



**Skyline
College**

Agenda

Monday, December 9, 2024

2:15 – 4:30 pm

District Board of Trustees Room,
3401 CSM Drive, San Mateo, CA, 94402

[Zoom Link for Guests](#)

(Zoom Meeting ID: 836 0403 3730)

Governing Council Officers 2024-2025

Dave Eck

2024-2025 DAS President

Kate Williams Browne

2024-2025 DAS Past President

Todd Windisch

2024-2025 DAS President-
Elect

Lisa Palmer (Fall 2024)

District Curriculum Committee
Chair

Sarah Harmon

District Teaching & Learning
Committee Chair

Chris Collins

Distance Education Advisory
Committee Chair

Gampi Shankar

Cañada College AS President

Monica Malamud

Cañada College AS Vice President

Beth LaRochelle

College of San Mateo AS
President Designee

Daniel Keller

College of San Mateo AS Vice
President

Cassidy Ryan

Skyline College AS President

Jessica Truglio

Skyline College AS Vice President

Meetings of the SMCCCD Academic Senate are open to all members of the District community and public.

1. Opening Procedures

No.	Agenda Item Title and Detail	Presenter	Time	Action
1.1	Call to Order	Eck	1	Procedure
1.2	Roll Call and Introductions	Browne	1	Procedure
1.3	Adoption of the previous meeting's minutes <ul style="list-style-type: none"> November 25, 2024 meeting minutes 	Eck	1	Action
1.4	Adoption of today's agenda	Eck	1	Action
1.5	Public Comment: Questions and comments on non-agenda items <ul style="list-style-type: none"> In addition to sharing comments during the meeting, anyone is welcome to submit comments on non-agenda items in writing before the meeting. If you would like to pass along a written comment, please email your representative or the District Academic Senate President (eckd@smccd.edu). Please share any written comments at least one day in advance to help ensure that your message is received in time for the meeting. 	Public	5	Information

2. New and Ongoing Senate Business

No.	Agenda Item Title and Detail	Presenter	Time	Action
2.1	District Senate Annual Goals and Workgroups <ul style="list-style-type: none"> Follow-up on the discussion of District Academic Senate annual goals from the October 14, 2024 and November 25, 2024 meetings discussions. This agenda item seeks to recommend annual goals and workgroups for District Academic Senate Proposed District Academic Senate goals for 2024-2025 (pages 1-2) <p>Proposed District Academic Senate Workgroups</p>	Eck	15 (start ≈ 2:25pm)	Action

	<ul style="list-style-type: none"> • Title IX Resolution Implementation workgroup <ul style="list-style-type: none"> ○ Proposed members: Todd Windisch, Beth LaRochelle, Rika Yonumeria-Fabian, and Salumeh Eslamieh • AFT-DAS workgroup on ‘non-instructional faculty’ language <ul style="list-style-type: none"> ○ Proposed members: Todd Windisch, Valeria Estrada, Monica Malamud [replacing Diana Tedone-Goldstone], and Jessica Truglio • Credit for Prior Learning Workgroup on establishing districtwide business process that would detail approval process for awarding Credit for Prior Learning <ul style="list-style-type: none"> ○ Proposed members: <ul style="list-style-type: none"> ▪ Lisa Palmer, ▪ Sarah Harmon, ▪ need Articulation Officer, ▪ would like a CTE focused faculty member 			
2.2	<p>Tenure-track Faculty Interview Process</p> <ul style="list-style-type: none"> • Background: Human Resources has restricted almost all first-level tenure-track faculty interviews to zoom only since the Covid-19 pandemic. But there hasn’t been any official changes to the faculty search procedures. • This agenda item will discuss tenure-track faculty hiring searches, with an emphasis on different options for the modality of first-level interviews. District Academic Senate plans to make a recommendation on this topic in its December 9 meeting. • The following document has been prepared to help review possible pros and cons of the different modality options: Faculty Interview Process Options for Discussion <p>Proposed action: recommend that for the Spring 2025 semester, the Chancellor reinstitutes the faculty selection first-level hiring modality options that were allowed before the Spring 2020 semester. Academic Senate will then make recommendation on a permanent policy for modality options during the Spring semester for use after Spring 2025 semester.</p>	Eck	25 (start ≈ 2:40pm)	Action
2.3	<p>Feedback on DTLC Guidance on Plagiarism and AI</p> <ul style="list-style-type: none"> • District Teaching and Learning Committee (DTLC) Guidance on Plagiarism and AI draft 	Harmon & McVean	20	Action

	<ul style="list-style-type: none"> Proposed Action: adopt the Guidance on Plagiarism and Artificial Intelligence 		(start ≈ 3:05pm)	
2.4	<p>Process for Appointing Faculty to External Exam Review Workgroups</p> <ul style="list-style-type: none"> Current Standard Operating Procedure for External Exams Review with suggested edits Proposed action: Academic Senate recommend if any changes should be made to the Standard Operating Procedure for External Exams Annual Review or to continue with the SOP in its current form. 	Palmer	10 (start ≈ 3:25pm)	Action
2.5	<p>External Exam Review Workgroups – Faculty Appointments for 2024-2025</p> <p>If in the previous agenda item, District Academic Senate recommends that District Academic Senate appoint discipline specific faculty to External Exam Review Committees, then this agenda item is an opportunity for District Senate to appoint faculty to the committees that are needed for the 2024-2025 academic year.</p> <p>Pending the previous agenda item, the proposed action is to appoint faculty to the below External Exam Review Committees:</p> <ol style="list-style-type: none"> Ethnic Studies (1 New AP Exam) - three discipline faculty, one from each college Mathematics (1 New AP Exam & 1 New IB Exam; 1 AP Exam Re-review) - three discipline faculty, one from each college English (2 AP Exams Re-review) - three discipline faculty, one from each college Environmental Science (1 AP Exam Re-review) - three discipline faculty, one from each college Psychology (1 AP Exam Re-review) - three discipline faculty, one from each college 	Palmer	10 (start ≈ 3:35pm)	Action

2.6	<p>Meeting Locations for Spring Semester</p> <p>Spring Meetings with proposed locations</p> <ul style="list-style-type: none"> • February 10 – Board of Trustees Meeting Room • March 10 • April 14 • May 12 	Eck	10 (start ≈ 3:45pm)	Discussion
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3. Standing Agenda Items

No.	Agenda Item Title and Detail	Presenter	Time	Action
3.1	<p>Campus Reports</p> <ul style="list-style-type: none"> • Senate presidents and others will share information about important non-agenda items. • Tentative order for today’s meeting: 1) Skyline College, 2) College of San Mateo, and 3) Cañada College 	Senate Presidents	12 (start ≈ 3:55pm)	Information
3.2	<p>Standing Committee Reports</p> <ul style="list-style-type: none"> • District Distance Education Advisory Committee • District Teaching and Learning Committee • District Curriculum Committee 	Collins, Harmon, Palmer,	12 (start ≈ 4:10pm)	Information
3.3	<p>Presidents’ Reports</p> <ul style="list-style-type: none"> • President and Past President will briefly share district-wide information. 	Eck, Browne	5 (start ≈ 4:20pm)	Information

4. Final Announcements and Adjournment

No.	Agenda Item Title and Detail	Presenter	Time	Action
4.1	Agenda Requests for Future Meetings <ul style="list-style-type: none"> • Opportunity to request agenda items for future District Academic Senate meetings. • Agenda requests can also be made by emailing the District Academic Senate President, Past-President, or President-Elect. Email requests should be made at least one week before a DAS meeting. 	Eck, Browne, Windisch	2	Information
4.2	Upcoming Events, Important Dates, Matters of Public Interest	Eck	3	Information
4.3	Meeting Adjournment	Eck	1	Action

Proposed District Academic Senate goals for 2024-2025

- Tracking, amplifying, and improving understanding of District-wide curriculum efforts (for example, AB 1111 Common Course Number, AB 928 CalGETC Implementation, Credit for Prior Learning efforts)
- General communication improvements about changes across State and District Office. Including:
 - DPGC Review of Board Policies
 - District Strategic Planning Process
- Equity Minded Faculty Hiring: first-level interviews processes, especially modality options
- Improve Enrollment Processes: review and give feedback on possible changes to enrollment processes
- Support local senate work in pursuit of their annual goals

District Academic Senate Sub-Committee Goals

- District DEAC
 - Goal 1 - Develop Distance Education Policies and Procedures
 - Goal 2 - Identify Communication Channels
 - Goal 3 - Examine District-wide support for DE Training
 - Goal 4 - Ensure Distance Education students have access to instructional, student services, learning resources and other support services.
 - Goal 5 - Align DE support across colleges
- District Teaching and Learning Committee
 - Supports for faculty and students re: AI
 - AI in the classroom
 - AI's impact on workload

- Updates to [DTLC Handbook](#) (and consider by-laws)
- Any harms that not being part of the CVC-OEI brings to our colleges? (Maybe in conjunction with D-DEAC)
- District Curriculum Committee

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)

2024-25 Projects of Interest/Oversight

1. **Shared governance structures:** Discuss how each college approaches shared governance structures and processes.
2. **Course scheduling and modalities:** Facilitate discussions on how each college is scheduling their courses and which modalities are being scheduled. Prepare to monitor changes that occur once new Class cancellation guidelines take effect in Fall 2025
3. **Fee Payment, Academic Notice, Grade Renewal Policies:** Learn about payment policies for enrollment fees and investigate how these policies are impacting enrollments. Monitor results of recent changes to drop payment procedures that started in Fall 2024. Discussions of the Notice and Renewal