



Governing Council Officers 2016-2017

Leigh Anne Shaw
President

Diana Bennett
DAS Past President

Doug Hirzel
Cañada College AS President

David Laderman
College of San Mateo AS President

Kate Williams Browne
Skyline College AS President

Dani Behonick
District Curriculum Committee Chair

Sarah Harmon
Cañada College AS Vice President

Kathleen Sammut
College of San Mateo AS Vice President

Stephen Fredricks
Skyline College AS Vice President

Agenda
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		Procedure
1.2	Roll/Introductions	Secretary	2		Procedure
1.3	Consent agenda	President	0		Action
1.4	Adoption of today's agenda	President	1		Action
1.5	Adoption of the minutes of previous meetings	President	2		Action
1.6	Public Comment	Public	3		Information

2. Standing Agenda Items – 25 minutes

	Item	Presenter	Time	Details	Action/ Information
2.1	President's Report	President	5	<ul style="list-style-type: none"> BOT visits to local senates and DAS Open Ed Resources and Z-degrees update Continuation of survey on observation form and suggestions for improvement 	Information
2.2	College reports	College Senate Presidents & DCC Chair	20		Information

3. New Senate Business – 90 minutes

	Item	Presenter	Time	Details	Action/ Information
3.1	Updates on Policies/Procedures	Shaw	10	<p>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.</p> <p>BP 6.13 Curriculum Development, Program Review, and Program Viability – Status: reviewed and approved by DAS F16; going to VP Council for review.</p> <p>BP 6.27 (Policy) Distance Education – Status: Under review by DEAC</p> <p>BP 6.27.1 (Procedure) Regular and Effective Contact – Status: reviewed and approved by DAS F16; going to VP Council for review.</p> <p>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.</p>	Information
3.2	Representative Senate process	Shaw and local senate presidents	30	<ul style="list-style-type: none"> • 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. <p>Motion: to accept the votes of the three colleges and to move forward with any appropriate revision of by-laws. S:</p>	Action
3.3	Release time allocation – best practices	Shaw and local senate presidents	30	Discussion on newly adjusted release time for Senate leadership.	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	Information

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				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