



Governing Council Officers 2017-2018

Leigh Anne Shaw
President

Diana Bennett
DAS Past President/Vice President

Hyla Lacefield
Cañada College AS President

Jeremy Wallace
College of San Mateo AS President

Kate Williams Browne
Skyline College AS President

Teresa Morris (interim)
District Curriculum Committee Chair

Diane Tedone-Goldstone
Cañada College AS Vice President

Peter von Bleichart
College of San Mateo AS Vice President

Jesse Raskin
Skyline College AS Vice President

Agenda
Monday, Dec 11, 2017
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 – 5 minutes

	Item	Presenter	Time	Details	Action/ Information
1.1	Call to order	President	0		Procedure
1.2	Roll/Introductions	Secretary	2:17	Note-taker: Jeremy Wallace Present: Kate Browne Hyla Lacefield Teresa Morris Leigh Anne Shaw Diane Tedone-Goldstone Diana Bennett Monica Malamud (AFT)	Procedure
1.3	Consent agenda	President	0		Action
1.4	Adoption of today's agenda	President	2:18	M: Kate S: Hyla Agenda approved	Action
1.5	Adoption of the minutes of previous meetings	President	2:18	M: Kate S: Jeremy Minutes approved with no corrections.	Action
1.6	Public Comment	Public	0		Information

2. Standing Agenda Items – 40 minutes

	Item	Presenter	Time	Details	Action/ Information
2.1	President's Report	President	2:21	BOT updates <ul style="list-style-type: none"> Skyline College presented their equity statement to the Board of Trustees, and it was well received by the board. CSM gave an athletics presentation. 	Information

				<ul style="list-style-type: none"> • Skyline will build a new staff housing complex with 30 units. <p>District Participatory Governance Council</p> <ul style="list-style-type: none"> • DPGC will be revisiting BP 6.90: CCCE in February. The college presidents will create procedures. Concerns remain whether it is reasonable to expect that college presidents have facility to involve the right people when informing about new CCCE programs. 	
2.2	College reports	College Senate Presidents & DCC Chair	2:35	<p>Skyline College</p> <ul style="list-style-type: none"> • VPI hiring committee approved. • Equity resolution approved by the senate and presented to Board of Trustees. <p>Cañada College</p> <ul style="list-style-type: none"> • Flex day schedule finalized • Cañada College Academic Senate ranked the full-time faculty requests. <p>College of San Mateo</p> <ul style="list-style-type: none"> • Discussing enrollment caps • Full-time prioritization had some glitches <p>District Curriculum</p> <ul style="list-style-type: none"> • Discussed 6.90 • Discipline assignments and study abroad • Researching procedures for program improvement viability decisions <p>Pres. Shaw suggested that faculty hiring and prioritization be addressed next year.</p>	Information
2.3	Equity Matters	Shaw	2:49	<ul style="list-style-type: none"> • Skyline has a group working on a social justice/ethnic studies program and race relations course. District EEO is developing training for new hires; Kate was invited to attend and consult EEO committee. Skyline wants to explore developing course offerings in conjunction with the multicultural center. Equity training series has already filled and has a waiting list. • Cañada College is offering a UIUX (User Interface/User Experience) focus group course and is willing to work within the district to offer focus groups. • CSM Academic Senate has passed an equity resolution and will present it to the board in the spring. 	Discussion

3. New Senate Business – 80 minutes

	Item	Presenter	Time	Details	Description
3.1	CSM's approach to engaging faculty in Strong Workforce	Bennett	3:00	<p>Diana share with sister college leaders how CSM is engaging faculty in Strong Workforce funding allocations.</p> <ul style="list-style-type: none"> • Diana, Heidi Diamond (Dean, Business/Tech), and Ashley Phillips (Director of Workforce Development) are soliciting proposals from faculty for Strong Workforce funds, which are due in February. Diana and Ashley have been visiting the different constituent groups to discuss program. <p>Pres. Shaw shared that this process, which essentially treats SWF funding as innovation funding, invites faculty to apply and get directly involved. Faculty drive the initiatives from the beginning.</p>	Information

3.2	Discussion of ASCCC S14 resolution on savings from Canvas	Shaw	3:05	<p>Statement on District's commitment to using savings from Canvas adoption towards faculty development; also discussion on professional development funding and processes.</p> <ul style="list-style-type: none"> District has spent the \$120,000 saved in the switch from Moodle to Canvas on professional development in Canvas (\$137,000 spent on Canvas PD total). It also came to light that the AFT professional development fund is underutilized (\$620,000 to spend this year). Leigh Anne would like the senate presidents to investigate the PD application processes at their local colleges to discuss at DAS next spring. 	Information
3.3	Process to appoint attendees to participate in the Institute for Equity in Faculty Hiring at Community Colleges	Shaw	3:20	<p>Institute for Equity in Faculty Hiring at CCs conference March 26-27 in Sacramento, California.</p> <ul style="list-style-type: none"> Conference focuses on hiring in community colleges. SMCCCD has secured a spot to send a team; Eugene Whitlock has asked DAS to appoint faculty to attend it. Each local senate would appoint at least one person to attend. Appointments would need to happen early spring. Obligations for attendees: attend pre-conference meeting with team, which would be guided by the EEO committee; attend conference March 26-27; collaborate with team to create hiring recommendations and present them to DAS and local senates post-conference. DAS felt that the District should pay for the expenses as it is Equity-related and is outside the process for using professional development funds. DAS would like the district team to be balanced between faculty and administrators. 	Discussion
3.4	Plans for revision of evaluation forms	Shaw	3:45	<p>Proposed stages of process:</p> <ol style="list-style-type: none"> Assess all comments in late January to present at February DAS meeting Propose revisions at March DAS meeting Bring proposal to forums for feedback in March/April Revise based on feedback for May DAS meeting Present final proposal to AFT by end of Spring 2018 <p>Feedback on this proposed process.</p> <ul style="list-style-type: none"> Kate believes this is a reasonable timeline and is in line with AFT plans to reopen contract. Teresa asked when colleagues across the district (e.g. librarians or counselors) would meet to discuss position-specific concerns. These groups can meet at any time to discuss the evaluation documents and recommend to DAS. Attempts should be made to solicit both broad and group-specific input. [example counselors, librarians, nurses, coaches, etc.] 	Action
3.5	DAS bylaws revision	Shaw	4:00	<p>Proposed revisions to bylaws</p> <ul style="list-style-type: none"> Leigh Anne has suggested that we move to a president-elect system, which would be a three year term: one year as president-elect, one year as president, and one year as past president. This would replace the two year term for DAS president. 	Discussion

				<ul style="list-style-type: none"> Hyla suggested that there be some reassigned time for the president-elect (in the first year) and that local senates adopt a similar system. Kate agreed that if this position worked out at a DAS level, local senates would be more likely to adopt this position. Monica asked what would happen if the president-elect resigned after first year: Leigh Anne stated the bylaws should provide language that will address this concern. Clarity also needs to be added to the “Eligibility to Serve” section (2.6). Leigh Anne will revise the statement to make it more clear how long a member of DAS needs to serve before running for President-Elect (consensus is that president-elect nominees have served a year on DAS, have served as a local senate president, or district academic senate president). 	
3.6	10+1 review of three colleges	Shaw	0	<p>Work on filling out the 10+1 chart; discussion of application to campus work on reviewing our participatory governance processes.</p> <ul style="list-style-type: none"> Tabled until next spring 	Discussion

4. Final Announcements and Adjournment – 5 minutes

	Item	Presenter	Time	Details	Action/Information
4.1	Announcements		0		Information
4.2	Next meeting/Future Agenda items		4:32	<p>Meetings and note-takers for Spring 2017: February 12: Kate March 12: Jeramy April 9: Diana May 14: Hyla</p> <p>Future agenda items:</p> <ul style="list-style-type: none"> Discussion of current state of affairs with flex reporting and suggestions for improvement DAS bylaws revision DAS project to revise faculty evaluation forms Discuss PD funding process and streamline to encourage more spending of PD money 	Information
4.3	Adjournment		4:33		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. Senate leadership and succession planning focus
2. Sharing of best practices and review of local senates handbook

3. Continued facilitation of development of DE Policy and implementation of OEI rubric
4. Review and revision of Faculty and Administration Selection Guidelines documents to clarify hiring processes
5. Pursue clarity on the next step for STOT (or its iteration) and ensuring that those resources remain dedicated to faculty training in online teaching and technology
6. Explore opportunities within the Open Educational Resources initiative and other strategies for addressing financial barriers to accessing educational materials.
7. Ensure a strong faculty voice in the movement towards Guided Pathways.
8. Work with AFT to improve the faculty evaluation forms (language and format).