



## Governing Council Officers 2021-2022

Kate Williams Browne  
2020-2021 DAS President

Jeremy Wallace  
DAS Past President

Vacant  
2020-2021 DAS President-Elect

Sarah Harmon  
District Teaching & Learning

Jessica Hurless  
District Curriculum Committee Chair

David Eck  
Cañada College AS President

Natalie Alizaga  
Cañada College AS Vice President

Teresa Morris/Arielle Smith  
College of San Mateo AS President

Jesenia Diaz  
College of San Mateo AS Vice President

Lindsey Ayotte  
Skyline College AS President

Cassidy Ryan  
Skyline College AS Vice President

### Approved Minutes

Monday, October 11, 2021  
2:15 – 4:30 pm

<https://smccd.zoom.us/j/83725621824>

Meeting ID: 873 2562 1824  
Phone: +1 669 900 9128

**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	Resolution to continue virtual District Academic Senate meetings M: Teresa, S: Lindsey. Motion Passes  Resolution will be under the consent agenda in future meetings.	Action
1.2	Roll/Introductions	Clerk	1	Present: Kate Browne, Jeremy Wallace, Sarah Harmon, Jessica Hurless, David Eck, Natalie Alizaga, Teresa Morris, Jesenia Diaz, Lindsey Ayotte, Cassidy Ryan-White	Procedure
1.3	Consent agenda	President	0		Procedure
1.4	Adoption of today's agenda	President	1	M: Lindsey, S: Sarah, Motion Passes	Action
1.5	Adoption of the minutes of previous meetings	President	1	September 2021 Minutes	Action
1.6	Public Comment	Public	3	None	Information

## 2. Standing Agenda (35 minutes)

	Item	Presenter	Time	Details	Description
2.1	Campus reports	Senate presidents	15	<p>Senate presidents and others will briefly share critical, non-agenda items only.</p> <p>Cañada:</p> <ul style="list-style-type: none"> <li>Starting search for permanent president at end of October. Senate appointments will be approved on 10/14.</li> <li>Will be discussing Facilities Master Plan this coming Thursday, 10/14</li> <li>Friday, 10/15, will be Cañada’s next college-wide town hall. Faculty have expressed concern over spring 2022 planning, especially as it relates to COVID-19, in Safety Committee meetings.</li> <li>One of Cañada’s senate goals was to revamp WebSchedule, and David noted that the Enrollment Services Committee is looking into changes to WebSchedule.</li> </ul> <p>College of San Mateo</p> <ul style="list-style-type: none"> <li>CSM will soon be finalizing their 2021-22 goals, which include curriculum alignment, dual enrollment qualifications, enrollment/course cancellations, and ZTC/OER.</li> <li>CSM faculty have been helping identify classrooms that will be converted to hy-flex classrooms.</li> </ul> <p>Skyline College</p> <ul style="list-style-type: none"> <li>Dr. Moreno has been working on a “People’s College” initiative – shared governance, equity antiracism, civic mindedness, and climate review</li> <li>Still finalizing 2021-22 goals, but they include class cancellations, which Skyline has created a cross-constituent task group to look into</li> <li>Skyline AS has created an equity checklist, which will foster discussion on how AS goals support antiracism</li> <li>Skyline AS is developing “community guidelines,” which will help foster effective communication</li> <li>Skyline AS has been more cognizant of the 10+1 and ensuring that agenda items are aligned with the 10+1: <a href="https://smccd.instructure.com/courses/36465">https://smccd.instructure.com/courses/36465</a></li> </ul>	Information
2.2	Standing Committee Reports	DCC, DTL	10	<p>Standing committee chairs will briefly share critical items.</p> <p>District Curriculum Committee</p> <ul style="list-style-type: none"> <li>Had first meeting Sept. 20, and the agenda focused on collegial consultation and curriculum development. This is part of the District Senate’s goal to align the District curriculum.</li> <li>DCC has created a subgroup to look at Board Policy 6.13: Curriculum Development, Program Review,</li> </ul>	Information

				<p>and Program Viability and BP 6.26: Transfer of Credit &amp; Grad. And/or Certif. Pgm. Req. for Students who Transfer among the Dist. Colleges. The task group includes Jessica Hurless, Lisa Palmer, Christopher Walker, Gloria Darafshi, Maria Norris and Aaron McVean.</p> <p>District Teaching and Learning Committee</p> <ul style="list-style-type: none"> <li>• DTL will be sharing their course modalities document with DAS later in the meeting</li> <li>• DTL also started to talk about processes for students who are symptomatic for COVID-19</li> <li>• DTL still needs additional faculty from CSM</li> </ul>	
2.3	Presidents' Report	President, Past President	10	<p>President and past President will briefly share district-wide information.</p> <ul style="list-style-type: none"> <li>• Area B Meeting, Friday Oct. 15, 10-3 (<a href="https://fhda-edu.zoom.us/j/91055946731?pwd=WIBNVWFSY08RzN4VWJOOWhkZWthdz09&amp;from=addon">https://fhda-edu.zoom.us/j/91055946731?pwd=WIBNVWFSY08RzN4VWJOOWhkZWthdz09&amp;from=addon</a>)</li> <li>• ASCCC Plenary, Nov. 4-6 (<a href="https://www.asccc.org/events/2021-11-04-150000-2021-11-06-230000/2021-fall-plenary-session-hybrid-event">https://www.asccc.org/events/2021-11-04-150000-2021-11-06-230000/2021-fall-plenary-session-hybrid-event</a>)</li> <li>• Board of Trustees Update (Next BOT meeting: Oct. 13) <ul style="list-style-type: none"> <li>○ Topics for next meeting: student housing and the Student Success Link (SSL)</li> </ul> </li> <li>• District Academic Calendar Committee <ul style="list-style-type: none"> <li>○ In November, 2023-24 will be brought to DAS for feedback</li> </ul> </li> <li>• Education Housing Board: needs faculty appointment <ul style="list-style-type: none"> <li>○ Appointment in December to start in Spring 2022</li> <li>○ Faculty appointment will be drawn from list of faculty residents at Cañada Vista and College View.</li> </ul> </li> <li>• District Leadership Retreat Update <ul style="list-style-type: none"> <li>○ Chancellor Claire is organizing a retreat for the District leadership. Details to come.</li> </ul> </li> </ul>	Information

### 3. New Senate Business (75 minutes)

	Item	Presenter	Time	Details	Description
3.1	Board & Senate Meet & Greet	Browne/ Goodman	30	<p>Board member Maurice Goodman will visit the District Academic Senate to engage in dialogue about teaching and learning.</p> <ul style="list-style-type: none"> <li>• These Meet &amp; Greets are meant to help the Board and Senates get to know each other better and to be thought partners in the vision for the District.</li> <li>• Questions: <ul style="list-style-type: none"> <li>○ Your Story: how did you get to CCC?</li> <li>○ Today's Tough Ones: what are the major</li> </ul> </li> </ul>	Discussion

				<ul style="list-style-type: none"> <li>○ Challenges for this year?</li> <li>○ Stepping into Action: what should WE work on together, and how?</li> </ul>	
3.2	DE Modalities Definitions	Harmon/McVean	20	<p>First read of the DE Modalities Definitions document from District Teaching and Learning Committee</p> <ul style="list-style-type: none"> <li>• Document will go to District DEAC on Monday, October 18</li> <li>• Sarah focused on Hybrid and Hi-Flex <ul style="list-style-type: none"> <li>○ Hybrid courses are defined as having “1-99%” of the contact hours online, but DTL would like to offer guidance on which percentage would be online vs. face-to-face. The draft recommendation is 30-70% online, which would be approved by the dean. Instructors would also be advised to make clear which components are online vs. F2F in their syllabi.</li> <li>○ Teresa encouraged DTL to discuss hybrid options with division assistants vis-à-vis classroom scheduling</li> <li>○ Hy-Flex: Curriculum is designed to allow students to choose how they will engage in the class for any given class meeting.</li> <li>○ Sarah shared a draft definition of “contact hours” for hy-flex and policies for instructors (e.g. in-person tests can’t be required). Kate asked about how we ensure the students are experiencing regular and effective contact.</li> </ul> </li> </ul>	Discussion
3.3	Spring 2022 Class Sizes	Wallace	20	<p>Proposed emergency resolution to maintain pandemic-level class sizes</p> <ul style="list-style-type: none"> <li>• M: David, S: Sarah, 7 yeas, 0 nays, 3 abstentions</li> </ul>	Info/Action
3.4	Sustainability Committee Appointment	Browne	5	<p>Action: Appoint Jeramy Wallace to District Sustainability Committee</p> <ul style="list-style-type: none"> <li>• M: David, S: Jessica, 10 yeas, 0 nays, 0 abstentions</li> </ul>	Action

#### 4. Old Senate Business

	Item	Presenter	Time	Details	Description
4.1	2021-22 DAS Goals	All	20	<p>Review 2020-21 DAS goals and propose 2021-22 DAS goals</p> <ul style="list-style-type: none"> <li>• Kate reviewed 2020-21 District Senate goals. Completed goals include creation of an Ethnic Studies local degree requirement, revision of the DAS by-laws, and completion of OER-CVC application. In progress goals include revisions to faculty evaluations, creation of a compressed calendar, alignment of district curricula, and revisions to short- and long-term professional development. Revisions to faculty hiring and equity</li> </ul>	Action

				<p>audits of DAS policies and procedures were never started.</p> <ul style="list-style-type: none"> <li>• Draft 2021-22 goals include those that were not started (except the equity audits since Jesse is no longer on DAS) and in progress goals from last year</li> <li>• Furthermore, goal #7 from 2020-21 – supporting faculty during pandemic – was revised to “10+1 in Changing Times,” which includes the pandemic recovery but also how the pandemic changed teaching and learning</li> <li>• Action is tabled until November meeting</li> </ul>	
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**5. Final Announcements and Adjournment – 5 minutes**

	Item	Presenter	Time	Details	Description
5.1	Announcements	All	5		information
5.2	Adjournment	Browne		M: Lindsey, S; Cassidy, 10 yeas, 0 nays, 0 abstentions	action

**2021-22 DRAFT District Academic Senate Goals**

1. **Equity-Minded Faculty Hiring:** Engage with the District Antiracism Council 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. **Faculty Evaluation Procedures:** 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 (Jeremy)
3. **Cross-District Curriculum Alignment:** Implement a process for aligning curriculum across the District (Jessica)
4. **The “10+1” in Changing Times:** Continue to support faculty in responding to academic and professional matters in the current pandemic, in the recovery, and in future conditions (DTL)
5. **Article 13 Professional Development:** Work with the AFT to finalize the revisions to short- and long-term professional development policies and procedures
6. **Processes for Determining Class Sizes:** Develop and propose processes for determining class sizes

**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 (*Not Started*)
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 (*In Progress*)
3. Develop and implement equity audits for policies and procedures that fall under the 10+1 (*Not Started*)
4. Research a compressed academic calendar (*In Progress*)
5. Develop a District-wide ethnic studies degree requirement for local Associate’s degrees (*Completed*)
6. Implement a process for aligning curriculum across the District (*In Progress*)

7. Continue to support faculty in responding to academic and professional matters in the current pandemic (*Ongoing*)
8. Work with the AFT to revise the short- and long-term professional development policies and processes (*In Progress*)
9. Undergo the application process for joining the California Virtual Campus (CVC-OEI) (*Completed*)
10. Evaluate and revise the by-laws (*Completed*)