



[District Academic Senate Website](#)

Governing Council Officers 2015-2016

Diana Bennett
President

Douglas Hirzel
Cañada College AS President

David Laderman
College San Mateo AS President

Kate Williams Browne
Skyline College AS President

Daniele Behonick
Chair District Curriculum Committee

Sarah Harmon
Cañada College AS Vice-President

Kathleen Sammut
College San Mateo AS Vice-President

Stephen Fredricks
Skyline College AS Vice- President

Approved: 5/16/16

SMCCCD District Academic Senate

Minutes 4/8/16

10:00 am – 3:00pm

CSM 10-160

Meetings of Governing Council are open to all members of the campus community.

Item/Topic	Presenter	Time	Details	Procedure/Discussion/Information /Action
Call to Order	President	1	Time: 10:10 a.m. Timekeeper: Harmon Recorder: Hirzel	Procedure
Introductions	President	1	Members present: David L, Kate B, Diana B, Sarah H, Doug H Members absent: Stephen F, Kathy S Guests:	Procedure
Adoption of Agenda: 4/08/16	President	2	M: DL S: KB unanimous approval	ACTION
Approval of Minutes: 03/14/16	President	2	M: DL S: KB unanimous approval	ACTION
Public Comment				
Non Agenda Items	Public		3 minutes per speaker on Non Agenda Items	Information

			no public present	
Presentations				
			None	
Agenda Items				
Consent Agenda:				
<p>Approval of Consent Agenda All items on the consent agenda may, by unanimous vote of the SMCCCD District Academic Senate members present, be approved by one motion after allowing for member questions about a particular item. Prior to a motion for approval of the consent agenda, any member, interested student or citizen or member of the staff may request that an item be removed to be discussed in the order listed, after approval of remaining items on the consent agenda.</p>				
Continuing Senate Business:				
President's Update	Bennett	5	President's Update A. District DEAC is going to meet in April. B. CCCE SVIEP ESL program update: Diana met with CCCE to seek clarity; the SVIEP program is intended for students who do not meet the TOEFL test and are therefore ineligible for entrance to colleges; upon completion of the IEP, students must take TOEFL again to be appropriately placed in college courses; Diana urged communication with all ESL faculty district-wide; LAS reports that she has spoken briefly with CCCE but that communication with ESL faculty is still lacking C. KWB noted that DPGC discussion occurred about Board Policy 8.33 on Auxiliary Services. The original proposed changes reflected that CCCE could offer courses for credit – that would be inconsistent with BP 6.90. DPGC identified confusion about CCCE courses/programs and sent the policy back for revision. Are they aware of BP 6.90? D. DB says she has spoken with CCCE about constructing a process for evaluating faculty/rigor of offerings; significant concerns linger about faculty qualifications and course rigor. CCCE is helping Skyline develop Construction Management with faculty at Skyline. CSM faculty developed a 2-unit (for credit) Math course (not degree-applicable) that will be offered (via CCCE) through BAPA to 8/9 th graders and taught by CSM faculty. Senate feels this	Information

			<p>further blurs the line between credit/not-for-credit and which courses being offered by CCCE are actual college courses and which are not. Consensus of DAS members is that the public does not differentiate between credit/not-for-credit and difference in quality-control and rigor.</p> <p>E. Need to have a DAS meeting with CCCE, Tom Bauer and Jamillah Moore.</p>	
District Curriculum	Behonick	10	District Curriculum	Information /Discussion
Policy/Procedure Review	Bennett	60	<p>3.16 & 3.16.2 Equivalency to Min Quals</p> <ul style="list-style-type: none"> We have not come to an agreement with VPI Council regarding emergency hires; we feel strongly that the process for equivalency must be followed in all instances; we do not believe this problem of emergency hires frequently arises. We are not including any language regarding emergency hires in BP 3.16. Move to approve: SH, S: KB; unanimous approval <p>6.27.1 Regular Effective Contact for Distance ED Courses</p> <ul style="list-style-type: none"> DEAC at Cañada, DEETS at CSM, VP Council, have reviewed; Move to approve: DL, S: SH; unanimous approval This is a procedure and can be readily revised in the future; some language is intentionally vague (e.g. “lengthy absence”) so that district and local DE advisory committees and VPIs can interpret <p>6.13 & 6.13.1 Curriculum Process</p> <ul style="list-style-type: none"> DL: This is under Senate purview. DB: DCC reports that there is no check to make sure that consultation is occurring. There is inconsistency in how CurricUnet handles the check box about whether similar courses exist and consultation should occur. Also, there’s no method for CurricUnet to act on this – no way to send an email, block further development, etc. Currently, consultation is not required if the course is identical. Consultation should occur. If yes, describe nature of consultation, dates and current status. We 	<p>ACTION</p> <p>ACTION</p> <p>Information /Discussion</p>

			<p>need clear definitions of “similar”, “equivalent”, and “consultation”. Impact for students: repeatability issues exist even if the courses are not equivalent but are similar, transferability between colleges. We want consultation regardless of whether it is similar or equivalent. Competing course/program development is another significant concern. No consultation or notification occurs. Faculty report enrollment declines in competing courses. Who is looking to validate? District admin says different zip code means no competition. DL: not saying we shouldn’t compete, but the policy should ensure communication especially when we will end up competing;</p> <ul style="list-style-type: none"> • DCC is concerned about item 3 in the Procedure and whether curriculum should “be subject to vetting and coordination at the DCC”; DL – will revise procedure’s language so that local CC provides accountability and puts more responsibility on faculty authors to consult • DCC will audit CurricUnet and try to make improvements 	
New Senate Business:				
Spring Elections	Bennett	5	<p>Nominations for District Senate President 2016 - 2018 Leigh Anne Shaw is nominated; she will provide candidate statement</p> <p>Election to be held in April so that results can be announced in May</p>	Information /Discussion
ByLaws/Constitution	Shaw	60	<p>ByLaws & Constitution</p> <p>State Senate has a concise constitution, extensive bylaws and separate “Senate Rules”. All 3 colleges will restrict their constitution to the Name, Purpose, Powers and Duties. Membership, meetings, amendments belong in the bylaws.</p> <p>District Senate does incorporate elements in its bylaws that should be referred to as a constitution.</p> <p>Old days: standing committee for each area of 10+1 and consist solely of faculty; want flexibility for committees to not be subject to Brown Act but want to keep Senate’s purview of 10+1 areas. State Senate’s bylaws identify that</p>	Information /Discussion

			<p>standing committees are specified in the Senate Rules. State Senate president appoints faculty to “other groups” that require faculty participation.</p> <p>CSM has standing committees (Library, Assessment, Curriculum, PD) that are faculty chaired; transferred Learning Support and BSI to institutional committee that are not necessarily faculty chaired. These were more operational committees and need integrated participation.</p> <p>Cañada has institutional committee, IPC, which does program review; AS sets program review policies and procedures but IPC is operational body</p> <p>Curriculum to Board: who officially presents to the Board?</p> <p>LAS: standing committee should be obligated to report to AS but is autonomous to do their work in accordance with AS policies – AS doesn’t have to officially sign off on their work. Yet, AS approval is required for many plans which are the result of various institutional committees which are not under Senate purview.</p> <p>KB: how do we ensure reporting/communication among the many groups that are not subcommittees? For example, college-wide Professional Development Committee must have reps of admin/staff/faculty but must report to AS since faculty PD is 10+1.</p> <p>Skyline has educational policy committee that writes faculty handbook, recording of faculty in the classroom for DSPS, and similar issues. Has divisional reps and chair that reports to AS. CSM AS reviews sections of handbook that are relevant to senate but does not have an Ed. Policy Cmte.</p> <p>State Senate Rules describe elections, terms, voting, committees. Are subcommittees (e.g. curriculum committee) required to have bylaws?</p> <p>Need to provide guidance as to what AS President acts on independent of Governing Council.</p>	
Senate Structure	Shaw	60	<p>Moving from Senate of a whole to representative senate</p> <p>Problems with being a “Senate of the Whole:” Brown Act requirement of publishing names of voters and who they voted for. Quorum can be accidentally achieved if enough</p>	

faculty are present.

What does a “Representative Senate” look like? Not much differently than we actually are.

SKY – considering adding up to 3 PT faculty positions; is CTE Liaison a voting member of senate? Most feel no. Should be given a stipend/compensation.

Mira Costa: changed from a senate of the whole to a representative senate; found it was mostly a matter of semantics as the ASGC was acting as a representative senate in practice.

If rename the ASGC the AS, then the faculty at-large are the “electorate”, officers hold positions and are elected by the electorate, How would we handle choosing “senators” (e.g. division reps, PT rep at-large)? Would this be an election from the electorate, or division? Perhaps, similar to ASCCC, the ballot contains all senators names but electorate only votes for those in their division. Or election of senators occurs at each division.

Skyline created co-reps from each division in which one may be an adjunct.

Dues – still collected on voluntary basis to support representative’s work and other activities of Senate (e.g. scholarships, textbook rental programs). Faculty seem to support dues that go to students. SKY and CSM uses PD funds to send senate personnel to plenary and other conferences. CSM is shifting away from using dues to fund senate conferences. Provide funds for adjuncts to attend conferences.

Terms: 1 or 2 years? President and president-elect overlap? Term limits? How to bring in new leaders and new perspective?

Plan: Revise constitutions now to follow ASCCC model and vote in May; begin to educate colleges about senate of the whole issue. Hold a vote in Fall on bylaws change to representative senate: membership, meeting, elections, amendments. All other revisions to bylaws will occur later.

Announcements

Next Meeting	5/09/16		District ASGC May 9, 2016	Information
ASCCC			ASCCC Spring Plenary – April April 21, 2016 to April 23, 2016 Sacramento, CA	Information
Adjourn	President	2	M: S:	ACTION
For All Approved Board Polices and Procedures: SMCCCD SharePoint site				