



Minutes ADOPTED with clarifications
 Monday, November 13, 2023
 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



Skyline College

Sarah Harmon
 District Teaching & Learning

Jessica Hurless
 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

Clarifications on pages 3 & 4

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	1		Action
1.2	Roll/Introductions	Clerk	1		Procedure
1.3	Adoption of today's agenda	President	1	Shankar motion, Windisch second. Unanimous approval	Action
1.4	Adoption of the minutes of previous meetings	President	1	October 2023 Minutes Ryan motion, Truglio second Unanimous approval	Action
1.5	Public Comment	Public	5	CSM Fire Academy faculty issue of concern	Information

2. New Senate Business (55 minutes)

	Item	Presenter	Time	Details	Description
2.1	DEAC proposal to become a standing committee under DAS	Rowden-Quince, Reynolds	15	Proposal from Bianca Rowden-Quince, Erica Reynolds and Aaron McVean to consider moving Distance Education Advisory Committee as a standing committee of DAS Bianca newly elected DEAC Advisory Chair, Erica new Secretary Goals and charge reviewed	Information /Discussion

				<p>CCCCO has a Statewide committee, in title 5 Ed Code 532000 & 55204, as an Academic & Professional matter [10+1], part of Accreditation and Curriculum, relationship of DEAC to DAS, need recommendations to come from strong faculty voice, purview of both local and district Academic Senates. The State Accademic Senate [ASCCC] has recommended role of DEAC at local/district academic senates, including relationships with course management systems. Handbook-writing, professional development [SMCCD – QOTL, micro-courses]</p> <p>Currently 62% of courses are offered hybrid or online, even as we renew some face-to-face offerings. Not regularly reported there, could be more intentional with data collection and reporting.</p> <p>AFT had contract MOU 2019-22 so now expired.</p> <p>-Why make DEAC a DAS subcommittee? It is the recommended structure from ASCCC, no MOU extension, good timing for this issue, reporting structure is complicated- a revised reporting structure and membership is part of the proposal.</p> <p>Proposed DEA Goals- this group would update their goals 2023-24 goals.</p> <p>Ryan: what would local committees would look like? <i>Similar to DAS</i></p> <p>Moreno: If this were to happen, would the need for AFT MOU be needed? <i>No the need for this would be eliminated.</i></p> <p>Extension of 5 min: Harmon & Eck- <i>agreed</i></p> <p>Harmon: <i>Thank you. DTL has been taken before, willing to accept this change and give DEAC issues to the new Standing Committee</i></p> <p>Windisch: <i>ASCCC leadership said all standing committees are subject to Brown Act.</i></p> <p>McVean: <i>Legal analysis says it is not mandated, but a recommendation; according to district legal advice.</i></p> <p>Eck: <i>good to see updated membership, also website needs updating. If an emergency came along, not preclude another being done.</i></p> <p>McVean: <i>Compensation for QOTL? Should be addressed.</i></p> <p>Hurlless: <i>what about reassigned time for Chair of the new Committee.</i></p> <p>Ayotte.: <i>Bring back for Action at December mtg; due process- take it to locals, all questions go to Bianca & Erika.</i></p>	
2.2	District PD Coordinator Proposal	Ulloa, Khan, Rowden-Quince	25	<p>Proposal from local PD Coordinators for a District Professional Development Coordinator.</p> <p>Ayotte: Next steps is to hear the local and overall questions, etc.</p> <p>Khan: got feedback from DAS to clarify the role beyond District Flex Day, look at most uptodate proposal with highlights. Plan is to be responsive to colleges and DAS</p> <p>Feedback:</p> <p>Canada/Eck: Issue of need for summer work to prep for Fall [timesheet]; individuals report to whom? Would faculty lose voice in what should be done.</p> <p>CSM/Windisch: generally positive; highlight the inequity across campuses for local PDs, how elected or chosen? Must ensure that flex days are not ONLY faculty focused, obviously a faculty role.</p> <p>Skyline/Ryan: did not get a lot of feedback in mtg, so did survey, not clear enough to support it, full reassigned time was 80%+ as a No; could become top-down, several asked for similar structure as DCC/College CC Chair; interested but not ready to commit.</p>	Discussion/Action

			<p>Qs to PD Coordinators: questions around community ed vs pd academy vs flex offerings, how the person would intersect; provide more input into district PD and HR offerings; questions re badges and micro-courses to earn credit across steps/columns so partnership with AFT? Model was from CCSF, who has a process for that.</p> <p>Discussion:</p> <p>Eck: As a first-run, based on feedback, what do the PDs think?</p> <p>Rowden-Quince: For those tasked with PD, support is needed, as it falls on locals now. May not be a perfect solution, but the ask is for an oppy to try a new structure to provide some coordination of efforts and resources</p> <p>Ulloa: We need an opportunity for us as District to have a singular point person that can coordinate and minding the system of PD. The Plural PDs are all over the place, potentially clean up and act as a quarterback and liaison to DAS. Getting proposals from public safety for flex day, confusing about PD and required employee trainings.</p> <p>Hughes: Reminding me of when we had a PD Manager, opportunity to revisit it. It can work really well as those of us on ‘front lines’ it would be helpful for someone else taking on from the local PD coordinators now.</p> <p>Ryan: 1. Is this a viable position that would benefit all 3 colleges? Is there a need for that?</p> <p>2. Putting this amount of reassigned time to it.</p> <p>Moreno: would request that a recommendation come from DAS when you are ready.</p> <p>Eck: A way forward a more modest position, 1.0 reassignment takes faculty completely away from teaching. What does it mean to centralize all the PD at district?</p> <p>Shankar: Canada already discrepancy among the colleges, seem to be need to address that; normalize this and treat it in tandem. Then easier for someone at district level to connect with all 3 colleges. Include that it would be a rotating position?</p> <p>Hurless: Let us not lead with fear on this. We want to look at individual school PDs, not individual PDs for district days; do not duplicate work, suggest to ‘try it out’. Sees the individual college unevenness a separate issue. Skyline Faculty used to be 0.8 & now is 0.4, for instance.</p> <p>We want some district oversight, just like we have at asenate, curriculum- it’s a 10+1 issue</p> <p>Windisch: irresponsible to do nothing, lean on try it and see it as a ‘pilot’ program [Ayotte calls trigger on that]</p> <p>Khan: there are checks & balances that DAS could require for selection, roles, reporting, etc.</p> <p>Ayotte:</p> <p>For the position by definition: thumbs up or down. 7 up 1 uneven</p> <p>Reassigned time: split with fulltime, split with 0.8, majority with 0.6, no to 0.4.</p> <p>Time to extend 3.5 minutes -Ryan [approved]</p> <p>Harmon: this is the first time, this position will need plenty of time to get organized</p> <p>Eck: There are lots of faculty who do NOT want FT</p> <p>Rowden-Quince: Do not undercut the time needed to get it started.</p>	
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				<p>Truglio: Mostly because of feedback at Skyline, biggest question was not that we need a position but not clarity of how to determine and assess it for the first round.</p> <p>Windisch: approve, Ryan second</p> <p>Vote: In favor 5, Opposed: 4 PASSED</p>	
2.3	District Sustainability Committee	Subramanian, Ho	10	<p>Presentation from the District Sustainability Committee [Ask for Slide Deck]</p> <p>Subranamian: Want a formal request for a DAS member to join the committee</p> <p>Development of sustainability projects across all 3 campuses, part of District Facilities- 9 main projects, see website; for instance, the Climate Action Plan and Zero Waste Plan & Infrastructure, Water Consumption & Native Landscaping Project, Zero Net Energy, to present to Chancellor's Cabinet & Board.</p> <p>Ho: Meets 1-2 hours every other month, right now have 87 members. Regular attendance of 22. Would like a regular member of DAS. How we do it?</p> <p>Ayotte: Would need to bring back in December. Would begin in the Spring, mtgs changes regularly. Need then to bring back to locals; to clarify can then have a faculty member who would report to DAS. Please send slides</p>	Information
2.4	District Auditor/Policy Analyst Screening Committee	Ayotte	5	<p>Approve a faculty member to serve on the Auditor/Policy Analyst Recruitment Committee as a district faculty rep</p> <p>Position has failed twice already; this time a consultant organized it and the interviews are Friday 17 November</p> <p>Nominations: Ayotte nominate Jessica Truglio, Hurless second.</p> <p>Vote: 8 approve, 1 abstention APPROVED</p>	Action

3. Ongoing Senate Business (25 minutes)

	Item	Presenter	Time	Details	Description
3.1	Class Cancellation Minimum Study Session Update	Ayotte	15	<p>Discussion of November 08, 2023 BOT Study Session.</p> <p>Ayotte: Went well. Presentation by Moreno, then McVean, Ayote shared each College, DCC Chair, VPI Grandy [CSM] & Dean Gibson [Skyline]</p> <p>Windisch: BOT asked good questions; thought the presentation was overly positive. More opportunity to show student & faculty experience in a range. BOT open to options.</p> <p>1. Class min tied to max; 2. barring cancellation to certain groups, or 3 a low number</p> <p>Eck: Worries: concern that increased enrollment would bring in more \$ is false in 2 important ways.</p> <p>Harmon: BOT members seem differentially informed about how the work is built and completed.</p> <p>Windisch: may need some push-back and clarification.</p> <p>Ryan: thanks everyone who served on the writing group, special thanks to Hurless & Ayotte.</p>	Discussion
3.2	District Class Maximum/Class Cancellation Sub-Committee	Ayotte	5	<p>Confirmation of membership of District Class Maximum/Class Cancellation Sub-Committee</p> <p>Chaired: A McVean</p> <p>Deans</p> <p>VP:</p> <p>Yonemura-Fabian [Sky] Maher [Can] Wallace [CSM]</p>	Information

				If it's off of contracted hours, could be rescheduled or timesheeted.	
3.3	Faculty Collegiality Statement	Ayotte	5	<p>Adopt Final Draft Academic Senate Faculty Collegiality Statement [FCS] Ayotte: all Local ASenate have adopted/a, then will need approval and post on District ASenate website Eck: Motion, Windisch; second. Discussion: 2 actions in the FCS</p> <ol style="list-style-type: none"> 1. take out instruction vs non-instruction categorization; 2. Investigate in formal leadership training. <p>Form a taskgroup to explore the impact of the asks VOTE: PASSES unanimously</p> <p>Task Group membership – locals will ask for interested parties, bring back to December mtg for membership. [likely to include Windisch, Ayotte, Browne]</p>	Discussion/Action

4. Standing Agenda (35 minutes)

	Item	Presenter	Time	Details	Description
4.1	Campus reports	Senate presidents	15	<p>Senate presidents and others will share critical, non-agenda items. CSM: working on Program Review ‘the great read’ unofficial workgroup [PRIE/Admin, Faculty, PD], separate readings in spring with focused CTEL focus, ASenate-the process itself, Admin- is it being done. Questions & Plans to include Classified Senate as well. Daniel will bring other colleges’ different ways. Also OER/ZTC grant application, By-Laws review, tour of Bldg 19, Dual Enrollment Liaison appt, High School partner teachers.</p> <p>Skyline: Solidified AS Goals, all Task groups are doing share-outs; FTFAC process will be shared; CTE Day; Halloween theme day.</p> <p>Canada: PD hoping to get SFSU about contract grading; DEAC- 4 vacancies trying to revise by-laws for stretch human hours in participatory governance. Prioritizing the permanent fac position requests.</p>	Information
4.2	Standing Committee Reports	DCC DTL	10	<p>Standing committee chairs will share critical items. DTL- Harmon trying to get Student Rep and bring to them the Plagiarism/AI guidance statement to district student senate. Also, reviewing ASCCC Resolution reading DCC- Hurless</p> <ol style="list-style-type: none"> 1. Reviewed the workforce experience memo [formerly coop], discussions of needing district policy. VPIs need to meet people across District. Will be getting update on Monday. Must be done by February to CCCCCO. 2. Misalignment in Math Proficiency statement, work group matches and now agreement in catalogues. 3. Associate Degree requirement. 12 units or 50% in major must be in one college; will be revised to ‘at any one college’ and now can deal for aligned residency to be matched. <p>AB 928 & AB 1111 get group together with representation from each campus will report on Monday.</p>	Information

				Also GE CSU credit to be changed to all GEs on all 3 colleges.	
4.3	Presidents' Report	President Past President	5	President and Past President will briefly share district-wide information. ASCCC Plenary is happening this week David, Todd, Cassidy, Lindsey plus Sarah virtual.	Information

5. Final Announcements and Adjournment – <5 minutes

	Item	Presenter	Time	Details	Description
5.1	Announcements	All	5	Sarah: Can College workshop for LibreText Adapt- Open source Homework [Canada will host one 12/1; registration closes 11/21] Sarah has link & in chat; district-wide Flex Day on AI [15 presenters]; Marketing coming up in December. Most but not all will be multi-modal. Skyline Building 12, Farallon Room. Eck: Request for Legislative Liaison [Lori Slicton/Sky] invite her to give Report- likely February. Windisch: approve another faculty to Faculty Equivalency for December agenda. Cassidy requests DAS Agenda item form	Information
5.2	Adjournment	Ayotte		Upcoming Updates/Agenda Items <ul style="list-style-type: none"> - ASCCC Plenary Update - EEOC update - District Sustainability Committee 	

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