



[District Academic Senate Website](#)

Governing Council Officers 2015-2016

Diana Bennett
President

Douglas Hirzel
Cañada College AS President

David Laderman
College San Mateo AS President

Kate Williams Browne
Skyline College AS President

Teresa Morris
Chair District Curriculum Committee

Cañada College AS Vice President

Kathleen Sammut
College San Mateo AS Vice President

Stephen Fredricks
Skyline College AS Vice President

APPROVED: 11/23/15

**SMCCD District Academic Senate
Minutes 10/12/15**

Meetings of Governing Council are open to all members of the campus community.

Item/Topic	Presenter	Time	Details	Procedure/Discussion/Information /Action
Call to Order	President	1	Time: 2:17 Timekeeper: Doug Recorder: David	
Introductions	President	1	Members present: Teresa Morris, David Laderman, Diana Bennett, Doug Hirzel, Kate Browne Members absent: Kathy Sammut, Stephen Fredricks Guests: Bruce Griffin, Jasmine Witham, Tania Beliz, Jennifer Taylor-Mendoza, Jonathan Paver, Leigh Anne Shaw, Janet Stringer, Peter Bruni	
Adoption of Agenda: 10/12/15	President	1	M: Doug S: David Diana moved items around to accommodate CC electronic visit at 2:30 ACTION: approved	
Approval of Minutes: 9/14/15	President	1	M: Doug S: David Kate declined to accept DAS VP position; action item, next meeting. ACTION: approved	

Public Comment				
	Public		3 minutes per speaker on Non Agenda Items	Information
Presentations				
Agenda Items				
Consent Agenda:				
<p>Approval of Consent Agenda</p> <p>All items on the consent agenda may, by unanimous vote of the SMCCD District Academic Senate members present, be approved by one motion after allowing for member questions about a particular item. Prior to a motion for approval of the consent agenda, any member, interested student or citizen or member of the staff may request that an item be removed to be discussed in the order listed, after approval of remaining items on the consent agenda.</p>				
Continuing Senate Business:				
President's Update	Bennett	5	President's Update <ul style="list-style-type: none"> • Community Ed/Corporate Ed • VP Council/OEI Cohort 2 • Board of Trustees Meeting 	
Curriculum	Morris	10	District Curriculum Update: <ul style="list-style-type: none"> • DCC • CurricuNET <p>Met last Monday, meet regularly on the Mondays before DAS, will meet Nov 2, will engage discussion of engineering and digital arts programs at that time, related to cross-campus program development; Teresa hopes to provide some fact-finding results. Work on what kinds of procedures, how much and what type of consultations, district-wide. More revision to 6.13. CTE programs seem to often be at the center of the issue of inter-college program development. Regional advisory boards and their needs are important here: along with the statewide CTE consortium. General discussion on issues around creating a procedure for consultation, collaboration and communication. DCC seeks input from local senates, on the issue and for policy 6.13. Is there an electronic, tech solution to some of these problems? (Teresa might bring back model for us to consider)</p>	
Curriculum Development	Morris	10	District-wide programs/courses/curriculum development See above	

Policy Review	ALL	30	<p>Feedback/Comments from local AS campuses</p> <ul style="list-style-type: none"> • 3.15.2 Equivalency to Min Quals • 6.13/6.13.1 Curriculum Development, Program Review, and Program Viability <p>See above</p> <ul style="list-style-type: none"> • Textbook Selection Policy/Procedure <p>Regular Effective Contact for Distance ED Courses Policy</p> <p>Postponed to future meeting</p>
DE Course Rubric	Bennett	5	<p>Adoption of OEI Course Design Rubric for SMCCCD DE courses</p> <p>CSM, pending Tuesday's GC meeting; Canada, no discuss but no disagreement or comment; Skyline still pending – to be on next agenda as action. This rubric will be, if adopted, a guideline, model, not a formal policy.</p> <p>ACTION: postponed to next meeting</p>
New Senate Business:			
DE CMS	Bennett	60	<p>OEI Cohort 2 (Canvas)</p> <p>VPs and DE deans want to join cohort 2 Canvas:</p> <p>Student support; migration of CMS and IT; faculty area, training, and PD. Not joining OEI; can participate, but later (course exchange); still being piloted. Main immediate concern: a new CMS for the district. Free, till 2018/19. Faculty questions on training, proctoring, tutoring, etc. Faculty want/need to see what Canvas looks like; CSM had flex day where some div reps came; some presentations at Skyline too; but adjuncts don't get the info and presentations. We have the decision, but also implementation, how and when? Canvas implementation plan includes content migration (Paver), colleges need to commit PD support to migration, training. Projected timeline: Three months of IT transition; 12 months to train faculty. FAQ page recommended (esp for adjuncts).</p> <p>Michelle Pilati from ASCCC joined us on speaker phone: she mentioned a four-week course starting Monday, for training faculty in Canvas (as current example of transition support). There will be more</p>

			<p>opportunities to take training courses locally. Train the trainer sessions for colleges too. Can be customized by each college, to a degree. Two CMS will be running parallel briefly, can be difficult for students and faculty. Doug: Faculty being asked to trust, like an arranged marriage, and promise of a long honeymoon. Decision feels made more or less already by admin, a foregone conclusion. How much time, how long really, to do this, make this work?</p> <p>ASCCC did long detailed vetting process. Canvas was chosen by students and faculty, for ease of use, apparently increases student use—big selling point. Clean interface, looks good on screen. Second cohort is better to join, in many ways (kinks in first cohort worked out). Any faculty can go online and try canvas. Friday forum should include demo, visuals. OEI has an FAQ on Canvas. Need faculty approval very soon, get it agendized at local senates. End of October would be ideal. Shoot for local senates end of October approval. Michelle: The sooner we go, the more likely that it's free. Friday forum to be recorded and available.</p>
Fall Retreat	Browne		<p>Fall Retreat – to address/enhance district and local senate bylaws, constitution, and so on.</p> <p>Idea from previous plenaries and discussions, to have a retreat for all three district senates to line up and converse and upgrade our bylaws, constitutions, electoral processes, governances, etc. Waiting to hear from Julie Adams, regarding who from ASCCC could lead and facilitate. Planned for fall, but more likely will happen in spring.</p>
Announcements			
Next Mtg	11/16/15-	1	<p>DAS Meeting November 16, 2015 * (11/9/15 Holiday)</p> <p>Information</p> <p>We will meet next on 11/23.</p>
SMCCCD			<p>OEI Cohort 2 (Canvas) Forum: October 16, 2015</p>
ASCCC			<p>Area B Meeting: October 23, 2015</p> <p>2015 Fall Plenary Session: Nov. 5, 2015 to Nov 7, 2015</p> <p>Exemplary programs and faculty Awards:</p>

			<ul style="list-style-type: none"> • Exemplary Award: Deadline November 10, 2015 • Hayward Award: Deadline December 30, 2015 • Diversity Award: Deadline February 8, 2016 	
Adjourn	President	2	M: David S: Kate ACTION: ended at 4:28	
All Board Polices and Procedures may be found at Regs & Rules SharePoint site				