



[District Academic Senate Website](#)

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

APPROVED: 2/8/16

SMCCCD District Academic Senate

Minutes 12/14/15

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
Call to Order	President	1	Time: 2:17pm Timekeeper: D Laderman Recorder: D Bennett	Procedure
Introductions	President	1	Members present: D Bennett, D Hirzel, D Laderman, T Morris Members absent: S Frederick, K Browne Guests: J Moore, G Anderson, L Shaw, S Harmon, D Behonick	Procedure
Adoption of Agenda: 12/14/15	President	2	M: Hirzel S: Laderman Reordering of agenda item. Approved	ACTION
Approval of Minutes: 11/23/15	President	2	M: Hirzel S: Shaw	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
 • Update on district EEO committee – committee will be discussing and developing EEO training program.
 • Update DCC - discussion on how DAS can provide more support to DCC and local senates.

Curriculum

Morris

10

District Curriculum Update:
 • PCAH handbook
 • Credit Hour

Policy/Procedure Review

ALL

60

1st Read at DAS

 NEW: Textbook Faculty Selection Policy/Procedure
 - review of new policy/procedure. Local senates will place on agenda for feedback from faculty.

2nd Read at DAS
 Vetted at Cañada, CSM & Skyline campuses/VP Council

 Revision: 3.15.2 Equivalency to Min Quals CSM/Canada/ Skyline
 - discussion regarding “emergency hire” language submitted from VP Council
 - discussion regarding “professional achievement” language. What would be appropriate professional development requirements

 Revisions: 6.13/6.13.1 Curriculum Development, Program Review, and Program Viability
 - discussion of how to define collegial consultation

 NEW: Regular Effective Contact for Distance ED Courses Policy

 -Cañada and CSM feedback received. Skyline will bring feedback at next meeting (February)

DW Curriculum Development	Bennett	20	DW Curriculum Development - discussion on how to facilitate collegial consultation among faculty district wide. -continued language revision on on 6.13 and 6.13.1 - Improve senate leaders communication with DCC and local curriculum chairs prior to courses being approved by the Board of Trustees
CMS Canvas	Bennett	5	Cohort2/Canvas LMS Migration - J Moore will provide update at VP Council regarding each colleges migration process. - Train the facilitators offered by OEI in February 2016 - Continued discussion and timeline with IT, VP Council and DAS regarding SMCCCD faculty canvas migration
CurricUnet	Bennett	5	CurricUnet Taskforce Software application assessment. CurricUNET is not set up the same at all three colleges. Some fields will be different but what fields could be the same to assist curriculum committees when processing curriculum. Assign Taskforce Lead and suggested taskforce members: Taskforce will provide charge, outcomes, recommendations to DAS by April 2016.
			For All Approved Board Polices and Procedures: SMCCCD SharePoint site
New Senate Business:			
Spring Retreat	Browne	5	DAS Spring Retreat Review/Update Bylaws & Constitution (AS - District, Cañada, CSM & Skyline) - TBD – date of Spring Retreat. President Bennett will set up survey to help decided best date during March flex days. DCC will attend also.
DE Faculty Professional Development	Bennett	10	DE Faculty Taskforce - Assessment of STOT Program to align with SMCCCD Course Design Rubric, review online pedagogy and Canvas CMS implementation - Assign Taskforce Lead and suggested taskforce members. Taskforce will provide charge, outcomes, recommendations to DAS by April 2016.
NonCredit	Shaw	10	Continued discussion. Is this feasible> Does it address “non-repeatability” of credit courses?

			Would this be a viable direction for CTE programs and courses?
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Announcements

Next Meeting	2/8/16		District ASGC February 8th	Information
Flex Day			SMCCCD Faculty Flex Day 1/19/16	Information
ASCCC Awards			<p>ASCCC Awards</p> <ul style="list-style-type: none"> • 2016 Hayward Award Application Deadline: <i>December 30, 2015</i> • 2016 Stanback-Stroud Diversity Award \$5,000 Award Application Deadline: <i>February 8, 2016</i> <i>** Skyline President Regina Stanback-Stroud former ASCCC Senate President</i> <p>Awarded details: http://www.asccc.org/awards</p>	Information
Adjourn	President	2	M: Laderman S: Hirzel 4:30pm	ACTION

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