



**Skyline
College**

Agenda

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

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*

Bianca Rowden-Quince

*Distance Education Advisory
Committee Chair*

Gampi Shankar

Cañada College AS President

Vacant

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

Franciosa Deal

*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	Browne	1	Procedure
1.3	Adoption of the previous meeting's minutes <ul style="list-style-type: none"> 05/13/2024 Draft 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 Professional Development Coordinator: Chris Collins <ul style="list-style-type: none"> Brief introduction and discussion of some of his planned work in the role. 	Collins	5 (start ≈ 2:25pm)	Information
2.2	Resolution on Addressing Sexual Harassment policies and procedures that protect all members of SMCCCD	Eslamieh,	15	Action

	<ul style="list-style-type: none"> 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 	Yonemura-Fabian	(start ≈ 2:30pm)	
2.3	<p>District Academic Senate’s Non-Position on Class Waitlists, as of September 9, 2024</p> <ul style="list-style-type: none"> 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. 	Eck, Windisch	5 (start ≈ 2:45pm)	Information
2.4	<p>Dual Enrollment Check-In</p> <ul style="list-style-type: none"> 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. 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	10 (start ≈ 2:50pm)	Discussion
2.5	<p>Class Cancellation Guidelines Board Policy and Administrative Procedure – Seeking More and Broader Faculty Feedback</p> <ul style="list-style-type: none"> The Board of Trustees has given DPGC a November 4th deadline for recommending a change to Board Policies and 	Eck	40 (start ≈ 3:00pm)	Discussion, Action

	<p>Administrative Procedures related to the Class Cancellation Process.</p> <ul style="list-style-type: none"> • 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. • 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. <p>Supporting materials for this agenda item:</p> <ul style="list-style-type: none"> • 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 			
2.6	<p>District ITS Prioritization List</p> <ul style="list-style-type: none"> • 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 	Windisch	10 (start ≈ 3:40pm)	Information, Discussion

	<p>to be deprioritized every year and that faculty do not have a voice in the prioritization process</p> <ul style="list-style-type: none"> • 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 			
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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 reports: 1) Skyline College, 2) Cañada College, 3) College of San Mateo. 	Senate Presidents	10 (start ≈ 3:50pm)	Information
3.2	<p>Standing Committee Reports</p> <ul style="list-style-type: none"> • District Curriculum Committee • District Distance Education Advisory Committee • District Teaching and Learning Committee 	Palmer, Rowden-Quince, Harmon	10 (start ≈ 4:00pm)	Information
3.3	<p>Presidents' Reports</p> <p>President and Past President will briefly share district-wide information.</p> <ul style="list-style-type: none"> • Compressed Calendar: 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.) • Annual Goals: District Academic Senate voting members: before next meeting, think about goals and projects that 	Eck, Browne	5 (start ≈ 4:10pm)	Information

	<p>you would like to DAS to work on this year. See past year DAS goals and projects at bottom of agenda.</p> <ul style="list-style-type: none"> • 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 (ck 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. 			
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4. Final Announcements and Adjournment

No.	Agenda Item Title and Detail	Presenter	Time	Action
4.1	<p>Agenda Requests for Future Meetings</p> <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. • Currently expected future agenda items include: <ul style="list-style-type: none"> ○ DAS annual goals ○ Improving the Class Registration Process 	Eck, Browne, Windisch	5 (start ≈ 4:15pm)	Information
4.2	Upcoming Events, Important Dates, Matters of Public Interest	Public	3	Information

4.3	Meeting Adjournment	Eck	1	Action
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Last year's 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]

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