



Governing Council Officers 2022-2023

Kate Williams Browne
2022-2023 DAS President

Jeremy Wallace
DAS Past President

Arielle Smith
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

Approved Minutes
Monday, November 14, 2022
2:15 – 4:30 pm
SMCCCD Board Room
3401 CSM Drive, San Mateo, CA, 94402
<https://smccd.zoom.us/j/88135115591>
Meeting ID: 881 3511 5591
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	DAS: Kate Browne, Jessica Hurless, Sarah Harmon, Jeremy Wallace, Arielle Smith Cañada: David Eck, Natalie Alizaga CSM: Todd Windisch, Jesenia Diaz Skyline: Lindsey Ayotte, Cassidy Ryan Guests: Karrie Mitchell, Monica Malamud	Action
1.2	Roll/Introductions	Clerk	1		Procedure
1.3	Consent agenda	President	1	Resolution to conduct hybrid District Academic Senate meetings <ul style="list-style-type: none"> • Consented and approved 	Procedure
1.4	Adoption of today's agenda	President	1	M: Windisch S: Smith Motion carries unanimously by those present (Díaz and Wallace abstain due to absence)	Action
1.5	Adoption of the minutes of previous meetings	President	1	October 2022 Minutes <ul style="list-style-type: none"> • Tabled to December 	Action
1.6	Public Comment	Public	3	1) Prof. Teresa Morris and Prof. Diana Tedone-Goldstone: Diana Tedone-Goldstone, who served as Cañada Academic Senate Vice President (2017-2019) and Academic Senate President (2019-2021) and Teresa Morris, who served as	Information

				<p>CSM curriculum chair, (2011 - 2021) and Academic Senate co-president (2021-2022) are librarians. They attended the Cañada senate meeting last Thursday and CSM's senate meeting last Tuesday to respond to public comments made at the District Senate meeting in September 2022. The full minutes of the September 2022 District Senate meeting are posted and available online. Diana and Teresa's statement follows:</p> <p>"A statement was made about senate leadership and the ability of counselors and librarians to serve in senate leadership on behalf of all faculty. Specifically called into question was the ability to serve as academic senate president. We are both disappointed and disturbed by this statement. Librarians as a discipline and a profession vigorously interact with the whole campus. It is essential to know, collaborate with, support, and engage all faculty to be able to do our jobs. To say that we 'cannot properly represent or understand the needs' of our fellow faculty is wrong and frankly insulting.</p> <p>We are concerned that this statement represents an ongoing ignorance about the variety of faculty work, the nature of leadership and a growing trend to devalue the work of 'non-instructional' faculty."</p> <p>Diana and Teresa asked for this to be placed on the January 2023 Academic Senate agenda as a discussion item at CSM and Cañada. They anticipate bringing this discussion to DAS in Spring 2023 also.</p> <p>DAS minutes September 12, 2022</p> <p>2) As member of public, Prof. Kate Williams Browne welcomes Prof. Ariel Smith back as faculty, and back to DAS as President Elect.</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> <ul style="list-style-type: none"> CAN (Eck): Upcoming at next Senate meeting (December) prioritization of faculty position requests, appointing faculty to VPI hiring committee; would like to ensure that if an adjunct professor serves on such committees that they are compensated. QOTL/DE Training is also a topic, would like to revisit this at a future meeting. CSM (Windisch): Senate has invited many constituencies to talk about important issues, including the workload pilot (whether it's working or not), updates to online training (QOTL), updates from Academic and Career Communities, processes for documenting reassigned time to enhance transparency the process, and dual enrollment (including more offerings Coastside) and enrollment in general. About to put the call-out for VPI hiring 	Information

				<p>committee.</p> <ul style="list-style-type: none"> • SKY (Ryan-White): In most recent Senate meeting officially voted to disband the Ed Policy Chair position, as they are the only campus in the district to have such a position. Moving forward, Lindsey will attend DPGC as the Skyline representative. The Senate also moved to move 0.2 FTE to President position, as that role is also on SKY's Enrollment Strategies Committee. 	
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: Next meeting is next Monday. Most pressing issue is pulling together District Curriculum Alignment Summit, related to external exams and making sure students are aligned across the District. 12 Jan Flex Day will invite faculty reps in 4 key areas (SPAN, PLSC, BIOL, CIS/COMP), counseling faculty, VC McVean, and a few others to get much closer to alignment and ready for next catalog. (AB1111 is pushing for this kind of work.) This type of work will be a pilot for further such discussions and decisions in other disciplines. Math competency is also part of this discussion. • DTL: Handbook draft, Academic Honesty as a flex activity?; public/student-facing DE Modalities Definitions coming 	Information
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"> • DPGC (Williams Browne): Unlike other districts, SMCCCD's DPGC discusses and advises on Administrative Procedures, not just Board Policies, each with multiple reviews. For 3rd review and still remaining questions: Reporting Crimes, Emergency Response Plans, Minimum Class Size Requirements, Gender/Identification and Athletics, Name/Image/Likeness Rights for Students. 4th Review on policy on Outside Employment for FT Employees, but at the Board Study Session there were quite a few remaining questions—has yet to be approved and much input was given. • BOT Study Session (Williams Browne): Proposed tele-work pilot program for non-instructional faculty, classified staff, and administrators, there were questions and concerns about equity, CSEA issues, and other issues (Eck: BoT tends to be wary of tele-work in general and prefers to have a strong on-campus/in-office presence to ensure robust student support.); it will come back on 30 November BoT agenda. (Before the agenda, DAS leadership will get together and come up with some statements to make at the meeting; given that CAN won't have another Senate meeting and SKY's agenda has already been posted, there isn't enough time to get faculty feedback properly.) Also, looking at policy on outside employment, but the draft created a number of questions and concerns, particularly with respect to conflict of interest and inside information; it was not approved and was sent back to DPGC for further revisions. • Dual Enrollment (Wallace) At CSM's last Academic Senate meeting, Dual Enrollment Advisor reported on how Capuchino High School, while 	Information

				<p>part of SMUHSD, is connected to SKY rather than to CSM—this was a past agreement between past college presidents—which led to a discussion about regionality of relationships based more on geography than high school districts. Additionally, faculty involvement has not been present in many of these discussions. (Ayotte and Ryan-White: This has been a large discussion at SKY Senate, and will connect with Wallace to talk about this ahead of public comment on 30 November BoT meeting. The concern is that this got codified in CSM’s EMP, and SKY faculty have many concerns, especially since Capuchino is a feeder for CTE at SKY. Eck: A clear challenge at CAN is because BoT has a big directive on Dual Enrollment, faculty feel like they’re forced into this arrangement despite concerns; as such, it’s important to address how this is proposed to faculty, include instructional support and logistical issues, incorporate teaching and learning details that are frequently not addressed by non-faculty who tend to direct these programs.)</p>	
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3. New Senate Business (55 minutes)

	Item	Presenter	Time	Details	Description
3.1	Course Inactivation/ Cancellations	Hurless/ Mitchell	20	<p>Update on course inactivation and cancellation policies</p> <ul style="list-style-type: none"> VP Karrie Mitchell shared some background on the backlog of course deactivations. Some courses hadn’t been offered in decades and the list is thousands of courses long. These courses have created some confusion and obstacles for counselors since the courses still show up in Banner, which means they show up in DegreeWorks. Started with courses that hadn’t been offered in the past five years and is de-activating them DCC is still discussing the difference between courses that are “offered” and “run” Jessica noted that if a course is offered at multiple colleges, it cannot be de-activated in Banner if at least one college is offering the course. Also, de-activated courses can be re-activated. Each August, the list of courses that haven’t been offered in five years will be sent to the curriculum specialists, who will look any exemptions or extenuating circumstances, and forward the remaining courses to the curriculum chair. Curriculum chair will then engage departments in discussions. The process is meant to be both collaborative and student-centered (so students have the most accurate catalogs and schedules to work with). David mentioned that reviewing these courses yearly seems like “a heavy lift” and time-consuming for those in charge of the process. David also mentioned that his experiences with un-banking courses has taken two years and has had issues with articulation. Jessica mentioned that banked courses can keep their articulation. David mentioned that communication around re-activating courses should be created. 	Discussion

				<ul style="list-style-type: none"> Kate asked about the differences in policies across the District. Next steps: Jessica will update DAS on how well SOP is being implemented 	
3.2	2024-25 Academic Calendar	Mitchell/Browne	5	<p>Update on 2024-25 academic calendar revisions vis-à-vis Indigenous People’s Day</p> <ul style="list-style-type: none"> Kate took DAS’s suggestion to add Indigenous People’s Day to the academic calendar. The committee is currently investigating this possibility, as there are many variables to consider. Kate hopes to have an update in December. 	Information
3.3	ASCCC Plenary	All	25	<p>Discussion of ASCCC Plenary issues and resolutions</p> <ul style="list-style-type: none"> Tabled until December meeting 	Discussion
3.4	AB2449 – Brown Act Revisions	Browne	5	<p>Clarify the upcoming changes to the Brown Act (AB2449), which takes effect on January 1, 2023</p> <ul style="list-style-type: none"> Kate shared information from AB2449, which restricts how members of a decision-making body can attend meetings. A quorum of members must be present in a physical space and voting members can only attend remotely for “just cause.” Meetings can still be streamed. Kate will bring further updates, like what constitutes “just cause” in December. 	Information

4. Old Senate Business (35 minutes)

	Item	Presenter	Time	Details	Description
4.1	Chancellor Search Committee	Malamud	5	<p>Update on Chancellor search committee’s work</p> <ul style="list-style-type: none"> Monica: first-level interviews are happening this week. Kate: at the last BOT meeting, the Board decided there will be finalist forums on November 30th. Board will have final interviews in the first week of January. 	Information
4.2	Shared Governance Structures	Eck/Windisch/Ayotte	30	<p>Local senates will share 2022-23 academic senate goals</p> <p>Cañada</p> <p>Class Scheduling Related Goals</p> <ul style="list-style-type: none"> Help inform College and District decisions on teaching modalities Help inform District revision of class minimums policy Improve transparency around how classes get added or not added Discuss process for when to open a new section of a course Late Start Classes <ul style="list-style-type: none"> Improve transparency and understanding of which class sections are offered as late state courses Discuss general college approach to late state courses <p>Goals Related to Teaching Challenges</p> <ul style="list-style-type: none"> Host discussions of class attendance and participation 	Discussion

			<ul style="list-style-type: none"> • Better understand and discuss current experiences with multi-modal teaching • Explore setting standards for multi-modal teaching • Identify resources needed, such as professional development and technology resources <p>Textbook Affordability Subcommittee (TAS) Related Goals</p> <ul style="list-style-type: none"> • Work with TAS to increase use of Open Educational Resources (OER)/Zero Textbook Cost courses • Work with TAS to ensure that OER/ZTC resources increases diversity, equity, inclusion, accessibility, and anti-racism • Work with TAS to develop other methods of reducing/eliminating textbook costs besides online material/ebooks <p>Other Goals</p> <ul style="list-style-type: none"> • Identify professional development needs for counseling faculty related to offering counseling services in new modalities • Guide and promote roll out of Peer Online Course Review Workgroup • Discuss Renewal Process for Reassign Time positions, especially as program-level positions that currently require renewal every two years. • Finish creation of a Program Improvement and Viability Process • Improve process for printing requests <p>Goals that Academic Senate Should Monitor</p> <ul style="list-style-type: none"> • Work with District Teaching and Learning (DTL) and District Academic Senate (DAS) to update Academic Honesty policies in order to better address current learning environments • Monitor and discuss District Academic Senate’s workgroup on class maximums policy • Monitor and discuss efforts to make student registration process easier and to get students registered earlier • Monitor AB (Assembly Bill) 1111 and 928. Keep regular communications on developments related to these measures. • Help ensure there all services are available for evening students • Identify primary methods and criteria by which students discover and differentiate between Cañada classes and similar classes in other colleges (especially classes that are program entry points). <p>Notable Ongoing Responsibilities</p>	
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- Prioritize new faculty position proposals
- Nominations for Academic Senate for California Community Colleges (ASCCC) awards
- Nominations for local college awards

College of San Mateo

1. Curricular alignment across the district
2. Create hiring and evaluation processes that ensure that dual enrollment courses meet same standards as courses offered by CSM
3. Strategic enrollment management and course cancellation policies
4. Develop a process for program improvement and viability
5. Work with administration to establish department chairs
6. Expand noncredit offerings
7. Process for documenting release time
8. Work with administration on expansion of Coastside course offerings

Skyline

State Guidance & Curriculum:

- Examine the California Community Colleges Diversity Equity and Inclusion – CCC DEI Curriculum: [Model Principles and Practices](#).
- Evaluate procedures regarding program creation and collegial consultation (in progress, in Curriculum Committee)
- Explore the impact of reducing units as a college wide community in relation to the New IGETC pathway (AB 928).
- Works towards implementing AB111 to meet state-wide legislation for the New Common Course Numbering System (AB 1111)

Student Support:

- Work collaboratively with administrators to help students with onboarding into the appropriate courses for their intended Major pathway.
 - Including onboarding for new, continuing, and returning students
- Increase student success & access to higher education through course material cost reduction and prioritization of Zero Textbook Cost courses:
 - Prioritize ZTC instructor assignment (both FT & PT)
 - Normalize timely course material reporting by instructors to ensure students, EAC, Library, & Counselors have accurate and complete course material information (even if its free-to-access material) so students have info & resources day 1
 - Normalize adoption & use of low & no-cost materials
 - Increase awareness & outreach regarding ZTC course availability during the matriculation & registration processes (COUN)
 - Establish ZTC degree and certificate pathways for student completion
- Increase awareness regarding the challenges with the new Student Success Link that impacts counseling faculty and inherently impacts student experiences (as related to class registration, WebSmart, WebSchedule, access to campus accounts) and eventually being rolled out as a potential early alert system to all instructional faculty as well)

				<p>Student Grading:</p> <ul style="list-style-type: none"> ● Develop discipline specific equitable grading rubrics (i.e., lab rubrics for different stem courses) ● Explore Grading for Equity principles and sharing best practices and examples ● Normalize the practice of providing access to students for regular grade updates throughout the semester (especially prior to the withdraw deadline) <p>Department Coordinators/Chairs:</p> <ul style="list-style-type: none"> ● Explore the creation of department coordinators for departments that do not currently have coordinators. ● Explore rules/responsibility for department coordinators so that it is fair across the campus in charge of Program Review (PRU, CPR, ARR) ● Further explore the faculty coordinator position and learn from the current models to develop clear definition and scope of the role and duties. ● Exploring the creation of Department Chairs: Head of Comprehensive Program Review (CPR) <p>Adjunct Participation:</p> <ul style="list-style-type: none"> ● Increase communication about opportunities for participation, collaboration and compensation for part-time faculty members. <p>Onboarding & Evaluations:</p> <ul style="list-style-type: none"> ● Examine evaluation procedures/forms for Instructional Designers and other non-instructional faculty ● Mentor faculty new to the accreditation process and partner those who are the single faculty member in their department ● Examine the CPR process to better support small programs and define the role of departments in the process. <p>Flex:</p> <ul style="list-style-type: none"> ● Explore policies regarding what people can do to meet flex obligations ● Explore scheduling of flex days that works best for faculty participation <p>Committees and Points:</p> <ul style="list-style-type: none"> ● Work to develop a procedure for tracking faculty committee membership/participation/campus involvement and create standards for committee reporting, engagement and length of terms of service (replacing compendium, Tracking Committee Membership) ● Gather feedback from faculty about their experience with the “pilot point system” and deliver this feedback to AFT <p>Other/Miscellaneous:</p> <ul style="list-style-type: none"> ● Normalize the use of the Academic Senate Gathering Norms 	
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5. Final Announcements and Adjournment – 5 minutes

	Item	Presenter	Time	Details	Description
5.1	Announcements	All	5		information
5.2	Adjournment	Browne		Upcoming Updates <ul style="list-style-type: none"> - By-laws – February - DAS Website – March - Class Sizes – December - WebSchedule – December 	action

				- Equivalency – February	
				Meeting adjourned at 4:30	

2022-23 District Academic 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 (Jeremy 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, Jeremy Wallace, and Aaron McVean)

Long-term District Academic 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 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. (Jeremy 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