



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, December 13, 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		Action
1.2	Roll/Introductions	Clerk	1	Present: Kate Browne, Jeremy Wallace, David Eck, Natalie Alizaga, Teresa Morris, Jesenia Diaz, Lindsey Ayotte, Jessica Hurless, Sarah Harmon Absent: Others Present: Aaron McVean, Christopher Collins, Jacqueline Escobar, Leono Cabrera, Monica Malamud, Patty Hall,	Procedure
1.3	Consent agenda	President	1	Resolution to continue virtual District Academic Senate meetings	Procedure
1.4	Adoption of today's agenda	President	1	M: Lindsey Ayotte, S: Sarah Harmon, Motion Passes	Action
1.5	Adoption of the minutes of previous meetings	President	1	October and November 2021 Minutes	Action
1.6	Public Comment	Public	3	Teresa Morris: flex day memo indicates Friday, Jan. 14 th as mandatory flex day. Teresa asks that academic senate re-approve decision that FT faculty can complete five hours over two days Monica Malamud: flex hours can be completed, as needed, but contract does have one required flex day	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>SKY: last senate meeting two weeks ago and engaged in community building activities. New secretary – Jessica Truglio (reported by Lindsey Ayotte)</p> <p>CAN: reviewed full-time position requests at last meeting and voted on recommendation to president; next spring, the Cañada senate plans to frequently discuss how teaching and learning is going in the transition back to campus. (reported by David Eck)</p> <p>CSM: discussed decision-making process for adopting technology and software used in the classroom, particularly programs like Proctorio. (Reported by Teresa Morris)</p>	Information
2.2	Standing Committee Reports	DCC, DTL	10	<p>Standing committee chairs will briefly share critical items.</p> <p>DCC: DCC has been contacting faculty regarding discrepancies in credit for prior learning. DCC will be moving forward on policies and procedures for “Language Other Than English” requirement. (reported by Jessica Hurless)</p> <p>DTL: DTL is still working on DE modalities definitions, which will be finished in spring. (reported by Sarah Harmon)</p>	Information
2.3	Presidents’ Report	President, Past President	10	<p>President and past President will briefly share district-wide information.</p> <p>DPGC:</p> <ul style="list-style-type: none"> • fee waivers for undocumented students board policy approved. A group of DPGC members will review administrative procedures. • DPGC is moving to board policies and administrative procedures from the Community College League of California • Antiracism Council brought a draft mission, vision, and values statements to DPGC for comment. They are soliciting feedback from various stakeholders. They will bring new version to spring leadership retreat. • Vaccination board policy was approved and administrative procedure is being completed. • Kate met with Chancellor Claire on enrollment, class cancellations, and transitioning to campus in the spring. Chancellor Claire will be organizing a leadership retreat in early spring. 	Information

3. New Senate Business (50 minutes)

	Item	Presenter	Time	Details	Description
3.1	Board & Senate Meet & Greet	Browne/ Holober	30	<p>Board member Richard Holober will visit the District Academic Senate to engage in dialogue about teaching and learning.</p> <ul style="list-style-type: none"> Kate asked a series of questions of Richard Holober and the senate leadership about their journeys to teaching and to the District, about the challenges facing the District in the next year, and about the senate/board relationship. 	Discussion
3.2	District Sustainability Program	Sustainability Committee	20	<p>Learn about district's sustainability efforts and student opportunities.</p> <ul style="list-style-type: none"> Joe Fullerton and Alexis Whitaker from the District Sustainability team visited to share their work and discuss the intersection of sustainability and curriculum. The team has three full-time employees, three fellows, and twelve student interns. Joe quickly provided some background on the work of the sustainability team and its mission for environmental justice. DPGC, Local Senate, mission and vision, ILOs and PLOs 	Information

4. Old Senate Business (40 minutes)

	Item	Presenter	Time	Details	Description
4.1	DTL Modalities and Definitions Document	Harmon/ McVean	10	<p>Review and approve DTL's modalities and definitions document</p> <ul style="list-style-type: none"> Sarah shared the DTL's definitions for instructional modalities – asynchronous, online synchronous, hybrid, hyflex, and in-person. No substantial changes to online asynchronous or online synchronous. Most revisions were made to hybrid and hyflex, including number of contact hours for varying components of each modality (e.g. “synchronous component” and “asynchronous components”) and important policies, like modality of tests and attendance policies. Document is meant to provide definitions, especially for hyflex, which is a relatively new modality to the district. Section on hyflex will continue to evolve. No major changes to face-to-face. David pointed out that in-person activities can be assessed, so a policy that forbids in-person assessments may be inappropriate. DTL will play qualify assessments a bit (summative v. formative). Monica echoed David's concern about assessment and asked about requirement that assessment modality be specified. DTL will define forms of assessments in document, but Sarah believes that 	Action

				<p>state requirements vis-à-vis assessments are for summative assessments.</p> <ul style="list-style-type: none"> • Kate asked is senate would be willing to approve with understanding that these questions will be addressed. David asked if we can wait until February, but Sarah said the enrollment services committee (ESC) needs it by February 1st. Teresa is concerned about language around assessment and homework and would like to see it again. Teresa asked if we could see this after the ESC since we're looking at definitions rather than Banner-related breakdowns. Monica asked why online synchronous is broken into "partial" and "fully." The DTL has concerns about the effectiveness of requiring students to be on Zoom for several hours a week. • Action on this document will be tabled until February. Sarah will check in with ESC on timeline. 	
4.2	Spring 2022 Guidance	Harmon/McVean	10	<p>Review and approve DTL's Spring 2022 guidance document</p> <ul style="list-style-type: none"> • Sarah reviewed DTL's Spring 2022 guidance, which includes best practices for responding to instructor and student quarantines, mask mandates, Canvas requirements, and continued flexibility for students. The document also includes withdrawal practices (the excused withdrawal, as of today, is going away in Spring 2022). • Teresa brought up library technology loaner program webpages have out-of-date information, so she questioned whether those pages should be linked to in the document. • David suggested that we cite the chancellor's office on the "like modality" requirement. He further suggested that the "like modality" requirement be added to the "General Disruptions" section. <p>M: David Eck, S: Natalie, Motion Passes</p>	Action
4.2	2023-24 Academic Calendar	Browne	10	<p>Update on feedback to Academic Calendar Committee</p> <ul style="list-style-type: none"> • Kate took questions and concerns from DAS to the Calendar Committee. Karrie sent our questions to the appropriate people for answers. Kate shared the committee's responses (e.g. Indigenous People's day would have to be approved by the Board of Trustees, the number of flex days is in the AFT contract). • Discussion also came up about a compressed calendar, and Kate mentioned that the Academic Calendar Committee won't be developing a compressed calendar. That request needs to come from DAS and the Board. 	Information
4.3	2021-22 DAS Goals Update	All	10	<p>Quick update and clarification of DAS goals in preparation for February 14 task group reports</p> <ul style="list-style-type: none"> • Tabled 	Discussion

5. Final Announcements and Adjournment – 5 minutes

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

2021-22 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 professorate (Kate and Natalie)
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 (David)
6. **Processes for Determining Class Sizes:** Develop and propose processes for determining class sizes (Jeremy)
7. **Course Schedule Presentation/WebSchedule:** Work on issues related to how students interact with course schedules and WebSchedule (Sarah and Nick)
8. **Compressed calendar:** Investigate a compressed calendar and other calendar interventions for increasing enrollment and access (David and Cassidy)