



[District Academic Senate Website](#)

APPROVED: 10/14

Governing Council Officers 2014-2015

Diana Bennett
President

Douglas Hirzel
Cañada College AS President

David Laderman
College San Mateo AS President

Kate Williams Browne
Skyline College AS President

Theresa Morris
Chair District Curriculum Committee

Anne Nichols
Cañada College AS Vice President

Theresa Martin
College San Mateo AS Vice President

Stephen Fredricks
Skyline College AS Vice President

Minutes 9/08/14
2:15 pm – 4:15pm
District Office, Conference Room 222

Meetings of Governing Council are open to all members of the campus community.

Item/Topic	Presenter	Time	Details	Action/ Procedure/Discussion/Information
Call to Order	President	1	Time: 2:15 p.m. Timekeeper: Anne Nicholls Recorder: Doug Hirzel	Procedure
Introductions	President	1	Members present: DB, KWB, SF, DL, TM, DH, AN, TM Members absent: none Guests: Teeka James, Peter Bruni, Tom Bauer, Jai Kumar	Procedure
Adoption of Agenda: 09/08/14	President	1	M: KWB S: DL Unanimous approval	Action
Approval of Minutes: 5/14/14	President	2	M: S: Postponed to next meeting as copies were unavailable	Action
Public Comment				
	Public		3 minutes per speaker on Non Agenda Items	Information

Consent Calendar

No items

Theresa Morris asked whether the district curriculum chair is a voting member. Answer: no

Presentations

Textbook

Bauer

10

SMCCD Bookstore & Textbooks

Information

Tom Bauer shared about challenges related to the importance of accurate and timely submission of textbook orders.

- Instructors must specify on their book order and to students in their syllabus whether the use of old editions is permissible. If students purchase a new edition from the bookstore and then wish to return it so that they can find an older edition from another vendor, the bookstore charges a not-insignificant restocking fee. Full refunds are only given if the student drops the course.
- Better communication is needed between departments and their adjunct faculty about whether textbook selection is decided by the department or by the individual faculty member.
- Faculty cannot expect their textbooks to be in stock at the beginning of the semester if they do not meet the deadline for submitting textbook requests.
- WebSmart provides students the opportunity to purchase their textbook from the bookstore at the time of registration, allowing them to easily use financial aid to pay for the book. However, this only works when textbook orders are submitted on-time.

Add further discussion to a future DAS agenda and/or the joint VP meeting.

Agenda Items				
Continuing Senate Business				
Overview	President	5	<p>Introduction of Members</p> <p>Review Brown Act & Roberts Rules of Order</p> <p>Diana is providing us with “Cheat sheets” on the Brown Act and Roberts Rules.</p> <p>While it is clear that Senate votes on action items must be made public (i.e. no secret ballots) according to Brown Act, it is not yet clear whether this requirement applies to elections. There is state-wide discussion on this matter. Diana will keep us informed. It may also be discussed at Plenary.</p>	Information
President’s Report	President	5	<p>Trustees Meetings continue to occur. Over the summer the Board approved a bond initiative for the November election. Details of the process for determining the amount of the bond and the likelihood of success for the initiative can be found at the Board’s minutes.</p> <p>DPSG – District Participatory Governing Committee will meet Sept. 15. Rescheduled from normal meeting date due to Labor Day holiday.</p> <p>DSPC – District Strategic Planning Committee</p> <p>District hired a consultant to facilitate the creation of a new District Strategic Plan. A task force was created to lead the effort: 3 college presidents, Tom Mohr, Richard Holober, Jim Keller, Barbara Christensen, Kathy Blackwood.</p>	Information
District Curriculum Committee	Morris District Chair	10	<p>A. Fall 2014 DW Faculty Curriculum Activity Feedback</p> <p>District Curriculum Committee will meet in October to determine how best to solicit feedback from faculty regarding the “District-wide Department Meetings” that</p>	Information

			<p>occurred on August Flex day. Diana Bennett will help create survey. Diana shared that the activity was initiated to facilitate communication regarding issues, such as the new repeatability restrictions, that affect instruction district-wide. In addition, curriculum deadlines to state. Local Senate presidents affirmed the intent of the activity but feel its timing and implementation needs improvement. District Senate will brainstorm possible solutions and work with District Curriculum Committee.</p> <p>B. District Curriculum Update</p> <p>C. TMC Update</p> <p>The ASCCC Curriculum Institute established a September and February schedule for announcement of approved TMC templates so that the start of the 18-month deadline for compliance is more predictable. C-ID timelines are established independently from the TMC templates.</p>	
PETF	President	10	<p>Appendix G - Ratification Vote results Vote opened Aug. 29 noon and closed Sept. 8 at noon. 141 votes: 102 yes, 39 no (72.3% approve) New procedures and forms are effective immediately; except faculty in 2nd, 3rd, and 4th year of tenure review will continue having the previous number of tenure committee members (4) rather than being required to a fifth committee member. They will be required to use the new forms. A committee will be convened to discuss the possible use of computerized student evaluations in face-to-face (non-DE) classes. According to Appendix G (page 6), each college is to have an <i>Evaluation Guidance Committee</i> consisting of: 1 AFT Rep, 1 Senate Rep, and VPI. This committee provides orientation/training to all participants conducting evaluations and being evaluated. Questions and issues that arise during an evaluation process should be referred to this committee. Concerns/feedback that arise during the first year implementing Appendix G should go to local senates and be sent as a recommendation from senate to AFT.</p>	Information / Discussion

Faculty Hiring Handbook	President	5	<p>Faculty Hiring Handbook – Next Step finalization of DRAFT Finalized draft is with HR. Diana will keep moving this forward to implementation. HR will have FINAL by next district senate meeting.</p>	Information
Chap 6 R & R	All	5	<p>A. 6.39 Presence of Non-Students on Campus does this apply to only in the classroom? or also to people on campus in general? Inquiry is currently waiting response from HR.</p> <p>B. Update Chapter 6 Board Policies/Procedures Each local senate should be reviewing the policies and sending DAS proposed changes. DAS will resolve revisions and send back to each college for final approval. Then the policies will be placed on DPGC as “Info” item and the BOT. Diana presented list of policies still needing local senate approval.</p>	Information /Discussion
All Board Polices and Procedures may be found at Regs & Rules SharePoint site				
New Senate Business				
JOINT MTG		5	<p>Joint VP Council/DAS Fall 2014 meeting Agenda/Date</p> <p>Consensus is to add this to the regular November 17th DAS meeting with possible extension of meeting time.</p>	Information
AY 2014-2015 Goals		15	<p>Electronic Program Review (Online) Faculty Professional Development: Activities and Revenue Avenues Flex Day Activities (District/Local Campuses) DW Flex Calendar</p> <p><i>Defer to next meeting</i></p>	Information
MinQuals Equivalency	President	5	<p>A. Revision Policy/Procedure 3.15 Min Quals Equivalency</p> <ul style="list-style-type: none"> Local senates are to provide DAS with feedback on current 3.15 and 3.15.1. Diana suggest we may want to separate Equivalence process and FSA process. <p>B. Locally adopted SMCCD 1990 Min Quals</p>	Information

			<p>i. Reading</p> <p>ii. Psychology</p> <p>[Identify Task Committee 1FT from each campus]</p> <ul style="list-style-type: none"> • ASCCC sets Min Quals: There is a two-year process in which faculty can create new a discipline or propose changes to min quals. Proposals to do so require the local Senate President’s signature. • Districts/Colleges may establish more restrictive Min Quals. In 1990, our district established local Min Quals for Reading and Psychology. Given that this decision occurred nearly 25 years ago, DAS is asking for a review and is creating a “1990 Min Quals Task Force” – one for Reading and one for Psychology . The Task Force will consist of one FT Reading faculty member, or one FT Psychology faculty member respectively, from each college. • The 1990 Min Quals Task Force is charged with discussing, communicating and vetting with all FT Reading and/or Psychology faculty. The task force is to reach consensus on whether to keep, amend, or abolish the 1990 local requirements. The Task Force will be the recommending body to the DAS for final approval at the December 2014 meeting 	
Legislation	President	10	<p>AB-86 Education finance: education omnibus trailer bill. Adult Education is in effect, See website for update.</p> <p>Both AB 2558 and SB 850 in route to be signed by governor. Details (which schools and which degrees) have not been identified for SB 850</p> <p>AB-2558 Community colleges: faculty and staff development.</p> <p>SB 850, as introduced, Block. Public postsecondary education: community college districts: baccalaureate degree pilot program.</p>	Information

Campus Updates	Campus Presidents	15	<p>Campus updates by Cañada, CSM, & Skyline</p> <p>Sky: This year's goals including working on Professional Development issues.</p> <p>CSM: This year's goals include issues regarding distinguishing workload of Deans compared to faculty coordinators; also will focus on Professional Development</p> <p>CAN: This year's goals include finalizing a transparent process for allocating Reassigned Time, implementing a new Program Review process, working with IT to pilot an online system for Program Review, and re-envisioning Professional Development.</p> <p>Add Professional Development to future DAS Agenda</p>	Information
Announcements				
Next DAS Mtg	Fall 2014		<p>DAS – Next meeting October 13, 2014</p> <p>ASCCC - Irvine Marriott 2014 Fall Plenary Session</p> <p>November 13, 2014 to November 15, 2014</p>	Information
Fall Plenary				
Adjourn	President	2	<p>M: S:</p> <p>4:12 p.m.</p>	Action
Future Agenda Items			Please submit to DAS President or local AS Presidents	