Governing Council Officers 2020-2021

Agenda
Monday, September 28, 2020
2:15 – 4:30 pm
https://smccd.zoom.us/j/9120454718
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Jeramy 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

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-Elect	1	Kate Brown filling in for Jeramy Wallace who is on an accreditation visit.	Procedure
1.2	Roll/Introductions	Secretary	1		Procedure
1.3	Consent agenda	President-Elect	0		Procedure
1.4	Adoption of today's agenda	President-Elect	1	Leigh Anne Shaw motions to adopt the agenda Peter von Bleichert seconds Vote unanimous	Action
1.5	Adoption of the minutes of previous meetings	President-Elect	1	Thank you Leigh Anne for taking minutes at the last meeting. Are there any edits?	Action
1.6	Public Comment	Public	3	Leigh Anne- There may need to be a conversation about what technology is available to faculty in the music areas specifically. Also, to request technology be purchased faculty need to fill out a form and there is some problematic language on that form. I'd like us to consider putting this on a future agenda as it is a district wide issue. From Chat: Ge Wang built some great tools for exploring music that work well with online active	Information

				learning. https://designlab.ucsd.edu/events/ge-wang-stanford-university/	

2. Standing Agenda Items (15 minutes)

	Item	Presenter	Time	Details	Description
2.1	Campus reports	Senate presidents	15	President's report Senate presidents will briefly share critical, non-agenda items only. Kate gives an update from Jeramy: At the September 23rd board meeting the Board accepted the Academic Senate recommendations for Spring 2021 modalities. All lecture courses will be online, and the district will prioritize programs in healthcare, emergency services, and transportation as well as program with external licensing requirements. Also, healthcare related labs. ECE Faculty concerned about external licensing requirements for student teachers. Chancellor Claire is working on developing a council on anti-oppression and equity. He put together a small group to draft a proposal. He hopes to get it out to the campuses during October for feedback and editing. Arielle Smith: CSM working on the appointing faculty to the President hiring committee. Hope to have faculty finalized at next senate meeting. Have also been discussing digital privacy and ownership of digital materials concerning students. Might bring this to DAS in the future. Diana Tedone-Goldstone: Cañada passed our goals for the year at our last meeting. We have updated our bylaws to include an adjunct representative on Academic Senate and have four people interested. Adjunct faculty will vote on their representative. Leigh Anne Shaw: Skyline focusing on process for appointing faculty to positions other than screening committees that are not faculty positions.	Information

3. Old Senate Business (50 minutes)

	Item	Presenter	Time	Details	Description

3.1	Media Server Update	Smith/ Robinson	25	Update on media server pilot Robinson: We have located a vendor, Panopto, and we hope to get started this semester. We'd like to have a minimum of 10 faculty throughout the district trying the service, but are open to more for the beta testing. Chris Smith: We have a 12 month trail subscription to Panopto. It started as a media storage project but this tool as much more than that. In choosing a service we made sure to keep security and privacy in mind, that the video content is only accessible to people who should have access. We also kept in mind how the vender will provide support for users. Finally, we considered reliability and performance. We wanted the flexibility to start small and grow to the needs of our faculty. Panopto had all the features we wanted. Chris demonstrates Panopto. - Faculty can access Panopto via Canvas or Single Sign On - Faculty can share their lectures videos and other Panopto videos in Canvas - A folder is created for every course we have in Canvas, and only the faculty member has editing privileges and the students in that course have viewing privileges. - Faculty can share multiple screens or webcams. - If your video doesn't have a captioning Panopto will do automatic captions to about a 90% quality. This is also editable and searchable. - You can also search the audio transcript of all videos in a course at once. - Students can bookmark certain parts of a video for watching later. - Faculty can integrate quizzes into the videos that will be integrated into the Canvas gradebook. - Makes it easy to share lecture videos made with Zoom with students. Zoom videos can be uploaded automatically with Panopto.	Discussion

				- Copyright, vendors don't have automatic copyright bots checking videos. We are still figuring this part out. Panopto does have a custom end user license agreement that we can use as guidance for faculty. Libraries are also working on this issue. - You can also have students upload videos via Panopto. - You can also edit videos in Panopto. Leigh Anne: If a student uploads a video, how can faculty give feedback? Chris: Will look up the answer and get back about that. From Chat: You can create an assignment in Canvas linked to it. All the usual tools (like commenting) can occur in canvas and therefore stay in the class content. Jessica Hurless: Who's responsible for ensuring that we have the rights to the videos that are copyrighted? Robinson: The taskforce has been discussing this and librarians are the experts in copyright. So it will probably be the librarians and some other faculty who will monitor each year. Michael Stanford: This is an extremely powerful tool that faculty can use in different ways and it has a lot of potential. Robinson: For the 10 minimum faculty members we are opening it to anyone, we can also have more than 10 faculty. We'll leave it to each campus to decide on how to reach out to and identify faculty members. We hope to start soon, but it might be spring 2021.	
4.2	Zoom Guidance	Harmon/ Tedone/ Eck	25	Discuss Zoom guidance for synchronous courses for Spring 2021 At Cañada there was some confusion about scheduling synchronist online sessions, how long they could be and how often. We also want to be sure that we are following TTL guidelines.	Discussion

| | | | | David Eck: WebSchedule is also limiting and confusing when it comes to conveying information to students. There is a wide variety of what faculty are expecting in regards to participation that is hard to capture in WebSchedule.

Kate: Are you requesting that the guidance the TTL group put together for fall 2020 needs to be updated for spring 2021? Specifically the recommendation that synchronist sessions be no more than 90 minutes and that what we are putting into WebSchedule is confusing for students.

Sarah: WebSchedule is a mess and it's very difficult for students to understand when classes meeting and what class meetings are required. We'd like clear guidance on how to set up our class meeting expectations in WebSchedule.

Robinson: If you'd like to send me or the TTL group some language that is short and get student's attention so they check with the professors about meeting requirements for a class. WebSchedule is very confusing for students.

Kate: If any of you want to give the TTL group some language they will work on creating clarifying guidance. We want to making meeting requirements easy for students to understand and make sure faculty have the flexibility they need for teaching.

From Chat:
"Please contact the instructor for more information about the synchronous meetings, such as the course's expectations for student participation." | |

4. New Senate Business (60 min)

	Item	Presenter	Time	Details	Description

4.1	CRM Update	Mitchell	30	Update on the CRM implementation
				
				Karrie Mitchell: Presents on CRM using PowerPoint
				
				  - Company is Salesforce
				  - Official name is Student Success Link
					Information

| | | | | - Engages with students (email, texts, phone, alerts, success plans, etc.)
- Integrated into our systems (Canvas, Banner, etc.)
- Faculty do not need to go to another system to use it.
- Done both automatically and manually
- Working with colleges to build success teams (counselors, tutors, instructional faculty, retention specialists, etc).
- Students can set up appointments with success team members. These are integrated with our outlook and Google calendars.
- Been working with Counselors on proactive and early alerts
- Also includes post alerts after grades go out.
- Would allow faculty to send an early alert in Canvas.
- Looking at rolling out in Spring
- Rollin Moe is going to lead a group of folks from the three colleges to determine best practices and training
- Also working with recruiters and marketing teams to reach out to perspective students

Kate: In the past early alerts weren't used as much and there wasn't much information about the outcome. Some student's saw it as off-putting. I hope that this new early alert system will improve upon it a lot.

Karrie: Yes,t he hope is that since it's connected to the CRM and it's tracked we can run data and see what the outcome is for the early alert. Can also see trends which can help determine interventions. | |
| 4.2 | Power Outage Guidance | TTL | 30 | Discuss and approve TTL's "Statement on Major Power Outage Guidance"

Arielle shares "Statement on Major Power Outage Guidance"

Leigh Anne: I have a question about the buddy colleague system, what strategies do we have in place to facilitate that? | Action |

				It's clear we need to store emergency information in multiple places, for example storing this and the document from the district around campus closures in the same place. Arielle: For the logistics I think we have to ask for the collaboration of the Deans and Division Assistants to help us. Peter: Asks about including information about portable power supplies. Kate: A next step could be including information on resources faculty need to continue their work. Leah Anne moves to approve the document. Peter Seconds Motion passes unanimously.	

4. Final Announcements and Adjournment – 5 minutes

	Item	Presenter	Time	Details	Description
4.1	Announcements	All	5		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	Browne			action

2020-21 District Academic Senate Goals

1. Work with administrative and student leaders to scrutinize and revise the faculty hiring policies and procedures in order to promote equitable hiring practices and to diversify the District's professoriate
2. Work with the administration, students, and AFT to revise the faculty evaluation procedures in order to promote equity and justice for our students and colleagues
3. Develop and implement equity audits for policies and procedures that fall under the 10+1
4. Research a compressed academic calendar
5. Develop a District-wide ethnic studies degree requirement for local Associate's degrees
6. Implement a process for aligning curriculum across the District
7. Continue to support faculty in responding to academic and professional matters in the current pandemic
8. Work with the AFT to revise the short- and long-term professional development policies and processes
9. Undergo the application process for joining the California Virtual Campus (CVC-OEI)
10. Evaluate and revise the by-laws