



## Governing Council Officers 2019-2020

Jeramy Wallace  
*2018-2019 DAS President*

Vacant  
*2018-2019 DAS President-Elect*

Leigh Anne Shaw  
*DAS Past President*

Teresa Morris  
*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*

Kate Williams Browne  
*Skyline College AS President*

Jing Folsom  
*Skyline College AS Secretary*

### Agenda

Monday, November 18, 2019  
2:15 – 4:30 pm  
Skyline College  
Building 8, Room 317  
3300 College Drive, San Bruno, CA

**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	Jeremy Wallace, Arielle Smith, Diana Tedone, Kate Browne, Jing Folsom, Aaron McVean, Bianca Rowden-Quincy, Jai Kumar, David Eck, Leigh Anne Shaw, Jessica Hurless	Procedure
1.3	Consent agenda	President	0		Procedure
1.4	Adoption of today's agenda	President	1	Move 3.4 to 3.1 on agenda (equivalency to min quals as first order of new business) – approved unanimously	Action
1.5	Adoption of the minutes of previous meetings	President	1		Action
1.6	Public Comment	Public	3	CSM town hall went well: themes of hiring practices, district housing, and administrative evaluation procedures	Information

**2. Standing Agenda Items (30 minutes)**

	Item	Presenter	Time	Details	Description
2.1	Campus reports	Senate presidents	20	<p>President's report:</p> <ul style="list-style-type: none"> <li>• BOT: BOT revised selection procedures for chancellor and have adopted more of district hiring policies in the process – will be led by a board member, 3 faculty, 3 admin (1 of which is from district), 3 classified, 1 student, 1 comm rep – will probably be appointing faculty. Have each senate recommend 2-3 faculty per campus to choose from to ensure sufficient balance and diversity on the selection committee – hoping to meet in January</li> <li>• DPGC: no updates</li> <li>• Other               <ul style="list-style-type: none"> <li>○ Evaluation forms: AFT initially didn't includes revised evaluation forms in negotiations, so it is now in the negotiations process.</li> <li>○ FT temporary faculty: David Feune, JTM, JW met to discuss both hiring and evaluation procedures. 2 year max (grant funded is exempt from this), align with ed code and any FT Temp will go through tenure review process in 1<sup>st</sup> year, in 2<sup>nd</sup> year will not be evaluated – if position is made permanent and are hired in that position they will start at tenure 2 (only that exact discipline position); per AFT contract, grant funded faculty are evaluated as adjuncts (even if FT), so if grant funded FT Temp becomes permanent start at tenure 1. Found out that AFT had been negotiating this, so worked with them to pull it until district team finishes work on it</li> <li>○ 50% Law: 50% law is the instructional cost of CLASSROOM FACULTY only and only on instruction (reassign time, counselors, librarians, tutors, instructional technologist, lab techs,</li> </ul> </li> </ul>	Information

				<p>support services, etc are NOT included in it) met with reps from district and AFT to discuss – we are currently at 47%. Made in the first place when we were still part of K-12 system to ensure that students have enough faculty contact. Bc we are basic aid, then we aren't impacted bc \$ comes from apportionment which we don't get. If we were to add in counselors and librarians then we probably would meet 50%. Information only – no planned action.</p> <ul style="list-style-type: none"> <li>○ DEAC Update: need to get it started again – initial meeting Dec 6</li> <li>○ Professional Development: district-wide revision to PD policies and procedures, will look at in Feb meeting to take back to campus AS bodies – hoping to have approved by May</li> <li>○ Local campus reports:</li> <li>○ Canada: ranked faculty positions in AS; had Mike Claire and Maurice Goodman visit with faculty; lots of questions on campus are 2+2 that haven't really been answered – hoping to do some research as to how this could work or has worked</li> <li>○ Skyline: looking at planning and budget organizational structure and see if it makes sense to make any changes; president search process is regularly being reviewed, very transparent process; will discuss resolution around administrative evaluations; discussing and getting information on student hunger project</li> <li>○ CSM: last meeting was town hall</li> </ul>	
2.2	Equity matters	Wallace	10	<p>DAS will discuss issues pertinent to educational equity and social justice across the district</p> <p>Every campus in the district sends 1 team for free to each Equity Institute session – each campus needs to recruit. Next 3 are around counseling, STEM, and classified</p>	Discussion

### 3. New Senate Business (90 min)

	Item	Presenter	Time	Details	Description
3.1	Zero Cost Textbooks	Tedone-Goldstone	15	<p>Discussion of Zero Cost Textbook definitions and designations</p> <p>At AS Plenary, session on ZTC and OEI. Skyline and Canada are aligned in how they interpret this SB1359 – Jan 2018 law that has us designate traditional textbooks that we are passing as no cost to student as ZTC – classes that have a textbook but does not pass cost to students (CSM is not in alignment and has used ZTC for classes with no textbooks). Recommend having the following 3 designators:</p> <ol style="list-style-type: none"> <li>1. ZTC</li> <li>2. No text required</li> <li>3. Low cost (get feedback from student senates on what constitutes 'low cost') (consideration is also that certain disciplines overall have lower cost textbooks; but from student perspective, it's money</li> </ol>	Discussion

				<p>they have to spend regardless of the discipline. Students are starting to make strategic and intentional decisions about classes)</p> <p>Goes beyond just cost factor, but has allowed faculty to rethink content delivery, textbooks they choose, access to other voices, etc</p> <p>Ideal solution would be to have textbooks listed in webschedule (timely textbook adoption would help significantly) – already on that path, will take a few years, but looking at going to a ‘flat fee’ or unit based model. CSM and Canada are at 65-68% of adoptions not submitted – able to get much more leverage and have competitive advantage in terms of being proactive.</p> <p>What does Skyline do differently to have better numbers in terms of faculty textbook adoption info sent on time: departmental adoptions, division assistants play key role in getting textbook orders early (can be hands on)</p> <p>Will most likely need to have some kind of ‘teeth’ for faculty – it is critically important for students and planning</p> <p>Also suggest working district-wide to adopt the same textbook for the same course</p> <p>OERI – texts will need to be revised, how to ensure faculty (and often adjuncts) get paid for the time it takes to do this</p> <p>Desired outcome: support for designator changes? Process and timeline? Need to have any changes to designators approved by March, so approved by local senates by Feb</p> <p>Support for designations</p> <p>Next steps: bring to local AS, and Bianca will contact local student senates to have discussion on what constitutes ‘low-cost’ (ranges are ok if need be)</p>	
3.2	Textbook costs	Kumar/ Bauer	20	<p>Discussion of how faculty can mitigate textbook costs through the adoption process</p> <p>Inclusive access program has been successful. UCD has gone a step ahead with ‘equitable access’ which is a ‘flat fee’ for textbooks regardless of what you are taking.</p> <p>In order to get any of this done, need broad faculty participation EARLY</p> <p>How to accomplish this? Education around why dates and deadlines matter; also ask deans to take on responsibility of ensuring that textbook requests are in on time – biggest concern is with adjunct faculty</p> <p>Could we make this a question on program review – what percentage of faculty in your dept submitted textbook adoption request on time? Or make this part of course</p>	Discussion

				<p>assignment process, when acceptance of course will require textbook adoptions?</p> <p>Logical next step is to invite Jai or Tom to local AS – tie into equity discussions – by February, ideally</p>	
3.3	Faculty Hiring Procedures	Wallace/	25	<p>Review and discuss faculty hiring procedures</p> <p>Discovered that board policy 3.15, and related procedures (3.15.3, pg 9 of document) and faculty selection procedures documents are not aligned – requesting feedback</p> <p>Concern that there is no faculty involvement in adjunct hiring (board policy doesn't say that now); FT temp procedure</p> <p>Things to consider in revising policy re adjuncts and FT temp positions: what constitutes an emergency hire? Clarifying faculty involvement in hiring, process to show that procedure was followed (written and signed justification for why procedure was not able to be followed to be submitted to AS) 'dean will reach out to faculty to have faculty screen from the pool' – in the event that the faculty is unable or unwilling to do this, dean would document that and submit to AS</p> <p>PT pool – how to ensure that pool is current? How long ago was description updated – create timeline for review of every 3 years. How often should applicants reapply/do applications expire?</p> <p>Emergency hire (section d) – for hires within 45 days of the beginning of the assignment, dean can select qualified candidate. Implications for evaluation and seniority lists</p> <p>Suggestion to remove the entire section on emergency hire procedures</p> <p>FT temps – 2 discipline experts</p>	Discussion
3.4	Equivalency to Minimum Quals updates	Wallace	20	<p>Discussion of revisions to equivalency policies and processes made by DAS and district administration</p> <p>Equivalency discussion: last year, DAS proposed updating policies, procedures, and forms for equivalency process. Came up with compromise: local campus equivalency with 3 discipline experts, dean, and 5<sup>th</sup> member from district equivalency committee that will be trained in equivalency process to make sure process is followed; will be co-chair with dean; dean will have a vote, and will switch to majority and not unanimous. District Equivalency committee will have 2 faculty members per campus, to serve for 3 year terms, and for any committee 5<sup>th</sup> member would be non-discipline expert. President will be the final approver and committee suggestion will go straight to president; if president does not agree, will need to present rationale in writing. Will not allow for an appeal unless the process was not followed properly for some reason</p> <p>FT temp – 2 year deadlines will begin Fall 2020</p>	Discussion

3.5	Academic Calendar	Wallace	10	Discuss proposed academic calendar Send suggestions to Joaquin Rivera directly	
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#### 4. Final Announcements and Adjournment – 5 minutes

	Item	Presenter	Time	Details	Description
4.1	Announcements	All	5		information
4.2				Select note-takers: Oct: Kate Nov: Arielle Dec: Diana	information
4.3	Adjournment	Wallace		4:46pm	action

#### Future Meeting Dates and Locations

- **December 9: College of San Mateo (10-401)**

#### 2019-20 District Academic Senate Goals

1. Review current state of online training (e.g. STOT) and ensure it is meeting faculty need in serving students
2. Work with facilities on a review of the impact of the classroom environment on our students
3. Continue to focus on equity and social justice intentionality in all aspects of teaching, learning, and student interaction
4. Achieve greater communication between campuses and greater engagement of faculty involvement in local and statewide initiatives
5. Continue to assign courses to disciplines
6. Explore ways to further improve collegial consultation and participatory governance to better serve our campuses
7. Improve access and equitable allocation of resources for professional development at all three campuses
8. Improve the process for equivalency to minimum qualifications

9. Create a board policy to govern the hiring and evaluation of temporary full-time faculty hires and grant-funded hires
10. Create a statement of support for OER initiatives and cost-lowering innovations for students at all three campuses
11. Work towards parity at all three campuses on the Strong Workforce Initiative
12. Develop policies and procedures that will promote equity in the hiring process
13. Develop new-faculty, both part-time and full-time, onboarding guidelines
14. Collaborate with administration to develop policies and procedures for offering dual enrollment courses