



## 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*

Adam Windham  
*District Curriculum Committee Chair*

Diana Tedone-Goldstone  
*Cañada College AS Vice President*

Peter von Bleichart  
*College of San Mateo AS Vice President*

Jesse Raskin  
*Skyline College AS Vice President*

**Minutes**  
Monday, Mar 12, 2018  
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	Description
1.1	Call to order	President	2:19	Note-taker: Jeremy Wallace	Procedure
1.2	Roll/Introductions	Secretary	2:19	Diane Bennett, Adam Windham, Diane Tedone-Goldstone, Jeremy Wallace, Leigh Anne Shaw	Procedure
1.3	Consent agenda	President	n/a		Procedure
1.4	Adoption of today's agenda	President	n/a		Action
1.5	Adoption of the minutes of previous meetings	President	n/a		Action
1.6	Public Comment	Public		•	Information

### 2. Standing Agenda Items – 40 minutes

	Item	Presenter	Time	Details	Description
2.1	President's Report	President	2:20	<ul style="list-style-type: none"> <li>• BOT               <ul style="list-style-type: none"> <li>○ Excellent progress made by math faculty districtwide                   <ul style="list-style-type: none"> <li>▪ Math faculty presented to BOT on new framework in wake of AB705. All three colleges' math departments are working together on new courses and curricula.</li> </ul> </li> <li>○ LAS unable to attend March 28 BOT meeting                   <ul style="list-style-type: none"> <li>▪ Jeremy will attend as the DAS designee</li> </ul> </li> </ul> </li> <li>• DPGC               <ul style="list-style-type: none"> <li>○ met 3/5/18; policies</li> <li>○ After discussion of costs of construction and labor shortage, DAS is asked to begin conversations on program offerings at colleges to alleviate building trades shortages (take to curriculum committees/program development bodies)                   <ul style="list-style-type: none"> <li>▪ \$50 billion of construction in San Francisco</li> </ul> </li> </ul> </li> </ul>	Information

				<p>alone, which is driving up material and labor costs.</p> <ul style="list-style-type: none"> <li>▪ Leigh Anne suggested that the college’s look into construction programs since there is a shortage of specialized labor.</li> <li>▪ Leigh Anne advises that curriculum committees look into creating programs that can be implemented and banked quickly as necessitated by the economy.</li> <li>▪ Diane suggested that we look into ramping up internship and certificate programs. She also reminded DAS that the curriculum committees are already looking into processes that will streamline approval of new CTE programs, and that we also need to partner with regional consortia groups.</li> <li>▪ Leigh Anne advised that local senate presidents also speak with Workforce Directors.</li> <li>▪ Adam said that curriculum is more an advisory body and that someone needs to take the lead in developing this program. Counseling will also need to help promote the programs.</li> <li>▪ Diane said that faculty will need to partner with local companies to build a pipeline for the programs. Leigh Anne suggested that faculty work with Workforce Directors.</li> <li>▪ Next step: local senate presidents should reach out to curriculum committees, Workforce Directors, and CTE Liaisons to identify any needs in the community for construction trades/programs.</li> </ul> <ul style="list-style-type: none"> <li>• Other <ul style="list-style-type: none"> <li>○ Area B meeting Fri. Mar 23 <ul style="list-style-type: none"> <li>▪ Jeremy won’t be attending but will try to find substitute.</li> </ul> </li> <li>○ Spring Plenary April 12-14 <ul style="list-style-type: none"> <li>▪ Ron will be on a panel discussing outcome based funding.</li> </ul> </li> </ul> </li> </ul>	
2.2	College reports	College Senate Presidents & DCC Chair	2:35	<ul style="list-style-type: none"> <li>• Cañada: Senate had flex day meeting to discuss administrative hiring.</li> <li>• CSM: equity syllabus statement is up for vote on 3/13</li> <li>• Skyline: no report</li> <li>• Curriculum: Study abroad visited during last meeting, and they discussed the life and culture course attached to study abroad. There were concerns that the class was too social services heavy and that there were discipline assignments that were inappropriate for the class. The curriculum committee has the purview to assign appropriate disciplines. Discipline assignments are ongoing at all three campuses, which will include the study abroad life and culture course. Leigh Anne will put this on the agenda for the April DAS agenda.</li> </ul>	Information
2.3	Equity Matters	Shaw	2:59	<ul style="list-style-type: none"> <li>• EEOC Diversity Grant Project (email from Whitlock 2/2) <ul style="list-style-type: none"> <li>○ Money available for equity-focused projects. Cross-</li> </ul> </li> </ul>	Discussion & Action Item

				contingency proposals are encouraged. Applications are due on 4/2.  Action Item: <ul style="list-style-type: none"> <li>Equity in Faculty Hiring Institute: Rebecca Taveau from Cañada added to team.</li> </ul> M: S:	
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### 3. New Senate Business – 90 minutes

	Item	Presenter	Time	Details	Description
3.1	Revision of bylaws	Shaw	3:01	DAS bylaws will be voted on <ul style="list-style-type: none"> <li>New language added for times when no president-elect is on the ballot.</li> <li>Language was added to change the by-law amendment procedures from the senate-as-a-whole to representative senate</li> </ul>	action
3.2	Timeline for DAS elections	Shaw	3:15	Nominating committee identified Timeline <ul style="list-style-type: none"> <li>Local presidents should share by-laws with constituents one month prior.</li> <li>Vote on amendments during April 23rd DAS meeting.</li> <li>Vote for DAS officers in May.</li> </ul>	discussion
3.3	Revision of Evaluation Forms	Shaw	3:55	Evaluation form revisions will be discussed. Cañada: April 5, 2018, 2 – 4 CSM: April 3, 2018, 2 – 4 Skyline:  Finalize evaluation forms at May DAS meeting after considering feedback from forums.  Format for forums will be finalized. <ul style="list-style-type: none"> <li>Leigh Anne will provide posters for forums and faculty can post comments to posters on sticky-notes.</li> </ul>	discussion
3.4	Updates on review of local Professional Development practices	All colleges	4:12	<ul style="list-style-type: none"> <li>Leigh Anne would like all local senates to look at PD process. Skyline, for example, has a 60-day requirement on proposals, which has excluded some faculty.</li> </ul>	discussion

### 4. Final Announcements and Adjournment – 5 minutes

	Item	Presenter	Time	Details	Description
4.1	Announcements	All	n/a		information
4.2	Next meeting/Future Agenda items	Shaw	4:16	Meetings and note-takers for Spring 2018: April 23: Diana May 14: Hyla  Future agenda item: Review of Statement of Ethics Study Abroad (May)	information
4.3	Adjournment	Shaw	4:17		action

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/academicssenate/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).