Academic Senate
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

Agenda
Monday, May 10, 2021
2:15 – 4:30 pm
https://smccd.zoom.us/j/83784371702
Meeting ID: 837 8437 1702
Phone: +1 669 900 9128 US

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	1		Procedure
1.2	Roll/Introductions	Secretary	1		Procedure
1.3	Consent agenda	President	0		Procedure
1.4	Adoption of today's agenda	President	1	**KB motions, PVB seconds**	Action
1.5	Adoption of the minutes of previous meetings	President	1	**Delayed until September meeting (minutes just received).**	Action
1.6	Public Comment	Public	3	**KB: thanks outgoing Cañada president Diana Tedone, and outgoing DAS past-president Leigh Anne Shaw**	Information

2. New Senate Business (90 minutes)

	Item	Presenter	Time	Details	Description
3.1	2023-24 Academic Calendar First Review	All	10	First read of 2023-24 Academic Calendar. Since this is the final AS meeting, local senates should send feedback directly to Jeramy. • **JW: Share feedback with constitutients. There will need to be multiple reads of the calendar before it gets approval.** • **JW: feedback requested to be provided by May 17th. Second draft of the calendar should appear in August.** • **KB: good to see the Flex Days spread out across different days of the week.**	Discussion

				• **AS: It would be helpful to list the expected start date for the Fall 2024 semester.**
				• **LAS: Who is on the calendar committee? How appointed?**
				    ○ **Spelled out in Board Policy:**
				        ▪ **Vice Presidents Council Representation (Co-Chair)**
				        ▪ **District Academic Senate Representation (Co-Chair)**
				        ▪ **AFT Representation**
				        ▪ **Curriculum Specialists**
				        ▪ **Registrars**
				        ▪ **Financial Aid Directors**
				        ▪ **Human Resources Representation**
				        ▪ **Professional Development Coordinators**	

3.2	Faculty Service Areas AP	Wallace/ McVean	30	Discuss administrative procedure for Faculty Service Areas
				• **In the past, FSA process and Equivalency processes had been fused together. But this is confusing because a faculty person could have an FSA without going through the equivalency process.**
				• **FSAs only apply to full-time faculty. Application must be completed by February 15th each year for the subsequent academic year. (This date is part of State Educational Code.)**
				• **Two primary uses of FSAs: when there is 1) program discontinuance and the faculty person shifts to a different position. 2) when a faculty member needs to shift in order to make their full load due to low enrollments.**
				• **The proposed revision aims at clarifying difference between FSA and Equivalency processes.**
				    ○ **Revision clarifies that if a faculty person has minimum qualifications for an FSA [as listed in the Minimum Qualifications for Faculty and Administrators in California Community Colleges], then the faculty person doesn't have to go through the equivalency process. The Academic Senate President and VPI validate this equivalency.**
				    ○ **If faculty person doesn't meet listed minimum qualifications, then they have to go through the formal equivalency process.**
				• **Question: How would this process work with regard to librarians teaching Interdisciplinary Studies?**
					Discussion

				○ **IDST in the handbook only specifies a Master's Degree in the State Handbook** ○ **Another related solution is assigning more disciplines to Interdisciplinary Studies through the curriculum committee**	

3.3	SMCCCD Staff Housing	Browne	10	Discussion of SMCCCD Staff Housing program
				Composition of the Housing Committee:
				• **Vice Chancellor and Chief of Staff: currently Mitch Bailey**
				• **Two employees: one faculty (currently Kate Browne), one staff (currently Jonathan Wax)**
				• **Two trustees: currently Holober and Goodman**
				• **Three community members: one community member hoped to have real estate experience/expertise, one community member hoped to have financial experience/expertise**
				
				Kate Browne coming to the District Academic Senate to discuss how best to recruit and appoint the next faculty member to serve on the committee.
				• **Confirming that DAS is the appropriate entity for appointing the faculty person to the committee**
				
				Summary of information item:
				
				1. **While there are no required procedures from the Empolyee Housing Board selection, there are 2 employee positions, 1=faculty; 1=classified professional.**
				2. **For Faculty Selection, DAS has responsibility to approve all Faculty appointments to District Committees.**
				3. **PVB found the relevant DAS Bylaw: 11.1 In accordance with Title 5 §53205 1 , the DAS appoints faculty to all District committees, task**
				4. **forces, task groups, work groups, or bodies that deal with academic or professional matters.**
				  a. **See that EOC committee appt is to be approved at 5/10/21 mtg today**
				  b. **Already we are doing this for Study Abroad**
				  c. **Likely this will come to pass for EEOC, DEAC**
				  d. **Already for our DAS Standing Committees, DCC & new DTL**
				5. **DAS should thus appoint for a 2-year position at the beginning of every other Academic year.**
					Discussion

				a. **Description needed for August 15**
				 b. **Process to be: Local AS take description and request volunteers, bring back to DAS for selection in September.**
				 c. **We can consider doing this in April-May for subsequent**
				 6. **Description:**
				   a. **Faculty member is expected to attend and participate in quarterly Housing Board meetings, participate in task group work as it arises, and attending appropriate Board of Trustees meetings as needed.**
				   b. **Faculty member is expected to articulate faculty perspective: of the faculty as a whole, of faculty interested in housing [qualifications, waitlist, etc.] and faculty residents of College Housing.**
				 7. **Application: should be brief & concise.**	

3.4	Draft COVID Recovery Plan	McVean/ Wallace	30	Information on draft COVID recovery plan for discussion at May 12 Board of Trustees meeting
				 • **Draft recovery plan is going before the Board of Trustees on Wednesday (May 12).**
				 • **Wallace asking for perspective on the draft to get a sense of general faculty's views**
				 • **Some key points and recommendations in the current draft:**
				   o **June 15: eliminate access points. All employees who are fully vaccinated and get their approval of their supervisor can work on campus.**
				   o **Fall 2021: All employees working on site required to be fully vaccinated.**
				   o **Spring 2022: All employees and students required to demonstrate proof of vaccination.**
				 • **Vaccination requirement would prevent mandatory quarantine for individuals if there is an exposure/reported case. Currently this leads to 10 day quarantine for all individuals exposed.**
				 • **Questions: how to demonstrate vaccination status?**
				   o **Working with vendor that has integration with Salesforce: involves scanning vaccine card and uploading electronically. This wouldn't be fraud proof.**
					Discussion

				• **Exemptions for vaccinations would be permitted, as required by California law. This includes medical exemptions and religious exemptions (as defined by California law).**
				• **Unclear whether a student who only wants to take distance classes would be required to be vaccinated.**
				• **What about vaccine requirements for District's public facilities, like sports center access? --After June 15th, the District will follow whatever guidelines put forth by our County Health Department (the state color-coded tiers expected to disappear after June 15).**
				• **Are we expecting reduced hours for student services during the Fall 2021 semester? –VPSS Pérez has been leading this part of the discussion in the EOC discussions.**
				    o **Top student requests for student services (from Spring 2021 survey): 1) Library, 2) Learning Center, 3) academic counseling appointments, 4) financial aid, 5) personal counseling.**
				    o **One logistical issue: VPSS not supervisor for Library and Learning Center. – McVean: Pérez has been representing all student services as part of the Emergency Operations Committee.**
				• **Question: was mandatory masking part of the draft plan? –McVean: thus far, it is understood that this requirement will continue. It's expected that District will follow Cal-OSHA and County Health guidelines with regard to masking requirements.**
				• **Question: In Fall 2021 draft plan, why are only employees required to be vaccinated but not students? –McVean: the thinking was that health care access for employees is more certain than for students. And the extra time before requiring student vaccination reduce access issue (whether issue is transportation or trust). Also gives the District more time to get a license for being able to administer some vaccines on our college campuses.**
				• **Board of Trustees generally in favor of re-opening District operations.**
				• **The EOC draft plan is available in the Board of Trustees meeting packet for this week.**	

3.5	EOC Appointments	Wallace	10	Appoint the following District Academic Senate representatives to the EOC: • Kate Browne (DAS President-elect, Skyline) • David Eck (Cañada President-elect, Cañada)	Action, **Unanimous vote in favor of the two**

| | | | | | appointments |

LAS motions, DTG seconds.

This is the Emergency Operations Committee that is planning for recovery of college campus operations.

Discussion of CSM representative
- Wallace willing to continue as the CSM representative.
- But it might make sense to have a non-instructional faculty person to represent CSM.

Question: Who does the EOC report to?
- It's a District committee, so it reports back to District Academic Senate as well as the local Academic Senates.

4. Old Senate Business (40 minutes)

	Item	Presenter	Time	Details	Description
4.1	Task Group Reports	All	20	Reports on progress from 2020-21 task groups **Kate Browne: wants to hear which task groups need to continue next year** • **#1 Faculty hiring policies group: many different groups looking at this issue, such as the EEOC committee. [EEOC: Equal Employment Opportunity Committee.] Related effort is the IDEAL program: training program to help retention of faculty. The DAS workgroup will continue into the Fall, but expectation is that EEO committee and HR director will take the lead on these efforts.** • **#2 Faculty evaluation procedures: completed first drafts of all librarian forms, draft of faculty observation form, draft of forms for instructional designers. Student survey drafts have been completed. Still need to get feedback on the instructional faculty evaluation forms. No draft has been completed for academic counselor evaluation or personal counselor forms.** • **#3 Develop equity audits: no work was done on this during this academic year. Work expected for next year.** • **#4 Compressed calendar committee will continue next year. Next steps: data inquiry** • **#5 Ethnic Studies degree requirement has been aligned across the District. And all of the courses submitted by each District College was approved**	Information

				for Area F. And Cañada also got a local AA Ethnic Studies degree approved. • **#6 Aligning curriculum across the District: The April 26, 2021, District Curriculum Committee meeting was focused on identifying the issues/challenges of aligning curriculum across the district. In attendance were counseling faculty, curriculum chairs, articulation officers, curriculum specialists, TES, and Vice Presidents of Instruction from all three campuses, who helped identify all the different layers to the issues/challenges. After reviewing district student data, models from other districts, and our current GE alignment issues, the group discussed next steps and a prioritization of steps. We concluded that we would like to convene a group in the Fall 2021 term who would work on reviewing/updating/writing policy and procedures in terms of alignment on new courses, course modifications, GE area designations, degree programs, etc. In the interim, the articulation officers agreed to meet and try and determine which of the Golden Four courses may be out of GE alignment (ie. COMM 150: Intercultural Communication) and bring those to the next DCC meeting for a decision about next steps.** o **Work on #6 will continue in the Fall.** • **#7 TTL (Taskforce for Teaching and Learning) will become DTL (District Teaching and Learning committee) next year** • **#8 Revising short-term and long-term professional development policies and processes. Document with proposed policies and processes were drafted. This work was completed by David Eck, Salumeh Eslamieh, and Bianca Rowden-Quince, with an emphasis on getting both AFT perspective and Professional Development Committee perspective.** • **#9 CVC-OEI applications: This work will continue through District DEAC. Skyline and Cañada are now officially part of the CVC consortium. CSM will finalize their membership soon.** o **CVC course attribute is now active in Banner. We're in Phase 1: if a course from our Colleges is flagged for the CVC attribute, then it will show up in the CVC course exchange. In Phase 2 of this integration, a student who selects the course in the CVC portal will automatically be registered as a student**	

					at the college. Another next step is certifying specific courses with the POCR badge, which floats the course to the top of the CVC course search portal. ○ Each department decides whether to include course in the CVC exchange. It has to be fully online or fully online with virtual meetings course. Division assistants can add this attribute to a specific course.	
4.2	Class sizes	All	10	Create joint DAS/AFT task group on developing policies vis-à-vis class sizes **High response rate: 188 total responses** • **Also, almost all instructional divisions were represented** **Two results:** • **Forty percent of faculty agree or strongly agree that class sizes meet pedogagical needs compared to sixty percent of faculty who disagree or strongly disagreed that class sizes meet pedagogical needs** • **About sixty-five percent of respondents said that the class size reductions should be an opt-out process while about thirty-five percent said it should be an opt-in process.** **Many respondents included written feedback. Qualitative feedback included:** • **Deans should be consulted (especially with their budgetary knowledge) but should not be unilateral deciders** • **Pedagogical changes mentioned: more outreach to students having troubled, more creative assessments, more group work assignmetns** **Next Steps** • **General agreement that it would be good to start committee early in Fall Semester** • **Potential for a Flex Day event focused on the topic to move the discussion forward, then put out call for participation on a Class Size Committee** • **Need to figure out best process for implementing any changes. AFT engaging people in the hopes of building the broad support needed for enacting change** ○ **Would need provisional agreement that we want to make a change to class sizes**	Action **(No Action taken)**

					Details	
					early in the Fall semester in order for the changes to make it into the next AFT contract. o **Past efforts at curriculum committees have fizzled (Cañada and CSM)** o **Any change in Curricunet has to be District-wide, which shows value of District Task Force effort** o **Board Policy would be a possible place to recommend change to class sizes.**	
4.3	Resolution in Support of International Ed	All	10		Discuss and approve resolution in support of international education	Action

5. Final Announcements and Adjournment – 5 minutes

	Item	Presenter	Time	Details	Description
5.1	Announcements	All	5		information
5.2	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