



**DRAFT Minutes**  
 Monday, December 12, 2023  
 2:12 – 4:30 pm  
 SMCCCD Board Room  
 3401 CSM Drive, San Mateo, CA, 94402  
<https://smccd.zoom.us/j/84187286433>  
 Meeting ID: 841 8728 6433  
 Phone: +1 669 900 9128

## Governing Council Officers 2022-2023

Kate Williams Browne 2022-2023 DAS President	Arielle Smith 2022-2023 DAS President-Elect
Sarah Harmon District Teaching & Learning	David Eck Canada College AS President
Jessica Hurler District Curriculum Committee Chair	Todd Windisch (Fall 2022) College of San Mateo Senator
Natalie Alizaga Canada College AS Vice President	Lindsay Ayoitte Skyline College AS President
Jessica Diaz College of San Mateo AS Vice President	Cassidy Ryan Skyline College AS Vice President

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	President	1		Action
1.2	Clerk	1	Jeramy Wallace (Past Pres.), (DCC), Kate Browne (Pres.), Arielle Smith (Pres-Elect), Cassidy Ryan (SKY), Sarah Harmon (DTL), Jessica Hurler (CSM), Todd Windisch (CSM), Lindsay Ayoitte (SKY), David Eck (CAN), Natalie Alizaga (CAN), Jessica Diaz	Roll/Introductions
1.3	President	1	Resolution to conduct hybrid District Academic Senate meetings	Procedure
1.4	President	1	M: Kate, S: Arielle, Motion passes unanimously BOT has moved their discussion to 12/14 Add Telework pilot as a discussion item because the Remove 3.3 because presenter cannot attend Kate proposed the following amendments to the agenda:	Action
1.5	President	1	Jeramy suggested Sarah noted a typo on the October minutes and Kate suggested edits to the November minutes	Action
1.6	Public	3	No public comments	Information

### 2. Standing Agenda (32 minutes)

Item	Presenter	Time	Details	Description
2.1	Senate presidents	12	Senate presidents and others will briefly share critical, non-agenda items only.	Information

3. New Senate Business (75 minutes)

	<p>SKY (Ayotte): After Teresa Morris's presentation regarding collegiality between instructional and non-instructional faculty, the Skylark has convened a task group to create a letter of support. Skylark AS will also be holding a flex day session to work on senate goals. This session will be open to the campus community to participate. Ended last AS meeting with an ugly sweater contest.</p> <p>C2M (Smith): At last meeting, the senate had an overview of 2B893. C2M AS also discussed their DE training policy, especially what constitutes retraining. This will be an action item soon. Tomorrow (12/13), C2M AS will be discussing the recent campus climate survey and proposed policies for non-participation on faculty committees.</p> <p>CAN (Eck): Canada AS prioritized the colleges full-time faculty requests. Canada AS also discussed academic freedom and how to better ensure it in policy and/or in the faculty contract. In January, they will be discussing the letter brought forward by Diana Tedone re: collegiality between instructional and non-instructional faculty. Textbook affordability task group shared out their date for the fall semester, which will be discussed in more detail next semester.</p>				
Information	<p>Standing committee chairs will briefly share critical items.</p> <p>DCC (Hurless): At last meeting, DCC finalized district alignment summit for January flex day, which will focus on external exam credit alignment. Revisited course inactivation SOP based on DAS feedback. They also looked at policy alignment in the catalogs, including military credit policies, AA degree major requirements, and AA degree competency requirements.</p> <p>DTL (Harmon): DTL has been working on their handbook, which will be shared today (item 3.4) and public facing DE modality definitions in conjunction with District DEAC. Academic honesty policy work is temporarily being shelved.</p>	10	DCC, DTL	Standing Committee Reports	2.2
Information	<p>President and Past President will briefly share district-wide information.</p> <ul style="list-style-type: none"> <li>• DPGC (Kate) <ul style="list-style-type: none"> <li>○ Most recently, DPGC looked at the emergency response plans, gender identification in sports, class minimums. Policies around telework are still being discussed pending BOT discussion.</li> </ul> </li> <li>• BOT <ul style="list-style-type: none"> <li>○ At the last BOT meeting, there was a presentation on class cancellations from Spring 2019 to Fall 2022. Vice Chancellor McVean will be invited to give a presentation to DAS in the near future.</li> </ul> </li> </ul>	10	President, Past President	Presidents, Report	2.3

Item	Presenter	Time	Details	Description
3.1	All	10	<ul style="list-style-type: none"> <li>Discussion of ASCCC Plenary issues and resolutions</li> </ul>	Discussion
3.2	Wallace/ Windisch/ Yonemura/ Maber	25	<p>DAS had the following recommendations:</p> <ul style="list-style-type: none"> <li>• Add language that COR are for all faculty, which means all courses using that COR will have the same cap</li> <li>• Jessica H. suggested using the "Other" checkbox under Assignments and Instructional Methods to house clear guidelines on how a class with this cap should taught</li> <li>• Alignment may not be feasible and DAD suggested removing this requirement</li> <li>• PIV section needs to be clarified</li> <li>• Should large class sizes be addressed?</li> <li>• What are the fiscal impacts of lower classes caps? DAS suggested asking Aaron and the campus VPIs</li> </ul>	Discussion
3.3	McVern	25	<p>Update and discussion of the draft DTL handbook</p>	Discussion
3.3	Smith	25	<p>Discuss Telwork Pilot being proposed by the District</p> <p>Arielle has drafted a statement of support for the District's Telwork Pilot, which has an impact on many members of the faculty.</p> <ul style="list-style-type: none"> <li>• Todd suggested that it is clearer that students are choosing virtual appointments over in-person appointments</li> <li>• David asked about whether students have a choice between in-person or online appointments. Arielle answered that they did.</li> <li>• Lindsey asked if there are non-instructional Middle College faculty. Arielle believes that is the case. Lindsey also asked when the pilot would start. Arielle said it would start Spring 2023 and end June 2024.</li> </ul> <p>M: Jeremy S: David Motion passes unanimously</p>	Action
3.4	Harmon	15	<p>Update on the draft DTL handbook</p> <ul style="list-style-type: none"> <li>• Sarah brought a first draft of the DTL handbook and is seeking input from DAS. Sarah specifically asked about the following: <ul style="list-style-type: none"> <li>○ DTL's relationships with other committees and administrators.</li> <li>○ Appointments <ul style="list-style-type: none"> <li>▪ Jeremy suggested that all faculty appointments be funneled through</li> </ul> </li> </ul> </li> </ul> <p>David asked about the wording of "recommends"</p>	Discussion

Item	Presenter	Time	Details	Description
4.1	Brown Mitchell	10	Update on 2022-23 Academic Calendar vis-à-vis Indigenous People's Day <ul style="list-style-type: none"> <li>The calendar committee looked at the logistics of adding an Indigenous People's Day, and due to other Monday holidays, it would drop the number of Monday instructional days below the required number.</li> </ul>	Information
4.2	All	2	Discuss governance areas where the local senators should have autonomy and where district-wide collaboration is necessary	Discussion

**2. Final Announcements and Adjournment – 2 minutes**

Item	Presenter	Time	Details	Description
2.1	All	2		Announcements
2.2	Brown		Upcoming Updates - Equivalency – February - WebSchedule – December - Class Sizes – December - DAS Website – March - By-laws – February	Action

**2022-23 District Academic Senate Goals**

- 1. By-laws Revisions:** Update election policies and procedures (Lindsay Ayotte, Cassidy Ryan, and Kate Brown)
- 2. DAS Website Update:** Update the District Academic Senate website (David Eck, Jessica Hurless, and Sarah Harmon)
- 3. Processes for Determining Class Sizes:** Develop and propose processes for determining class sizes, including class minimums and maximums (Jeremy Wallace and Todd Windisch)
- 4. Course Schedule Presentation/WebSchedule:** Work on issues related to how students interact with course schedules, WebSchedule, and CRM (Sarah Harmon & DTL)
- 2. Improve equivalency processes:** Find ways to improve the efficiency of the equivalency process (Lindsay Ayotte, Cassidy Ryan, Jeremy Wallace, and Aaron McVean)

**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, 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 Mindset 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.
2. **Marketing:** Stay informed on the District's plan on a centralized marketing department and potentially take a position/make a recommendation.
- d. **Fee Payment Policies:** Learn about payment policies for enrollment fees and investigate how these policies are impacting enrollments