



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 Hurlless
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, March 14, 2022
2:15 – 4:30 pm
<https://smccd.zoom.us/j/85160385790>
Meeting ID: 851 6038 5790
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	Kate Browne, Dave Eck, Natalia Alizaga, Arielle Smith, Jesenia Diaz, Cassidy Ryan-White, Sarah Harmon, Jessica Hurlless,	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: Arielle Smith; S: Dave Eck. Motion Passes	Action
1.5	Adoption of the minutes of previous meetings	President	1	February 2022 Minutes	Action
1.6	Public Comment	Public	3	Natalie: District Antiracism Committee will be sending out an email on behalf of the Curriculum Subcommittee soliciting interest in attending NCORE. Dave: District Academic Senate website, especially sub-committees, needs to be updated and easier to navigate. Arielle: Requested that we agendize a discussion of AB705 at a future meeting.	Information

2. Standing Agenda (35 minutes)

	Item	Presenter	Time	Details	Description
2.1	Campus reports	Senate presidents	15	<p>Senate presidents and others briefly shared critical, non-agenda items only.</p> <ul style="list-style-type: none"> • Cañada (Dave): the Cañada curriculum committee updated the senate on AB705 prerequisite language; discussed issues with new parking system and its impact on students (suggested DAS have a discussion about free parking); formed a workgroup to create a template for Faculty Profile pages (e.g. bios) with the goal of improving the marketing of courses and programs; Cañada is in the process of updating their Educational Master Plan; at 3/24 meeting the Cañada senate will be discussing the Áse's Internal Equity Audit; Cañada will be having presidential forums on 3/23 and 3/24. • CSM (Arielle): CSM senate created a checklist for hiring managers in faculty hiring, especially with respect to hiring committees; CSM will start discussing excused absence guidelines. • Skyline (Cassidy): Skyline senate is discussing parking fees and their impacts on students; Skyline is electing new senators this semester using new election committee; Skyline is currently doing interviews for their VPI position and forums are forthcoming; Skyline senate will also be discussing AB705 updates. 	Information
2.2	Standing Committee Reports	DCC, DTL	10	<p>Standing committee chairs briefly shared critical items.</p> <ul style="list-style-type: none"> • Curriculum Committee (Jessica): will be discussing AB705 CCCCCO report that each college submitted on 3/11; working on catalog language for the external exams and the BA to AA and AA to AA catalog language. • Teaching and Learning (Sarah): DTL is working on guidance for students on how to upload COVID-19 vaccine records, and they are recommending that faculty help spread the word on vaccine attestations. DTL is finding that the students are confused by the online process and even with the actual requirement (e.g. not knowing they need to be vaccinated to access on-campus services). The proposed language is: <ul style="list-style-type: none"> ○ Summer: For students who plan to register for in-person or hybrid courses or any on-campus programs or services, you will be required to submit proof of your COVID-19 Vaccination or apply for an exemption prior to registering. The deadline to verify your vaccination status for early registration is April 12, 2022 for Summer 2022 courses. 	Information

				<p>Click here for instructions on how to submit proof of your COVID-19 vaccination.</p> <ul style="list-style-type: none"> ○ Fall: For students who plan to register for in-person or hybrid courses or any on-campus programs or services, you will be required to submit proof of your COVID-19 Vaccination or apply for an exemption prior to registering. The deadline to verify your vaccination status for early registration is May 4, 2022 for Fall 2022 courses. Click here for instructions on how to submit proof of your COVID-19 vaccination. 	
2.3	Presidents' Report	President, Past President	10	<p>President and past President briefly shared district-wide information.</p> <ul style="list-style-type: none"> ● Board of Trustees <ul style="list-style-type: none"> ○ Board discussed parking and parking fees ○ Creation of a board sub-committee on design thinking ○ Jessica Marshall was appointed to Educational Housing Board ○ Board is still looking at student housing ○ Performance audit on district personnel ● DPGC <ul style="list-style-type: none"> ○ DPGC is aligning Board Policies and Academic Procedures to the League ○ Policies that have been looked at include outside employment, intellectual property, copyrighted materials, service animals, and administrator, staff, and faculty evaluations ● EEOC <ul style="list-style-type: none"> ○ EEOC is discussing hiring processes, including practices for pre-hiring (e.g. job postings), hiring (e.g. committee membership), and post-hiring. Right now, the committee is in the information gathering phase. ● ASCCC <ul style="list-style-type: none"> ○ Area B Meeting (3/18/22, 9:30 a.m., Zoom): https://www.asccc.org/content/area-b-meeting ○ Plenary (4/7 – 9 /22, 3/25 reg. deadline): https://www.asccc.org/events/april-7-2022-900am/2022-spring-plenary-session-hybrid-event 	Information

3. New Senate Business (70 minutes)

	Item	Presenter	Time	Details	Description
3.1	Chancellor & Senate Meet & Greet	Browne/ Claire	25	Chancellor Mike Claire visited the District Academic Senate to engage in dialogue about teaching and learning and	Discussion

				discuss ideas from Board Retreat vis-à-vis senate participation.	
3.2	OER	Maloney/ Chak	15	Information on Open Education Resources (OER) across the District <ul style="list-style-type: none"> Ame Maloney and Kevin Chak shared highlights from OER Week, which included PD and consultations with faculty. OER liaisons also surveyed students on their interest in ZTC pathways (they are still analyzing the data). They also shared the data for the number of sections using ZTC/LTC. 	Discussion
3.3	ZTC/LTC Definitions	Harmon/ Maloney	10	Approve DTL's revised definitions for Zero Textbook Costs and Low Textbook Costs <ul style="list-style-type: none"> Sarah Harmon and Ame Maloney shared a document that defines Zero Textbook Costs and Low Textbook Costs designations, which integrates regulations from SB1359 and ASCCC "Zero means Zero" resolution. Sarah also added the disclaimer that the ASCCC and CCCCCO may still provide language for LTC. The three college senates approved \$40 as the LTC threshold. Sarah also discussed WebSchedule disclaimers, such as the disclaimer that a section may not be ZTC/LTC if a new instructor takes over the section. Ame also highlighted the use of ZTC/LTC icons in WebSchedule. M: Dave Eck; S: Arielle Smith. Motion passes. 	Action
3.4	District Senate Election	Wallace	10	Call for Nominations and form the DAS Election Committee M: Sarah Harmon; S: David Eck. Motion passes M: Natalie Alizaga; S: Jesenia Diaz. Motion passes	Action
3.5	Revisions to Faculty Evaluation	Wallace	10	Share revisions to faculty evaluation processes and forms <ul style="list-style-type: none"> Tabled due to time constraints Jeramy encouraged everyone to review the draft evaluation documents for discussion at the April meeting. The draft forms are on the District Academic Senate website. 	Information

4. Old Senate Business (20 minutes)

	Item	Presenter	Time	Details	Description
4.1	Credit for Prior Learning	Beck/ McVean	5	Approved formation of CPL workgroup M: Jessica Hurless; S: Dave Eck. Motion passes.	Action
4.2	DTL Modalities Definitions and Guidance Documents	Harmon/ McVean	5	Approved DTL's modalities and definitions and accompanying guidance. M: Jessica Hurless; S: David Eck. Motion passes.	Action
4.3	Senate Task Groups Updates	Browne	5	Task group leads to create reports with actions and/or recommendations for the May 2022 DAS meeting	Information

4.3	2024-25 Academic Calendar	Browne	5	Second read of 2024-25 Academic Calendar (no changes from first draft) M: Sarah Harmon; S: Dave Eck. Motion passes.	Action
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5. Final Announcements and Adjournment – 5 minutes

	Item	Presenter	Time	Details	Description
5.1	Announcements	All	5	Article 13 Task Group will meet on 4/4, 11-12 WebSchedule/ESC Task group meets 4/5 Compressed Calendar Task Group will meet 3/18, 3:30-4:30	information
5.2	Adjournment	Browne		M: Arielle Smith; S: Dave Eck. Adjourned at 4:28 p.m.	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)