



**APPROVED Minutes**  
 Monday, March 11, 2024  
 2:15 – 4:30 pm  
 Cañada College, Building 9- Room 154  
 4200 Farm Hill Blvd, Redwood City, CA 94061  
<https://smccd.zoom.us/j/86868987052>

**Governing Council Officers 2023-24**



Lindsey Ayotte  
 2023-2024 DAS President

Kate Williams Browne  
 2023-2024 DAS Past President

*Vacant*  
 2023-2024 DAS President- Elect

Jessica Hurless  
 District Curriculum Committee Chair

Sarah Harmon  
 District Teaching & Learning

Bianca Rowden Quince  
 Distance Education Advisory Committee

David Eck  
 Cañada College AS President

Gampi Shankur  
 Cañada College AS Vice President

Todd Windisch  
 College of San Mateo AS President

Daniel Keller  
 College of San Mateo AS Vice President

Jessica Truglio  
 Skyline College Pres Designee

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 (10 minutes)**

	Item	Presenter	Time	Details	Description
1.1	Call to order	President Ayotte	1		Action
1.2	Roll/Introductions	Clerk Browne	1	Todd Windisch will be acting President for today; Cassidy is on Zoom	Procedure
1.3	Adoption of today's agenda	President	1	M: J Truglio S: Keller Roll call [unanimous]	Action
1.4	Adoption of the minutes of previous meetings	President Ayotte	1	February 12, 2024 Minutes- will do at April meeting	Information
1.5	Public Comment	Public	5	Hurless as Public: where to bring issue of "barrier" when ITS needs work, prioritization list? At what level and with whom? Will suggest to bring to ASenate or other Agency. Eck: Dispirited by ITS prioritization	Information

**2. New Senate Business (15 minutes)**

	Item	Presenter	Time	Details	Description
2.1	Class Cancellations/ Class Maximums Work Group Update	President Ayotte, Aaron McVean, Jessica Hurless	15 time exte nded 7 min	<p>Review/solicit feedback on proposed BP/AP; overview from JHurless: post Board Study session, draft BP brought to DPGC, and AP needs to be crafted to ‘flesh out’ re points of contact with students.</p> <p>See DRAFT table: Suggested: if &lt;20% at 10 bus days out, inform for uptick in promotion, 5 bus days to contact students; 2 bus days out make decision cancel/not [go/no go]. Aligned with Flex Days, Deans still have purview. Query about feedback: cancel after course begins? Class Max: 50% in classes of 40 or below. Consideration of Type of pedagogy. Trying to make one for ONL courses, 1 for F2F courses Eck: Communicate to students? Needs to be in. Communicate to students? We should think about how we can effectively communicate this policy to students. The most practical way would be a simple number, or maybe two numbers. Shankar: Could include data from the previous term? No formalization of details in proposed BP/AP Truglio: Does this involve Counseling Faculty? Windisch: Call for those here: Eck: When a msg of low enrollment is sent to all, should expect drops by students. Room for a different type of msg. Banner 9 will allow students to see the class #, could include msg that it won’t be cancelled. Shankar: International, Veterans need course enrollment. Keller: English example, must get a referral to where else they can take it. Hurless: BP is a guideline of cancellation; AP this is how we think about it and are hoping. Browne: flexibility and clarity are sometimes in conflict; BP describes what, AP describes the how. Be mindful of what specificity does to flexibility, and what flexibility does to clarity. Eck: Class cancellation is budgetary issue; class maximums Is a pedagogical ISSUE; class maximums is a discretionary issue, so that the larger sections ‘pay for’ smaller sections. Dr. Moreno: Excited that this is something we have been working on it collectively, so that a collaborative issue will be brought to the Board. Respond to Eck: Budgetary issue is efficiency, with smaller class sizes, we hire/pay for more faculty &amp; cost goes way up. Windisch: CSM AS will address at this week’s local mtg. Eck: Class maximum is to be set so 50% of max is changing #. Moreno: Do these 2 need to be attached? We need to work toward the max for efficiency. Could bring either a number or a % of class max. Hurless: % of class max seemed more equitable . Eck: Why not make faculty be part of incentive/enrollment? Rowden-Quince: seems that this convo is outside of Banner work, and if it is contingent on to others, as the intention was to give more info to students. Invite ITS?</p>	Discussion

				Truglio: Workgroup needs to include faculty that chronically fall into the zone of dropped course? Elephant in the room, particularly for adjunct.	
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### 3. Ongoing Senate Business (85 minutes)

	Item	Presenter	Time	Details	Description
3.1	District PD Coordinator Proposal	President Ayotte, Dr. Moreno	15	Update on PD Position Counter-Proposal Moreno: Planning group & Lindsey, heard from everyone. After listening to group, now at 0.8 a good compromise, idea went to District Classified Senate, not amenable for district PD Coordinator, so took out from 1.0. Starting point for next year, not planning for cut back. Amenable as soon as possible, for finding support for start-up. Motion to accept 0.8 release for 1-year Pilot of District PD Coordinator.. M: Eck S: Harmon Roll call [unanimous]	Discussion/Action
3.2	ASCCC Legislation and Advocacy Committee	Lori Slicton	15	Spring Plenary Resolutions There are proposed resolution in relation to legislation, with 4 brought today to DAS. 1. SB 895. BA degree in Nursing., which colleges best suited to take this on, interest of equal access to CCCs across the state. From 2019, the focus on Allied Health. Feedback from Leg Analyst & League, concerns re feedback from CSUs & UCs. Faculty is in support. -Browne supports this for access to program at CCCs; -Hurless states private colleges are already doing it and it's expensive for students. -Eck take closer look at whereas items, -Malamud asks if community-based districts will be funded at same level as revenue-limit districts. [state apportionment] 2. AB 2370. Use of AI in CCCs. In support to include human presence in instruction, discussion on elements, include generative AI be used as supportive tool, responsible use. Eck-shocked by using AI in assessment, any mention of classified staff worries re tutoring. Keller- TBA for faculty-supervised tutoring. Hurless focus on CA ONL college 3. ACR 147. Concurrent resolution between the Ca Houses of CA 1 <sup>st</sup> Gen Celebration Day [to begin Nov 8, 2024], as 35 % + of CCC students are 1 <sup>st</sup> Gen. 4. SB 2407. Title IX Resolution supporting audit for CCCs as it relates to Title IX relating to it, following through, protections against retaliation. Same way as CSUs were audited.	Information
3.3	Collegiality Letter Task Group Update	Todd Windisch	15	TW: Workgroup Committee of Windisch, Tedone, Estrada, Truglio 1. Remove language to all AS documents; AFT responses to document. Just a few items was in types of work, not the people. AFT would like issues of pay parity and further types of work. 2. Could still find another descriptor in contract language; ie "specialist". Ask AFT to commitment to work, not people.	Information

				<ol style="list-style-type: none"> <li>3. Review participatory governance, each member has a college focus [ex Valeria- faculty handbook] will follow up with chairs of responsible agencies.</li> <li>4. District [Windisch]- Faculty Obligation Number [FON] is for full-time faculty only*</li> <li>5. Code of Ethics- one only refers to Professors, it is an inclusive category.*</li> <li>6. DTL committee &amp; handbook</li> <li>7. DEAC needs to be connected to DAS website.*</li> </ol> <p>Promoting leadership- new ideas discussed. Massive learning curve around; how to make approachable topics and involvement for leadership and pd about institutions.</p> <p>*Todd will send all website issues to Lindsey &amp; Kate. *Can talk with others re Handbooks, participation, etc.</p>	
3.4	DTLC Update	Sarah Harmon	10	<p>DTLC Update: Guidance on Plagiarism and Artificial Intelligence Progress Report, always been discussed with DEAC. Have been progressing &amp; starting to show it to certain groups for feedback. Will have a draft by end of this Academic year, goal is to then show to other agencies in Fall 2024.</p> <p>Concept of Digital Literacy- when are you doing fine, when getting into ‘shark-infested waters’ Flex Day was to start to think about their workplace lives. What would work in a course must be considered, as well as in tutoring and other places as well.</p> <p>Will be put on a webpage, constantly available for updates. Always a question about authentic assignments. Spaces for inquiry and inspection- can be fun. Ex: “Hey, co-pilot, how do I do this task?”</p> <p>Guidance for Students: not just DTL, but also get student input there. Have 1 student on DTL but will ask for more. Example chat GPT reading assignments &amp; material to a student with special needs.</p> <p>Eck: FAQ might be helpful. Use of AI detection tools – include Don’ts as well. Current detection rates are low. Inst. Designers consultation could help.</p> <p>Shankar: Recently joined Adjunct Professors are using detection tools first, asking to use them when creating assignments.</p> <p>Malamud: A study that checkers are biased against non-native English speakers.</p> <p>Keller- marketing are defective. Faculty are looking for ways to talk with students; try to add an official statement to add to plagiarism.</p> <p>Truglio- consideration area such as with students who have special needs; particular bias against neuro-divergent students.</p>	Information

3.5	Academic Calendar	President Ayotte	10	<p>Review of second draft of 2027/2028 Academic Calendar. 2<sup>nd</sup> draft has no changes, but Ayotte ask for feedback on google doc. Also AFT has asked for input to them Discussion ensued at DAS and items were put in goggle doc</p> <p>Eck: Without a compressed calendar, the flexibility is tricky. 1 flex day at end of term looks do-able. Browne: Feedback isn't accepted, then others get discouraged. Windisch: Who else and what else might e done? Eck: Use this an opportunity, to bring them in. DAS created a detailed model in workgroup and ball did not get rolling.</p> <p>Malamud: Agreed that the feedback isn't hard, there is 0 flexibility for many holidays &amp; other items with such long terms.</p> <p>Prefer to send message to move Flex Day and to seriously consider compressed calendar.</p>	Discussion/Action
3.6	Curriculum Update	Jessica Hurlless	10	<p>Last DCC mtg: 3 items of no</p> <ol style="list-style-type: none"> <li>All 3 institutions have passed re local AS Degree SMCCCD are now in agreement "50% courses at one or more colleges" of the District</li> <li>Certificates are "50% done at one College" so Curr Chairs are asking to discuss so that would have the same language.</li> <li>CCCCO are seeing this so they changed Title V have changed the language with memo.</li> <li>Course inactivation issue; according to State document [PCAH,] it says a course needs to be offered once every 2 years. District has been asked for list of courses not offered 2014-19, so will be working on that with an exemption procedure.</li> </ol>	Discussion
3.7	Dual Enrollment/Equivalency Process Update	Senate Presidents	10	<p>Lindsey's Note:</p> <ol style="list-style-type: none"> <li>HR working on documentation for audit, have analyst approved by BOT hired to start 3/18/24</li> <li>Fac Evaluation for Dual faculty. Windisch/CSM [7]: unrealistic ask from Chancellor, and all 3 colleges weren't in agreement, was told that something to be done, waiting for decision/ revised timeline is an ask; Eck./Canada- all to be done. [1]; Truglio/Skyline [28 &amp; 6 also sky faculty], issue of CCAP as well with revised timeline as an ask.</li> </ol>	

#### 4. Standing Agenda (25 minutes)

	Item	Presenter	Time	Details	Description
4.1	Campus reports	Senate presidents	10	<p>Senate presidents and others will share critical, non-agenda items.</p> <ol style="list-style-type: none"> <li>CSM/Windisch- ILOs doing a review; Fac handbook revisions, By-laws review, Classified senate to change academic probation language; re-booting AS scholarships; are everyone holding an extra meeting?</li> <li>Canada/Eck: Cancelling 2<sup>nd</sup> March mtg so extra-large this one; local degree reqt, hoping for consensus for a formal one at 1<sup>st</sup> mtg in April; discussion on bookstore access on</li> </ol>	Information

				campus with concerns raised; Skyline/Truglio- student resolution on Palestine, call for ceasefire, and other items, unanimously passed; being brought to other student Senates; MCPR asked for feedback; Tech draft input.	
4.2	Standing Committee Reports	DCC DTLC DEAC	10	<p>Standing committee chairs will share critical items.</p> <p>DCC/Hurless: There is a flex session so Area E [Lifelong Learning/Lifelong Understanding/Self-Development/Careers Development section can be addressed.</p> <p>DTLC/Harmon: A single definition has been decided, so just one code, nearly to multi-modal convo for syllabus; discussion on Bookstore/Inclusive access/Canvas Help-Desk could be used.</p> <p>DEAC/Rowden-Quince</p> <ol style="list-style-type: none"> <li>1. CVC/OEI- all met together including A&amp;R= it's complicated. 2 patches of software that District doesn't use that contributes to implementation is put lower on the prioritization list; DEAC asked for another justification letter.</li> <li>2. Teaching &amp; learning Apps that support it so that District pays for sponsorship instead by college. Local colleges will then prioritize IT list, padlet, labornut, crackle, etc. and then Software list will be done, too.</li> <li>3. Proposed version of by-laws draft. On its way to local campuses.</li> </ol>	Information
4.3	Presidents' Report	President Ayotte, Past President Browne	5	President and Past President will briefly share district-wide information.	Information

### 5. Final Announcements and Adjournment – <5 minutes

	Item	Presenter	Time	Details	Description
5.1	Announcements	All	5	Upcoming Updates/Agenda Items Elections, ITS prioritization, Bookstore update for next mtg	Information
5.2	Adjournment	President Ayotte	1	Adjourned at 4:43 pm	Action

### Proposed District Academic Senate Goals 2023-24

- AFT-DAS workgroup on 'non-instructional faculty' language
- Class size determination process
- Faculty leadership development and recruitment
- District-wide curricular alignment (DCC)
- Guidance around AI (DTLC)
- Operational Procedures and Practice group  
-Equivalency process

### 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)

**2023-24 Projects of Interest/Oversight [for reference]**

1. **Faculty Evaluation Procedures:** DAS task group has completed work and revisions have been forwarded to AFT.
2. **Equity Minded Faculty Hiring:** EEOC is working on faculty hiring and District faculty have been involved.
3. **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.
4. **Marketing:** Stay informed on the District's plan on a centralized marketing department and potentially take a position/make a recommendation.
5. **Fee Payment Policies:** Learn about payment policies for enrollment fees and investigate how these policies are impacting enrollments