Academic Senate
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

District Academic Senate Website

APPROVED: 3/14/16

Governing Council Officers   2015-2016

Diana Bennett
President

Douglas Hirzel
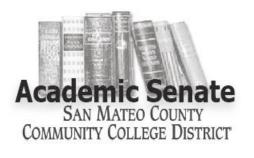*Cañada College AS President*

David Laderman
College San Mateo AS President

Kate Williams Browne
Skyline College AS President

Teresa Morris
Chair District Curriculum Committee

Sarah Harmon
Cañada College AS Vice-President

Kathleen Sammut
College San Mateo AS Vice-President

Stephen Fredricks
Skyline College AS Vice- President

SMCCCD District Academic Senate **Minutes 02/08/16** 2:15 pm – 4:30pm **District Board Room**				
Meetings of Governing Council are open to all members of the campus community.				

Item/Topic	Presenter	Time	Details	Procedure/Discussion/Information /Action
Call to Order	President	1	Time: 2:15 Timekeeper: Kate Browne Recorder: David Laderman	Procedure
Introductions	President	1	Members present: Diana Bennett, David Laderman, Dani Behonick, Leigh Anne Shaw, Sarah Harmon, Doug Hirzel, Kate Browne, Stephen Fredricks Members absent: Kathy Sammut Guests: Candice Nance, Jamillah Moore, Sandra Comerford, Jasmine Witham	Procedure
Adoption of Agenda: **12/14/15**	President	2	M: Doug S: Dani	ACTION
Approval of Minutes: **11/23/15**	President	2	M: Doug S: Sarah	ACTION
Public Comment				
Non Agenda Items	Public		3 minutes per speaker on Non Agenda Items	Information

Presentations				
			None	
Agenda Items				
Consent Agenda:				
Approval of Consent Agenda All items on the consent agenda may, by unanimous vote of the SMCCCD District Academic Senate members present, be approved by one motion after allowing for member questions about a particular item. Prior to a motion for approval of the consent agenda, any member, interested student or citizen or member of the staff may request that an item be removed to be discussed in the order listed, after approval of remaining items on the consent agenda.				
			None	ACTION
Continuing Senate Business:				
President's Update	Bennett	5	President's Update Board spring retreat: strategic plan focus; also discussion of public safety; more coming; and Canvas migration Diana attended a District EEO meeting, through IEPI: day-long workshop, diversity focus, very compelling; Diana will pursue preparing something for opening day	Information
Curriculum	Behonick	10	District Curriculum Update: Main topic of last meeting was the need for bylaws Also: new hours/units calculation, need district-wide policy	Information /Discussion
Policy/Procedure Review	ALL	60	Vetting currently at Cañada, CSM & Skyline campuses/VP Council • Revision: 3.16 & 3.16.1 Equivalency to Min Quals CSM/Canada/ Skyline All prefer the term "emergency" to "catastrophic" In procedure, section 8, new language being proposed: For "emergency" hire (within 48 hours of course starting), if AS president and discipline expert faculty approve of equivalency, with caveat that full process takes place during the term, will that suffice? But still lingering concern, what if later equiv is denied? K-12 has a special category for emergency; can we? It can put dean, AS president and faculty member in awkward situation, to sign off and then later be challenged by equiv comm. It's a gray area. Can we hire subs to take first few weeks? And/or try for FT overloads? We can also draw on faculty from other colleges; the issue is to get the mq/equiv committee together quickly; no "emergency" hires… Discussion not resolved: to be continued	Information /Discussion

			• Revisions: 6.13 & 6.13.1 Curriculum Development, Program Review, and Program Viability Suggestion to table until retreat – need more discussion; Skyline senate does not agree with proposed language, (approved by CSM and Canada) and suggested their own, but did not have it available. To be continued. • NEW: 6.36 & 6.36.1 Textbook Faculty Selection Policy/Procedure Tabled for future meeting. • NEW: 6.27.1 Regular Effective Contact for Distance ED Courses Policy Tabled for future meeting.	
CMS Canvas	Witham, Moore	5	Cohort2/Canvas LMS Migration College timelines Jamillah: We are waiting for contract signature, possibly trial courses in June; know your "migration team" on each campus. Jasmine presented ITS timeline for migration: summer this year, 20 courses taught on canvas. In fall, want to add 180 courses (across whole district); spring, add 300 – summer 2017, completely migrated to Canvas. July 1 2017, web access gone. DE deans will determine which courses for spring 17 migration. Support: Canvas support is only after hours (aft 5 PM). District solution is to use our current team to support Canvas during the day, then Canvas team in evening. After a while, students will comment on which support team they prefer. State does not pay for daytime support of Canvas. If the Canvas support is preferred, district will pay for daytime support from Canvas. Potential problem with disconnect from day to night (ticketing system).	Information /Discussion
CurricUnet	Bennett	5	CurricUnet Taskforce • Application assessment We need to create task force: Dani has volunteered, possibly T. Morris at CSM, Dennis Wolbers at Skyline, along with Diana	
STOT Program			DE task force faculty being created, to engage and develop a "program review" or assessment of the STOT program. Suggestion to have some faculty	

			on team who have never done STOT. Sarah: Each college DE committee should have someone attend as "outside eyes," yet they would be faculty with relevant background. No STOT program this semester.	
New Senate Business:				
Spring Retreat	Browne	5	DAS Spring Retreat Review/Update Bylaws & Constitution (AS - District, Cañada, CSM & Skyline) Trying to find date in March. How all three college senates do things similarly and differently. Likely we will have one day, for visit from ASCCC rep; Kate will see what happens with contact from ASCCC. Getting a state senate overview of processes of all three colleges. Then possibly visits/breakouts for local senates. Two main issues: senate as a whole v. constitution; and coordinating and communicating local senate processes. Suggested and approved April 8th (May 8 as back up).	Information /Discussion
Upcoming Policy/Procedure	Bennett	10	Info items, coming soon: 6.18, 6.20, 6.24, 6.39, 6.45, 6.50, 6.60	
Announcements				
Next Meeting	3/14/16		District ASGC March 14th	Information
Flex Day **ASCCC**			SMCCCD Faculty Flex Day March 3 and 4 **ASCCC – Spring Plenary** April 21, 2016 to April 23, 2016 Sacramento, CA	Information
Adjourn	President	2	M: David S: Dani	ACTION
For All Approved Board Polices and Procedures: SMCCCD SharePoint site				