



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

<https://smccd.zoom.us/j/81531755666>

Meeting ID: 815 3175 5666  
Phone: +1 669 900 9128 US

**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	Called to order 2.11	Procedure
1.2	Roll/Introductions	Secretary	1	Present: Jeremy Wallace, Kate Browne, Diana Tedone-Goldstone, Arielle Smith, Aaron McVean, Tim Rottenberg, Tabia Lee, Sarah Harmon, David Eck, Peter von Bleichert, Nick DeMello, Nicole Porter, Bianca Rowden-Quince, David Meckler	Procedure
1.3	Consent agenda	President	0		Procedure
1.4	Adoption of today's agenda	President	1	Motion to adopt agenda (Kate), Seconded (David Eck), Agenda approved without dissent.	Action
1.5	Adoption of the minutes of previous meetings	President	1	Nov 9th — no corrections; minutes proved by consensus Nov 23rd — no corrections; minutes proved by consensus	Action
1.6	Public Comment	Public	3	Kate Brown shared comment on behalf of two members of the public, there are concerns that enrollment is complicated and a question about health fee (even with campus closed). Kate commented that health services are available by telemedicine.  Discussion occurred about how complicated enrollment is and the suggestion was made that enrollment should be made as simple as "using Instacart." Kate and Jeremy will take the topic offline to see how to agendize it in a future meeting.  David Eck observed Max Hartmann and Cathy Lipe at Cañada are discussing this in the context of strategic enrollment and guided pathways.	Information

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

	Item	Presenter	Time	Details	Description
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2.1	Campus reports	Senate presidents, DCC, DEAC, TTL	20	<p>President's report Skyline: Timothy Rottenberg representing Skyline reported that:</p> <ul style="list-style-type: none"> <li>— Skyline has approved the full-time temp and military credit policies as recommended by policy committee.</li> <li>— A group of Skyline faculty and other interested parties are coming together to make a plan for bringing ethnic studies to skyline (in 2022).</li> <li>— a new VP of student services and executive director of equity Institute are currently in the selection process. February 1 was selected as the hopeful start date for vpss and mid spring selection of equity Institute director.</li> <li>— a campus climate review workgroup will be meeting in the spring semester</li> <li>— we have a participatory governance work group that's working on updating the participatory governance Handbook, which was last updated in 2012</li> </ul> <p>CSM reported that:</p> <ul style="list-style-type: none"> <li>— voted on approving a revised regular contact policy</li> <li>— voted on a training, which basically states that all faculty, in any modality are to undergo some kind of training everyone at least once every three years</li> <li>— CSM is undergoing a self-study with regard to whether CVC-OEI will be a fit for CSM</li> <li>— we also had students come to their request from acsm, come to our meeting, to make a request and call for as much compassion, flexibility</li> <li>— we had a robust discussion on the full-time temp policy (details will be given later)</li> </ul> <p>Cañada reported that:</p> <ul style="list-style-type: none"> <li>— we had updates on textbook affordability sub-committee</li> <li>— we are recommending the hiring of an ethnic studies faculty for next year</li> <li>— passed the class caps resolution</li> <li>— passed a resolution about reassign time in all forms</li> <li>— had a presentation about enrollment management plan</li> <li>— looking at bringing in Umoja to Cañada campus</li> </ul> <p>Curriculum no report at this time.</p> <p>DEAC</p> <ul style="list-style-type: none"> <li>— we working on the CVC integration (some things will not be finished until May-June)</li> <li>— we are working on how to document and provide certification on QOTL completion (including issuing digital badges for certification)</li> <li>— QOTL 2.0 is being developed as a district wide training option, a tentative pilot late spring</li> </ul> <p>TTL reported</p> <ul style="list-style-type: none"> <li>— count down document has been prepared</li> <li>— camera guidance is being developed</li> <li>— incomplete vs No-Pass grading guidance</li> <li>— Summer and Fall general guidance</li> <li>— DE Training Policy District Wide</li> <li>— developing a policy for fully online classes post-pandemic</li> <li>— class size caps policy being discussed</li> </ul> <p>Board Meeting</p> <ul style="list-style-type: none"> <li>— swearing in Trustee Goodman is happening tonight</li> <li>— it was suggested we invite board members to occasionally join DAS meetings</li> <li>— board policy for prior learning was approved</li> <li>— task group to look at district mission was initiated</li> </ul>	Information
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**3. New Senate Business (60 minutes)**

	Item	Presenter	Time	Details	Description
3.1	2022-23 Academic Calendar	Wallace	10	<p>First read of 2022-23 Academic Calendar</p> <p>Karrie Mitchel is working to create a formal process for reviewing and approving the calendar. The problem is the 2022-23 needs to be approved quickly to allow students to apply for FAFSA for that year. Jeramy will try and send out a proposed calendar, folks should send feedback to their local senate. We will have until October for the 2023-24 calendar and so will have more time for review and feedback.</p>	Information

3.2	District Strategic Plan	Wallace & McVean	20	<p>Aaron McVean presented a draft of the district strategic plan.</p> <p>Discussion occurred about support for 2 + 2 partnerships with 4 year schools. Concern was expressed that we should have explicit commitment for supporting international programs. Comment was made that in supporting international programs on our campus we are enhancing the experience for local students. Comment supporting these programs also supports social justice integration in our student experience.</p> <p>The suggestion was made that we should explicitly include support for ZTC and OER programs (which we're already working on).</p> <p>Discussion occurred as to whether strategy #4 includes expanding support for grant funded projects.</p> <p>The point was made that CCCE training and services is both a revenue source for the district but is also a way of investing in the community and growing community relations.</p> <p>Aaron observed there is still room to add additional objectives and folks should send suggestions to Jeramy or Aaron before the end of January (the next steering committee on this plan).</p> <p>Aaron made the comment that while some of the points explicitly say economic development language is explicitly included in some points it is intended that support for supporting the community is intended as an overarching strategy that affects all points.</p>	Discussion
3.3	Approved Flex Activities 20-21 AY	Wallace	15	<p>Discuss allowable flex activities for 2020-21 AY due to pandemic.</p> <p>A memorandum is being built to remind folks of flex day obligations. It was observed full-time faculty must participate for 5 hours on required flex-day events.</p> <p>A motion was made to allow full-time faculty to spread their required 5 hours per flex-days event over both flex days in that event. The motion was approved (without dissent).</p> <p>It was suggested that any hours for QOTL training over the 25 hours of paid training might be claimed as flexible flex time.</p> <p>It was mentioned that attendance at flex-days must be documented. A suggestion was made that faculty could make a comment in chat and capture chat to demonstrate proof of attendance.</p>	Action
3.4	Spring DAS Meetings	Wallace & Browne	15	<p>A question was asked whether we should continue twice a month DAS meetings in Spring.</p> <p>Comment was made that TTL and other subgroups are working on action plans assigned by DAS and this is why we increased the number of DAS meetings last semester.</p> <p>Sarah Harmon made the comment that it's been helpful for TTL to have multiple meetings for feedback on projects as they're being developed.</p> <p>Kate Brown proposed we continue with multiple meetings per month as they may be needed to deal with COVID issues and that we could re-allocate some DAS meeting times to subcommittees as needed. Arielle Smith seconded the motion. It was approved without dissent.</p>	Action

#### 4. Old Senate Business (45 minutes)

	Item	Presenter	Time	Details	Description
4.1	Final DE Checklist	TTL	5	<p>Sarah Harmon shared the DE Checklist “countdown” semester quick-start guide for new instructors.</p> <p>It was stressed that this document is supportive guidance, not intended as explicit (required) direction.</p> <p>It was commented that this document is intended to be “evergreen” (reusable in future semesters) including the link to the TeachAnywhere site.</p> <p>It was requested that Jeramy mail the document to faculty.</p>	Information
4.2	Camera Guidance	TTL	15	<p>Discuss and approve TTL’s camera guidance for DE courses.</p> <p>Kate made a motion to discuss and review the TTL camera use for DE course’s guidance document. David Eck seconded. Motion was approved.</p> <p>Discussion occurred about balancing student privacy concerns with need for students to be present in online discussions. A third issue of how to confirm student identity in classes and assessments was also discussed.</p> <p>It was observed the document was originally intended to address only privacy concerns, but this discussion takes us into larger pedagogy and policy questions that may need to be explored later.</p> <p>The document was reviewed and approved for sending out.</p>	Action
4.3	Temporary Full-time Faculty Policies	Wallace	25	<p>A motion was made and seconded to discuss the proposal for policies about hiring, evaluation, and terms of temporary full-time faculty.</p> <p>Diana reported faculty have asked how this policy will impact existing full-time temporary faculty. Jeramy mentioned the intent of this document was not to impact current full-time temporary employees. Arielle said constituents had requested there be explicit directions as to what options exist at the end of contracted term (for future hires).</p> <p>Arielle mentioned there was concern that the current system has created problematic power dynamics. Arielle mentioned CSM senate is considering a local resolution that current temporary part-time positions be converted to full-time tenure track with credit along the track for time invested.</p> <p>Arielle observed that this document would be the first document in the district establishing policy regarding full-time temporary employees. David Eck commented it might be valuable to stress this document applies only to new hires.</p> <p>Current temporary full-time temporary employees commented that the current arrangement is problematic in that the uncertainty in the position undermines their ability to complete the work.</p> <p>Discussion focused in how the full-time temporary hire reconciles with the colleges local resource request process. Discussion included</p> <p>Jeramy clarified that if the policy was approved at DAS today, it would need to go through additional steps before it became board policy (the soonest that might be would be April).</p> <p>A vote was taken on whether to approve the measure as written. It was approved 6 to 1.</p>	Action

## 5. Final Announcements and Adjournment – 5 minutes

	Item	Presenter	Time	Details	Description
4.1	Announcements	All	5		information
4.2				Select note-takers: 12/14: Nick	information
4.3	Adjournment	Wallace			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