Governing Council Officers 2022-2023

Academic Senate
SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

Kate Williams Browne
2022-2023 DAS President

Jeramy Wallace
DAS Past President

Arielle Smith
2022-2023 DAS President-Elect

Sarah Harmon
District Teaching & Learning

Jessica Hurless
District Curriculum Committee Chair
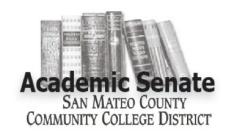
Approved Minutes
Monday, April 10, 2023
2:15 – 4:30 pm
SMCCCD Board Room
3401 CSM Drive, San Mateo, CA, 94402
https://smccd.zoom.us/j/83734673631
Meeting ID: 837 3467 3631
Phone: +1 669 900 9128

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

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	DAS: Arielle Smith, Jeramy Wallace, Sarah Harmon, Jessica Hurless, Kate Browne (virtual) CAÑ: David Eck and Natalie Alizaga CSM: Todd Windisch and Jesenia Diaz SKY: Cassidy Ryan Guests: Monica Malamud	Procedure
1.3	Adoption of today's agenda	President	1	Kate: Add EEOC and Workload Pilot to President's Report M: Todd; S: Natalie, Motion Passes	Action
1.4	Adoption of the minutes of previous meetings	President	1	February 2023 & March 2023 Minutes Sarah: add "no report" to 2.2 on Feb. Minutes	Action
1.5	Public Comment	Public	3		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

				CAÑ (David): last meeting was cancelled due to power outage. At next meeting, they will look at the class size document and program review. SKY (Cassidy): they are continuing to discuss public safety and faculty screening committee. Election is coming up. CSM (Todd): last meeting was halted due to storms. They started election process before ending meeting.	
2.2	Standing Committee Reports	DCC, DTL	10	Standing committee chairs will briefly share critical items. DCC (Jessica): RP Group is collecting data on course number alignment and the DCC went through survey together. All three campuses will have the same language for credit for military service in the next catalogs. Still discussing course inactivation policies. DTL (Harmon): DTL is working on the AI and plagiarism guidance and have been seeking student feedback. DTL is looking for student representation for the remainder of the semester and next fall. Also looked at ASCCC resolutions and will continue to discuss at their next meeting.	Information
2.3	Presidents' Report	President, President-Elect, Past President	10	President and Past President will briefly share district-wide information. • DPGC: next meeting is April 17 • BOT: Board recognized Chancellor Claire at the last meeting and President Moreno was welcomed into her new position. AFT and CSEA are still in negotiations and presented to the Board. Classified employees of the year were nominated – Anthony Lim will be nominated for the state award. Discussion about the structure and functions of the Foundation. Board approved summer and fall plans for SB893. Student Trustee Ta brought up compensation for students in shared governance. • EEOC: Over 70 people have registered for NCORE. Equity speaker series is being organized by Natalie Alizaga. EEOC is conducting a USC training for hiring. CCCCO has directed colleges to develop IDEA competencies and integrate them into evaluations (change to Title V). • Workload Pilot: Skyline College is developing a survey with AFT to get feedback on the workload pilot program.	Information

3. New Senate Business (15 minutes)

	Item	Presenter	Time	Details	Description
3.1	ASCCC Spring Plenary	Browne	5	Information: Friday resolutions meeting will be conducted via Zoom • Delegates: Sarah Harmon, Arielle Smith, Cassidy Ryan, and David Eck. They will meet virtually to discuss the resolutions the Friday before voting.	Information

	Item	Presenter	Time	Details	Description
				• DAS will review resolutions after Monday DAS meeting (5/8) at Field Club, where DAS will also celebrate Jeramy's DAS service.	
3.2	Student Leadership and Shared Governance	Ta	10	Discussion of effective student leadership in shared governance • Student Trustee Ta visited DAS to garner support for some sort of support for students vis-à-vis shared governance. Options she shared include a course on shared governance, a honors program added to an existing class, OER options, or a student club. • Natalie asked if this class would be something students who are interested in shared governance or current student leaders (or both). Ta responded that she would like the faculty to make that decision though having both types of students would be ideal. • Sarah mentioned that the Honors courses are interdisciplinary, which allows a broader range of faculty to teach the courses. • Jessica recognized that a course would add costs and units to the students who take it, esp. international students. Instead, Jessica suggested noncredit and if not interdisciplinary, they would have to figure out which discipline it would fall under. Jessica also suggested independent studies courses. • Kate mentioned that courses need instructors of record, a minimum enrollment of 10, and offered across all three campuses. • David noted that courses take a long time to create and to get approved, so he suggested we focus on course content at the moment. • Jeramy suggested that Lesly connect with local senates to get champions for creating the courses at the local campuses. In the meantime, he suggested a summer bridge program opportunity. Lesly asked if the best approach is to go to the locals or district senate. Jeramy responded that DAS is the best route since its membership includes the local senate leaders, who can take this back to their senates. • Jessica said she will agendize this topic at the next DCC meeting. She also noted the GE implications of both regular and experimental courses and shared the requirements of independent study courses. She also shared that the Skyline COMM department is developing modules about effective communication.	Discussion

4. Ongoing Senate Business (60 minutes)

	Item	Presenter	Time	Details	Description
4.1	DAS Elections	Wallace	5	Share online nominations, call for floor nominations, certify ballot • There were no online nominations or nominations from the floor. • DAS will need to conduct an election for both President and President-elect in Spring 2024.	Action
4.2	By-Laws Revisions	All	20	Discuss by-laws comments and issues	Discussion

				Jessica and Arielle presented by-laws revisions to the following sections: • Def. of faculty • DFEC – language added that would make the DAS Past President the chair of the DFEC, per the committee's request • DEAC – should it become a subcommittee? Discussion on DEAC shelved for now. • Elections Committee • Removal of an officer	

4.3	DAS Website	Eck, Hurless, Harmon	15	Update on DAS Website revisions
				• Tabled for the next meeting
				• Resources to review prior to next meeting:
				   ○ Homepage: https://smccd.edu/academicsenate-draft/index.php
				   ○ Agendas & Minutes: https://smccd.edu/academicsenate-draft/agenda-and-minutes.php
					Information

4.4	Compressed Calendar	Eck, Ryan, Alizaga, Smith	20	Update on compressed calendar models and vote on next steps • Tabled for the next meeting	Action

5. Final Announcements and Adjournment – 5 minutes

	Item	Presenter	Time	Details	Description
5.1	Announcements	All	5	David shared the links for the DAS website revision for review: • https://smccd.edu/academicsenate-draft/index.php • https://smccd.edu/academicsenate-draft/agenda-and-minutes.php	information
5.2	Adjournment	Browne		Upcoming Updates/Agenda Items - DAS By-laws (May) - DAS Website (May) - Faculty Collegiality (May)	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 (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 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. (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