

## Governing Council Officers 2017-2018



**Agenda**  
 Monday, August 28, 2017  
 District Board Room  
 3401 CSM Drive  
 San Mateo, CA  
 2:15 – 3:30 pm

Leigh Anne Shaw  
*President*

Diana Bennett  
*DAS Past President*

Hyla Lacefield  
*Cañada College AS President*

Jeremy Wallace  
*College of San Mateo AS President*

Kate Williams Browne  
*Skyline College AS President*

Teresa Morris (interim)  
*District Curriculum Committee Chair*

Diane Tedone-Goldstone  
*Cañada College AS Vice President*

(vacant)  
*College of San Mateo AS Vice President*

Jesse Raskin  
*Skyline College AS Vice President*

### Opening Procedures

Item	Presenter	Time	Details	Action/Information
Call to order	President	0	2:20 pm meeting began	Procedure
Roll/Introductions, selection of note-taker	Secretary	7	<i>Present: J Wallace, D. Tedone-Goldstone, H. Lacefield, KW Browne, T. Morris, LA Shaw.[best email: shaw1@smccd.edu]</i> <i>Selection of note-taker: KW Browne</i>	Procedure
Adoption of today's agenda	President	0	M: Lacefield /S: Wallace	Action
Public Comment	Public	3	<i>Query about District Curr Chair voting rights; CSM College discussion about DACA [Dream Centers, all interested parties; follow-up with last year's work [eg. "What to do if ICE comes to your door"]; announcement of "Black Lives, Gray Matter" [Wed 8/30, Skyline College]</i>	Information

### New Senate Business

	Item	Presenter	Time	Details	Action/Information
1	DAS role and critical areas of involvement	Shaw	10	1.1 Mission, by-laws <i>- Refer to 2016 version on DAS web site</i> <i>-need to revise DAS Governing Council now that College ASenates are now Representative, rather than "as the whole"</i> <i>-need to update language and review details; eg., Membership, Duties, Functioning, Voting/proxy, timing of Committee appointments &amp; Officer elections</i>  1.2 Web page <a href="http://smccd.edu/academicssenate/">http://smccd.edu/academicssenate/</a> <i>Shaw did a scroll around the various ways to access DAS, agendas, handouts, DAS Pilots.</i> <i>Sub-committees:</i> <i>-DAS/Curriculum [add Vice Chancellors of Educational Services]</i>	Information

				<p>-DAS/Study Abroad [will ask new Director about terms of appointment of faculty reps and begin to get regular reports] Resources [such as Fac Flex Form, Min Quals, etc.] – Request from Teresa to have Study Abroad group come to both DAS and District Curr Committee.</p> <p>1.3 State/Area – Area B Meeting (Oct 13, Santa Rosa Junior College); Fall Plenary (Nov 1-4, Irvine Marriott, reg. deadline Monday, October 2, 2017)</p> <p>1.4 Institutes <a href="http://www.asccc.org">http://www.asccc.org</a> -Regional Curr institute, etc. is all on ASCCC web site. Promote in your local senates.</p>	
2	Best Practices	Shaw	15	<p>2.1 ASCCC Local Senates Handbook <a href="http://www.asccc.org/sites/default/files/local_senates_handbook2015-web.pdf">www.asccc.org/sites/default/files/local_senates_handbook2015-web.pdf</a> -Strongly recommend a read-through and get copies</p> <p>2.2 Local senates' best practices -LA's observations from all 3 local Senate meetings. -Colleges/administrations need more clarity about how and when AS should be brought in. We should be a major arena to discuss 'professional matters' – many faculty/admins confuse purviews of union and senate.. Some statewide colleges have MOUs between ASenate &amp; Union – consider? -Needs clarity &amp; mutual understanding about timing and process to get things through ASenate discussion &amp; approval. [calendar backwards from critical due dates, agreement on committee &amp; initiative approvals] [+] Bring in Pres &amp; VPs. [+] Use Resolutions process more regularly, and for things other than complaints or commendations. [+] Have fewer discussion items and more time, but limits discussion [+] Consent agenda and let people pull only if needed. [+] Share good things by students &amp; division reps.</p>	Information
3	Policies and the District Participatory Governance Council	Shaw	10	<p>3.1 Role of DPGC -meets monthly, all constituents at all 3 campuses [Admin, Faculty, Classified, Student]- There is no proxy voting; if President cannot attend, must send delegate for the year.</p> <p>3.2 Best practices for presenting policies to local senates All about District Policies: comes up in DPCG, go back to local ASenate, then bring back to DPCG; recommend 1<sup>st</sup> read, 2<sup>nd</sup> read when possible</p>	Information
4	Training for Local Senates and leadership succession	Shaw	15	<p>4.1 Discussion of best practices for senate training [+] Do a training on AS, 30 min in Fall. [+] Have a local Senate retreat on Flex Day</p>	Information
5	Senate work and goals		20	<p>5.1 End-of-Year Report 2016-2017 -On web site: Look under Work of the DAS, has DAS Projects &amp; Pilots</p> <p>5.2 Goals for 2017-2018 1. Senate leadership &amp; succession 2. Sharing best practices &amp; review of local senate handbook 3. Continued facilitation of dvpt of DE policy &amp; implementation of OEI rubric. 4. Review &amp; revision Fac. Selection guidelines re hiring &amp; eval.</p>	Information

				<p>5. Pursue clarity on next step for STOT</p> <p>6. Explore opportunities for Open Ed Resources &amp; other strategies for addressing \$ barriers.</p> <p>7. Ensure strong faculty voice in Guided Pathways.</p> <p>8. Work with AFT to improve fac eval forms</p> <p>9. Contribute faculty voice re workload equity.</p>	
6	Critical DAS Leadership Issues for 2017 - 2018			<ol style="list-style-type: none"> <li>1. Faculty Diversity Internship Program – <i>DAS is the faculty entity on this program (local senates have already weighed in), District will be starting to look for a District Coordinator and start-up this year.</i></li> <li>2. Request for review of participatory governance structures and practices – local leadership. Review processes of appointing faculty to committees</li> <li>3. MQs and equivalency (BOT Proc. 3.15.2 moving to 3.05.1); <i>include development of a training</i></li> <li>4. Release of results of evaluation survey and collaboration with AFT on evaluation revisions- <i>DAS will get it and LA writing an Advocate article.</i></li> <li>5. Workload Equity Task Force (not official name)</li> <li>6. DAS-conducted training for faculty and deans in hiring, FSAs, MQ's, Equivalencies</li> <li>7. Continuing advocacy in Study Abroad</li> <li>8. Weighing in on Canvas and technology training, advocacy for adjuncts in particular.</li> </ol>	Information

### Final Announcements and Adjournment

Item	Presenter	Time	Details	Action/ Information
Announcements			DAS Resolution honoring Len Herzstein was passed by DAS executive committee over the summer (see attached).	information
Next meetings			September 11, 2:15 – 4:30 pm October 9, 2:15 – 4:30pm November 13, 2:15 – 4:30pm December 11, 2:15 – 4:30pm February 12, 2:15 – 4:30pm March 12, 2:15 – 4:30pm April 9, 2:15 – 4:30pm May 14, 2:15 – 4:30pm	information
Adjournment			3:35 pm . M: Morris, S: Browne	action
		135		



**District Academic Senate of San Mateo Community Colleges  
Resolution Honoring Leonard “Len” Herzstein  
August 10, 2017**

Whereas, the District Academic Senate of SMCCCD honors its own by recognizing the talents and contributions of faculty who go above and beyond the call of duty in serving the SMCCCD community honorably and well;

Whereas, Leonard “Len” Herzstein left a successful career in business to start a new career as a member of the faculty at Skyline College, where he was instrumental in implementing the College’s Co-operative Work Experience program;

Whereas, Len Herzstein introduced early innovations into the business department curriculum that were designed to help students better understand many practical aspects of business operations;

Whereas, Len Herzstein served three terms as Skyline College’s Academic Senate President;

Whereas, Len Herzstein served on the Statewide Academic Senate where he was recognized as providing a unique perspective on the value and role of career education for students;

Whereas, Len Herzstein was respected and appreciated by faculty, staff, and administration for his constructive, optimistic, friendly, humorous, and level-headed approach to a wide range of issues and concerns;

Whereas, Len Herzstein continued his support of students after retirement by helping raise funds for scholarships, including endowing a scholarship in his name for business students; and

Whereas, Len Herzstein’s service at Skyline College, where he often brought joy to others, prepared him upon retirement for his third career as Ball Dude #1 for the San Francisco Giants;

Resolved, that the District Academic Senate of San Mateo Community Colleges recognize Leonard “Len” Herzstein’s important contributions to Skyline College from his arrival in 1972 to his retirement in 1992, including his spirit of positive participation which has provided a lingering influence on others;

Resolved, that the District Academic Senate of San Mateo Community Colleges recognize the powerful leadership and student advocacy demonstrated by Len Herzstein, illustrating a life and career choice which inspires today’s faculty to follow his example; and

Resolved, that the District Academic Senate of San Mateo Community Colleges express its deepest condolences to the family of Len Herzstein at this time of his recent passing.