



## 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

Gampi Shankar  
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

**Minutes**  
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	Introductions	Procedure
1.3	Adoption of today's agenda	President	1	Motion to Approve: Ayotte 2 <sup>nd</sup> : Eck: 2 <sup>nd</sup> Approved	Action
1.4	Adoption of the minutes of previous meetings	President	1	May 2023 Minutes <b>Approved</b>	Action
1.5	Consent Agenda	President	1	DTL Committee Membership; see membership below Motion to Approve: Eck 2 <sup>nd</sup> : Ryan Pulled: Housing Board Faculty Representative: J Marshall is stepping down; A. Aguirre will complete the term	Action
1.6	Public Comment	Public	5	Eck: suggestion to ask State ASCCC for advice; Smith agrees to contact ASCCC	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 Canada/Eck: Filled Vice-President position to finish Alizaga term with Gampi Shankar; parliamentary

					<p>procedure review; zoom chat guidance introduction; Chancellor search timing and procedures discussed; possible annual goals- Program Review questions, New Program Development process/include milestones.</p> <p>Skyline/Ayotte: first week of instruction/timing issues; of interest: AI impact, Curriculum update upcoming; Treasurer A Maloney will be replaced by Sima Karve will finish the term; Chancellor search will be upcoming mtg.</p> <p>CSM: As held a mtg at Flex Day with many goals suggestions; Alex Guiriba [Counselor] will start collecting anecdotes about impact of class size/</p> <p>President search upcoming discussion; By-laws Revision will be this year's project and ask for Adjunct financial support.</p>
2.2	Standing Committee Reports	DCC, DTL	10	Standing committee chairs will briefly share critical items.	<p>Information</p> <p>DCC: has not met, first mtg is 9/18; working with D Eck to revise the DCC website; whole goal will be to stay on top of statewide legislation, implementation will need to be quick once the state DTL: first meeting next week; website was updated in summer; Jan 19 Conference: AI and implementation to extend; Guidance document re syllabus, etc will be going to District Student Senate next month; successful&amp; well-attended session on Distance &amp; Modalities at Flex Day</p>
2.3	Presidents' Report	President, Past President	10	<p>President and Past President will briefly share district-wide information.</p> <ul style="list-style-type: none"> <li>• BOT</li> </ul>	<p>Information</p> <p>BOT mtg: recommendation to form a single Advisory Committee for Athletic Centers- referred to Chancellor; discussion about CSM Bldg 9/Library – state funding requires local match; advise all to have local Library staff to review the BOT mtg item. BOT spoke of self-evaluation and they are unsure of what that will be.</p>

### 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 Really talking about Course Cancellation, need to change title

					<p>of Policy. Need meaningful exchange at BOT, Her suggested revision of BOT mtg is for her to release a Report 2 weeks early so others could write a 'white paper' and have a dialogue at the BOT mtg. Nov 9 is a Study Session is not for Action. Decision will come in Spring, as the current 10-person minimum is effective through summer 2024.</p> <p>Discussion:</p> <p>[AS] Need to work with local AS so not just DAS response.</p> <p>[DE]Also consider involvement with DPCG, not only ASenates or individual faculty/staff members.</p> <p>[V-ChancAaron McVean]- if there is a need for a revision to the recommendation after the BOT study session; would see if it still stands or revise it.</p> <p>[Chanc MMoreno] I would suggest that DPCG would take it back after Study session</p> <p>[AS] need to be intentional on the timing, give people enough lead time and clarity on process; still to consider is whether or when DPGC</p> <p>[DE] Is Class size/maximum workgroup recommendation?</p> <p>[MM] Sees this topic as part of Curriculum in terms of pedagogy and part of the Course Outline of Record. She has a document built at Santa Barbara.</p> <p>[JH/LA] That work/recommendation is not currently part of the local curriculum process, and not in alignment across campuses.</p> <p>[AS] will bring the DAS workgroup recommendations to DAS next meeting</p>
3.3	Chancellor Search	Smith	15	Update on Chancellor Search	<p>Information/discussion</p> <p>[AS] Has had received strong comments from faculty about changes in language on Chancellor search; were some public comments at last BOT mtg which the BOT did not revise the recommended changes in chancellor search.</p> <p>[MM] bring in BOT members 2 at a time for specific agenda items. She is helping the BOT distinguish statements from DAS/AS and AFT faculty groups. AS has no authority over Search Process; the appeal is the collegiality tone. This is the only process that the BOT owns.</p>

					<p>[LA] MM asked for faculty feedback, yet the BOT can override the committee's recommendations; appears that the BOT overrode faculty input.</p> <p>[MM] Must include consideration of relationships as well as authority. BOT doesn't want a failed search again; MM will share the DAS voice to BOT before the next meeting.</p> <p>[AS] DAS meets 9/11 and BOT mtg is 9/13, so BOT members could be invited for clarification on this issue of participatory governance and collegial consultation. Written statements should be sent to Candice Bell.</p> <p>[AS] Follow up Sky 9/7, CSM 9/12, Can already met &amp; could send items. And then DAS could write a statement for BOT</p> <p>[KWB] concerns to be sure to get local AS input.</p> <p>[LA] Could discuss/get a pulse on local AS via their Exec groups.</p> <p>[TW] Could form an Ad Hoc writing group– AS, LA, TW, DE draft, send to Trustees before 2 are invited to 9/11 meeting so that the 9/13 BOT meeting will include the issues.</p> <p>[JH] What is ASJCC rules on Accreditation, Section 4: when will the policy be reviewed?</p> <p>[Vice-Ch AMcV] Accreditation is real about policy, but this is an Admin Procedure, not policy. Discussion followed about it.</p>
3.4	Housing Committee ..			Pulled item from Consent	<p>Faculty representative J Marshall resigned as her Dean asked their dept to prioritize decisions;</p> <p>[DE/LA] could we make a temporary appointment and develop a process that includes the residents?</p> <p>[AA] agrees to whatever process the DAS recommends.</p> <p>Motion to: appoint Alicia Aguirre until DAS can set up an election process. –[DE]</p> <p>2<sup>nd</sup> TW: Approved</p>

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

Item	Presenter	Time	Details	Description
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4.1	DAS Website	Eck	10	Share updates on District DAS website	<p>Info</p> <p>Thanks to Dave Eck for making it happen. Demo shown.</p> <p>College websites are not identical in scope/options. Cards show up well on cellphones. Can put PDF link when edit/add items; can add accordions.</p> <p>[AS] Need to make a decision if we want to record, or publish the DAS meeting; asked for discussion and a 'pulse-read' . .</p> <p>[LA] How did the request come about? Canada decided not to record, CSM records but not posted; Sky hasn't discussed it; BOT records on Panopto and posts.</p> <p>[TW] want to not change it.</p> <p>[GS] preference that it is open to all, should be recorded, would inform the minutes.</p>
4.2	Faculty Collegiality Statement	Eck/Smith	15	Canada Academic Senate letter and next steps	<p>Discussion</p> <p>DAS set next steps last spring, which was for DAS president will put the 3 letters together and bring to DAS for discussion/action</p> <p>DE showed the DAS the letter.</p> <p>AS will work to collate the 3 letters, bring it back to September/October meeting.</p>
4.3	DAS Senate Goals	All	25	Discussion to review last year's goals, consider goals for 2023-24	<p>Discussion</p> <p>[AS] most of the work we do is going to have to be through workgroups.</p> <p>[SH] some of the goals may go to DTL or DCC standing committees.</p> <p>[JH] wants goal of survival!</p> <p>[TW] keep Class size Taskgroup</p> <p>[DE] consider Dual enrollment Taskgroup; instead consider [Vice-Ch AMcV] District-wide Advisory Group is being built now, all local AS have been asked for 2 faculty</p> <p>[LA/CR] Requests to continue Equivalency Taskgroup</p> <p>[AS] Operational Procedures &amp; Practices Taskgroup</p> <p>[SH] DTL- AI and Guidance are primary- [DE] multimodal; [JH] online course with proctored exams</p> <p>[JH] Issues around AB1705, funding, details. Need conversations @ DCC and advocacy @ DAS; each campus sharing out each campus is doing the implementation.</p>

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

Item	Presenter	Time	Details	Description
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5.1	Announcements	All	5	Motion to Adjourn- SH 2 <sup>nd</sup> -LA @ 4:32 pm	Information
5.2	Adjournment	Browne		Upcoming Updates/Agenda Items - DAS goals & task groups - DAS Faculty Collegiality Statement - Class Size Position Paper Workgroup - District Committees - [TW] Senate recruitment/local AS vacancies - Workload point pilot system review	Action

### 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, Jeremy 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. (Jeremy 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)