

2016-2017 End of Year Report

San Mateo County Community College District Academic Senate

Prepared by Leigh Anne Shaw, DAS President 2016-2017

This report details the activities of the DAS leadership, highlights the progress on DAS Senate goals for 2016-2017 and offers vision for the year to come.

I. District Academic Senate members 2016-2017

DAS President: Leigh Anne Shaw

DAS Vice President and Past President: Diana Bennett

Canada College:

Senate President: Doug Hirzel

Senate Vice President: Sarah Harmon

College of San Mateo:

Senate President: David Laderman

Senate Vice President: Katherine Sammut

Skyline College:

Senate President: Kate Williams Browne

Senate Vice President: Stephen Fredricks

District Curriculum Chair: Danielle Behonick

II. Activities of the DAS President

- Meetings with Chancellor Galatolo (monthly)
- Meetings with Vice Chancellor of Educational Services (monthly)
- Board of Trustees meeting attendance (twice monthly)
- Co-chair District Participatory Governance Council (monthly)
- Chair District Academic Senate meeting (monthly)
- District Curriculum Committee attendance (monthly)
- Local Senate meeting attendance (1-2 times monthly)
- ASCCC Area Meetings (1 per semester)
- ASCCC Senate Plenary sessions (1 per semester)
- Service on district hiring committee (1)
- Invited to co-chair Board of Trustees Study Session on the topic of Teaching and Learning (April 19, 2017)

III. Goals for 2016-2017

1. Conversion from Senate of Whole to Representative Senate/By Laws revision.

All three campus faculty senates in the SMCCCD were created as senates of the whole. While this structure was effective and appropriate for three small colleges, as the colleges grew, it became challenging to remain compliant with the Brown Act regarding transparency of elections. The decision was made to convert to representative senates. An informational campaign went out in Spring of 2016 and increased in Fall of 2016. At the end of Fall of 2016, all three senates converted to representative senates. Local senates are engaging in revision of by-laws as needed.

Status: Goal reached

2. Senate leadership and succession planning

This goal remains an ongoing challenge as the senates continue to deepen and broaden their engagement. More officers and non-officers have attended ASCCC leadership events including the Curriculum Regional Meetings, Curriculum Institute, Accreditation Institute, and Fall and Spring Plenary Sessions. There is still more work to do regarding mentorship of prospective leaders and succession planning. Skyline College is working on a revision of by-laws that will potentially facilitate this succession.

Status: Continuance as a goal

3. Sharing of best practices (CSM, Cañada, Skyline) and review of Local Senates Handbook

The DAS has strived to devote a portion of each meeting to reviewing the ASCCC Local Senates Handbook. This review has enabled the senate to reflect on its own practices at both local and district level and to more deeply understand the role and purpose of the senate. This work will continue in Fall 2017.

Status: Continuance as a goal

4. Development of DE policy, application of OEI rubric & regular and effective contact hours

The DAS requested the DEAC to review and revise policies and procedures to align it with the revised state OEI rubric. This work continues and is expected to be completed in Fall 2017.

Status: Continuance as a goal

5. Canvas migration collaboration

The senate has cooperated as needed in the rollout of trainings for Canvas conversion. Most of this work has been done at the local level in reflection of the different processes adopted at each college. WebAccess will sunset in May of 2017, and Canvas will be the course management system used by all faculty in Fall of 2017.

Status: Goal reached

6. Review of evaluation forms for face-to-face and online classes

A survey was made available to faculty observers, evaluatees, and supervisors to reflect on the evaluation forms that have been in use since 2014. A report has been compiled and presented at the May 2017 DAS meeting.

Status: Goal reached

7. Review and revision of Faculty Selection Guidelines document to clarify hiring and evaluation processes

This project has not been embarked on this academic year. The senate will visit it in Fall of 2017.

Status: Continuance as a goal

8. Proposed: Recommendations from DCC on lab definitions in Appendix F

This project was added later in the year and has been withdrawn as a goal due to prioritization of curriculum matters.

Status: Withdrawn as a goal.

IV. Vision for 2017-2018

The SMCCCD faces some challenges ahead with regard to the many initiatives that face us both from a state level, districtwide, and locally.

- Statewide, the impact of the Strong Workforce Program has potential to engage faculty, but locally, faculty report a lack of engagement in the planning and collaboration part of the work. As guided by the ASCCC, each local senate appointed a CTE Liaison, all of whom report little opportunity to be involved in this work. As suggested by colleges statewide, release time for the CTE liaisons was recommended by the DAS, but it was not entered into the local district funding plan. It is the goal of the DAS to have faculty involved at a very meaningful level in the SWP, as this work has impact on teaching, learning, curriculum, program development, and processes for budget.
- The District Strategic Plan has potential to engage faculty at a high level. The DAS leadership has stated its intentions to the district leadership to be a part of this work. DAS looks forward to meaningful involvement in this plan.
- The Online Education Initiative is rolling out in different ways at the three colleges, and the DAS has little engagement directly in this initiative. DAS does interface with the Distance Education Advisory Committee on policies such as the Distance Education Online Rubric, and will continue to facilitate the passage of educational policies for distance education.
- The Equal Employment Opportunity committee initially had the DAS president as a member, but schedule conflicts precluded the president's attendance. The president was not successful in identifying a designee to appoint to this committee, so the committee has operated without consistent faculty voice since its inception. It is hoped that faculty representation can be ensured in Fall 2017.
- Workload equity has morphed from a bargaining unit discussion to one involving the three senates; each senate was asked to appoint a member to explore the issue in Fall 2017. DAS will discuss as needed in Fall 2017.
- College promise and district promise plans are forming at the college and district, and the DAS is poised to advise and give input as needed.

The DAS has the following goals for 2017-2018:

1. Senate leadership and succession planning focus
2. Sharing of best practices and review of local senates handbook
3. Continued facilitation of development of DE Policy and implantation of OEI rubric
4. Review and revision of Faculty Selection Guidelines document to clarify hiring and evaluation processes