



Governing Council Officers 2022-2023

Kate Williams Browne
2022-2023 DAS President

Jeramy Wallace
DAS Past President

Arielle Smith (starting Nov. 2022)
2022-2023 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

Todd Windisch (Fall 2022)
College of San Mateo Senator

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 10, 2022
2:15 – 4:30 pm
SMCCCD Board Room
3401 CSM Drive, San Mateo, CA, 94402
<https://smccd.zoom.us/j/89253544419>
Meeting ID: 892 5354 4419
Phone: +1 669 444 9171

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	DAS: Kate Browne, Jeramy Wallace, Sarah Harmon, Jessica Hurless CAN: David Eck, Natalie Alizaga CSM: Todd Windisch, Jesenia Diaz SKY: Lindsey Ayotte Guests: Monica Malamud, Zaid Ghori	Action
1.2	Roll/Introductions	Clerk	1		Procedure
1.3	Consent agenda	President	1	Resolution to conduct hybrid District Academic Senate meetings	Procedure
1.4	Adoption of today's agenda	President	1	M: Todd Windisch, S: David Eck. Motion passes	Action
1.5	Adoption of the minutes of previous meetings	President	1	September 2022 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	Senate presidents and others will briefly share critical, non-agenda items only.	Information

				<ul style="list-style-type: none"> • Cañada (Eck): Will approve annual goals this week; Relaunching faculty development program in spring with an emphasis on student engagement; discussing badges for “quality-reviewed” courses; will be discussing AP/IB/CLEP; looking to clarify AB2449 (Brown Act revisions), AB361 (relaxation of Brown Act), AB928 (CalGETC) • College of San Mateo (Windisch): established senate goals on Sept. 19; discussed EMP with Dean of PRIE and vice presidents; reviewed board policies, with recommendation on class minimum BP; discussed Program Improvement and Viability process, which will be headed by curriculum chair Chris Walker, because a few programs need to go through the PIV process; brainstormed roles and responsibilities for department chairs. • Skyline College (Ayotte): Have not approved goals yet; inviting curriculum chairs to discuss DEI process; discussed professional development and flex; SPARC developing EMP goals and campus-wide feedback will commence soon; Skyline wants to provide feedback to Calendar Committee that SMCCD should be closed for Indigenous People’s Day (10/10). 	
2.2	Standing Committee Reports	DCC, DTL	10	<p>Standing committee chairs will briefly share critical items.</p> <ul style="list-style-type: none"> • DCC (Hurless): At first meeting, DCC heard confusion and concerns about how the workload pilot program is impacting curriculum development; discussed course inactivation procedure – after 5 years of not offering a course, it would be inactivated unless granted an exemption from DCC; revisited external exam policies because a few programs are out of alignment due to subject codes/numbers were out of alignment; discussed AB 928 (CalGETC), which will eliminate life-long learning and reducing the number of GE requirements/units; students will automatically be placed into a transfer degree program (ADT) if they select transfer as their educational goal; discussed the need for a DCC handbook. David Eck suggested that a DCC update be agendized at our next meeting, specifically course inactivation policies. • DTL (Harmon): Michael Limm (BIO, CAN) will be joining DTL, but DTL is still looking for BUS/CTE, Counseling, and Social Sciences faculty; at last meeting, DTL started working on their handbook, which will come to DAS in the future; started working on the academic honesty policy document, with a plan of having a draft for DAS in December. 	Information

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"> • DPGC <ul style="list-style-type: none"> ○ Big focus of last meeting was class minimum board policy (BP 6.04). Kate encouraged local senates to weigh in. ○ AB2449 (Brown Act updates): VC McVean will put together a list of committees that have Brown Act requirements. AB2449 goes into effect on Jan. 1, 2023. • ASCCC Area B (Oct. 14) <ul style="list-style-type: none"> ○ All delegates and interested parties can attend the Area B Meeting to provide feedback on the ASCCC resolutions. • ASCCC Plenary (Nov. 3-5) <ul style="list-style-type: none"> ○ Resolutions will be voted on on Saturday, Nov. 5. • District Equity Institute/ Equity Academy <ul style="list-style-type: none"> ○ Started October 17th and is open and free to district employees. 	Information
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3. New Senate Business (80 minutes)

	Item	Presenter	Time	Details	Description
3.1	District Study Abroad Advisory Committee	Browne	10	<p>Appoint the following faculty to the District Study Abroad Advisory Committee: Salumeh Eslamieh (English, CAN), Lale Yurtseven (Business, CSM), and Danielle Powell (Communications, SKY)</p> <ul style="list-style-type: none"> • M: Jeramy Wallace S: Dave Eck. Motion passes unanimously. • Dave Eck: asked if a faculty member who is teaching abroad can join the committee. Zaid Ghori confirmed that they can. • Jeramy Wallace: asked what the charge of the District Study Abroad Advisory Committee was. According to Zaid Ghori. DSAAC reviews applications for study abroad programs and faculty; they also develop policies and procedures, including those related to safety (like COVID). Jeramy further asked if committee members who have a study abroad application in recuse themselves. Zaid Ghori confirmed that they do recuse themselves and a proxy is appointed. 	Action
3.2	Chancellor's COVID-19 Policy Revision Committee	Browne	10	<p>Appoint the following faculty to the Chancellor's COVID-19 Policy Revision Committee: Michael Hoffman (Math, CAN), Moussa Ghanma (Chemistry, SKY), and Janet Tohmc (Nursing, CSM)</p> <ul style="list-style-type: none"> • M: Dave Eck S: Todd Windisch. • Chancellor Claire asked Kate Browne and Monica Malamud to appoint one faculty 	Action

				<ul style="list-style-type: none"> • Jeramy Wallace asked why Michael Hoffman was appointed if the District was looking for people with medical expertise. Monica noted the reasons for each of the appointed members. • Kate shared that the timeline was condensed in order to finish before the November registration period and in time for Spring 2023 semester. • Dave Eck expressed frustration about the process for this policy considering this is such a contentious issue. He noted that the local safety committees has been marginalized and that the district safety committee, which doesn't have staff and faculty, has already been changing policies. • Jeramy: Reiterated Dave's frustration with the process. It didn't go through the regular appointment processes, like appointing from DAS or asking local senates for appointments. Michael Hoffman may have been appointed for his statistical expertise, but he is an AFT executive member, which means the AFT has a voice in the room but not the academic senate. • Monica: mentioned she was also frustrated with the process and that the changes to vaccine policies were mentioned in August, but there was no follow up until September. • Dave: concerned that any decisions may be seen by faculty and staff as predetermined but acknowledged that we want to be consistent and transparent for our students. • Amended Motion: Dave amended his motion to include a recommendation that the task group share its findings DAS President Kate Browne in enough time to distribute it to the faculty prior to the posting of the Oct. 26th board agenda (Oct. 21st). Todd Windisch seconds. Motion: 7 ayes, 2 nays. Motion passes. 	
3.3	Shared governance structures	All	30	<p>Discussion of each local senate's governance structures and decision-making processes, best practices, and strengths/challenges. This month's topic was reassigned time (2.6 FTEF per college)</p> <ul style="list-style-type: none"> • SKY (Ayotte): Lindsey shared Skyline Academic Senate's allocation of reassigned time (Pres.: 0.6 FTE; VP: 0.4 FTE; Secr.: 0.2 FTE; Treas.: 0.2 FTE; CC Chair: 0.6 FTE; PD Chair: 0.2 FTE; Ed Policy Chair: 0.2 FTE; 3 adjuncts senators are paid hourly but equivalent to 0.33 FTE per senator). Skyline has a College Governance Committee that brings together all constituencies to make decisions impacting the whole college. • CSM (Wallace): Jeramy shared the CSM Academic Senate allocation of reassigned time (Pres.: 1.0 FTE; 	Discussion

				<p>VP: 0.2 FTE; Secr.: 0.2 FTE¹; CC Chair: 0.6 FTE; SLOAC: 0.4 FTE; adjuncts are paid hourly for service on academic senate and its subcommittees from the CSM senate budget)</p> <ul style="list-style-type: none"> • CAN (Eck): Dave shared the reassigned time for Cañada Academic Senate (Pres.: 0.4; Past Pres.: 0.2; VP: 0.4; Secr.: 0.2; Treas.: 0.2; Adjunct Rep.: 0.05; CC Chair: 0.6; SLO coord.: 0.6 (not senate allocated)). Cañada has a webpage with all reassigned time allocated and to whom. With Cañada's lower number of FTEF, it is more difficult to engage in big projects, like revisions to WebSchedule, but it is hoped that RA time for the past president will help with this. • Jessica asked about DAS reassigned time because as DCC chair, she has been put in charge of many district-wide initiatives and legal mandates. She has no RA time for the DCC chair. • DAS reassigned time: Pres.: 0.6; Past President: 0.2; President-elect: 0.2; DTL: 0.2. 	
3.4	Academic Honesty	Eck, Harmon	30	<p>Discuss current academic honesty policies and potential revisions</p> <ul style="list-style-type: none"> • Tabled until December meeting 	Discussion

4. Old Senate Business (10 minutes)

	Item	Presenter	Time	Details	Description
4.1	2022-23 DAS Goals	All	10	<p>Confirm task group leads and timelines</p> <ul style="list-style-type: none"> • Kate verified the leadership of the DAS task groups • See below for when updates will happen 	Discussion

5. Final Announcements and Adjournment – 5 minutes

	Item	Presenter	Time	Details	Description
5.1	Announcements	All	5		information
5.2	Adjournment	Browne		M: Dave, S: Sarah. Motion Passes	action

2022-23 District Academic Senate Goals

1. **By-laws Revisions:** Update election policies and procedures (Lindsey Ayotte, Cassidy Ryan, and Kate Browne) – update @ Feb. meeting
2. **DAS Website Update:** Update the District Academic Senate website (David Eck, Jessica Hurless, and Sarah Harmon) – update @ march meeting

¹ On December 12, 2022, Jeremy Wallace noted that the CSM Academic Senate does give its secretary 0.2 FTE of reassigned time (Senate New Business 3.3)

3. **Processes for Determining Class Sizes:** Develop and propose processes for determining class sizes, ~~including class minimums and maximums~~ (Jeremy Wallace and Todd Windisch) - update at Dec. meeting
4. **Course Schedule Presentation/WebSchedule:** Work on issues related to how students interact with course schedules, WebSchedule, and CRM (Sarah Harmon & DTL)
5. **Improve equivalency processes:** Find ways to improve the efficiency of the equivalency process (Lindsey Ayotte, Cassidy Ryan, Jeremy Wallace, and Aaron McVean) – update @ Feb. meeting

Long-term District Academic Senate Goals

1. **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)
2. **Cross-District Curriculum Alignment:** Implement a process for aligning curriculum across the District (DCC)
3. **Compressed calendar:** Investigate a compressed calendar and other calendar interventions for increasing enrollment and access (David Eck, ~~Cassidy Ryan~~, Jessie Raskin, and Natalie Alizaga)

2022-23 Projects of Interest/Oversight

1. **Article 13 Professional Development:** DAS task group has completed work and revisions have been forwarded to AFT. (David Eck)
2. **Faculty Evaluation Procedures:** DAS task group has completed work and revisions have been forwarded to AFT. (Jeremy Wallace)
3. **Equity Minded Faculty Hiring:** EEOC is working on faculty hiring and District faculty have been involved. (Natalie Alizaga & Kate Browne)
4. **Academic Senate Alignment and Collaboration**
 - a. **Shared governance structures:** Discuss how each college approaches shared governance structures and processes
 - b. **Expand Noncredit Offerings:** Facilitate collaboration between the three local senates on noncredit offerings
 - c. **Enrollment Processes:** Advocate for changes to enrollment processes as developed by local senates
 - d. **Course scheduling and modalities:** Facilitate discussions on how each college is scheduling their courses and which modalities are being scheduled.
5. **Marketing:** Stay informed on the District’s plan on a centralized marketing department and potentially take a position/make a recommendation.
6. **Fee Payment Policies:** Learn about payment policies for enrollment fees and investigate how these policies are impacting enrollments