



## Governing Council Officers 2019-2020

Jeremy Wallace  
*2018-2019 DAS President*

Vacant  
*2018-2019 DAS President-Elect*

Leigh Anne Shaw  
*DAS Past President*

Jessica Hurless  
*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, December 9, 2019  
2:15 – 4:30 pm  
College of San Mateo  
Building 10, Room 401  
1700 W. Hillsdale Blvd., San Mateo, 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, Diana Tedone, Leigh Anne Shaw, Kate Williams Browne, Arielle Smith, Peter von Bleichert, Paul Bissember, Jing Folsom, Jessica Hurless, David Locke, David Eck	Procedure
1.3	Consent agenda	President	0		Procedure
1.4	Adoption of today's agenda	President	1	3.3 taken off, paperwork not ready to review.	Action Diana move to approve, Arielle second. Passed unanimously
1.5	Adoption of the minutes of previous meetings	President	1		Action
1.6	Public Comment	Public	3	David Locke brought up Admin Procedure AP 6.12.1 as needing discussion and review, especially around proctoring for online classes. There is confusion about whether proctoring is allowed for online classes.  Peter brought up district interest in Proctorio, an online proctoring technology.  Recommended bringing it to a future DEAC meeting as a discussion item and DPCG as an action item.  Curriculum questions about synchronous and asynchronous meetings for online classes. Kate suggested this issue could	Information

				also be brought up at District Curriculum. Updates to DE addendum are a current discussion at District Curriculum.	
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**2. Standing Agenda Items (30 minutes)**

	Item	Presenter	Time	Details	Description
2.1	Campus reports	Senate presidents	15	<p>President's report:</p> <ul style="list-style-type: none"> <li>• BOT</li> <li>• DPGC Cancelled, nothing to report</li> <li>• Other <ul style="list-style-type: none"> <li>○ DEAC Update Had productive first meeting last week. Need three faculty who teach online to be appointed by local senates (one from each college). Bring in a suggestion in spring. Will attend monthly meetings, report locally as needed, other projects related to DEAC Came up with membership, how chair is select, and goals for year.</li> </ul> </li> </ul> <p>Interested in bringing DEAC in as subcommittee of District Academic Senate in the future. Will also update DEAC website. Jessica suggested also having a curriculum voice, as many goals are related to curriculum and pedagogy. Will meet every 4<sup>th</sup> Monday.</p> <p>Each college will appoint a faculty with online teaching experience member to serve on DEAC in the spring.</p> <p>Leigh Anne brought up the need for better communication and coordination around professional development. Perhaps once or twice a year have a connection between DE and PD. Might be something Flex coordinator can do, reach out to DEAC for PD needs.</p> <p>Cañada has a local DEAC, other colleges have different practices.</p> <p><b>2019-20 DEAC Goals</b></p> <ol style="list-style-type: none"> <li>1. Work with district IT to adopt a district-wide proctoring program</li> <li>2. Reinstitute district-sponsored training and learning in distance education</li> <li>3. Establish processes and protocol for peer-to-peer course review of distance education</li> </ol>	Information

				<ol style="list-style-type: none"> <li>4. Update policies and procedures related to distance education (e.g. regular and effective contact)</li> <li>5. Explore technology related to distance education, such as synchronous teaching, and make recommendations to district IT</li> <li>6. Ensure that technology related to distance education is accessible to all students</li> <li>7. Work with district office to create a central resource for accessibility and compliance issues</li> <li>8. Research the ideal college distance education team and make recommendations to local senates and administration</li> <li>9. Enhance WebSchedule to better inform students on the nature and expectations of online courses (e.g. meeting days &amp; times; online self-assessment)</li> <li>10. Research and develop a proposal for the ideal student support for distance education support</li> <li>11. Explore joining OEI Consortium and draft a proposal for district and college administration</li> <li>12. Update DEAC website and strategic plan</li> </ol> <p>Senate presidents will briefly share critical items only.</p> <p>Cañada passed resolution to support exploring condensed calendar and had discussion on including open seats in WebSchedule.</p> <p>CSM discussed local DEAC.</p> <p>Skyline passed support for early and inclusive evaluation for college administrators. Passed a letter of concern about campus culture. Executive committee is getting ready to engage a conversation with administration about guidelines related to class cancellations.</p>	
2.2	Equity matters	Wallace	15	<p>DAS will discuss issues pertinent to educational equity and social justice across the district</p> <p>CSM Guided Pathways worked with equity committee to assess course mapping. Equity concerned with general ed choices, asking faculty to choose GE courses that fold into area. Peter updated CSM Management Program website to show what it will look like under Guided Pathways. Welcomes feedback!</p> <p>CSM looking into topic of ADA accommodations for faculty. Interested in getting HR to talk more about this topic at Academic Senate meeting.</p> <p>Skyline having concerns around workload issue, especially administrators appointing faculty to committees and not</p>	Discussion

				going through Academic Senate. Title 5 gives Senate appointment power for all institutional committees.	
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### 3. New Senate Business (90 min)

	Item	Presenter	Time	Details	Description
3.1	Manager Evaluations	Tedone-Goldstone	15	<p>Discussion of board policy 5.16: Managers: Evaluations Need more robust evaluation process and procedures. Issue also brought up at CSM town hall with chancellor as concern. Brought up in the past and didn't get a lot of feedback from district HR. Bringing support from all three college as Academic Senate resolutions would show need. Could bring it to Board as either one college or together. Might do a combo of this. District not see this as under AFT perview. Classified also see this as an issue and it would be good to bring in CSEA and/or Classified Senate. Not about faculty complaining, want it to be beneficial to administrators. Show what doing well and what needs improvement. Administrators aren't perfect and shouldn't be expected to be. Look at it as continuous improvement.</p> <p>If consistently having administrator turnover, need a system to see what's going on with that.</p> <p>Bring up at DPCG simultaneously with resolution going through Academic Senates.</p>	Discussion
3.2	Faculty Diversity	All	25	<p>Discuss ASCCC's faculty diversification initiative and its implementation at SMCCCD Suggestion to come up with a "selection of faculty committee guidelines". Make sure not dependent on whoever happens to be there to enforce equity concerns. Time to talk about this more at a district perspective. Brought up at EOC but that isn't as regular. District program to increase faculty diversity not getting support it needs. Might needs to be more coordination at local and district level around this issue, either through Equity Committees or offices. Program works, but needs support. Coordinator needs more reassigned time to run program, 40% not enough to visit local colleges to recruit. Needs to be restructured differently.</p>	Discussion

			<p>Things District Academic Senate can do:</p> <ul style="list-style-type: none"><li>- Need Board Policy that shows commitment to diversifying faculty hiring.</li><li>- Electronic interviews, technology we have is not good enough. Need to think about better methods. Traveling can be large financial burden, especially for adjuncts.</li><li>- Sending job announcements to more places to increase pool of applicants.</li></ul> <p>A education district we have role of being moral leader.</p> <p>The more making required language could make applications more uniform. Suggested might give flexibility, but also some will leave it off.</p> <p>Can follow up with interview questions to get better picture of candidate.</p> <p>Challenge is that not enough faculty have sufficient knowledge to effectively evaluate applications and diversity statement.</p> <p>Implicit bias training needs to be expanded. Needs to be more than checking off boxes to fulfill particular categories. Maybe even reoccur every 2 years instead of 3.</p> <p>Symposium on faculty hiring in March would be useful.</p> <p>District policy requiring diversity representatives on selection committees. Might need to reframe purpose of committee. Holistic assessment of candidates, discipline expertise as well as other aspects of need.</p> <p>Might have committee that has expertise around equity in hiring. Will need to be compensated if getting from small pool. This would only be for full-time faculty hiring committees.</p> <p>Need for diversity and equity to be something every faculty has training in. We also hire adjuncts, classified, admins, etc. Need for training for all.</p> <p>One college has someone from Equity Committee to monitor process, but that position was not given any weight so suggestions could be ignored or minimized. At our college it's HR that does this, but HR stretched thin.</p> <p>If boilerplate language isn't included does that make it a failed search? HR is supposed to make sure it's included and send out job description.</p>	
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				<p>We might need to start at HR, since HR plays large role in all college selection process.</p> <p>Some Presidents have stricter standards for hiring committees around equity.</p> <p>Don't want to bump up against hiring laws. Better to decentralize and focus on training. Many faculty don't have clear understanding of what equity means.</p> <p>What is the criteria for calling a failed search? Could make this a part of bias training.</p> <p>Summary:</p> <ul style="list-style-type: none"> <li>- Academic Senate draft resolution</li> <li>- Need Board Policy or Resolution from Board around diversity in hiring.</li> <li>- Work with IT to have better electronic interviews to break down barriers.</li> <li>- Where are job announcements sent?</li> <li>- Working with EOC to expand implicit bias training to be more comprehensive</li> <li>- Revise interview questions when starting new hiring process.</li> <li>- Include second question on application that has more to do with social justice.</li> </ul> <p>Could each equity committee draft a question that could be included on applications?</p> <p>Recommend committees create a discipline specific equity question.</p> <p>Work with HR to include information about what disproportionately student populations are in that discipline at the college.</p> <p>Make equal opportunity plan publicly available.</p>	
3.3	Equivalency to Minimum Quals updates	Wallace/MeVean	20	First read of revisions to equivalency policies and processes	Discussion
3.4	District Plenary	Wallace	20	<p>Brainstorm theme for January 2021 District Plenary Breaking Down Barriers through Leadership and Collegial Consultation.</p> <p>Many classified not able to attend in January because offices not closed, could come mid-semester. Move to late April 2021 so more can come. Need to talk to PD and Flex folks. Need to recruit to have more input on sessions that appeal to all constituents.</p> <p>Community and Corporate Ed., educating people around what it is and how it's different than what we do.</p>	<p>Action Diana Motion to approve Peter Second Passed unanimously</p>

				Panel with different constituencies on what their perspectives are around collegial consultation. What does it mean to classified, students, faculty, admins?	
3.5	Chancellor Search Committee Appointments	All	10	<p>Each president will bring potential committee members to DAS, which will then appoint three to be forwarded to the Board of Trustees</p> <p>Committee membership is:  2 Community members  1 Board of Trustee member (also counts as community member and is chair of committee)  3 Admins (one from district)  3 Faculty (one from each college)  3 Classified (one from each college)  3 Students (one from each college)</p> <p>District working with consultant around process. Screening committee members will meet with consultant. Committee will start in January.</p> <p>April 2020 is when they are looking to finish.</p> <p>Skyline needs more time to reach out to faculty, will select faculty to be on committee next Monday.</p>	Action

#### 4. Final Announcements and Adjournment – 5 minutes

	Item	Presenter	Time	Details	Description
4.1	Announcements	All	5		information
4.2				<p>Select note-takers:  Feb: Peter von Bleichert  Mar: David Eck.  Apr: Diana Tedone  May: Kate Brown</p> <p>Select locations:  Feb: District  Mar: CSM  Apr: Skyline  May: Cañada</p>	information
4.3	Adjournment	Wallace			action

#### Future Meeting Dates and Locations

- **February 10: Location District**
- **March 9: Location CSM**
- **April 13: Location Skyline**

- **May 11: Location Cañada**

### **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