Academic Senate
SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

CSM

Cañada College

Skyline College

==**Draft Minutes**==

Monday, September 9, 2024
2:15 – 4:30 pm
District Board of Trustees Room,
3401 CSM Drive, San Mateo, CA, 94402
https://smccd.zoom.us/j/83604033730

Governing Council Officers 2024-2025

Dave Eck	**Kate Williams Browne**
2024-2025 DAS President	*2024-2025 DAS Past President*
Todd Windisch	**Lisa Palmer** (Fall 2024)
2024-2025 DAS President-Elect	*District Curriculum Committee Chair*
Sarah Harmon	**Bianca Rowden-Quince**
District Teaching & Learning Committee Chair	*Distance Education Advisory Committee Chair*
Gampi Shankar	**Vacant**
Cañada College AS President	*Cañada College AS Vice President*
Beth LaRochelle	**Daniel Keller**
College of San Mateo AS President Designee	*College of San Mateo AS Vice President*
Cassidy Ryan	**Franciosa Deal**
Skyline College AS President	*Skyline College AS Vice President Designee*

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** DKeller on Zoom, BRowden-Quince double-booked arriving late	Browne	1	Procedure
1.3	**Adoption of the previous meeting's minutes** • 05/13/2024 Draft Minutes M [Windisch] , S [Ryan]. Passes unanimously	Eck	1	Action
1.4	**Adoption of today's agenda** [M] Harmon, [S]Windisch Passes unanimously Request from Chancellor Moreno for IEPI agenda item- will put in Public Comment	Eck	1	Action
1.5	**Public Comment:** Questions and comments on non-agenda items • 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. Chancellor Moreno & Vice Chancellor & Vice-chancellor McVean will be visiting all campuses to speak about Strategic Planning focus for the District. Engaged Institutional Effectiveness from state providing funds and support. IEPI group will be visiting to ascertain $200K support for Straegtic Planning for 2025-2030.	Public	5	Information

2. New and Ongoing Senate Business

No.	Agenda Item Title and Detail	Presenter	Time	Action
2.1	**District Professional Development Coordinator: Chris Collins** • Brief introduction and discussion of some of his planned work in the role. ShareScreen: introduce self and new District PD coordinator. About Chris: started IHE journey in CCCs, BA & PhD and 3 years teaching. Academic Adviser, Teaching Module-creation, Equity work, SMCCD is his Academic Home. Skyline's Distance Education Coordinator,FTEF, etc. 20 days of intense work has begun! Plan is to do updates for DAS each semester. Fac PD Needs Assessment plan to inform the October Flex Day work. Academic Freedom with Voices of the Bay; twice-monthly meetings with college PD coordinators.	Collins	5 (start ≈ 2:25pm)	Information
2.2	**Resolution on Addressing Sexual Harassment policies and procedures that protect all members of SMCCCD** • This resolution brings together SMCCCD student, faculty, staff, and administrator concerns and requests as related to Title IX. Resolution has been passed by the local Academic Senates. • Draft resolution: [Addressing Sexual Harassment policies and procedures that protect all members of SMCCCD](#) Introductions Salameh Eslamieh – Canada & AFT Rep; Yonemura-Fabian Skyline & AFT President. The Resolution was built with a collection of voices faculty, staff, admin, students. Sub-group met with Chancellor, now through all 3 college ASenates & students, drafted for AS approval, now to DAS. Ask is to create District-wide Task Force to work with the appropriate agencies to implement the Resolution. T Windisch- passed CSM, in Spring has created its own working group and with Admin David Krafts. Agrees that District central	Eslamieh, Yonemura-Fabian	15 (start ≈ 2:30pm)	Action

	communication is well-advised. Encourage local ASenates to bring Title IX Coordinator to local ASenates. S Eslamieh- also has met with Mwanaisha Sims of District Title IX Coordinator. Gampi- would like support to Canada Eck- Suggest DAS support and next month DAS sets goals and workgroups. [M] Todd {S} Lisa Motion passes unanimously			
2.3	**District Academic Senate's Non-Position on Class Waitlists, as of September 9, 2024** • Multiple faculty have reached out to President Eck inquiring why District Academic Senate wants to raise class waitlists to 20 spots. • This agenda item is to clarify that District Academic Senate has not officially or even tentatively made a recommendation on class waitlist sizes. This topic has not even been discussed at District Academic Senate or by a DAS workgroup. Share Screen- Todd- CSM convos to better track enrollment especially after term begins in spring; DAS looking at post-add procedures; Summer the Deans & District mis-communication as to it being DAS-initiated nor DAS-discussion. Eck- encourage college AS to check with their Enrollment people on class wait list. Can make it an issue or student–interest. Want to ensure that this doesn't create unanticipated problems. Deal- is this about caps and wait list for all Programs? Jones- cohorted-programs get large wait lists.	Eck, Windisch	5 (start ≈ 2:45pm)	Information
2.4	**Dual Enrollment Check-In** • Update on status of District audit of dual enrollment and update to AP 3.05.1 (7211) related to establishing minimum qualifications for CCAP faculty. • Opportunity for local colleges to share updates related to dual enrollment processes at their colleges.	Eck	10 (start ≈ 2:50pm)	Discussion

	• This item follows up on [February 12, 2024](#) and [March 11, 2024](#) DAS discussions of Dual Enrollment concerns: including call for transparency of all Dual Enrollment faculty and improved process for verifying faculty's minimum qualifications for teaching. Eck- spoke at DAS twice last year, also asking now for how it is going. Windisch- meeting in early Spring with Chancellor, ensure that Dual Teachers are in Faculty Evaluation process; Canada was starting in the Spring; Jones: Skyline- hasn't checked in yet, is underway to establish the numbers. Windisch- at DPGC when is implementation going to take place with high school AP? McVean- expectation is that folks should be following with current AP regulations. Eck- No published on the web site; is in line to be published as all policies are going to be reviewed by DPCG this year.			
2.5	**Class Cancellation Guidelines Board Policy and Administrative Procedure – Seeking More and Broader Faculty Feedback** • The Board of Trustees has given DPGC a November 4th deadline for recommending a change to Board Policies and Administrative Procedures related to the Class Cancellation Process. • To help build consensus on one of the existing proposals and/or make revisions, it is important to solicit more feedback from a broader range of faculty. • This agenda item includes a draft survey to solicit feedback from District Feedback. • Given the tight timeline, we would want to have feedback from the survey before the October 7th DPGC meeting, when substantive feedback will be expected on the topic during its second review. • This agenda item will review the draft survey and give everyone an opportunity to edit the draft survey or recommend a different approach.	Eck	40 (start ≈ 3:00pm)	Discussion, Action

- Possible Actions for this agenda item: 1) approve a survey for email to all faculty, 2) form a writing group to finish creating a survey by September 13 for immediate release, or 3) recommend local college senate officers to decide how to survey or otherwise solicit broader feedback from their faculty by October 4.

Supporting materials for this agenda item:

- Current BP 6.04: Minimum Class Size Guidelines
- Current proposed changes to BP 6.04 Guidelines for Class Cancellation
- Proposal for AP 6.04.1: Guidelines for Class Cancellations that uses 50% of class maximums to establish class minimum numbers
- Proposal for AP 6.04.1: Guidelines for Class Cancellations that uses two fixed numbers (synchronous versus asynchronous) to establish class minimum numbers
- Draft faculty survey on Class Cancellation Guidelines

Eck- DAS writing group, local colleges reviewed, went to DPGC it did not get forwarded as did not get to 605 threshhold, Board has set November deadline for any revisions or will return to previous policy level.

Eck- see possible Actions as many have different perspectives, and to understand the variations. Survey would need to go out this month to get out & response back by Oct 4 to get to DPCG oct 7 mtg.

Windisch- highlight unique aspect of DPCG; majority 'approved' & 'approved without reservation';

Palmer- Draft survey should be looked at by DAS now.

Moreno- Frame it from perspective for the 1st time Faculty/Admin/Board as collaborative opportunity that then present to the Board.

Eck- Shared Screen with Draft of Survey. Discussion and revisions for each question followed, with additional background information on each.

Palmer- Concern about the Course Outline of Record including class size.

	Shankur- could perhaps do by percentage. Several found that complicated				
	Harmon- Uncertain as a choice will give many an option and we would not find out enough; maybe ranking?				
	McVean- If there is a desire different from what we have, there must also make financial sense and communicate well with faculty and students of what the criteria is.				
	Browne- Note that Class Cancellation includes class minimums and class maximums.				
	Deal- How does that affect programs with cohorts?				
	Windisch- Exceptions are already built into the board Policy/admin procedure.				
	LaRochelle—some programs already need and have some flexibility.				
	Rowden-Quince- Could we put links on the survey? The issue of uncertainty will create a likelihood of survey having confused results.				
	Palmer- does each question give information?				
	[M] Windisch[S]Harmon to accept the results of the DAS work on the Survey Motion carries; Palmer out of the room				
2.6	**District ITS Prioritization List** • Every fall semester, during the month of September, each campus' VPSS and the District Office prioritize ITS projects using a Smartsheet form • Last year, District Senate held discussions highlighting concerns that certain faculty-led projects (i.e. California Virtual Campus, Curricunet updates, and Noncredit course implementation) seem to be deprioritized every year and that faculty do not have a voice in the prioritization process • Todd Windisch, CSM Academic Senate President, met with his VPSS on August 21 to discuss the prioritization list and advocate for faculty projects to be prioritized higher • Todd Windisch encourages all Senate presidents to similarly meet with their VPSSs before the list is finalized in late September	Windisch	10 (start ≈ 3:40pm)	Information, Discussion	

Windisch- Has been having conversations with VPSS and District Office about the ITS Prioritization Process-three that that CSM faculty wanted: CA Virtual Campus; Curricunet upgrades, and non-credit courses. The VPSS agreed to prioritize those projects higher. Suggestion that local AS Presidents communicate with their VPSS to review Project Prioritization list. Mitchell- District Road Shows go to Cabinets, and then go to Colleges [usually VPSS has the job to do it]. Compliance-related and Legislative mandates both must be the top priorities. Mitchell- When went to CRM in 2021-22, there were lots of projects from every College. Smartsheet is public document, with brief description of each project. McVean- offered an example a compliance-related example Windisch- How can we add to the checkboxes? Board Priority? LaRochelle- what about 'space' for emergencies?	

3. **Standing Agenda Items**

No.	Agenda Item Title and Detail	Presenter	Time	Action
3.1	**Campus Reports** • Senate presidents and others will share information about important non-agenda items. • Tentative order for reports: 1) Skyline College, 2) Cañada College, 3) College of San Mateo. Skyline [Ryan] 2 meetings already; all tenured approvals, no VPI, lagging in Deans, President is covering VPI with his Cabinet. Both Permanent President and Interim VPI. Acting Dean [SSCA] position, retirement. Evaluation process is in progress [Bianca & Cassidy & Joe Morello], with Orientation follow up with new forms. District IEPI with Chancellor Moreno and some $ for student support scholarship. Canada [Shankar] No VP of ASenate yet; Interim VPSS, Chancellor coming into IEPI mtg; Program Improvement Process is in pilot format, must be shared at AS.	Senate Presidents	10 (start ≈ 3:50pm)	Information

	CSM [Windisch]- created a PIP process in CSM curriculum Handbook; full representation this year [first in several years]; looking at adding 2 statements [Title IX & Statement on Equity]. College now has an Equity Ombuds now. creating campus materials as well. English Faculty with HR-directed full-time first-time interviews must be on zoom. Visit from College President coming to AS, VPSS job search about to begin, exploring resolution re mideast. Adjunct $10K to continue to support their work on AS committees, etc. Program Review committee to review the Program Review process, considering staggered PR schedule.				
3.2	**Standing Committee Reports** • District Curriculum Committee **Palmer – hasn't met yet** • District Distance Education Advisory Committee **Rowden –Quince just met. Several items:** 1. Group revising SMCCCD make a Work Plan with xxx; Distance Education level 1 and level 2 each semester, level 1 and 2 level 2s in summer; 2. all 3 campuses continuous issues with DE training though it is in the contract; 3. Rubrics for regular 7 substantive interactions, 4. Dept of Ed wants to get into DE with recommendations to send to DEAC; 5. Canvas made several changes that need fielding issues pratically in Discussions. • District Teaching and Learning Committee **Harmon- met last week** Predominately a place to talk about teaching & learning. 1. August flex day guidance for plagiarism in AI- plan to being discussion to take to all local ASenates. 2. Student councils- DSC in October mtg to get student voice. 3. January Flex Day- will now work with Chris Collins and the Committee. Academic Freedom, AI, etc and how to apply it.	Palmer, Rowden-Quince, Harmon	10 (start ≈ 4:00pm)	Information	

3.3	**Presidents' Reports**	Eck,	5	Information
	President and Past President will briefly share district-wide information.	Browne	(start ≈ 4:10pm)	

President and Past President will briefly share district-wide information.

- **<mark>Compressed Calendar</mark>**: College Academic Senates need to reaffirm their support for pursuing a compressed academic calendar. In May 2023, a District Academic Senate workgroup had recommended to forward a model of a compressed calendar to a work group organized by the District Office. (See item 4.1 on the May 8, 2023 minutes.)
- **<mark>Annual Goals</mark>**: District Academic Senate voting members: before next meeting, **think about goals and projects that you would like to DAS to work on this year**. See past year DAS goals and projects at bottom of agenda.
- **Faculty evaluation forms update.** New faculty evaluation forms have been uploaded to AFT website and District website. The new forms should be used for all faculty evaluations.
- **Inquiry made about first-round interview procedures for tenure-track faculty searches.** President Eck has inquired with the District Office about how there has seemed to be a change in faculty selection procedures concerning whether mixed modal first-round interviews are allowed for faculty searches. Will report back when I hear any updates.
- **2024-2025 Flex Reporting Memo** (Eck made a slight formatting edit on September 1: Signatures have been added to the bottom of each activity page. Faculty only need to sign the last page on which they have filled in an activity.

Eck- See the above issues.
Compressed Calendar- Wants local ASenates on Compressed Calendar [workgroup with Arielle Smith]
Goals- check for these here & will work on it in October
Eval forms- working with AFT to send detailed message, was a substantial change to how year 1 & 2 faculty is evaluated.
Procedures- AS will be consulted is not happening enough
Flex Reporting Memo- slight edit.
BOT mtg- adopting a district Budget.

	Smith: An additional consideration regarding modality implications is the ability (or lack thereof) for student participation in the process.			

4. **Final Announcements and Adjournment**

No.	Agenda Item Title and Detail	Presenter	Time	Action

4.1	**Agenda Requests for Future Meetings**
	
	• 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.
	• Currently expected future agenda items include:
	   o DAS annual goals
	   o Improving the Class Registration Process
	
	Windisch- Non-instructional workgroup results- DAS to highlight leadership opportunities; perhaps to have ASCCC attend. Still clearing up language across campuses.
	Disseminate ASCCC opportunities to all Faculty.
		Eck,
		
		Browne,
		
		Windisch
			5
			
			(start ≈ 4:15pm)
				Information

4.2	**Upcoming Events, Important Dates, Matters of Public Interest** Debate watch party on Debate. Spa & Barber shop is open at Skyline.	Public	3	Information
4.3	**Meeting Adjournment** [M]Harmon [S] Ryan. Unanimous approval	Eck	1	Action

- 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