Academic Senate
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

[District Academic Senate Website](#)

Approved: 4/8/16

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

Danielle Behonick
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 3/14/16** 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 /Action**	**Procedure/Discussion/Information**
Call to Order	President	1	Time: 2:19 Timekeeper: Hirzel Recorder: Harmon	Procedure
Introductions	President	1	Members present: Danielle Behonick, Diana Bennett, Kate Browne, Sarah Harmon, Doug Hirzel, David Laderman Members absent: Stephen Fredricks, Kathy Sammut Guests: none	Procedure
Adoption of Agenda: **3/14/16**	President	2	M: Browne S: Behonick	ACTION
Approval of Minutes: **02/08/16**	President	2	M: Behonick (as edited) S: Hirzel Revision: Need to add Dani Behonick as DCC Chair (and on future publications from DAS)	ACTION

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Public Comment

Non Agenda Items	Public		3 minutes per speaker on Non Agenda Items • CAN has a link on the campus website, front page, for community members to give their comments re: Presidential Screening Committee. Screening Committee has already met with faculty, staff, and students. There will be reference checking with counterparts at each candidate's institution.	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.

Continuing Senate Business:

President's Update	Bennett	5	President's Update • Board Retreat: very good overall—Tom Mohr's illness was announced at the retreat. There were information reports on future study sessions (25 topics, reordered according to importance, some combined)—minutes to come. Proposed allocation of enterprise allocations: Community Education was approved for $100,000 of the Enterprise budget for College for Kids/Bay Area Pathways Academy. Board members expressed that they want to attend the Community Education Committee meeting. Budgeting: there was discomfort about Board getting involved directly with budgeting; instead, they wanted approval of the budget as their input. ○ DAS Discussion about how Community Education has not answered curriculum questions, specifically with respect to the	

			fact that many of their courses are competing with those offered for-credit at the colleges. • Strategic Plan Implementation: VP-Council is doing this; there are no faculty on this workgroup, which is surprising, and Diana brought this up. Will follow up with EVC Jamillah Moore on this. Reports on CSM First Year and SparkPoint (SKY,CAN). Information
District Curriculum	Behonick	10	District Curriculum Update: • 6.13/6.13.1 were being discussed, as well as Curriculum Development. More follow-up at the retreat. • Bylaws are still being written; more on this later • DCC has stated that we need a firmly established units/hours policy, re: new calculations. They are crafting the practice right now; currently drafting the policy. There is not much change from previous—it's already being done, just documenting this for the future. ○ Browne stated that Fall Plenary had a workshop on this, talking about ranges, and asked whether the local colleges that have to agree on the ranges. Behonick said yes, and that it's already being done, as expressed on the COR. Bennett wished to table further discussion until a later meeting; consensus agreement. Information/Discussion

Policy/ Procedure Review	ALL	60	Vetted at Cañada, CSM & Skyline campuses
			
			Final Edits
			
			• Revision: 3.16 & 3.16.2 Equivalency to Min Quals CSM/Canada/ Skyline
			
			   ○ Bennett sent out message to state senate on this issue; the only feedback she received was the lack of an 'emergency clause' on most policies. No other info from Jamillah from VP Council. She suggested that perhaps that language can be removed, and have the policy suggest that there are no emergency hires.
			
			      ▪ Hirzel: Move to pass policy without language on emergency and procedure, and without language on emergency.
			
			      ▪ Laderman: Second
			
			      ▪ Consensus vote to approve as amended
			
			      ▪ Bennett will send out the approval draft to local senates for approval.

Feedback from local campuses

- NEW: 6.36 & 6.36.1 Textbook Faculty Selection Policy/Procedure

  - SKY hasn't seen reviewed the P/P yet; CAN had very little feedback from faculty.

  - CSM had robust discussion that brought up 2 issues: a) CSM faculty are strongly in favor of faculty not receiving royalties from a book they wrote and assigned to students--the royalties could go a fund to help students pay for books; b) faculty didn't want to be the deciding factor of whether another faculty member could use their own book--at the local college or another college in district.

    - Discussion on the royalty issue focused on the feasibility of teasing out same-campus royalties, and the ethical issues that arise from professors profiting from their students, regardless of the amount of royalties earned—balanced with faculty being paid for their work, be it in the classroom on in writing a book.

    - Discussion on the vetting of the textbook focused around the appropriateness of the textbook, and how that plays into the recommended texts in the COR—balanced with the individual faculty purview to assign (appropriate) materials.

    - Bennett asked whether the policy was clear enough to not warrant a procedure. She will also talk with VC Eugene Whitlock on this issue. In the meantime, bring this issue back to the local senates for further discussion.

- NEW: 6.27.1 Regular Effective Contact for Distance ED Courses Policy

  - CSM DEET is looking at it tomorrow; SKY hadn't looked at it yet

  - CAN discussed a number of issues, revolving around wording—making sure that guidelines were written in a way that was gave faculty options but didn't make them feel that all options were required.

  - CSM/SKY will bring back their suggestions to next DAS meeting. Issues that CAN brought up.

Information/Discussion

CMS Canvas	Bennett	5	**Update**: Cohort2.Canvas LMS Migration College Updates (Cañada, CSM, Skyline) • The Agreement has been signed by the District. • Implementation meetings on each campus and across the District have begun with Migration Teams Information/Discussion
CurricUnet	Bennett	5	**Update:** CurricUnet Taskforce • Taskforce: Behonik, Morris, Wolbers, Bennett • Taskforce has been formed, but has not met as of the DAS meeting. More information at the Retreat. Information/Discussion
STOT Program	Bennett	10	**Update:** DE Faculty Taskforce • Program Review STOT Program • Bennett has been working with Peter Bruni first, then will pull in faculty—both those who are seasoned in STOT and those who are not—to evaluate the program. One known area of focus is to improve online teaching pedagogy. • The money normally spent on STOT is in savings at this point. Information/Discussion
Spring Retreat	Browne	10	**Update:** DAS Spring Retreat April 8th, CSM Club House Review/Update Bylaws & Constitution (AS - District, Cañada, CSM & Skyline) • There was discussion about the agenda, given that it was becoming increasingly difficulty to bring in someone who could work with us on various issues (Bylaws, Constitution). • Bennett will reach out to Susan Herrmann at MiraCosta CC, as they just switched to a representative senate; and Dolores Davison (Foothill), the Area B Representative. She will also ask Chancellor Galatolo for district funds to have Susan come to the retreat. Information/Discussion

New Senate Business:				
Policy/ Procedure	Bennett	10	Review: 6.18, 6.20, 6.24,6.39, 6.45, 6.50, 6.60. NEW Policy 6.27 Distance Education • Bennett contacted the CCLC, and there is no new language from them on this issue. We are to take this policy to the local senates for feedback. This will also be discussed at the Spring Retreat. **Current Board Policies and Procedures can be found at: SharePoint site** Information/Discussion	
Spring Elections	Bennett	5	Nominations for District Senate President 2016 – 2018 • Voting will be around 1 May. Nominees must provide a Candidate Statement. There is 6 units of reassigned time for the position. Information/Discussion	
Textbook Costs	Bennett	10	Student textbook fee and additional resource costs • CSM: The issue focuses on the cost of textbooks and the access codes—the cost is skyrocketing, and there is a call for ideas/solution. • Cengage has a bundling program with our bookstores, but there is nothing from the other publishers. • Bookstore directors will be asked to attend a future meeting to discuss this. Information/Discussion	
Announcements				
Next Meeting	4/11/16		DAS April 11, 2016 • Cancelled—Spring Retreat will act as April meeting.	Information

ASCCC			**ASCCC Spring Plenary – April** April 21, 2016 to April 23, 2016 Sacramento, CA • Fredericks will be attending the Area B meeting, which is at the same day/time as the DAS Spring Retreat. • Resolutions were recently published.	Information
Adjourn	President	2	Time: 4pm M: Behonick S: Laderman	ACTION
For All Approved Board Policies and Procedures: SMCCCD SharePoint site				