



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

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

APPROVED MINUTES
Monday, October 9, 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	Late arrivals: J Truglio & D. Keller	Procedure
1.3	Adoption of today's agenda	President	1	M: Windisch, S: Shankur Approved	Action
1.4	Adoption of the minutes of previous meetings	President	1	September 2023 Minutes M: Windisch S: Jones Approved	Action
1.6	Public Comment	Public	5	none	Information

2. New Senate Business (55 minutes)

	Item	Presenter	Time	Details	Description
2.1	Class Cancellation	Moreno McVean	10	McVean: proposing a Chancellor's Workgroup includes Class Minimums & Maximums that is led by Chancellor Moreno and Vice-Chancellor McVean, 2 Deans and 1 VPI, DAS President, DCC Chair, and 1 faculty from each College, selected with recommendations from local AS Presidents. in proportion and in appropriate timeline, taking into consideration Comments/Questions: [Eck]Extensive discussion last year in DPCG, and how work with other groups already working on this topic? Level of detail would be overwhelming to DPCG but eventually should review once the Admin Procedure is created. Board Study Session October 25 should include as part of that report.	Discussion

				<p>Question: [Eck] What else will be done? Possibility for a pivot with new ideas & thorough exploration of what's possible and what might work for this district Extension of time is 3 minutes. M: Jones S: Harmon [7 in favor; 1 abstain] Title: Class cancellation/Class Cancellation Task Group</p>	
2.2	AB 928	Hurless	20	<p>Upcoming State legislation with documents to take back to local ASenates for input. Hurless: Attended the ASCCC Webinar, recommended for Faculty to start talking in colleges/districts, has been tasked with study to minimize repetition & increase # CCC students who transfer through [Associate Degree for Transfer] ADT pathway. The Committee includes CCC, CSU, UC Goal: 70% of the adult population 25-64 will have Degree/certificate/certification by 2030 [21 million], so need 210K more people. Goal: starting 8/1/24, students CCCapply indicate 'degree seeking,' should only be showing the ADTs, not the local AS degrees. There are 3 subgroups of this Committee: [1] Increasing Transfer rates & closing Equity gaps [2] STEM -make recommendations for high-unit ADT pathways [3] Re-Engagement group- get them to get those students back to CCCs Will all come together for Public Meetings Oct 13 & November 15, with all public comments to be heard and read, to decide which ones to move forward out of committee to the Office of Planning & Research by 12/1 and to Legislature 12/31/23 & then to Governor Create awareness and opportunities for feedback; [Eck]- Examples of feedback to review goals check p 16, institutions would need to increase its production of credentials from 2% to 20% [Hurless] Example p 22 chart, goals are super-aggressive [Browne] essential for those who would be responsible for meeting the goals to comment on the realistic/or unrealistice nature of the goals. [Eck] any mention of consequences yet? Incentives to meet the goal? [Hurless] Looks like this document was leaning towards incentives, no mention yet of consequences [Harmon] see link to public comment in chat.</p>	Information /discussion
2.3	Auditor Policy Analyst Screening Committee	Ayotte	5	<p>Nominations for Faculty member to serve on Screening committee DAS being asked to offer nominees, Paper screening in October, interview mid-November, McVean: BOT wants to bring in someone more detailed look at policies and procedures in alignment with each other and with how district works. Ex purchasing contracts, human resources, where there are technical changes. Eck: has this be done before? Yes, failed searches twice Shankur: do other districts have someone in this position? Yes, particularly multi-college districts and other governmental agencies. Nomination: Gampi Shankur. Accepts it Passes: unanimous approval</p>	Action

2.4	District PD Coordinator Proposal	Flores Khan Rowden-Quince Ulloa Young	20	<p>Proposal from local PD Coordinators for a District Professional Development Coordinator.</p> <p>Khan [CSU PD Coordinator]: Deans of all 3 colleges support the proposal, as well as Rowden-Quince & Flores, Instructional Designers from Skyline College. PD is being developed at each college, yet more collaboration would be possible with more district support.</p> <p>Prof learning at the 3 colleges is scattered but there is no central entity or central division.</p> <p>Example is the list of tasks of District Flex Day, falls on the Executive Assistant to the Chancellor and the college PD Coordinators beyond their job descriptions and out of contract time</p> <p>Proposal: have District full-time course release faculty position, [provide calendar of mtgs, making sure the mtgs happen etc]] plus a budget.</p> <p>Ulloa: [Skyline Fac PD Coordinator] post-opening day of 70 summer hours, at least 10 on district Opening Day. Also on-campus activities and webinar, needs to be a centralized point person. Now CSM – FT tenure-track position, Skyline- 0.4 reassigned time, Canada 0.2 reassigned time</p> <p>Rowden-Quince: having district person would have more connectivity and synergy, more coordination among the 3 colleges instead of ‘just locally’, takes more time/effort/preparation to do this.</p> <p>Harmon: PD Coordinators brought it to DTLC and are fully in support of it</p> <p>Windisch: Q any thinking about a permanent position or institutionalized long-term role being FT fac release?</p> <p>McVean: Had a Director position many years ago was doing STOT, which became out of synch. Love the idea of Faculty Coordinator who serves a 2-3 year stint.</p> <p>Rowden-Quince: We agree the benefit of different people do it, and opportunities for faculty to have challenging work outside of direct teaching.</p> <p>Ayotte: what is the justification of the full-time position when the estimate was 10 hrs’ work?</p> <p>Ulloa: There are more items that are done by others that are called “PD” also is holistic, can include classified professional topics.</p> <p>Khan: 10 hrs is mtgs only, 3 weeks f-t prep, then coordinating it. The long list of outcomes and activities goes beyond flex Day.</p> <p>Eck: Opportunities to improve PD can be seen in district position indicates both logistics and keep momentum beyond a day into throughout the year.</p> <p>Time extended to 5 minutes. Approved</p> <p>Once approved, then a full job description would be developed.</p> <p>Shankur: Has it been considered if this could be rolled into some other district position such as PSC? Guided Pathways model with a coordinator at each campus.</p> <p>Khan: PD is part of 10+1, yet should go beyond faculty. Yet she thinks it should be faculty. Should be larger than district</p> <p>Ayotte: what are the Next Steps? And the Ask?</p> <p>Ulloa: Chancellor suggested to come to DAS to then make a recommendation to Chancellor’s office.</p> <p>Ayotte: Each Local ASenate to take to local senates, then return to DAS next meeting with their recommendation for DAS vote.</p>	Info/ Discussion
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3. Ongoing Senate Business (40 minutes)

	Item	Presenter	Time	Details	Description
3.1	Housing Board Faculty Representative	Ayotte	10	Nominations and selection of Educ Housing Board Faculty representative to replace Marshall upon her resignation. Alicia Aguirre [Canada College] is a nominee; another is Grace Beltran [Skyline College] Vote: Alicia-0; :Beltran- 6 Abstentions- 3	Action
3.2	Class Cancellation Minimum Study Session	Ayotte	10	Appointments to Writing Group with representation from each College & DAS member to prepare for November BOT Study Session. McVean: Students invited from Associated Students groups all invited. Eck: It would be stronger coming from one faculty group, more groups risk diluting the faculty voice. Please consider convening after ASCCC Area meeting and Associated Students Windisch: agrees that one group would be stronger Volunteer: Lindsey Ayotte, Todd Windisch, Sarah Harmon, Cassidy Ryan-White, David Eck, Elsa Torres Proposed calendar: 10/27, link up 11/1, 11/2 & finalize 11/3 M: Ryan-White S: Eck, approved	Action
3.3	Faculty Collegiality Statement	Ayotte	5	Check-in about status of Draft Academic Senate letter back to local ASenates. Request that All local Senates review it this month, and return to DAS vote in November meeting	Info
3.4	DAS Goals for 2023-24	All	15	Review and Revision of Goals. <ol style="list-style-type: none"> 1. AFT-DAS workgroup on ‘non-instructional faculty’ language: collegiality statement will be completed in November 2. Class size determination process: 3. Strengthen participatory governance -Faculty leadership development and recruitment: CSM did a brainstorming session for Flex Day. Area of interest, not yet been to local ASenate; -could be part of PD Coordinator work; consider streamlining also; -DAS structure review 4. District-wide curricular alignment -guidance around AI [DTLC] -no faculty agreement re changes & timing [DCC] -comfortable indifference from faculty; perhaps some “pain points” need to be made clear. -WorkForce 	Discussion/ Action

				<p>-Automatic placing in ADT/policies Operational Procedures and Practice group -equivalency process [task group]- Ryan-White wants it to continue; Windisch went to ASCCC Institute & will forward document to task group Long-term District Academic Senate Goals</p> <p>4. The “10+1” in Changing Times: Continue to support faculty in responding to academic and professional matters in the and in future conditions (DTL)</p> <p>2023-24 Projects of Interest/Oversight</p> <p>-Faculty Evaluation Procedures: DAS task group has completed work and revisions have been forwarded to AFT. -Equity Minded Faculty Hiring: EEOC is working on faculty hiring and District faculty have been involved. -Academic Senate Alignment and Collaboration</p> <ol style="list-style-type: none"> 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 [completed one Banner 9/WebSmart 9 is implemented]. <p>5. Marketing: Stay informed on the District’s plan on a centralized marketing department and potentially take a position/make a recommendation.</p> <p>6. Fee Payment Policies: Learn about payment policies for enrollment fees and investigate how these policies are impacting enrollments</p> <p>7. Cross-District Curriculum Alignment: Implement a process for aligning curriculum across the District (DCC)</p> <p>M: Harmon S: Hurless approved unanimously</p>	
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4. Standing Agenda (35 minutes)

	Item	Presenter	Time	Details	Description
4.1	Campus reports	Senate presidents	15	Senate presidents and others will share critical, non-agenda items.	Information

				CSM: Inviting Admins into Q&As; waitlisted student issues, processes for opening new sections, etc. approved document to revise nursing program; update Equity & Accessibility Lab – got grant to id 7 faculty each semester to receive re-assigned time to revise their courses; established local AS goals; explore how to pay adjuncts, voted in 2018 to pay through local AS funds, Skyline: continuing public safety issue; looking to approve enrollment strategic plan; approved their local annual AS goals Canada: New type of program review update was 5 consecutive Fridays; Bldg 13 fire alarm because of vaping/smoking in bathrooms; inadvertently built a lab that is unneeded- need to ask more of advisory groups; sobering discussion of District budget & how it is affecting local College with Resource Allocation Model [AB 893]; no bond \$ for building maintenance.	
4.2	Standing Committee Reports	DCC DTL	10	Standing committee chairs will share critical items. DCC- already spoken DTL- reminder of district-wide flex day, will be a mini-conference around AI, have 1 proposal so far; suggested a helpful session on how to use [or not] trackers such as “turn it in”; will be some sessions on Banner 9 [Kerry] and will be ready before Summer 24 registration.	Information
4.3	Presidents’ Report	President Past President	10	President and Past President will briefly share district-wide information. Ayotte: special BOT session on revising new Handbook, working with Consultant. Ask from K Lopez need to revamp District Mission Statement. Browne- Area B mtg invited to oct 27; ASCCC Plenary is Nov 16-18; requested is a mtg for those attending virtually, Ayotte will schedule this before going to Plenary.	Information

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 <ul style="list-style-type: none"> - DAS goals & task groups - DAS Faculty Collegiality Statement - Class Cancellation Minimum Workgroup - District Committees 	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]

8. **Faculty Evaluation Procedures:** DAS task group has completed work and revisions have been forwarded to AFT.
9. **Equity Minded Faculty Hiring:** EEOC is working on faculty hiring and District faculty have been involved.
10. **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.
11. **Marketing:** Stay informed on the District’s plan on a centralized marketing department and potentially take a position/make a recommendation.
12. **Fee Payment Policies:** Learn about payment policies for enrollment fees and investigate how these policies are impacting enrollments