



## Governing Council Officers 2023-24

Arielle Smith  
2023-2024 DAS President

Kate Williams Browne  
2023-2024 DAS Past President

*Vacant*  
2023-2024 DAS President- Elect

Sarah Harmon  
District Teaching & Learning

Jessica Hurless  
District Curriculum Committee Chair

David Eck  
Cañada College AS President

Vacant [update September]  
Cañada College AS Vice President

Todd Windisch  
College of San Mateo AS President

Daniel Keller  
College of San Mateo AS Vice President

Lindsey Ayotte  
Skyline College AS President

Cassidy Ryan  
Skyline College AS Vice President

**Agenda**  
Monday, August 28, 2023  
2:15 – 4:30 pm  
SMCCCD Board Room  
3401 CSM Drive, San Mateo, CA, 94402  
<https://smccd.zoom.us/j/86868987052>

**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    |  | Action      |
| 1.4 | Adoption of the minutes of previous meetings | President | 1    | May 2023 Minutes   | Action      |
| 1.5 | Consent Agenda (see pg 4)                    | President | 1    | DTL Committee Membership<br>Housing Board Faculty Representative | Action      |
| 1.6 | Public Comment                               | Public    | 5    |  | 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>• BOT</li> </ul> | Information |

### 3. New Senate Business (35 minutes)

|     | Item                      | Presenter    | Time | Details   | Description             |
|-----|---------------------------|--------------|------|---|-------------------------|
| 3.1 | BOT Agenda Items          | Moreno       | 10   | Information on upcoming items on Board of Trustees agenda       | Information             |
| 3.2 | Class Size Position Paper | Smith/Moreno | 10   | Plan for Faculty participation in BOT Study Session in November | Information /discussion |
| 3.3 | Chancellor Search         | Smith        | 15   | Update on Chancellor Search                                     | Information /discussion |

#### 4. Ongoing Senate Business (50 minutes)

|     | Item                           | Presenter | Time | Details  | Description |
|-----|--------------------------------|-----------|------|--|-------------|
| 4.1 | DAS Website                    | Eck       | 10   | Share updates on District DAS website                              | Info        |
| 4.2 | Faculty Collegiality Statement | Eck/Smith | 15   | Canada Academic Senate letter and next steps                       | Discussion  |
| 4.3 | DAS Senate Goals               | All       | 25   | Discussion to review last year's goals, consider goals for 2023-24 | Discussion  |

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

|     | Item          | Presenter | Time | Details  | Description |
|-----|---------------|-----------|------|--|-------------|
| 5.1 | Announcements | All       | 5    |  | Information |
| 5.2 | Adjournment   | Browne    |      | Upcoming Updates/Agenda Items<br>- DAS goals & task groups<br>- DAS Faculty Collegiality Statement<br>- Class Size Position Paper Workgroup<br>- District Committees | Action      |

#### Upcoming meeting dates:

##### Fall Semester

Monday Sept 11, 2023  
Monday Oct 9, 2023  
Monday Nov 13, 2023  
Monday Dec 11, 2023

##### Spring Semester

Monday Feb 12, 2024  
Monday March 11, 2024  
Monday April 8, 2024  
Monday May 13, 2024

#### 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 (Jeremy 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

## **Consent Agenda Items**

### **DTL Committee Membership**

- Sarah Harmon (DTLC Faculty Chair)
- Arielle Smith (DAS President)
- Chris Collins (D-DEAC Co-chair)
- Jessica Hurless (DCC Chair)
- Susan Khan (Professional Development)
- Andrea Fuentes (Instructional Designer)
- Julieth Diaz Benitez (Instructional Designer)
- TBD (Librarian)

### **Housing Board Faculty Representative**

- Alicia Aguirre (serving the remainder of Jessica Marshall's term, 3 years, as Jessica had to vacate the representative position)