

[District Academic Senate Website](#)

Approved 12/14/16

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 11/23/15

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
KW Browne, Recorder S Fredericks, Timekeeper				
1.	Attendance:		Present: DBennett, D Hirzel, Sarah Harmon, new to-be –elected VP of ASenate, Canada; D Laderman, CSM; KW Browne, SFredricks, LASHaw, Skyline. Absent: K Sammut, CSM.	
2.	Approve agenda and Re-order agenda to 2 items at 3:30	11/12/15		ACTION
M:Fredricks				
S: Laderman				
Unanimous				
3.	Minutes 10/12/15			ACTION
M: Hirzel				
S: Laderman				

Unanimous

Public Comment

Non Agenda Items	Public		3 minutes per speaker on Non Agenda Items	Information
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Presentations

J. Bissell Community Ed/Corporate Ed

Rise&Fall of “our dept” in a good place now; show why it is important for this dept to do well. Mr. Bissel is Newly-hired, 10 months. Dept formerly called Community Ed; T. Bauer took over 2014-15 and led hiring process; ‘big dreams’. “We are Entrepreneurial” to partner with the District

New name: Community, Continuing, & Corporate Education.

Desired Impact: serve residents, families, businesses and internationals living in San Mateo County.

Goals: 7 phrases

1. Self-supporting= don’t use taxpayer dollars, not on grants, must be self-supporting
2. Serve all ages = youth to working professionals to lifelong learning for seniors
3. Local and global = locally within SNC, globally thru online programs, bring in international students
4. Personal enrichment= promote health, wellness, regular item
5. Professional development = from ‘continuing ed’ focus; creating certificate programs for working professionals.
6. Workforce training = from “corporate education’ focus- working with profits, non-profits, government agencies. Often customized, includes assessment by JB.
7. Community and economic development = engage with each of the colleges, get the name out there, see the full spectrum of activities available.

Working with John on the side. Would like to see someone to take their class and then come to one of the colleges.

From District Strategic Plan – see p. 9 of SMCCCD Strat Plan = “contribute to the economic dvpt. with collaborations with business community. WIB folded, NOVA is now SClara County and will include SMC. Interested in pulling in partnerships,

then connect with departments & deans about possible connections. [ex biotech in Fremont, then connect with Skyline].

Partnerships developed internally and externally:

-College for Kids- expanded to full-day program. Partner with SMAC athletic center.

-Bay Area Pathways program plan for Summer Camp to include academic content, work with School Districts and CSM, link with Foster Youth.

-Construction Management program with Skyline

-Emergency Academy with SMCCD district and the cities

-Intensive English attracting International students with Skyline & Canada

-Digital advertising program & pipelines into high-tech programs with CSM

Questions:

-LA Shaw: What connections are you making with faculty?

JB: Historically we have professors on the payroll; want to hire teachers; interested in adjunct for employment.

-KWB: how are you working with faculty on program development and course development?

JB: Goal is to build relationships; meeting with groups like this, meeting with a lot of Deans. If there isn't in-house expertise, will ask. If there is already in-house expertise, we will take the next step

-DB: We have "10+1" is Faculty purview to develop both credit and non-credit courses. What is process to work directly with faculty?

JB: Because we are entrepreneurial and we are new, we don't know what each college does well. Not a formal process. What are your recommendations?

-DB: When you are thinking are building anything, you should come to DAS. Faculty are responsible for building appropriate curriculum and offering high-quality programs. Impacts on SMCCD enrollments.

-DH: example, clinical/medical program, contracting to a company. Requires an externship with a local hospital, yours is briefer. 2 things come into play: how many of our local partner institutions will keep having us? No idea of quality, reflects ill on us.

JB: Only doing "not-for-credit", not "credit"- or "non-credit".

-KWB: Is this an SMCCD program? Who teaches them now? What happens when CCCEd decides to build a program/course? Everyone thinks this is part of SMCCD.

JB: I will give you my card so that we can develop a partnership. Growth-oriented programs.

-DB: This is the place to come, as well as each of the local Senates. Also, connect with District and Local Curriculum committees.

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.

DE Online Rubric **ACTION**

Motion: Fredricks, Second: Hirzel; unanimously approved.

Discussion:

DH: Canada reluctant to adopt rubric; includes a new part for self-evaluation; DE Deans and Instructional Designers will be used to assist development of courses, using as a guideline and reference.

DB: This will also be used to revise STOT and other ONL pedagogy professional development on campuses. Shared with VP Council that local ASenate have approved this, and will be up for adoption DAS December

Continuing Senate Business:

President's Report

1. Academic Calendar Update: Board approved, during Discussion, DB respectfully requested that AFT share with ASenate the Calendar before the Board's adoption. Monica Malamud agreed some years ago that we could take a look at it, though we are not to be members of the Committee; at last Board meeting, MM told that the only way to do this would be to attend an AFT meeting. Board passed a revised Policy/Procedure [BP 6.05] in April, 2015, that says District Academic Senate will be consulted. Eugene Whitlock announced that he would ensure this will occur. Local Senate Handbook specifies that collective bargaining unit should be collaborating with local senates. There aren't enough venues for communication.
2. AFT/Senate- needs to have a larger conversation. Governing council at CSM will be discussing workload next week. Skyline will discuss it at December meeting. AFT announced @ Sky AS meeting that AFT would be putting out survey in January [not a specific date; request to make it end January and open long].
3. CCLC Policy/Procedure workshop: all-day workshop attended by DB last week. Clarified process and examples for updating Board policies and procedures. Will post PPT [when receive it] on DAS website .

Elect V-P of DAS: **ACTION**

David Laderman nominee

M: Doug

S: Kate

Unanimously approved David Laderman DAS VP for term of 1 year

Policy/Procedure Review

1. Textbook Faculty Selection Policy & Procedure: 1st read is being done now administration
 - a. Getting feedback now, and then will come to DAS next meeting and then to Local Senates.
 - b. Need: No current process or procedure that monitors faculty choosing texts for students, nor a conferring process for faculty teaching same courses on texts, or faculty with readers.
 - c. Be sure to include the most recent Fall 2015 Plenary resolution.
 - d. To do: DAS should read and review the 1st read. [Sky= orange; CSM= blue; Canada= green]
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LMS Canvas

A. Adoption of Canvas **ACTION**

M: Fredricks

S: Laderman

Unanimous

B. Migration- Jamilla Moore & DBennett

DB: Contract needs to be signed; JMoore & KBlackwood have sent application to Chancellor's Office. Each campus Senate President was listed. Signature will come from Blackwood when Agreement comes forward.

Calendar Draft- must be put in writing now. Goal: try to get everyone on board by 6/2017

VP Council meets 12/7/15, VP-I & VP-SS on each campus have this. Would be good to have it by January 2015, so campuses can start.

1. Winter 2015: 3-months training ramp-up.
2. 600+ faculty are now using WebAccess; 18000 students are using it.
3. 326 ONL courses @ Canada, 390 @ CSM, & 476 @ Sky.
4. Many more classes that are not onl are using webaccess.
5. April 2016: some ONL faculty will be trained
6. Summer 2016: who else will be trained and not in contract to get/do it?

Instructional Designers, DRC/DSPS, Professional development chairs, key Faculty [high users] will have @ One “train-the-trainers” course during Winter/Spring 2016. Be sure to include WebAccess Task Force procedures to move to 2.0.

Get faculty trained and off WebAccess/ on Canvas starting Summer 2016. How soon OEI gives access to Inst Design on each campus will determine the pace of the tasks.

WebAccess contract expires June 2017, so want phase-out beforehand if possible [\$175K/year at least for WebAccess].

Resources & some training for Canvas is free, timing will be a factor.

All District \$ have already been allocated for 2015-16, so no monies available for faculty to get trained or train others. Local colleges will be able to request allocation for 2016-17.

FYI: Bruce Griffin, District ID/IT contact; also check with ID deans, or VP-Is on each campus; invite him to next DAS meeting.

To discuss @ Local Senate Meetings: What would be the FACULTY professional development needs to completely migrate away from WebAccess and be using Canvas entirely?

District Curriculum Update

6.13 Revision Curr. Dvpt. Teresa Morris

- Working on Language at meeting 12/7/15
- No changes on 6.13.1
- Will working on establishing a protocol for “consultation”

DB: went to Plenary breakout- we are not the only ones challenged. DB will bring notes to next DAS meeting on 12/14/15.

SF: can we forge language that CCCed that it needs to have a consultation process?

TM: There is Title V reference to Community Ed.; she will send to DB for DAS review next meeting.

DH: Your fact-finding has indicated that what issues will be addressed?

TM: Development and issues are both being looked at. May not be able to be used retro-actively. We can describe what happened in the past; it is subject to interpretation. Can figure out how we can apply to current bubbling up issues. Not sure if something with Board-approval can/should be dealt with again.

JM: would like to know what is coming up, in process, so can deal with Cabinet, Board, etc.

CurricuNET System Analysis

DB: Suggesting that there is a review or analysis

TM: ITS will have a hard time analyzing and evaluating its usefulness and effectiveness. Does it have the expertise?

DB: what about District Curriculum committee be included?

SF: what about Research Offices involvement?

TM: CSM would be difficult.

DB: what about a Task Force?

TM: It's time to take a look at it, was adopted 2011. Chancellor's Office is considering going away from Governet and selecting a new product, just a communication tool for receiving course info from colleges.

DH: Suggestion of having local Senates encourage a state-wide Task Force at next State Senate Curriculum Institute.

TM: good time to be looking at this now

DB: suggestion that TM and DB work together on this, both at Curriculum Institute and at District level.

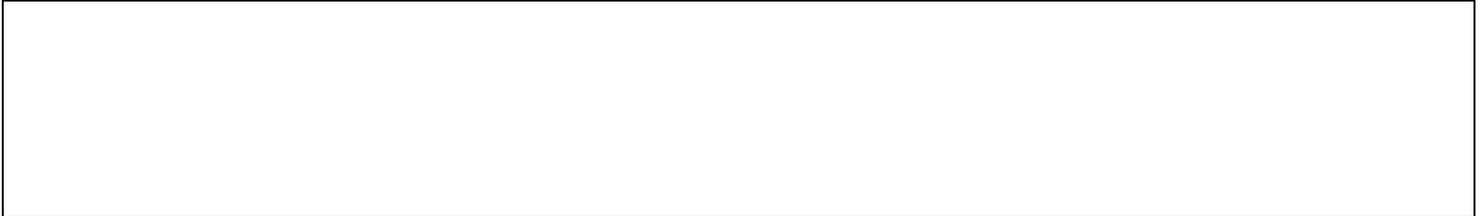
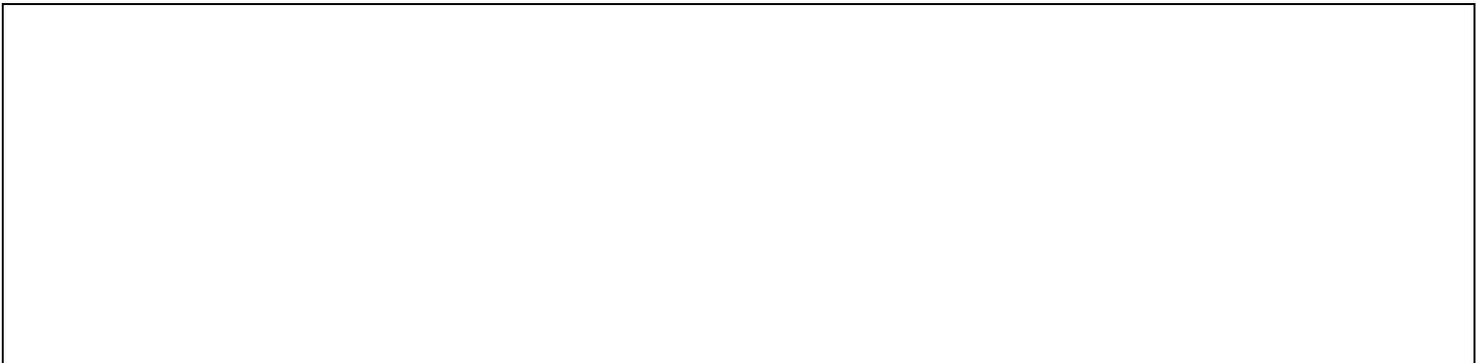
Policy/Procedure

2nd reads

1. Revision 3.15.2 equivalency to min quals- Please send comments from Skyline to DB for December 14 final draft for 3.15.2 SKY send new language after 12/3 mtg
2. Revision 6.13/ 6.13.1 curriculum development, program review, program viability- Please send comments from Skyline to DB for December 14 SKY send new language after 12/3 mtg

NEW POLICY

NO # yet: Regular Effective Contact for Distance Ed Courses Policy- result of the most recent Accreditation report for Skyline. DCC is working on current document, will send to DB.



Announcements

Announcements

CTE Liaison: Is there any \$ to it? DB talking with Jamillah Moore for stipend about communication; when moves into the next phase, will talk about re-assigned time.

Next meeting: 12/14/15

Flex Days & ASCCC awards

Adjourn:

M: Fredricks

S: Hirzel

Unanimous

For All Approved Board Policies and Procedures: SMCCCD [SharePoint site](#)