



DRAFT MINUTES
 Monday, February 12, 2024
 2:15 – 4:30 pm
 SMCCCD Board Room
 3401 CSM Drive, San Mateo, CA, 94402
<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

Bianca Rowden-Quince
District Distance Education Advisory Committee Chair, onset 2/2024

Sarah Harmon
District Teaching & Learning

Jessica Hurlless
District Curriculum Committee Chair

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	4:02 pm	Action
1.2	Roll/Introductions	Clerk Browne	1	All present and in attendance	Procedure
1.3	Adoption of today's agenda	President Ayotte	1	Motion to adopt Ryan, 2 nd Truglio	Action
1.4	Adoption of the minutes of previous meetings	President Ayotte	1	December 2023 Minutes Approved with minor edits	Action
1.5	Public Comment	Public	5		Information

2. New Senate Business (65 minutes)

	Item	Presenter	Time	Details	Description
2.1	Bookstore Support of Inclusive Access Text Book Materials	Dr. Moreno	15	Concern has been raised about the Bookstore involvement in textbook materials that include access to student work in Canvas course shells. Dr. Moreno has called for a study that includes librarians and bookstore managers from all campuses.	Information
2.2	Dual Enrollment/Equivalency Process	Ayotte, Ryan, Truglio	30	Skyline College Academic Senate requested time on DAS agenda to discuss dual enrollment concerns. Discussion included all 3 campus' concerns regarding minimum qualification/equivalency processes for all teaching Dual courses, for time/schedule/workload implications teaching with high schools schedules, and issues concerning working with students under 18 years of age. Canada and CSM will take up the topic with their local ASenates, and the item will be discussed again at DAS, no action taken at this time.	Discussion/Action
2.3	Academic Calendar	President Ayotte	10	Review first draft of 2027/2028 Academic Calendar Discussion about how calendars are created, uneven days of the week "lost" with current scheduling, question about scheduling of Flex Days. ?Action?	Discussion/Action

3. Ongoing Senate Business (30 minutes)

	Item	Presenter	Time	Details	Description
3.1	Curriculum Update	Hurless	15	DAS invites the District Curriculum Chair to share curriculum updates on Area E DCC Chair Hurless	Discussion
3.2	District PD Coordinator Proposal	President Ayotte	15	Moreno/Ayotte discussion resulted in offer of 0.4 Re-assigned time. Discussion about the proposed tasks/responsibilities, with a DAS request for Ayotte to discuss rationale and workload list to reconsider 1.0. Includes the current situation that the 3 local colleges have Faculty PD director at a range of re-assigned time, and that if that were 1.0 across all colleges, the District PD Coordinator could then be established more logically/clearly.	Discussion/Action

4. Standing Agenda (30 minutes)

	Item	Presenter	Time	Details	Description
4.1	Campus reports	Senate presidents	15	Senate presidents and others will share critical, non-agenda items.	Information
4.2	Standing Committee Reports	DCC DTL	10	Standing committee chairs will share critical items.	Information
4.3	Presidents' Report	President Ayotte, Past President Browne	5	President and Past President will briefly share district-wide information. Ayotte: Browne: Chancellor selection process has begun, with Screening Committee membership confirmed and Job Posting closing 2/12/24.	Information

5. Final Announcements and Adjournment – <5 minutes

	Item	Presenter	Time	Details	Description
5.1	Announcements	All	5	Upcoming Updates/Agenda Items The March 11th DAS meeting will be held at Cañada, Building 9, Room 154 (also known as the Faculty Teaching and Learning Center and Lounge). Request that Eck/Shankur send Ayotte/Browne a map to include with the All Faculty agenda announcement by March 7.	Information
5.2	Adjournment	President Ayotte	1		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