



## 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, September 14, 2020  
2:15 – 4:30 pm

<https://smccd.zoom.us/j/96454879133>

**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	President Wallace called the meeting to order at 2:22pm	Procedure
1.2	Roll/Introductions	Secretary	1	Voting members: Jeremy Wallace, Leigh Anne Shaw, Diana Tedone-Goldstone, Nick DeMello, Jessica Hurless, Pete von Bleichert, David Eck, Arielle Smith.  Guests and advisors: Chris Smith, Cindy Moss, Don Uy-Barreta, Aaron McVean, Lale Yurtseven, Nick Kapp, Peter Nannarone, Sarah Harmon, Theresa Martin, Jacqueline Escobar, Tabia Lee, Teresa Morris, Marianne Beck.	Procedure
1.3	Consent agenda	President	0	None.	Procedure
1.4	Adoption of today's agenda	President	1	M: Shaw; S: Smith. Agenda adopted.	Action
1.5	Adoption of the minutes of previous meetings	President	1	Minutes adopted by consent.	Action
1.6	Public Comment	Public	3	Administration encroachment on 10+1 purview presented by Chris Smith. STEM faculty course assignment issue. Prior to Fall 2020, faculty were asked to provide a plan to teach asynchronous attendees in a microcourse separate from synchronous (face-to-face) course; the department did not support teaching the microcourse fully online. Microcourse was given to an adjunct to teach 100% online without faculty consultation. Question over right of assignment vs. offering the course according to discipline expertise in choosing which courses shall be taught fully online or hybrid/face-to-face/synchronous. Chris's letter is attached to these minutes.	Information

## 2. Standing Agenda Items (15 minutes)

	Item	Presenter	Time	Details	Description
2.1	Campus reports	Senate presidents	15	<p>President's report</p> <p>Board of Trustees passed budget at last meeting. Discussed Spring 2021; focused on large number of withdrawals last semester. BOT asked if faculty are reaching out to students who disappeared last Spring; Wallace suggested a focus on retention strategies as a campus effort; McVean shared a plan to inform and educate the board on the strategies that the colleges employ.</p> <p>Still looking for faculty to serve on the District Faculty Equivalency Committee.</p> <p>Senate presidents will briefly share critical, non-agenda items only.</p> <p>Skyline (Shaw): Appointing faculty to screening committee for VPSS.            CSM (Smith): Discussing goal-setting. Working on timeline process for president search.            Canada (Tedone-Goldstone) Updated bylaws to include adjunct representative on senate. Decided to use senate dues to fund anti-racism events for faculty.</p> <p>District Curriculum has not met yet. Canada College has identified Lisa Palmer as their Curriculum Chair.</p> <p>DEAC met and have discussed Active Learning tools (real-time virtual room engagement tools); will present.</p> <p>Privacy issues re: recording classes in Zoom. Schedule the class in Canvas and keep the recordings inside Canvas (do not release to access outside of Canvas). Coming on camera is optional; faculty should tell students that they are recording the class so that students can choose. FERPA protects recorded materials inside of Canvas.</p>	Information

## 3. New Senate Business (110 min)

	Item	Presenter	Time	Details	Description
3.1	Spring 2021 Recommendation	Wallace/TTL	40	Discuss and approve recommendation to Board on Spring 2021 modalities	Action

			<p>Taskforce for Teaching and Learning (TTL) has made recommendations sent Friday, September 11 by email (shared in this meeting). Key points:</p> <ol style="list-style-type: none"><li>1) course numbers and specific labs have been referenced instead of general fields or disciplines, as before</li><li>2) Considerations be made not to force students/faculty who are in at-risk groups not be forced to choose between work/school and safety</li><li>3) Per Title V ss 55206, the emergency DE addendum will not be offered in Spring 2021; all courses offered in online/hybrid must have a DE addendum (including labs)</li></ol> <p>M: Von Bleichert/ S: Smith</p> <ul style="list-style-type: none"><li>• Revisions discussed: CHEM courses need to be added to (some missing). Add language “included but not limited to” for health-care related labs. Add Human Anatomy.</li><li>• Specific class size reductions are not being recommended because of the variation in synchronous, asynchronous, teacher, course, activities within course, etc. It was recommended to leave it unspecified.</li><li>• Addition regarding course modality; that by law, courses may only be taught according to the DE Addendum modality stated in the COR; deans cannot assign a course to be taught fully online if the DE Addendum does not include it.</li></ul> <p>Additional discussion:</p> <ol style="list-style-type: none"><li>1) If the department chooses not to offer a course fully online, can the dean go outside and hire or assign someone to teach it fully online? The COR should reflect the nature of online instruction: “Hybrid” vs. “Fully Online” are the determinants and are the voice of the department. The course cannot be offered in online format if the COR has not received the DE Addendum for such.</li><li>2) Suggestion to reflect such determinations in the Program Review. The DE Addendum states what possible, not what’s appropriate. Program Review determines the will of the department and its view of appropriate offerings.</li></ol>	
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				The amended language to the recommendations was approved by the body. Yea: 7 Nay: 0 Ab: 0 (Unanimous)	
3.2	2020-21 DAS Goals	All	35	<p>Discuss and approve District Senate goals for 2020-21</p> <p>Wallace shared the goals of the DAS for 2020-2021 (see attached). Additions made from the floor:</p> <ul style="list-style-type: none"> <li>• Discussion about whether the DAS would pursue the work that it did for several years regarding the restructuring of PD, which was shut down by a cease-and-desist letter by the union. Faculty feel strongly about restructuring PD and would like to engage in the conversation with PD coordinators.</li> <li>• Suggestion of a goal to join the California Virtual Campus (CVC) and the benefits that it could bring.</li> <li>• Revise bylaws to include additional subcommittees and conduct an equity audit.</li> </ul> <p>M: Eck /S: von Bleichert /U</p>	Action
3.3	2021-22 Academic Calendar	Wallace	20	<p>Discuss 2021-22 Academic Calendar and provide feedback to new Academic Calendar committee</p> <p>District convened broad representation to review the calendar and make recommendations for this year. Goal is to have the Academic Calendar approved every October two years out in order to have broad governance and consultation. This is the first such action to that end.</p> <p>Both mid-semester Flex Days are Thursdays (Oct and Apr); request to spread Flex Days across the week more.</p> <p>We've consistently had a longer Spring Semester than Fall Semester – considering Fire season in Fall, the closures impact Fall more than in Spring.</p> <p>Flex days on the Friday before a long weekend (2 days before MLK weekend) is not well-attended.</p> <p>Canada's 4-day block schedule is impacted by Wednesday flex days (Mondays are impacted by holidays) – would like considerations for Tuesdays.</p>	Discussion
3.4	Credit for Prior Learning	McVean	15	Information about Credit for Prior Learning policies and procedures and next steps	Information

				<p>Existing Title 5 is being amended to include Credit for Prior Learning combined in same section as Credit by Exam. Legislation now requires community colleges to have a policy in place by Dec 31, 2020. Procedure to be developed by colleges. Language has been provided for the updating of the Board Policy; this will go through District Participatory Governance and be approved in time for the deadline.</p> <p>Further work needed to involve faculty and critical groups for the evaluation and determination of how to grant credit for prior learning (CPL). Military “Joint Service Transcripts” already exist as documentation of training which can result in veterans being able to use their training for applicable credit where we deem appropriate. DAS will work with McVean to create a representative team to draft the administrative procedure. Procedure aimed for Spring 2021; test cases (Veterans Resource Center work that has already begun),</p> <p>Policy will affect the 2021-2022 catalog; our procedures must be in place before that catalog is in effect.</p> <p>CSUs have explicitly stated that they will not accept CPL for major transfer. Yet, CCCs are required to do this. The focus will be largely on CTE areas such as auto, cybersecurity, and others.</p> <p>Q: We have not updated the External Exam Matrix (2007 was the last). For AP and IB, it denotes equivalent courses for students who have completed AP exams. Will this be a part of this, since it is used for Degree Audit? A: It makes sense to include it in this work.</p> <p>Q: Does the matrix map IB/AP placement to the corresponding course? Will this policy/procedure facilitate this mapping? A: Faculty don’t determine transfer agreements, but will have to review the AP/IB content and make recommendations. It’s important that all schools are aligned consistently districtwide.</p> <p>Benefits to students: reducing barriers to entry and increasing enrollment.</p>	
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**4. Final Announcements and Adjournment – 5 minutes**

Item	Presenter	Time	Details	Description
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4.1	Announcements	All	5	Kate Browne will facilitate the next meet due to Jeremy Wallace's absence for a site visit (9/28)	information
4.2				Select note-takers: 9/28: Diana Tedone-Goldstone 10/12: David Eck 10/26: Arielle Smith 11/9: Jesse Raskin 11/23: Pete von Bleichert	information
4.3	Adjournment	Wallace		Meeting adjourned at 4:4:11pm. These minutes are respectfully submitted by Leigh Anne Shaw	action

**2020-21 District Academic Senate Goals**

TBD

To: District Academic Senate, SMCCD  
From: Christopher J Smith, faculty CSM  
September 14, 2020  
Read during Public Comment  
Re: Faculty Purview, Curriculum

I wanted to bring to your attention a set of circumstances that I feel was an administration encroachment on 10+1 faculty purview.

Specifically, curriculum, requirements and student success.

I know the Senate worked hard on allowing STEM labs access to campus and I worked hard to figure out how to do that with my microbiology course, which the CSM biology faculty discussed and agreed was one of the courses that could only meet the COR objectives with face-to-face labs. We said so in a letter to our dean and the BoT. I discussed with several faculty from this district and around the state the specific and essential labs needed to be taught face-to-face. These weren't the entire lab, just a subset of our lab course that were needed to meet the objectives stated in our CoR. The lecture part of the class and other labs could be taught through DE.

Just before the fall 2020 term began, my dean asked me how I was going to teach the students that did not come to face-to-face lab and requested a plan. I replied that like any other course, missing class results in getting docked for grades. And that I wasn't going to teach two separate courses – one online and one with a face-to-face component. My dean told me she was going to cancel the micro course. To make sure it was clear to me and to her what she said, I asked her directly and explicitly if she was going to cancel the micro course at CSM and she said, "yes". I expressed my disappointment and contacted VPI Holtzclaw to express my dismay and seek remedy. VPI suggested that I request a meeting with the Dean and he would attend. This meeting never happened, and in fact the next day, I learned that the Micro course was not in fact cancelled but an adjunct was hired to teach the course 100% online.

When I sent an email questioning this to VPI Holtzclaw, I received a reply from Dean Frontiera stating that this fell under her right to assignment.

I disagree. This was an assignment based on curriculum – someone who would teach the class 100% online. I don't know who the hire was, who interviewed them who hired them and what their qualifications are. As the subject matter expert I certainly was not consulted.

We have an obligation to our students, their subsequent programs and transfer schools and the employers to teach the course we promise to teach. This is part of our articulation agreement and our promise to our students that the courses we sell them meet those agreements. The CSUs said they would accept online labs – IF they met the SLOs.

Thank you for the time and listening to me.

Christopher J Smith