Governing Council Officers 2017-2018

Academic Senate
San Mateo County
Community College District

Leigh Anne Shaw
President

Diana Bennett
DAS Past President/Vice President

Teresa Morris (interim)
District Curriculum Committee Chair

Hyla Lacefield
Cañada College AS President

Diane Tedone-Goldstone
Cañada College AS Vice President

Jeramy Wallace
College of San Mateo AS President

Peter von Bleichart
College of San Mateo AS Vice President

Kate Williams Browne
Skyline College AS President

Jesse Raskin
Skyline College AS Vice President

Minutes
Monday, Oct 9, 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	2.25pm	Procedure
1.2	Roll/Introductions	Secretary	0	Note-taker: Diana Bennett Present: Leigh Anne S., Kate B., Diana B, Diane G, Jeramy W., Teresa M Guest: Monica M. (AFT)	Procedure
1.3	Consent agenda	President	0		Action
1.4	Adoption of today's agenda	President	1	M: KB S: Diana G Approved	Action
1.5	Adoption of the minutes of previous meetings	President	1	Approval of minutes from 10/09: M:DG/S: KB Approval of minutes from 9/11: M: KB / S : DG Approved	Action
1.6	Public Comment	Public	3	Monica – Alternative Disputes/Conflict Resolution…Committee Anyone interested in serving contact AFT. Classes instructed in Spanish – recommend Student Eval available in Spanish. Question about other classes –Chinese, etc. Reason: course content (not Spanish) is taught in Spanish; eval better in Spanish than English. AFT is not willing to create joint committee with senate on revisions of faculty evaluations. Union is advising senate to propose modifications of Faculty Evaluation and send to AFT. AFT will consider if it is a re-opener item.	Information

2. Standing Agenda Items – 50 minutes

	Item	Presenter	Time	Details	Action/ Information
2.1	President's Report	President	15	**BOT updates**	

				Discussion of job placement DACA support via Amicus Brief – SMCCCD is one of dozens of signatories nationwide. Safety update – Not recommending officers be armed Hire more staff to handle and send to POST training Possible uniform changes Discussion – CCCE DevJobs Academy. Board reiterated collaboration and consultation. Faculty responsibility to review programs to keep current and change if necessary. CCCE not knowledgeable of programs/curriculum. Recommend CCCE attend Curriculum committees FLOW: Gov Brown's plans for 115th college 100% online. Share request for online response with faculty – see emails from ASCCC. AB 19 CA college promise linked with AB 75 entering and completing in 1 year AB 504 – standard methodology to disaggregate methodology Mwainisha Sims is new Dir of Compliance/Equity. President Shaw shared concerns of faculty with her - she is willing to work with faculty. Recommend to place on future agenda for further discussion President Shaw and E Whitlock working on a list of FAQs President Shaw recommended a Student Representative serve on DAS. She will follow up with student senate.	
2.2	College reports	College Senate Presidents & DCC Chair	20	**Skyline College - Kate** Bianca Rowden-Quince - Instr Designer wrote a grant for OER and received award. Guided Pathways design team meeting with CSM senate to share their program. Equity resolution moving forward. Kate is having discussion with stakeholders. Students wanting to attend ASCCC plenary sessions **Cañada College - Diane** Plagiarism policy in revision. Non-tenured faculty on hiring committees –Tenured faculty overall didn't think it would be in the best interest but there could be exceptions to that. More details Kate to attend Canada senate meeting to talk about Skyline's Equity resolutions. Integrated plan presentation. Diane will look into Guided Pathways and OER FT faculty request process being looked at. **College of San Mateo – Jeramy**	Information

				Early College – CSM senate have questions regarding faculty hiring.. Faculty are in favor of early college. BOT strategic plan and metrics. Reviewing dashboard and discussing Joint meeting AS and CSEA – topic Guided Pathways and Equity **District Curriculum** Discussing assigning disciplines to courses. Looking at process and alignment across district. Study Aboard course discipline Adam Windham will be DCC chair beginning in spring 2018.	
2.3	Equity Matters	Shaw	15	This standing agenda item allows for updates on progress related to equity at campuses or district. EEO Committee working on allocation of 60K from state towards equity. Plans to attend *Institute for Equity in Faculty Hiring* March 25-26 – Contingent membership to be determined. Plans for professional development related to equity. Who should go to this training? Share with local senate. What is the process we should use to select faculty. Suggest looking at other colleges to see what their process is. Jessica Marshall is the new coordinator for FDIP; will be ramping up the process and development. Goal to help faculty understand mentoring Monica questioned how the position is being compensated. Monica expressed need to look at what compensation can be banked or overload	Discussion

3. **New Senate Business – 75 minutes**

	Item	Presenter	Time	Details	Description
3.1	Approval for Study Abroad Advisory Committee	Shaw	1	Monica Malamud has been forwarded by Canada College's senate for DAS to approve to serve on the SAAC. **10+1 item #4: Educational program development**	Action M DG S JW Approved
3.2	Strong workforce report	Bennett	10	Diana attended CTE North Regional Meeting in October. Money has been allocated to districts/college. SMCCD has not dispersed allocation to local campuses as of this report. Discussion of Strong Workforce be a subcommittee of AS. Many colleges have done this. Faculty are invited to attend regional consortium meetings. Check with local CTE dean of meeting dates. CTE faculty are required to have yearly advisory meetings. The meetings do not need to be in person. They can be via	Information

				teleconference, email, telephone, etc. They are required to keep minutes and submit. Each college should have a process and timeline and process for grant submissions. These should be open and transparent. **10+1 item #2: Degree and certificate requirements; #4: Educational program development; #5: Standards or policies regarding student preparation and success**	
3.3	BP 3.05 and revised procedure 3.05.1	Shaw	15	See materials – take to constituencies Discussion: Use full name "Min Qual for Faculty and Administrator in CCC" in item I Procedure 3.16.2 has been moved to go with policies under 3.05; it is now Procedure 3.05.1. Policy title has been revised. ITEM # 2 and #3 to be reversed. Use language process rather than establishing. No difference between FT or PT in min quals: all must meet them III 2 B included SMCCD standards are higher that the state min quals. Where is the process for this? Discussion at future meeting – the continuance of ad-hoc local FQC created as needed vs a standing districtwide FQC. **10+1 item #11: Other academic and professional matters as mutually agreed upon**	Discussion
3.4	BP 6.90	Shaw	15	See materials – take to constituencies #4 CCCE and DAS will engage in collegial consultation regarding program and services #5 closely coordinated **throughout the development process** with the #7 Does "program" at the end of the sentence refer to the specific "class, activity, or program" or to CCCE as a whole? Suggest that the statement about facilities be its own bullet point. #9 it's not clear who is offering the classes, CCCE or a College. **10+1 item #2: Degree and certificate requirements; #4: Educational program development; #5: Standards or policies regarding student preparation and success**	Discussion
3.5	Plenary summary	Shaw	15	Senate presidents to write Fall plenary update. **10+1 item #6: College governance structures, as related to faculty roles; #11: Other academic and professional matters as mutually agreed upon**	

| 3.6 | Reports by Senates | Shaw | 15 | [Local Senates Handbook](#) p. 46-47: Goal Setting, Status Reports, and Annual Reports. DAS will discuss how to be more transparent in reporting of its work (End of year reports, post-plenary newsletters, 10+1 matrix for all 3 campuses)

10+1 item #6: College governance structures, as related to faculty roles | Discussion |

4. Final Announcements and Adjournment – 5 minutes

	Item	Presenter	Time	Details	Action/ Information
4.1	Announcements				Information
4.2	Next meeting/Future Agenda items			Meetings for Fall 2017: December 11 (during finals week) Meetings for Spring 2017: February 12 March 12 April 9 May 14 Future agenda items: • Discussion of current state of affairs with flex reporting and suggestions for improvement. • DAS bylaws revision • Joint effort between DAS and AFT to revise faculty evaluation forms	Information
4.3	Adjournment			Adjourned 4:34pm	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).