



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
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, February 13, 2023
2:15 – 4:30 pm
SMCCCD Board Room
3401 CSM Drive, San Mateo, CA, 94402
<https://smccd.zoom.us/j/83915528318>
Meeting ID: 839 1552 8318
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	David Eck (CAÑ), Natalie Alizaga (CAÑ), Jesenia Diaz (CSM), Todd Windisch (CSM), Lindsey Ayotte (SKY), Jessica Hurless (DCC), Sarah Harmon (DTL), Kate Browne (Pres.), Arielle Smith (Pres.-Elect), Jeremy Wallace (Past Pres.) Guests: Monica Malamud, Matt Montgomery, Jessica Truglio, Teresa Morris, Aaron McVean, Lia Thomas	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: Todd W. S: Lindsey A. Motion passes unanimously	Action
1.5	Adoption of the minutes of previous meetings	President	1	December 2022 Minutes M: Arielle S. S: David E.	Action
1.6	Public Comment	Public	3	Jeremy suggested that we rotate the meeting location between the three campuses now that we are back to in-person meetings	Information

2. Standing Agenda (35 minutes)

	Item	Presenter	Time	Details	Description
2.1	Campus reports	Senate presidents	15	Senate presidents and others will briefly share critical, non-agenda items only.	Information

				<ul style="list-style-type: none"> • CAÑ (David E): Approved Program Improvement and Viability pilot for spring 2023 semester; appointed faculty to antiracism council; considering changes to AS meeting times to an hour earlier and format of agendas (e.g. more discussion time); discussed DE recertification requirements • CSM (Todd W.): VPSS visited to discuss a campus wellness initiative; CSM has started a workgroup to investigate the rise of AI (e.g. ChatGPT) in student assessment; discussed a draft committee participation policy • SKY (Lindsey A.): In final stages of drafting Educational Master Plan; discussed AI and ChatGPT and its impact on teaching and learning; some faculty expressed concerns about campus safety in the evening 	
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 (Jessica H.): No meeting yet this semester; DCC hosted district alignment meetings during flex day; DCC is working with faculty and deans in four disciplines to align courses, which will go through local curriculum committees this spring and next fall • DTL (Sarah H.): No report 	Information
2.3	Presidents' Report	President, President-Elect, Past President	10	<p>President and Past President will briefly share district-wide information.</p> <ul style="list-style-type: none"> • DPGC (Kate) <ul style="list-style-type: none"> ◦ Minimum class size policy was passed; Linda Allen is filling in as president of CSEA; DPGC is still discussing the outside employment policy • BOT (Kate) <ul style="list-style-type: none"> ◦ The BOT voted to table telework policy; swore in new trustee Michael Guingona; interviewed potential replacements for Trustee Goodman's, and Wayne Lee accepted their appointment; there was a failed chancellor search so they will be appointing an interim; VC McVean made a presentation on SB893 	Information

3. New Senate Business (60 minutes)

	Item	Presenter	Time	Details	Description
3.1	Clarification of AB2449	Browne	10	<p>Information and update on AB2449</p> <ul style="list-style-type: none"> • AB2449 requires all members of Brown Act committees to meet in person • If a member cannot attend, they need to let the clerk know • DAS Quorum is 6 and if quorum is not met, a new meeting must be scheduled • AB2449 specifies that members can only attend meetings virtually for a certain percentage of meetings for "just cause" 	Information

				<ul style="list-style-type: none"> Teresa asked if DAS meetings will still be available to the faculty virtually via Zoom. Kate said that DAS meetings will still be accessible to the public via Zoom. 	
3.2	Faculty Collegiality	Ayotte	20	<p>Skyline AS will be sharing a letter related to faculty collegiality</p> <ul style="list-style-type: none"> Lindsey Ayotte read Skyline Academic Senate’s letter <i>Skyline College Academic Senate Statement of Support of “Non-instructional” Faculty</i> David mentioned that Cañada’s AS will be bringing a similar letter of support forward soon Arielle mentioned that the letter was powerful and represented her experiences well. CSM AS will be discussing this topic at their 2/14 meeting and a statement in March. Teresa mentioned that the original public comment in September had a chilling effect on the “non-instructional” faculty. Teresa asked that DAS go further than condemning the September public comment but that the body make moves to diversify faculty leadership. David asked about the impact of the instructional/non-instructional hierarchy on the workload pilot program. Lindsey mentioned that the letter was created by a task group, so she will have to find out. Arielle reiterated Teresa’s suggestion that we accept Skyline’s proposed actions as a first step in diversifying the District Academic Senate 	Discussion
3.3	SB893 Update	McVean	20	<p>Vice Chancellor McVean will update DAS on SB893 implementation and future implications</p> <ul style="list-style-type: none"> SB893 gives SMCCCD flexibility in using general funds dollars in supporting students’ total cost of enrollment. District is up in enrollment and more than 12,000 students who reside in San Mateo County are receiving financial support under SB893 Total costs for spring 2023 cost is approximately \$3.5M in fees and \$3M for enrollment fees Spring 2023, SB893 was used to provide free tuition for all students. In fall, the Board is considering other frameworks – Interim policy with FT/PT = \$3M, Interim policy with SEP and FT/PT = \$2.5M, Interim policy with Need, Ed Goal, and FT/PT = \$700k. These numbers are per semester and only include fees Total Cost of Attendance: Interim Policy = \$23.47M, Interim Policy w/ SEP and FT/PT = \$20.7M, Interim Policy with Need, Ed Goal, and FT/PT = \$16.79M (annual costs) Board is interested in providing free enrollment fees for all students and total costs for students who have a documented need (through FAFSA or DREAM application) 	Discussion
3.4	2026-27 Academic Calendar First Read	Browne	10	<p>First read of 2026-27 Academic Calendar</p> <ul style="list-style-type: none"> Jeremy suggested that finals be one week instead of spread over two weeks Sarah and Teresa noticed that the Fall semester starts a week earlier than usual. Kate will look into why. 	Discussion

4. Ongoing Senate Business (30 minutes)

	Item	Presenter	Time	Details	Description
4.1	By-Laws Task Group Update	Ayotte, Ryan, Browne	15	<p>Update on by-laws changes</p> <ul style="list-style-type: none"> • Jeremy suggested that the distinction that faculty must be full-time be removed. Teresa agreed. Sarah mentioned that adjuncts should be given the choice to run but also acknowledged that as non-tenured faculty, serving in faculty leadership can be contentious because they aren't afforded protections. • Kate mentioned that these are three-year terms, and adjuncts aren't always offered assignments from term to term. Jeremy asked if it was a policy that adjuncts have a class assignment in order to be given reassigned time (r its equivalent). Teresa suggested we find out before we exclude adjuncts. • Todd mentioned that 2.7.1 is unclear – which position needs to be resigned from? Monica stated that any senate officer who takes on an administrative role needs to resign, so all three president positions need to be noted. • Todd pointed out that there is a discrepancy between the process for vacancies and removal of an officer. • Teres suggested reassigned time for the DCC chair • Arielle suggested that we add language about what the senate should do when an officer is on official leave. 	Discussion
4.2	Public-Facing Modality Definitions	DTL	15	<p>Update on public-facing modality definitions</p> <ul style="list-style-type: none"> • Todd mentioned that there is a stigma that asynchronous courses are less work, so language that the courses have equal work would be helpful. • David suggested that there be language that explains that faculty have different homework requirements. • Monica asked if we should be more generic with names like Zoom and Canvas. Sarah responded that these are the terms that students are familiar with and the definitions can be changed as the platforms do. 	Discussion/ Action

5. Final Announcements and Adjournment – 5 minutes

	Item	Presenter	Time	Details	Description
5.1	Announcements	All	5		information
5.2	Adjournment	Browne		<p>Upcoming Updates/Agenda Items</p> <ul style="list-style-type: none"> - DAS Website – March - Equivalency – March - Dual Enrollment – March - WebSchedule – April - Compressed Calendar – April <p>M: Arielle, S: Lindsey Motion Passes</p>	action

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, Arielle Smith)

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