



## Governing Council Officers 2020-2021

Jeremy Wallace  
2020-2021 DAS President

Kate Williams Browne  
2020-2021 DAS President-Elect

Leigh Anne Shaw  
DAS Past President

Jessica Hurless  
District Curriculum Committee Chair

Diana Tedone-Goldstone  
Cañada College AS President

David Eck  
Cañada College AS Vice President

Arielle Smith  
College of San Mateo AS President

Peter von Bleichert  
College of San Mateo AS Vice President

Leigh Anne Shaw  
Skyline College AS President

Jesse Raskin  
Skyline College AS Vice President

### Agenda

Monday, August 24, 2020  
2:15 – 4:30 pm

<https://smccd.zoom.us/j/94332318882>

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

### 1. Opening Procedures

	Item	Presenter	Time	Details	Description
1.1	Call to order	President	1	The meeting was called to order at 2:18 pm by President Wallace, who welcomed everyone back to the 2020-2021 Academic Year	Procedure
1.2	Roll/Introductions	Secretary	1	All members present	Procedure
1.3	Consent agenda	President	0	No consent agenda	Procedure
1.4	Adoption of today's agenda	President	1	Motion to adopt the agenda as published Motion: Kate Browne Second: Peter von Bleichert <i>Motion unanimously approved</i>	Action
1.5	Adoption of the minutes of previous meetings	President	1	07/20 Minutes reviewed - <i>No revisions requested</i> 07/23 Special Meeting Minutes reviewed – <i>No revisions requested</i>	Action
1.6	Public Comment	Public	3	No public comment	Information

### 2. Standing Agenda Items (15 minutes)

	Item	Presenter	Time	Details	Description
2.1	Campus reports	Senate presidents	15	<b>District Academic Senate President Wallace's Report:</b> <ul style="list-style-type: none"> <li>Nothing much to report from the Board of Trustees meeting, as it was mainly focused on EXOS.</li> <li>President Wallace is considering sending a survey out to faculty to see how the course cap process went this Fall 2020 term. He would like to receive feedback, and be able to make changes to the</li> </ul>	Information

				<p>process before Spring 2021. He asked the committee for their thoughts on the idea.</p> <ul style="list-style-type: none"> <li>○ It was noted that some faculty still seem to have large course numbers, so it would be valuable to receive feedback on the process.</li> <li>○ It will be important to have the process updated in time for faculty to speak with Deans before the Spring 2021 class schedule is finalized.</li> <li>○ It is important to not ask too many questions and keep the survey shorter given people’s workload.</li> <li>○ A request was asked to make adjuncts aware of the survey as well.</li> <li>○ We need pointed questions to gather effective/useful data.</li> </ul> <p>It was decided that President Wallace will work on developing the survey questions and then run it past the DAS membership before sending out.</p> <ul style="list-style-type: none"> <li>● Chancellor Claire’s Opening Day Addressed the desire to create a Race, Racial Justice, and Anti-Racist Taskforce. Chancellor Claire is working to bring together the leadership of the district to work on the charge of the committee and its membership. That should be AS President, Classified President, and College President from each campus, so please watch for that invite.</li> </ul> <p><b>Cañada College President’s Report:</b></p> <ul style="list-style-type: none"> <li>● They will be having their first Academic Senate meeting this Thursday (8/27/20).</li> <li>● Agenda items will include: <ul style="list-style-type: none"> <li>○ Discussion surrounding a proposal to include an adjunct representative on Senate <ul style="list-style-type: none"> <li>▪ It was recommended that Cañada review the ASCCC’s position paper on adding adjunct representatives.</li> </ul> </li> <li>○ A report from the textbook affordability taskforce</li> <li>○ Continued discussion around local anti-racism and equity aspect that the Senate can accomplish</li> <li>○ 2020-2021 Senate goals</li> </ul> </li> </ul>	
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			<p><b>College of San Mateo President's Report:</b></p> <ul style="list-style-type: none"><li>• Leadership plans have changed at the college. Kim Lopez is currently serving as the Interim President for the 2020-2021 academic year, but has announced that she will not be applying for the permanent position. Lizette Bricker is serving as the Acting VPSS. So, it will be an interesting year with the hiring of administrative leadership positions – 2 Deans and a President position.</li><li>• They will be having their first Academic Senate meeting Tuesday (8/25/20).</li><li>• Agenda items will include:<ul style="list-style-type: none"><li>○ Brown act in times of COVID</li><li>○ 2020-2021 Senate goals.</li></ul></li><li>• They also reported that a number of students were having trouble accessing their classes the first couple of days. This could be a result of the courses not being published or didn't receive the link/correspondence from instructors.</li></ul> <p><b>Skyline College President's Report:</b></p> <ul style="list-style-type: none"><li>• They held their first Academic Senate meeting on Thursday 8/20/20 – Skyline College's new President Dr. Melissa Moreno was in attendance, which shows signs of inclusivity and collaboration.</li><li>• Some of the items currently being explored are:<ul style="list-style-type: none"><li>○ Questions around the Project Change Program Development.</li><li>○ Examining Pay to Stay policy, as students are being dropped for as small as \$5.00</li></ul></li><li>• Skyline College may have some administrator turn over, but nothing to report yet.</li></ul> <p><b>District Curriculum Committee Chair's Report:</b></p> <ul style="list-style-type: none"><li>• We have just settled on a District Curriculum Committee meeting date of the 3rd Monday of the month from 2-3:30 - all are welcome.</li><li>• This semester should be busy with the number of course modifications to include DE Addenda, but should result in important curricular discussions.</li><li>• Leigh Anne explained that the District Academic Senate usually names an appointee to serve on the District Curriculum Committee in a liaison role, and asked if the 2020-2021 appointee could be decided.<ul style="list-style-type: none"><li>○ It was determined that Jeramy Wallace will serve this academic year.</li></ul></li></ul>	
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				<p><b>Distance Education Advisory Committee Chair's Report:</b></p> <ul style="list-style-type: none"> <li>• The committee is just getting started on the agenda.</li> <li>• Some items that they will be discussing are: <ul style="list-style-type: none"> <li>○ WebSchedule not representing accurate information for students <ul style="list-style-type: none"> <li>▪ How do we make it more clear?</li> </ul> </li> <li>○ Digital badging for instructors who have complete the QOTL training <ul style="list-style-type: none"> <li>▪ It's about communicating out the training work that all three campuses have completed.</li> </ul> </li> <li>○ Faculty concerns about ongoing digital content – specifically e-portfolios</li> <li>○ Continued training to explore deep pedagogy and effective training</li> <li>○ More opportunities for faculty development – what comes after?</li> </ul> </li> </ul>	
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### 3. New Senate Business (110 min)

	Item	Presenter	Time	Details	Description
3.1	Social Justice Resolution	Wallace	25	<p>Motion to adopt the Social Justice Resolution  Motion: David Eck  Second: Peter von Bleichert</p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• On the second resolved statement, instead of “new” can we oppose the creation of “any or all barriers.”</li> <li>• On the third resolved – a request was made to change equity statement to Social Justice framework and add language to imply implementation.</li> <li>• On the final resolved – a request was made to add a statement of “fully supported by college resources.” <ul style="list-style-type: none"> <li>○ The Senates will need support in order to complete the equity audits (i.e. PRIE, data, etc.), so it is important to add “fully supported by college resources.”</li> </ul> </li> <li>• A question was asked about equity audits: Are we committed to anything after the audit is complete? Any actions? <ul style="list-style-type: none"> <li>○ A suggestion of “Move forward with immediate speed to enact changes in the interest of equity for our students” was made.</li> </ul> </li> </ul>	Action

				<ul style="list-style-type: none"> <li>○ It was also noted that the equity audit will review policies that affect faculty, staff, etc. so to broaden the language.</li> <li>● The Whereas ordering was discussed</li> <li>● The committee did a final reading of the resolution</li> <li>● Suggestion to reword design and focus on the evolution beyond compliance towards centering social justice.</li> <li>● The third to last whereas was further clarified that for the evaluation process to be complete the union will need to negotiate it.</li> <li>● A question was asked about whether the District Equity position the DAS had discussed needed to be included in this resolution? <ul style="list-style-type: none"> <li>○ It was decided to not include that request in this resolution</li> </ul> </li> <li>● A comment was made about the need to include gender as more of a focus in the resolution.</li> <li>● Some final small edits were made</li> </ul> <p>President Wallace called for a vote <i>Motion unanimously passes</i></p> <p>A request was made for President Wallace to email a revised copy of the Resolution to the Senate Presidents so they could share with their local Senates.</p>	
3.2	2020-2021 District Senate Goals	Wallace/Browne	30	<ul style="list-style-type: none"> <li>● The committee reviewed the End of Year Report (2019-2020) to familiarize themselves with the status of last year’s Senate goals.</li> </ul> <p><b>Discussion:</b> The following were discussed/brainstormed as priorities for discussion/action in the 2020-2021 academic year:</p> <ol style="list-style-type: none"> <li>1. Scrutinizing and revising our faculty hiring processes</li> <li>2. Evaluations</li> <li>3. Implementing an Equity Audit</li> <li>4. Implementing a Social Justice Framework</li> <li>5. Compressed Calendar</li> <li>6. Ethnic Studies Requirement</li> <li>7. District-wide Curricular Alignment</li> </ol> <p>During the discussion, it was also noted that we may need to make a second list of goals or priorities that will happen upon the return to campus.</p> <p>Post COVID-19 Goals:</p> <ol style="list-style-type: none"> <li>1. Strong Work Force</li> </ol>	Discussion

				<ul style="list-style-type: none"> <li>2. Full-time Temps</li> <li>3. Involvement in local and statewide initiatives</li> </ul> <ul style="list-style-type: none"> <li>• A suggestion was made to wait until after the local Senates have crafted their Senate goals to finalize these DAS goals.</li> <li>• The discussion was tabled to a later meeting.</li> </ul>	
3.3	DAS Standing Committees	Wallace/ Browne	25	<p>Discuss addition of standing district academic senate and the role of task forces</p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• President Wallace stated that this is a discussion to focus on a revision to the DAS bylaws to include standing committees and task forces. <ul style="list-style-type: none"> <li>○ For example, the TTL (Task force for Teaching and Learning), DEAC, and DFEC.</li> <li>○ Currently, DEAC is not a standing-committee of the DAS, and the Faculty Equivalency Committee was approved/adopted last year and will need to have bylaw revisions to make them a standing committee of the DAS.</li> </ul> </li> <li>• Vice President Elect Browne explained that the standing committee designation is one that has been historically used for work that is ongoing and not short term. So, TTL and DEAC would be more standing committees. Whereas, the task force would be used for items that pop up and need further exploration.</li> <li>• A question was asked about the decision to hold two DAS meetings and whether that was decided for this Academic year. <ul style="list-style-type: none"> <li>○ President Wallace referenced the 7/20 meeting minutes, where the committee voted to support two DAS meetings a month.</li> </ul> </li> <li>• A suggestion of a District PD standing committee was made, as it is a 10+1 item and generally is a part of Academic Senates across the state. It was noted that the Flex coordinators from each campus have been working together, so a District Committee could be beneficial.</li> <li>• The DAS committee members seem to support the revision of the bylaws to include TTL and DEAC as standing committees of the DAS.</li> <li>• It was explained that the other part of the conversation is about the use of task-forces to aid</li> </ul>	Discussion

				<p>the DAS work. Smaller task force membership would be able to focus on one issue, research, and discuss, before making recommendations to the DAS for approval.</p> <ul style="list-style-type: none"> <li>• It was noted, that as we are thinking about revisions to bylaws, that we consider including membership from all three campuses, and that we explain how individuals (outside of DAS) can get involved to serve on those standing committees or task forces.</li> </ul>	
3.4	Spring 2021 Modalities	All	30	<p>Start discussion of Spring 2021 modalities and identify a deadline for making recommendation</p> <p>Chancellor Claire joined the meeting at 3:57 pm to update the committee on the discussion about Spring 2021 modalities, with a decision to be made preferably in September. (Maybe September 23<sup>rd</sup>)</p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Chancellor Claire explained that he would like to go to the board with a decision about Spring 2021. However, he is interested in a collective decision – and respects the faculty expertise on this matter. The goal is to keep everyone safe. If the District is given enough notice Chancellor Claire believes we have the protocols in place to bring some classes back to campus. He did reference the California Department of Health Rules and stated that at this point it seems that pure lecture courses will need to be held in an online format. The lab courses and mixed courses may have more flexibility about modality.</li> <li>• President Wallace explained that a conversation had come up earlier in the meeting about the decrease in the number of positive cases. He asked the Chancellor if the state has issued any correspondence about this or Spring 2021?</li> <li>• It was explained that the California Department of Public Health and Cal OSHA have issued COVID-19 Industry Guidance for Educational Institutions, so we may not have a lot of control over the decision, because rules are rules. The protocols may limit the number of students that we can actually have on campus. What we need to try and determine is how many lab/mixed classes? How do we prioritize which of those courses come back? What are people’s levels of comfort coming back to campus? Etc.</li> </ul>	Discussion

				<ul style="list-style-type: none"><li>• A comment was made that we seem to have lower enrollment on the campuses, and that we may not be reaching our students. We might need to get more creative about the outreach.<ul style="list-style-type: none"><li>○ It was clarified that our overall enrollment is down, but first-time enrollment is up. Many factors could be impacting this (political climate, money/funding, modality)</li></ul></li><li>• It was shared that the CSU's have committed to lecture classes being online in the Spring.</li><li>• It was advocated that the decision to be made before the Spring 2021 schedule is distributed, AS that is also one of the issues that is impacting enrollment. Students are still unclear as to whether classes are online or not.<ul style="list-style-type: none"><li>○ All the courses that were designated as fully online were filled with waitlists, but the ones that were face-to-face advertised as shifting online were not full.</li></ul></li><li>• It was also discussed that we need to acknowledge that employees with children have lost their "regular" circumstances.</li><li>• Another thought on enrollment: a number of our prior students held off on enrolling in the fall due to what would happen with childcare issues--didn't know if their kids' schools and care centers would be open. Chances are the schools/care centers will know their status for spring earlier, so we may see an upshot in enrollment in the Spring.</li><li>• Beyond making a decision, it was asked if there is a way to communicate more clearly in WebSchedule what students should expect for their learning experience in Spring 2021.</li><li>• A question was posed about the impacts on Veteran, International Students, and Financial Aid if we go fully online and code the courses as such?</li><li>• A request was made that the District consider the "Pay to Stay" payment policies, as they are negatively impacting students. Could we review those and make updates so that they are more humane and student-centered?</li><li>• Questions around employee comfortability with returning were posed. Are people comfortable coming back without a vaccine? How are STEM faculty feeling about labs coming back?</li><li>• It was agreed that we need to get more information from the three colleges, as this recommendation will</li></ul>	
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				<p>need to be discussed and firmed up at the September 14<sup>th</sup> DAS meeting to make the September 23<sup>rd</sup> Board of Trustees meeting and the Spring 2021 class schedule production dates.</p> <ul style="list-style-type: none"> <li>○ A concern was voiced that they are not sure there is time before the September 23<sup>rd</sup> meeting to get all of this done.</li> <li>○ Can the TTL start to craft something?</li> <li>○ Is there a survey that could go out to faculty? <ul style="list-style-type: none"> <li>▪ President Wallace asked how the committee felt about the survey idea.</li> <li>▪ Chancellor Claire wants to make sure that the survey does not promise anything that we can't control. We are bound to the guidelines.</li> <li>▪ A recommendation was made that we just solicit feedback from the hard-to-convert course faculty, as the timeline is too tight to include everyone.</li> </ul> </li> <li>○ The messaging in the schedule is what will be most critical, which means we have to make the decision soon so that we can collect that information.</li> <li>○ Are there implications that have to be negotiated with the union based on some hard to convert courses coming back to campus?</li> </ul> <p>The committee members agreed to let the TTL draft a guidelines document, to help with the prioritization process of hard-to-convert lab or mixed methods courses, that the DAS can review, discuss, and approve at the September 14<sup>th</sup> meeting.</p>	
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#### 4. Final Announcements and Adjournment – 5 minutes

	Item	Presenter	Time	Details	Description
4.1	Announcements	All	5		information
4.2				Select note-takers: This item was tabled (due to time) until the September 14 <sup>th</sup> meeting 8/24: Jessica Hurless 9/14:	information

				9/28: 10/12: 10/26: 11/9: 11/23:	
4.3	Adjournment	Wallace		Meeting was adjourned by President Wallace at 4:46 pm	action

**2020-21 District Academic Senate Goals**

TBD