Governing Council Officers 2016-2017

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David Laderman
College of San Mateo AS President

Kathleen Sammut
College of San Mateo AS Vice President

Kate Williams Browne
Skyline College AS President

Stephen Fredricks
Skyline College AS Vice President

Minutes
Monday, February 13, 2016
2:15 – 4:30 pm
District Board Room
3401 CSM Drive, San Mateo, CA

Meetings of the SMCCCD Academic Senate are open to all members of the SMCCCD community.

1. **Opening Procedures – 8 minutes**

	Item	Presenter	Time	Details	Action/ Information
1.1	Call to order	President	0	2:15pm	Procedure
1.2	Roll/Introductions	Secretary	2	Present: Dani Behonick, Kate Browne, Stephen Fredricks, Doug Hirzel, David Laderman, Kathleen Sammut, Leigh Anne Shaw Guest: Monica Malamud Notetaker: Behonick	Procedure
1.3	Consent agenda	President	0		Action
1.4	Adoption of today's agenda	President	1	M: Behonick; S: Hirzel unanimous approval	Action
1.5	Adoption of the minutes of previous meetings	President	2	DH asked about Item 2.1 on November 2016 minutes regarding Community Ed agenda item. LAS advised him to check January 25th BOT packet for more information. DH asked for revision to be made to Item 2.2 Cañada Report of November 2016 minutes – this is second year for SPOL, new science building will not have astronomy observatory, strike statement that begins "… bulk of bond funds" M: Laderman; S: Behonick unanimous approval	Action
1.6	Public Comment	Public	3	MM referred to document prepared by DH and presented at 2/9/17 Cañada AS meeting showing number of faculty needed to serve on campus committees vs. number of full-time faculty currently employed at Cañada. She requested such a document be created for all colleges in district for use in negotiations. DH stated document based on roster for all campus committees (except tenure review and CTE advisory committees), allowed for documentation of number of possible campus committee seats. MM stated it is also important to know how each committee was created/who requires it (e.g., created by faculty, created by administration, mandated by Ed Code, etc.). LAS stated that Skyline has recently had conversations about examining committee membership within the context of their Academic Senate bylaws, and this will be discussed later in the meeting agenda.	Information

| | | | | MM stated that ACCJC is currently being reaccredited by The National Advisory Committee on Institutional Quality and Integrity (NACIQI), a subgroup of the Department of Education. She is attending a NACIQI meeting representing CFT and is collecting examples of how accreditation/ACCJC have negatively impacted our district to share as part of her presentation. Skyline faculty provided the example of a sudden change imposed by ACCJC on their bachelor's program in Respiratory Technology (force to create several upper division courses in a very short time period to maintain program accreditation). MM will follow up with Skyline Respiratory Technology program for more information. MM stated she will also be bringing documentation from Chancellor Galotolo to present. | |

2. Standing Agenda Items – 25 minutes

	Item	Presenter	Time	Details	Action/ Information
2.1	President's Report	President	5	• BOT visits to local senates and DAS BOT members have expressed interest in connecting with DAS as well as local senates to see what we're working on. BOT President Mohr is specifically interested in talking with faculty about infusing social justice throughout the curriculum; other trustees have expressed interest in observing AS meetings and do not have specific agenda items in mind. LAS will extend invitations to BOT members on behalf of local AS presidents. LAS did not attend last 2 BOT meetings, will attend 2/22/17 BOT meeting. • Open Ed Resources and Z-degrees update Skyline has applied for Library Textbook Affordability Initiative to support development of open ed resources. DL stated that CSM faculty have applied to OER taskforce. • Continuation of survey on observation form and suggestions for improvement LAS sent at end of Fall 2016 semester, 30 responses received. LAS plans to send agan at end of this semester to capture people observing adjunct faculty.	Information
2.2	College reports	College Senate Presidents & DCC Chair	20	Cañada – DH stated that a Cañada faculty member seeks district-wide support for a dedicated media server. Cañada AS developing resolution on this idea; if this passes, will bring to DAS. LAS recommended resources for legal considerations related to this. Current Cañada AS projects include writing procedures for program development and program discontinuance. KB stated that Skyline will be interested in this. CSM – DL stated that an issue related to program discontinuance recently arose at CSM as well; CSM also lacks a detailed process. He stated discontinuation conversation was initiated by an instructional dean who came to AS wanting to know procedure.	Information

| | | | | DL stated that CSM AS would like to know if district can help to reduce textbook costs. KB stated that ECE departments at Cañada and Skyline have teamed-up (e.g., agreed upon texts) and have been working with Jai Kumar at Cañada Bookstore to reduce costs for their students. LAS asked whether it would be useful to talk about this with bookstore staff and instructional deans. MM stated that Jai Kumar has a Flex Day session scheduled on March 8. Members suggested all bookstore managers be encouraged to attend this session, and that this session be simulcast to CSM and Skyline. DL stated perceiving a feeling of apprehension amongst some faculty during discussions of reducing text book costs.

Skyline – KB stated that more faculty are involved in looking at curriculum and streamlining into metamajors, also looking at what student support services students need and use. SF stated that Skyline is now using Multiple Measures Assessment for placement. KB stated that issues of equity and diversity are coming more into focus at Skyline.

DCC – DB stated that CurricUNET audit is ongoing and has stimulated productive conversation about how each campus does curriculum development, has also revealed useful information on why some parts of curriculum development process are different on each campus. DCC also discussing placement of courses into disciplines (there is no consistent procedure for this across district) and curriculum development issues related to Study Abroad program. | |

3. **New Senate Business – 90 minutes**

	Item	Presenter	Time	Details	Action/ Information
3.1	Updates on Policies/Procedures	Shaw	10	**BP 3.15.2 Minimum Qualifications and Equivalencies to Minimum Qualifications** – Status: plan to split into two procedures: one for Minimum Qualifications and Equivalencies to Minimum Qualifications, and the other for FSAs. New policy being drafted by Mitch Bailey, Kimberlee Messina, and DAS president Shaw. Draft to come this semester. LAS stated that meeting with Bailey and Messina re: FSA document is this Wednesday. LAS stated that minimum qualifications and FSAs are being separated so that they are not conflated, and documentation must state what each is and when each is used. She stated the new document on FSAs will state process for applying for new FSA and when this process is triggered. Members clarified the difference between minimum qualifications (how a person is declared qualified to teach in a discipline) and FSAs (used only during a reduction in force). DH suggested that FSA policy should state directly that faculty may apply for additional FSAs only during reduction of force. **BP 6.13 Curriculum Development, Program Review, and Program Viability** – Status: reviewed and approved by DAS F16; going to VP Council for review.	Information

				DH pointed out [BOT 1/25 meeting agenda](#) item 17-1-106b includes this policy and asked whether BOT had voted on it. LAS will follow up will Ginny Brooks. **BP 6.27 (Policy) Distance Education** – Status: Under review by DEAC **BP 6.27.1 (Procedure) Regular and Effective Contact** – Status: reviewed and approved by DAS F16; going to VP Council for review. **BP 6.27.2 (Procedure) DE Course Design Rubric** - Status: DAS approved 2016, but new rubric has been issued from state. Will make rounds to local senates before coming to DAS.	
3.2	Representative Senate process	Shaw and local senate presidents	30	• Discussion of votes, local by-laws revision, and differences in structure. • Set dates/times for retreat to work with Eric Narveson of Evergreen Valley College. LAS stated that each of 3 colleges voted to convert from senate of the whole to representative senate. KB stated that Skyline has assembled task group to examine implications for converting to representative senate (e.g., on bylaws, committee work, collegial consultation, senate purview, etc.). Taskgroup will give recommendations to Skyline AS in May. DL asked for clarification on how converting to a representative senate will impact these aspects of AS. Skyline representatives stated that they are still collecting information on this. LAS stated that she doesn't expect this conversion to radically change how each local AS does its work. DL asked for terminology clarification regarding "Academic Senate Governing Council" – should "Governing Council" now be struck from name? Membership had mixed responses. KS asked for clarification as to whether each local AS was responsible for approving membership of each campus faculty committee. Skyline faculty stated that this is their AS's responsibility and they would like to reexamine how this is done at their campus. DH stated that he has drafted a senate procedures document, and this includes committee appointments. Several members agreed that being a representative senate may give more weight to the decisions made by the AS, and may cause senators to more carefully consider their decisions. LAS suggested creating an item on each of this semester's DAS meeting agendas to discuss this transition. DH asked how DAS bylaws are impacted by this conversion; LAS stated that DAS is composed only of local AS Presidents, local AS VPs, DAS President and Past President and DCC Chairperson, and so isn't impacted by this shift. Motion: (Browne) to accept the votes of the three colleges and to move forward with any appropriate revision of by-laws. S: Laderman	Action

				unanimous approval	
3.3	Release time allocation – best practices	Shaw and local senate presidents	30	Discussion on newly adjusted release time for Senate leadership. LAS stated that to her understanding, previously, 0.8 FLC was allocated from the district for local AS and Curriculum Chairpeople and divided evenly between these positions. As of this semester, 1.0 FLC has been allocated from the district for each campus and is distributed at the discretion of the AS. At each campus, AS President continues to receive 0.4 FLC, Curriculum Chair receives 0.4 FLC and there is 0.2 FLC to be used at each AS President's discretion. DL asked about AFT representatives' reassigned time allocation; MM and LAS stated that this is dictated by the faculty contract. MM encouraged that the reassigned time allocation for AS presidents and Curriculum Chairpersons be put into contract. DH asked whether AS President or VP is required to chair anything at each campus. Skyline stated that AS President is required to chair their Strategic Planning and Allocation of Resources Committee (SPARC); Cañada stated that AS President or VP must co-chair their Planning and Budget Council (PBC); CSM stated that AS President co-chairs their Institutional Planning Council (IPC). Members discussed how they are allocating the extra 0.2 FLC this semester. Some members stated that they did not realize the new allocation was effective Spring 2017 semester. LAS will re-send Skyline President Steinbeck-Stroud's letter regarding this reassigned time to the other college presidents and encourage them again to create similar documents.	Information
3.4	ASCCC Local Senate Handbook	Shaw	20	Discussion of ASCCC Local Senate Handbook p. 33-42 and parity to local senates operation. http://www.asccc.org/papers/handbook2015 Members reviewed ideas from ASCCC Local Senate Handbook section "Recommendations for Developing Senate Participation and Leadership." LAS asked how much training each local senate gives to its members. LAS and KB stated Skyline (Brown) has provided extensive training, DH stated Cañada provides some (5-10 minutes at beginning of first meeting of academic year), DL stated CSM provides none. LAS encouraged that new AS members be sent to ASCCC Faculty Leadership Institute each summer. LAS encouraged local AS to co-sponsor campus events (e.g. with classified senate or student senate) to draw in more faculty involvement. LAS highlighted "Mentor future faculty leaders" for leadership succession and pointed out DH and DL will be stepping down at end of this semester and need replacement. DH stated that a problem at Cañada is burn-out of leaders. LAS pointed out that there is no clear way to appoint faculty to district-wide committees, and this process could be clarified. DH pointed out that this process also often doesn't get representatives from all 3 colleges.	Information

| | | | | Members agreed on the importance of Past AS Presidents in sharing information with incoming AS Presidents.
LAS is currently serving on Relations with Local Senates Committee of ASCCC, and she encourages faculty to reach out to this group for support.
Members discussed list of items that require local AS signatures, and noted that fewer state documents are now requiring AS sign off.
LAS strongly recommends reading of page 39 re: getting signatures at last minute on documentation that is incomplete.
LAS says that senate presidents are in their rights to say no if adequate consultation has not been had.
Members discussed the idea of coming up with a list of criteria of what needs to go to the full AS for feedback and what can be decided/signed off on by AS President alone (e.g. when administrator approaches AS President for a signature on very short notice).
LAS highlighted the section on committee appointments. KS asked for clarification on what committees must go through AS approval. DH stated that he would like to see faculty on a committee regarding Community, Corporate and Continuing Ed.

LAS stated that she would like to cover a different section of this document at each meeting this semester. This will be a 20 minute agenda item. | |

4. Final Announcements and Adjournment – 10 minutes

	Item	Presenter	Time	Details	Action/ Information
4.1	Announcements		5		information
4.2	Next meeting/Future Agenda items		5		information
4.3	Adjournment			M: Fredericks; S: Laderman unanimous approval	action
			135		

In accordance with the Ralph M. Brown Act and SB 751, minutes of the SMCCCD Academic Senate will record the votes of all members as follows: (1) Members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.

All agendas, minutes, and handouts can be found at http://smccd.edu/academicsenate/agenda-and-minutes.php

All SMCCCD Board Policies and Procedures can be found at http://smccd.edu/boardoftrustees/policies.php

2016 – 2017 District Academic Senate Goals

1. Conversion from Senate of Whole to Representative Senate/By Laws revision.
2. Senate leadership and succession planning
3. Sharing of best practices (CSM, Cañada, Skyline) and review of Local Senates Handbook
4. Development of DE policy, Application of OEI rubric & Regular and Effective Contact hrs
5. Canvas migration collaboration
6. Review of evaluation forms for face-to-face and online classes

7. Review and revision of Faculty Selection Guidelines document to clarify hiring and evaluation processes
8. Proposed: Recommendations from DCC on lab definitions in Appendix F

DRAFT