



DRAFT Minutes for March 20, 2025

Thursdays, 2:10 pm-4:00 pm

Join us in person: 6-6202

Join us on Zoom: <https://smccd.zoom.us/j/88396610980>

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).

Attendance:

- Quorum was reached at 20/23 voting members present.
- Members who were not in attendance are indicated by (not present).

Voting Members

Executive Officers

- President: Jessica Truglio [votes in ties]
- Vice President: Jessica Truglio
- Secretary: Melissa Komadina
- Treasurer: Tony Viertel
- Past President: Leigh Anne Shaw
[voting as Vice President designee]

Senators

ASLT

- Vincent Kang

BEPP

- Lynsey Hemstreet
- Tammy Calderon

Counseling

- Suzanne Poma
- Kenny Gonzalez
- Rocio Aguilar-Pedroza

GLPS

- TBD

Language Arts

- Jarrod Feiner
- Janice Sapigao (not present)
- TBD

KAD

- Amber Steele

SPWD

- TBD

SSCA

- Katie Manbach
- Kathy Zarur
- Jennifer Merrill

STEM

- Miranda Wang (not present)
- Michael Song
- Franco Deal

SESP

- Lucy Jovel

CTE Senator

- Tony Viertel

Part-Time Faculty

- Kishaun Young
- Courtney Ghan
- Manny Verdin (not present)

Voting members: 23

Simple majority: 12

2/3: 13

Non-voting Members

Governance Committee Chairs

- **Curriculum Chair:** Rick Hough
- **Professional Personnel:** Soledad McCarthy
[voting as CTE designee]

Advisory Members

- **AFT:** Michael Song
- **ASSC:** Irah Vanelle Tancioco
- **PD/CTTL:** Sima Karve
- **SEED:** TBD
- **OER:** Vincent Kang

Guests: Lucia Lachmayr, ENGL Faculty; Kristy Lisle, Interim VPI; Luis Escobar, Interim VPSS; Pia Walawalkar, Professor and Outreach and Equity Librarian; Ingrid Vargas, Dean of PRIE; Andy Murillo, PSC SS/CA; Jacquie Escobar, COUN Faculty

1.0 Opening Procedures

1.1 Call to Order/Establish Quorum

Presenter: President Truglio

Time: 1

Notes:

The meeting was called to order at 2:13 with 20 voting members present.

1.2 Senate Networking

Presenter: President Truglio

Time: 10 minutes

Notes:

1.3 Adoption of Agenda

Presenter: President Truglio

Time: 1 minute

Notes:

A motion to approve the agenda was made by Senator Jovel and was seconded by Treasurer Viertel. Update to the agenda, item 2.2 IRB will be facilitated by Pia and Jennifer Merrill. The spelling of Courtney Ghan's last name was misspelled on the agenda, a correction will be made. A roll call vote took place with a majority of approval.

1.4 Adoption of Minutes

Presenter: President Truglio

Time: 1 minute

Notes: Approval of minutes from the March 6th meeting

A motion to approve the minutes was made by Curriculum Chair Rick Hough and seconded by Senator Jarrod Feiner. A roll call vote took place with a majority of approval for the minutes.

1.5 Adoption of Consent Agenda

Presenter: President Truglio

Time: 5 minutes

Notes:

1.6 Public Comment

Presenter: President Truglio

Time: 10 minutes

Notes: Anyone from the public may comment on any non-agenda item. Speaking time is limited to 2 minutes per person.

- Soledad McCarthy noted that the changes to Webschedule and Websmart is cumbersome to find classes and instructors in advanced search. She is concerned that enrollment will be impacted, and she mentioned it is not mobile-friendly.
- Kathy Zarur shared her concerns around academic freedom given the current political climate, especially 1st amendment rights. AFT is trying to include it in the contract over several negotiation sessions. Admin is pushing back.
- Katie Manbach expressed her concerns with academic freedom and noted AFT Rachel Cunningham, GEOG professor, the resolution of the academic freedom statement (ask Katie for the statement). Katie has been teaching a Middle East history course and shares her concern. She asks AS members to support the academic freedom resolution.
- Tony Viertel expressed his concerns with the new Webschedule & Websmart, noting our district needs "to do better." He also shared concerns with academic freedom, sharing his personal experiences, and the importance of academic freedom.
- Lucia Lachmayr noted that Webschedule is problematic and not student-friendly. She shared her concerns regarding academic freedom, noting she teaches immigrant families - 1st/2nd generation students. We need to advocate for academic freedom.
- Lucy Jovel noted with the concerns shared about the new Webschedule she reminded AS members to please share their concerns with those in administration and at the district level.

2.0 New Senate Business

2.1 Equity Plan Update

Procedure | [Information](#) | [Discussion](#) | Action **Presenters:** Dr. Luis Escobar

Time: 20 Minutes

Notes: Provide an update on the 2025-2028 Equity Plan

SEP Presentation - https://smccd-my.sharepoint.com/:p:/g/personal/komadina_smccd_edu/EUE53wvBBwpNnFVW_3KyctgBMUeA9Gfankg2N03xDtDXbw

- Dr. Escobar reported on the requirements for the SEP, including an updated template. The plan will include reporting on Student Ed Plans written for students and determining the student population to be included in the SEP.
- Goals - Eliminating disproportion and closing equity gaps, and analyzing the different student populations impacted. For example, the successful enrollment by demographic- there might be certain student groups who didn't complete matriculation. Layers of

analysis will be done by PRIE.

- Plan of action - Brief overview of facilitation leads who will work with key faculty, staff, students, and administration. Flex day (April 17) will have a session dedicated to SEP - overview and feedback
- Next steps- to identify team leads, provide the action plan, and solicit feedback.
- Timeline – SEP is due in November 2025 and requires Board approval. Final draft will be due at the beginning of the fall semester. Dr. Escobar proposes having most of the writing done during the spring and summer term.
- Discussion - Leigh Anne Shaw inquired about students who are english language learners to be included in the study. PRIE, Ingrid Vargas, replied that it is possible to add the group.
- A motion to extend the discussion with additional minutes made by President Truglio and seconded by Senator Jovel.

2.2 Institutional Review Board (IRB) for Undergraduate Research Projects

Procedure | [Information](#) | [Discussion](#) | Action

Presenters: Jennifer Merrill and Pia Walawalkar

Time: 20 Minutes

Notes: The faculty organizers of the Undergraduate Symposium of Academic Research (uSOAR) seek to solicit input from the campus on how to start an Institutional Review Board, which is needed for some of our student researchers who need to conduct and present on research involving human subjects (people). Other CA community colleges have these, and we may need to start one or to build a relationship with local four-year universities, so that they may process our students' IRB applications.

An Institutional Review Board (IRB) is a committee that reviews research involving human subjects to ensure the research is ethical and complies with regulations. IRBs also protect the rights and welfare of research participants.

[IRB Presentation](#)

- Pia provided an overview of what it means to have an Institutional Review Board (IRB) and the benefits.
- The current challenge is that there is no IRB in our district despite the need.
- AS members discussed the pros/cons of having an IRB in the district as well as discussing which local universities (i.e. SFSU) and community colleges (i.e. Foothill/DeAnza) have IRB.
- Discussion of creating an ad hoc faculty review committee. President Truglio asks the AS members and guests if there is interest to serve on the committee. Jennifer Merrill will be the contact.

2.3 Program Mapper Update

Procedure | [Information](#) | [Discussion](#) | Action

Presenters: Jacqueline Escobar, COUN faculty

Time: 15 Minutes

Notes: Jacque Escobar will be with us to share updates regarding the new Program Mapper.

[Program Mapper Presentation](#)

- Program Mapper is an online tool used by colleges and universities to visually represent the course requirements and recommended sequence for a specific academic program.
- Skyline's program mapper (the sequencing of courses for a degree/cert major) has been pulled because it's outdated.
- One-time funding is available for updating the program mapper. The program mapper requires many updates.
- VPI, Kristy Lisle, is asking for a SWOT analysis. This has to go to the Academic Senate and Cabinet for review. She also mentioned that Curricunet is being updated via the district.

2.4 Feedback on Accreditation Standard 2

Procedure | Information | Discussion | Action

Presenters: Ingrid Vargas, Dean of PRIE

Time: 40 minutes

Notes: We will review elements of the [ACCJC Accreditation Standard 2](https://skylinecollege.edu/accreditation/ISER.php). The working document can be found here: <https://skylinecollege.edu/accreditation/ISER.php>

- ISER is shorter, condensed. The early draft went out today, 3/20/25
- We will spend time at today's meeting discussing four topics for review. Breakout groups to read through the standard and ISER - 2.1;2.2; 2.3; 2.6
- Due date for feedback - April 7th, needed. May 1st, a new draft will be published.

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:

- Please email the committee report to President Truglio

3.2 Campus Reports

Procedure | Information | Discussion | Action

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

Time: 10 minutes

Notes:

- Please email the campus report to President Truglio

4.0 Announcement and Closing Procedures

4.1. Final Announcements

Presenter: President Truglio

Time: 5 minutes

Notes:

- Academic freedom resolution - voting on May 1st. Please get feedback from your constituents
- The next AS meeting will be May 1st
- Academic Senate elections - we need people to participate. Seeking nominees
- After this meeting, the Tenure celebration is happening, please attend

4.2. Motion to Adjourn

Presenter: President Truglio

Time: 1 minute

Notes: The next meeting of the Spring 2025 semester will be **May 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, April 22, at noon**. 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