



## 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

**Agenda**  
Monday, December 12, 2022  
2:15 – 4:30 pm  
SMCCCD Board Room  
3401 CSM Drive, San Mateo, CA, 94402  
<https://smccd.zoom.us/j/84187586433>  
Meeting ID: 841 8758 6433  
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		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		Action
1.5	Adoption of the minutes of previous meetings	President	1	November 2022 Minutes	Action
1.6	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
2.2	Standing Committee Reports	DCC, DTL	10	Standing committee chairs will briefly share critical items.	Information
2.3	Presidents' Report	President, Past President	10	President and Past President will briefly share district-wide information. <ul style="list-style-type: none"> <li>• DPGC</li> <li>• BOT</li> </ul>	Information

**3. New Senate Business (75 minutes)**

	Item	Presenter	Time	Details	Description
3.1	ASCCC Fall Plenary	All	10	Discussion of ASCCC Plenary issues and resolutions	Discussion
3.2	Determining Class Sizes Draft Policies	Wallace/ Windisch/ Yonemura/ Maher	25	Discussion of draft policies and procedures for determining class sizes as created by the class size task group	Discussion
3.3	Class Minimums and Cancellations	McVean	25	Update and discussion of the draft DTL handbook	Discussion
3.4	DTL Handbook	Harmon	15	Update on the draft DTL handbook	Discussion

**4. Old Senate Business (15 minutes)**

	Item	Presenter	Time	Details	Description
4.1	2024-25 Academic Calendar Update	Browne/ Mitchell	10	Update on 2024-25 Academic Calendar vis-à-vis Indigenous People's Day	Information
4.2	Shared Governance Structures	All	5	Discuss governance areas where the local senates should have autonomy and where district-wide collaboration is necessary	

**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"> <li>- By-laws – February</li> <li>- DAS Website – March</li> <li>- Class Sizes – December</li> <li>- WebSchedule – December</li> <li>- Equivalency – February</li> </ul>	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)

### **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