



Governing Council Officers 2022-2023

Kate Williams Browne
2022-2023 DAS President

Jeremy Wallace
DAS Past President

Arielle Smith (starting Nov. 2022)
2022-2023 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

Todd Windisch (Fall 2022)
College of San Mateo Senator

Jesenia Diaz
College of San Mateo AS Vice President

Lindsey Ayotte
Skyline College AS President

Cassidy Ryan
Skyline College AS Vice President

DRAFT Minutes
Monday, September 12, 2022
2:15 – 4:30 pm
SMCCCD Board Room
3401 CSM Drive, San Mateo, CA, 94402
<https://smccd.zoom.us/j/85221075165>
Meeting ID: 852 2107 5165
Phone: +1 669 444 9171

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	CAN: David Eck & Natalie Alizaga CSM: Jesenia Diaz (left early) & Todd Windisch SKY: Lindsey Ayotte & Cassidy Ryan-White DIS: Kate Browne (late), Jessica Hurless, Sarah Harmon, & Jeremy Wallace (late) Guests: Mike Fitzgerald; Lori Slicton; Arielle Smith	Action
1.2	Roll/Introductions	Clerk	1		Procedure
1.3	Consent agenda	President	1	Resolution to conduct hybrid District Academic Senate meetings	Procedure
1.4	Adoption of today's agenda	President	1	M: Harmon S: Windisch Passes 7-0	Action
1.5	Adoption of the minutes of previous meetings	President	1	May 2022 and August 2022 Minutes M: Windisch S: Ryan Corrections or omissions: none 6 Aye; 1 abstention (Windisch)	Action
1.6	Public Comment	Public	3	1. Mike Fitzgerald: (statement read) 2. Lori Slicton: Anthropology faculty at SKY, new ASCCC Legislation and Advocacy Committee member, representing SMCCCD. Have met once, will be meeting once per month. Undocumented Students Week, academic freedom, AB1705 are priorities. If you have questions or would like Lori to talk to the DAS, let her know.	Information

				<p>3. I am Peter von Bleichert, former CSM academic senate secretary and vice-president (2017-2021) and FT faculty at CSM. I would like to address several issues I feel are pressing, a threat to shared governance, and the representative democracy that are our district and local senates.</p> <p>First, I urge DAS to re-examine its bylaws to preclude anyone that has served as an executive (dean or higher) administrator, from also serving as DAS president.</p> <p>Second, I urge DAS to consider, in lieu of the current/past-president model, to instead have a dual presidency, with one position for instructional faculty, and the other for counseling and library faculty. The ratio of instructional to counseling/library faculty is not proportionately represented, and I suggest that counseling/library faculty cannot properly represent or understand the needs of instructional faculty.</p> <p>Third, CSM finds itself in a position whereby our ‘dual’ presidency was abandoned (one for a dean position, the other, on sabbatical), and a past president was reinstated. I urge DAS to offer guidance to the local senates around bylaws addressing procedure for holding a new vote should a similar situation arise.</p> <p>Lastly, I urge the incoming DAS president to resign and hold new elections. My basis for this is that the person was elected prior to accepting a dean position/abandoning their elected position at CSM, and the electorate have a right to reevaluate their choice based on corrected background information, including the incoming DAS president’s service as an administrator which, I strongly believe, presents a clear conflict of interest.</p>	
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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>CAN</p> <ul style="list-style-type: none"> • Topics covered at our last Senate meeting: 1) Given the workload pilot project, discussion of the importance of Senate in organizing and filling tenure committees and participatory governance positions. 2) We discussed the challenge of analyzing recent enrollment data for program review. Our local Senate might draft a resolution to 	Information

				<p>cautioning against possible uses or interpretations of the data. Part of the concern is that some faculty, especially new or adjunct faculty, might spend a too much time and effort trying to address alarming enrollment data that says more about the external environment than anything about the program.</p> <ul style="list-style-type: none"> • At our Planning and Budgeting Council, there was a robust conversation about a Student Senate recommendation that all courses offer an online option for students by Spring 2024. Our Instructional Planning Council plans to analyze this proposal and make recommendations. • Upcoming topics planned for our next meeting: 1) identifying our annual Senate goals, 2) seeking out feedback from faculty who have taught/are teaching dual enrollment courses: What worked well? What could be improved, and how? 3) still seeking to fill a number of vacancies on different committees and councils. <p>CSM:</p> <ul style="list-style-type: none"> • Haven't met yet. Working on committee approvals, finalizing goals, commenting on EMP draft <p>SKY:</p> <ul style="list-style-type: none"> • AS starting to talk about academic goals for the year. Finalizing the Enrollment Strategies Committee on Wed, which is a new committee to help with enrollment issues. First mtg 19 Sept. Tri-chair: VPI López and CS VP Kenya Ruiz (and Lindsey) 	
2.2	Standing Committee Reports	DCC, DTL	10	<p>Standing committee chairs will briefly share critical items.</p> <ul style="list-style-type: none"> • DCC: JH not here • DTL: First meeting on 21 September. Starting work on the list of goals. Gaining fac list, but looking for more <p>Faculty (Green highlight = still looking for faculty)</p> <ul style="list-style-type: none"> • Kate Williams Browne: District Academic Senate President, Education/Child Development (SKY) • Chris Collins: District DEAC Chair, DE Coordinator, History (SKY) • Jessica Hurless: District Curriculum Chair, Communications (SKY) • Ame Maloney: Library (SKY) • Instructional Designers: Jennifer Howze-Owens (CSM) and Bianca Rowden-Quince (SKY) • Humanities and Social Science Faculty: () • Business/CTE Faculty: () • Science/Technology Faculty: () • Counseling Faculty: (CSM) • Professional Development Coordinator: Susan Khan, CSM 	Information

				<p>Classified Staff</p> <ul style="list-style-type: none"> • Instructional Technologist: Allison Hughes (Cañada) Administration • VPI: Vinicio López (SKY) • Dean: (CAN) <p>Chris Smith: ITS (District Office)</p>	
2.3	Presidents' Report	President, Past President	10	<p>President and Past President will briefly share district-wide information.</p> <ul style="list-style-type: none"> • Board of Trustees <ul style="list-style-type: none"> ○ Adoption of res affirming support for Free Community College; SB 893 has been approved, awaiting governor's signature; likely to be signed. Should be implemented by Jan 2023. Comment from faculty across the district, especially ESL faculty, in support of this legislation. Assuming it passes, it goes to District Enrollment Committee and Ed Policy Committee is going to work on the beginning of BP/AP—faculty will want to be part of that. (DPGC will also be working on this, creating a task force.) Send names in the beginning of October. ○ Std Trustee Ta is interested in engaging across the district re: issues that affect students—especially class cancellation and clarification of the policy behind it. Might be an area of collaboration with Associated Students and DAS. Also interested in discussion re: 50% Law and what counts as faculty teaching vs our other responsibilities. ○ Full report re: marketing; they're trying to look at the balance of the kinds of marketing and how it affects recruitment, retention, and how much should be done at district- vs college-level. Will come back to the board, and fac should give voice to this. (TW: CSM ESL worked with CSM Marketing to run a campaign, and it was effective with 80%+ boost in hits, but no one to follow up on the outreach, so many potential students were lost—this is an important piece to address.) ○ CCCCCO is conducting a survey on professional development needs for ethnic studies degree requirement ○ ASCCC fall plenary is coming (Nov. 3-5 in Sacramento). ASCCC will be in-person and online, and in-person registration is capped to one per college. Kate explained the organization of the plenary and the 	Information

				<p>resolution process. Resolutions will be discussed at area meetings prior to the plenary (Area B is on Oct. 14). In-person registration deadline is Oct. 21 and Nov. 1 for virtual registration.</p> <ul style="list-style-type: none"> ○ EEOC (Natalie and Kate): Higher Education Recruitment Consortium (HERC) presented on assessment tools for assessing campus environments. Discussion revolved around whether the district wants to make district-wide changes, and if so, how that impacts local college. HERC suggested the EEOC complete their Readiness Assessment before moving on to planning. Another EEOC discussion centered on how the local colleges' equity efforts can align with the EEOC. 	
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3. New Senate Business (30 minutes)

	Item	Presenter	Time	Details	Description
3.1	Upcoming Topics of Interest to DAS	Wallace	30	<p>Discuss district-wide topics, policies, and issues of potential interest to District Academic Senate.</p> <ul style="list-style-type: none"> ● Kate and Jeramy were agenda planning and a few topics came up that might not be a DAS goal but still something we want to stay informed on and maybe even take positions on. ● Jeramy mentioned marketing and enrollment fee policies. ● Marketing <ul style="list-style-type: none"> ○ Eck: mentioned that District has the resources to conduct a social media campaign, but the college websites have been under-resourced. Solutions to creating updated and engaging websites have not been prioritized. ○ Jeramy: centralization has hurt our local campuses and academic programs because district projects get prioritization over local needs. ○ Eck: District academic senate can take a leadership role in advocating for the colleges' unique identities while eliminating unnecessary duplication. ○ Todd: suggested that we invite the District leadership to explain their goals and where these projects are. Kate mentioned that we have traditionally invited board members to meetings, so this would be a good way to see their vision for the District. 	

				<ul style="list-style-type: none"> ○ Natalie: mentioned that faculty have not been involved in the marketing for our colleges and what messages we want to share with the community. ○ Kate also mentioned that we will have a new chancellor in a year and at least one board member in January, so this is a good opportunity to advocate for our goals. ● David mentioned that DAS can be pivotal in having larger discussions impacting the district and higher ed. For example, the students at Cañada want all courses to have an online section available, much like the students at UCLA have demanded. This way, we can broader conversations about why we offer courses in-person only or in two modalities. ● Similarly, DAS can be a venue for making connections between the colleges. 	
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4. Old Senate Business (60 minutes)

	Item	Presenter	Time	Details	Description
4.1	Chancellor Search	Browne	10	Update on Chancellor Search Committee <ul style="list-style-type: none"> ● No members of the hiring committee are available to give an update. 	Information
4.3	2022-23 DAS Goals	All	50	Finalize 2022-23 DAS Goals and Assign Task Group Leads <ul style="list-style-type: none"> ● Equivalency and noncredit were added to local senate collaboration goal ● David: the WebSchedule goal isn't necessarily a goal in itself but part of a larger conversation about how the district senate is involved in district decisions, like how WebSchedule is presented. ● Is there is a distinction between the goals that we have total purview over versus the ones we have to work with other groups on, like faculty hiring (EEOC) and WebSchedule (DTL & ESC)? ● David and Todd suggested that we discuss one of the "Projects of Interest" to each meeting. ● See revisions below for other details ● M: Todd; S: Lindsey 	Action

4. Final Announcements and Adjournment – 5 minutes

	Item	Presenter	Time	Details	Description
5.1	Announcements	All	5		information
5.2	Adjournment	Browne			action

2022-23 District Academic DRAFT Senate Goals

1. **By-laws Revisions:** Update election policies and procedures (Lindsey Ayotte, Cassidy Ryan, and Kate Browne)
2. **DAS Website Update:** Update the District Academic Senate website (David Eck, Jessica Hurless, and Sarah Harmon)
3. **Processes for Determining Class Sizes:** Develop and propose processes for determining class sizes, including class minimums and maximums (Jeramy Wallace and Todd Windisch)
4. **Course Schedule Presentation/WebSchedule:** Work on issues related to how students interact with course schedules, WebSchedule, and CRM (Sarah Harmon & DTL)
5. **Improve equivalency processes:** Find ways to improve the efficiency of the equivalency process (Lindsey Ayotte, Cassidy Ryan, Jeramy Wallace, and Aaron McVean)

Long-term District Academic DRAFT Senate Goals

1. **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)
2. **Cross-District Curriculum Alignment:** Implement a process for aligning curriculum across the District (DCC)
3. **Compressed calendar:** Investigate a compressed calendar and other calendar interventions for increasing enrollment and access (David Eck, Cassidy Ryan, and Natalie Alizaga)

2022-23 DRAFT Projects of Interest/Oversight

1. **Article 13 Professional Development:** DAS task group has completed work and revisions have been forwarded to AFT. (David Eck)
2. **Faculty Evaluation Procedures:** DAS task group has completed work and revisions have been forwarded to AFT. (Jeramy Wallace)
3. **Equity Minded Faculty Hiring:** EEOC is working on faculty hiring and District faculty have been involved. (Natalie Alizaga & Kate Browne)
4. **Academic Senate Alignment and Collaboration**
 - a. **Shared governance structures:** Discuss how each college approaches shared governance structures and processes
 - b. **Expand Noncredit Offerings:** Facilitate collaboration between the three local senates on noncredit offerings
 - c. **Enrollment Processes:** Advocate for changes to enrollment processes as developed by local senates
 - d. **Course scheduling and modalities:** Facilitate discussions on how each college is scheduling their courses and which modalities are being scheduled.
5. **Marketing:** Stay informed on the District’s plan on a centralized marketing department and potentially take a position/make a recommendation.
6. **Fee Payment Policies:** Learn about payment policies for enrollment fees and investigate how these policies are impacting enrollments