Academic Senate scholarships and faculty dues. Faculty members may contribute annual dues to the Academic Senate, which support its budget and activities, including student scholarships. She noted that the Senate's current scholarship, administered through the Foundation, may be insufficiently clear or appealing, as few students have applied in recent years. Previous discussions explored other ways to support students, including paying for graduation regalia and university transfer-application fees. Vice President Truglio also reported that faculty participation in the long-standing \$25 annual dues program may also need to be reconsidered and increased. Vice President Truglio proposed establishing a task group to revise the scholarship language and eligibility criteria, identify meaningful forms of student support, and coordinate a campaign with the Senate Treasurer Manbach to encourage faculty dues participation. Senator Herndon suggested that the group reconsider how the funds are used and review criteria that may exclude students, such as a minimum 2.8 GPA, since students with lower GPAs may have significant financial needs. In response to a question from Senator Sapigao, Treasurer Manbach reported that the Senate's current balance is \$6,932. Senator Folsom asked whether funding for the end-of-year celebration also comes from this account and Treasurer Manbach confirmed that it does. Senator Guillen-Martinez shared her perspective as a former Skyline College single parent, evening student, and expressed support for assisting students with graduation regalia and food-related needs. Treasurer Manbach added that the Senate could conduct individual fundraising efforts or raise funds for specific scholarships. CTE Committee Chair McCarthy noted that contributions may be tax-deductible.

Vice President Truglio moved to establish the task group, with Senators Leventhal, Joval,

Herndon, and Guillen-Martinez, Treasurer Manbachi, and Vice President Truglio volunteering to serve as members. Senator Fuentes seconded the motion. With no objections or abstentions, the motion passed unanimously.

2.4 Inequitable Finals Schedules

Procedure | Information | Discussion | Action

Presenters: Professor Leigh-Anne Shaw & Professor Erinn Struss

Time: 20 minutes

Notes: Professors Leigh-Anne Shaw and Erinn Struss raised concerns about potential equity issues associated with the final-examination schedule. Professor Struss shared that 8 of the 26 students enrolled in her Tuesday/Thursday class at 9:10 a.m. could not attend an exam scheduled outside the class's regular meeting time, including students who work 40 hours per week. Another example involved an ENGR 100 course that regularly meets on Mondays and Wednesdays but was assigned a Friday final exam date. Both professors noted that requiring students to attend on a day or time when their class does not ordinarily meet could create scheduling conflicts and other negative consequences, particularly because students plan their work and personal responsibilities around the published course schedule. Professors Shaw and Struss characterized the matter as an academic and professional issue under the 10+1 because of its relationship to grading, educational program development, and student success. Professor Struss noted that District Vice President of Planning, Research and Institutional Effectiveness Karrie Mitchell had indicated the matter was discussed at the District Academic Senate. Because the Spring 2027 final-examination schedule has already been posted, they asked the Academic Senate to investigate the issue, discuss its potential impact, and advocate for a schedule that does not negatively affect students.

Senator Folsom asked whether a solution had been identified. Professor Shaw expressed interest in being included in future conversations about developing the schedule. It was also noted that the scheduling change may affect the district's other two colleges. Senator Folsom asked whether senators should consult their divisions to determine the extent of the issue. Past President Ryan suggested that President Popal first consult with the District Academic Senate President Todd Windisch to determine whether the concern exists districtwide. President Popal invited senators to share their perspectives and stated that the Executive Committee would discuss the matter further.

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:** The committee reported that it is considering changes to the process for adding and removing courses from the local General Education pattern. An open forum will be held on October 14 to discuss the proposed changes and gather feedback, with a possible campus-wide forum and decision in the spring. The committee also reported that CourseLeaf will replace CurricUNET as the curriculum and catalog management system and may provide improved integration with Nuventive.
- **Institutional Effectiveness Committee (IEC):** Program review is underway, with all materials being completed in Nuventive. Resource requests are due November 13, and research support is available to programs as needed.
- **Faculty Teaching Effectiveness and Allocation Committee (FTEFAC):** The committee held its first meeting, and divisions were encouraged to begin discussing proposals for new and replacement faculty positions. Open-meeting presentations, during which divisions will present their cases for proposed positions, are scheduled for October 20 and October 22, if needed, at 2:00 p.m.
- **Strategic Planning and Resource Allocation Committee (SPARC):** At its previous meeting, SPARC used breakout rooms to engage members in identifying what they would like to learn about the College's budget. The committee also reported that work related to the Educational Master Plan (EMP) will begin soon.
- **Career Technical Education (CTE):** The committee held its first meeting and discussed challenges affecting CTE students, including gaps in available services. CTE Day will be held on November 6 from 9:30 a.m. to 2:00 p.m. and is expected to serve approximately 300 high school students. Faculty and programs were invited to sign up to host a table. The committee also noted a new requirement for policies to be reviewed every two years.

3.2 Campus Reports

Procedure | Information | Discussion | Action

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

Time: 10 minutes

Notes:

- **ASSC Student Rep:** ASSC shared student feedback regarding the transportation issue, noting that some students and their families had planned their schedules and finances around the service. Dr. Ford attended an ASSC meeting to discuss the process and anticipated timeline. ASSC intends to follow up with the Academic Senate and also announced upcoming events celebrating Latine Heritage Month. Faculty were encouraged to contact ASSC when student input or representation is needed.
- **CTTL:** The CTTL reported that Flex Day will be held on October 7 and the committee was encouraged to submit proposals.
- **OER:** Nothing to report.
- **Vice President of Instruction:** The VPI reported that the Faculty Handbook, which had not been updated since 2020, has now been revised, with the goal of updating it annually.

4.0 Announcement and Closing Procedures

4.1. Final Announcements

Presenter: President Popal

Time: 5 minutes

Notes: President Popal shared that, based on conversations with the college president and Cabinet, the districtwide audit team's findings emphasized the need for stronger internal controls. As an example, procedures are needed to ensure that gas cards are used only for authorized fuel purchases. A temporary plan may be implemented requiring employees to submit receipts for gas purchases before receiving another card. President Popal also reported that the District Academic Senate would like local campuses to engage in a broader conversation about the final-examination schedule, including whether to eliminate the designated final-exam week and maintain regular class schedules instead. This discussion may also inform future consideration of a compressed 16-week academic calendar.

4.2. Motion to Adjourn

Presenter: President Popal

Time: 1 minute

Notes: The next meeting for the Fall 2026 semester is on October 1st. 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, September 22nd 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