



**Skyline  
College**

## Minutes

**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	<b>Call to Order</b>	Eck	1	Procedure
1.2	<b>Roll Call and Introductions</b> Absent: Beth LaRochelle	Browne	1	Procedure
1.3	<b>Adoption of the previous meeting's minutes</b> <ul style="list-style-type: none"> <li><a href="#">November 25, 2024 meeting minutes</a></li> </ul> Motion/2 <sup>nd</sup> : Windisch/Shankar : unanimous	Eck	1	Action
1.4	<b>Adoption of today's agenda</b> Motion/2 <sup>nd</sup> : Palmer. Keller : unanimous	Eck	1	Action
1.5	<b>Public Comment: Questions and comments on non-agenda items</b> <ul style="list-style-type: none"> <li>In addition to sharing comments during the meeting, anyone is welcome to submit comments on non-agenda items in writing before the meeting.</li> <li>If you would like to pass along a written comment, please email your representative or the District Academic Senate President (<a href="mailto:eckd@smccd.edu">eckd@smccd.edu</a>). Please share any written comments at least one day in advance to help ensure that your message is received in time for the meeting.</li> </ul> <p>McVean: Update on District actions in preparation after jan 20, 2025. Senator Becker meeting- actions &amp; preparation for undocumented communities. Have 6-unit waiver under District Ed code and added SMateo Free college will remain. 3 Undocumented Community Centers will remain; encouragement will continue for completing the CA Dream Act application. Reviewing all policies 7 procedures that relate to immigration and referring CA and County policies. May add to Flex Day, considering how to respond and find legal resources to support us [at County Legal Office] and what SMCCD employees will need to know and be able to do.</p>	Public	5	Information

	<p>Ask from the students is: awareness of issues and for clarity on what SMCCCD needs to know [do not harass with questions, etc.] and refresh of 2016 resource cards.</p> <p>Q to Becker: What increased security for our employees in DACA specifications? Need to have accurate data and get to campus community.</p> <p>Moreno: Sunshine an exploration our travel budgets and any limitations, asked by the Board. Also working with SMCCCD new internal monitor. Suggestion to bring it to DAS mtg as an agenda item.</p>			
--	---	--	--	--

## 2. New and Ongoing Senate Business

No.	Agenda Item Title and Detail	Presenter	Time	Action
2.1	<p><b>District Senate Annual Goals and Workgroups</b></p> <ul style="list-style-type: none"> <li>Follow-up on the discussion of District Academic Senate annual goals from the October 14, 2024 and November 25, 2024 meetings discussions.</li> <li>This agenda item seeks to recommend annual goals and workgroups for District Academic Senate</li> <li><a href="#">Proposed District Academic Senate goals for 2024-2025</a> (pages 1-2)</li> </ul> <p><b>Proposed District Academic Senate Workgroups</b></p> <ul style="list-style-type: none"> <li><b>Title IX Resolution Implementation workgroup</b> <ul style="list-style-type: none"> <li>Proposed members: Todd Windisch, Beth LaRochelle, Rika Yonuemura-Fabian, and Salumeh Eslamieh</li> </ul> </li> <li><b>AFT-DAS workgroup on ‘non-instructional faculty’ language</b> <ul style="list-style-type: none"> <li>Proposed members: Todd Windisch, Valeria Estrada, Monica Malamud [replacing Diana Tedone-Goldstone], and Jessica Truglio</li> </ul> </li> <li><b>Credit for Prior Learning Workgroup on establishing districtwide business process that would detail approval process for awarding Credit for Prior Learning</b> <ul style="list-style-type: none"> <li>Proposed members: <ul style="list-style-type: none"> <li>Lisa Palmer,</li> <li>Sarah Harmon,</li> </ul> </li> </ul> </li> </ul>	Eck	15  (start ≈ 2:25pm)	Action

	<ul style="list-style-type: none"> <li>▪ Marriane Beck,</li> <li>▪ would like a CTE focused faculty member</li> </ul> <p>AFT-DAS workgroup: Chair Windisch: Remove Valeria Estrada who has dropped off, another being consider and willing to get a new chair and interested in staying on as member.</p> <p>CPL: CTE member from Skyline Marianne Beck will add; Dr. Ritu Malhotra from Canada; Beth LaRochelle from CSM,</p> <p>Motion for Goals &amp; Workgroup revision: Windisch/Ryan. Approval- Unanimous</p>			
2.2	<p><b>Tenure-track Faculty Interview Process</b></p> <ul style="list-style-type: none"> <li>• <b>Background:</b> Human Resources has restricted almost all first-level tenure-track faculty interviews to zoom only since the Covid-19 pandemic. But there have not been any official changes to the faculty search procedures.</li> <li>• 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.</li> <li>• The following document has been prepared to help review possible pros and cons of the different modality options: <a href="#">Faculty Interview Process Options for Discussion</a></li> </ul> <p><b>Proposed action:</b> 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> <p>Ryan: Ask for clarification: Spring 2024 procedure would be to return to pre-2020 processes which was that the Screening Committee could select the interview mode; question about candidate choice.</p> <p>Shankar: Requests that the pre-spring one</p> <p>Moreno: Issue from HR standpoint is Equal Oppy Plan and bias that happens with exceptions. The addition of candidate choice needs clarification until local Senates can discuss.</p>	Eck	25  (start ≈ 2:40pm)	Action

	<p>Windisch: the EEOAC/hiring group is going to recommend flexibility with more bias-elimination training/tool.</p> <p>Motion: Windisch/Ryan; Unanimous</p> <p>Recommend for Spring 2025 semester that interview modalities be selected by Search committee with candidates having a choice of interview modality and the committee will mitigate bias and will make a permanent recommendation by the end of spring 2025.</p>			
2.3	<p><b>Feedback on DTLC Guidance on Plagiarism and AI</b></p> <ul style="list-style-type: none"> <li>• <a href="#">District Teaching and Learning Committee (DTLC) Guidance on Plagiarism and AI</a> draft</li> <li>• <b>Proposed Action:</b> adopt the Guidance on Plagiarism and Artificial Intelligence</li> </ul> <p>Harmon [share screen]: since November meeting when it was proposed, no other revisions.</p> <p>Malamud: 3<sup>rd</sup> bullet point re “Students should avoid using AI” is too broad.</p> <p>Eck/Harmon: Recommended a revision of sentence to read “potential dangers in using unauthorized AI content generation tools.”</p> <p>Keller: One of the greatest dangers is that students will use it and will think they have no confidence in doing anything for themselves.</p> <p>Truglio: We can’t take away the right for people to use resources to help them work and write well and need.</p> <p>Harmon: there are several issues that continue to arise; should this get approved it will be a website available at January Flex Day.</p> <p>Motion: Windisch/Truglio; Approved-Unanimous</p>	Harmon & McVean	20  (start ≈ 3:05pm)	Action
2.4	<p><b>Process for Appointing Faculty to External Exam Review Workgroups</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Current Standard Operating Procedure for External Exams Review with suggested edits</a></li> </ul>	Palmer	10  (start ≈ 3:25pm)	Action

	<ul style="list-style-type: none"> <li>• <b>Proposed action:</b> 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.</li> </ul> <p>Palmer: What should be the proper process to appoint members to external Exam Review. SOP can be changed at other times.</p> <p>Morris: Original SOP language was District Curriculum Chairs would form the workgroups; result was timely &amp; CChairs had knowledge of who knew the curriculum of the various. In the past, former DAS President Jeramy Wallace had suggested that Acad Senate Presidents should appoint. With time issues, would suggest either AS Presidents or Curr Chairs.</p> <p>Browne: Curr Committee workgroups are formed without action by ASenates but are informed of the membership and actions.</p> <p>Eck: Add sentence that faculty participation will be noted at the Local college level as well as on the District Curriculum Committee</p> <p>Windisch: Trying to be better at tracking actions; not slowing down the work.</p> <p>Motion: Harmon/Palmer: Approved-Unanimous</p>			
2.5	<p><b>External Exam Review Workgroups – Faculty Appointments for 2024-2025</b></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"> <li>1. <b>Ethnic Studies (1 New AP Exam) - three discipline faculty, one from each college</b></li> <li>2. <b>Mathematics (1 New AP Exam &amp; 1 New IB Exam; 1 AP Exam Re-review) - three discipline faculty, one from each college</b></li> <li>3. <b>English (2 AP Exams Re-review) - three discipline faculty, one from each college</b></li> </ol>	Palmer	10  (start ≈ 3:35pm)	Action

	<p>4. <b>Environmental Science (1 AP Exam Re-review)</b> - three discipline faculty, one from each college</p> <p>5. <b>Psychology (1 AP Exam Re-review)</b> - three discipline faculty, one from each college</p> <p>Withdraw the item: Motion: Palmer/Harmon-Approval/Unanimous</p>			
2.6	<p><b>Meeting Locations for Spring Semester</b></p> <p>Spring Meetings with proposed locations</p> <ul style="list-style-type: none"> <li>February 10 – Board of Trustees Meeting Room</li> <li>March 10- Canada</li> <li>April 14-Skyline</li> <li>May 12- CSM</li> </ul> <p><b>Eck:</b> Thoughts on doing it again?</p>	Eck	10  (start ≈ 3:45pm)	Discussion

### 3. Standing Agenda Items

No.	Agenda Item Title and Detail	Presenter	Time	Action
3.1	<p><b>Campus Reports</b></p> <ul style="list-style-type: none"> <li>Senate presidents and others will share information about important non-agenda items.</li> <li>Tentative order for today's meeting: 1) Skyline College, 2) College of San Mateo, and 3) Cañada College</li> </ul> <p>Skyline: Ryan/Truglio. Final mtg last week, special election to fill spring [only] Secretary- Melissa Komadina, Secretary. Leigh Anne shaw will serve as Parliamentarian/ past president. Regalia gift 19 students will get stoles [40 applicants] and special funding 7 more and Acting College President funded the rest.</p> <p>CSM: Windisch. Passed Resolution with Gaza Resolution; did get zoom bombed, will explore webinar-style like the BOT. Next mtg bringing forward Resolution supporting Undocumented Students. Will be hearing from DE team looking at ACCJC with then form a CSM workgroup. Continue SLO process.</p>	Senate Presidents	12  (start ≈ 3:55pm)	Information

	Canada: Shankar. Upcoming Faculty prioritization request this year have 7, last year approved 1 of 7.			
3.2	<p><b>Standing Committee Reports</b></p> <ul style="list-style-type: none"> <li>District Distance Education Advisory Committee</li> </ul> <p>Last mtg RSI/CJC Rubric: District flex day at each campus. april 2026 next level of accessibility will need to be incorporated.</p> <ul style="list-style-type: none"> <li>District Teaching and Learning Committee</li> </ul> <p>December mtg cancelled, will plan workshops on guidance revision, what to do next and coordinate with DEAC and DCC.</p> <p>DTLC has had their first meeting of the Spring semester. We reviewed the strong feedback that was culled from our January Flex Day presentation on the Plagiarism and AI session. There was a strong call for a number of workshops and trainings on AI--both in how students are using it, how we can leverage the use of AI, as well as how to guide students in critical thinking and ethical use of technology overall. We'll be passing these comments on to the respective Technology Committees.</p> <p>Secondly, the State Chancellor's Office has issued a memo building on the recommendations of the Instructional Materials Burden-Free Taskforce. Most of the directives are elements that SMCCCD is already doing, including transparency of course materials costs. However, one of the directives is to have a Board Policy and Administrative Procedure that strengthen student access to instructional materials that are either ready day-one of instruction or before (with a focus on zero-textbook-cost (ZTC) or low-textbook-cost (LTC) resources when feasible) to minimize financial and administrative burdens to students. We'll be meeting on the 18th to start drafting something to be discussed soon. The Textbook Affordability Solutions Workgroup, who are the ZTC leads at our campuses, are directly involved in this work. The idea would be to have something ready to go through participatory governance in early Fall 2025.</p> <ul style="list-style-type: none"> <li>District Curriculum Committee</li> </ul>	Collins, Harmon, Palmer,	12  (start ≈ 4:10pm)	Information



	District office update; Students with a BA at institutionally accredited institutions no longer have to take General Ed courses and can take other AS degree			
3.3	<b>Presidents' Reports</b> <ul style="list-style-type: none"> <li>President and Past President will briefly share district-wide information.</li> </ul> <p>BOT mtg this Wednesday- 2 items of interest:</p> <ol style="list-style-type: none"> <li>Workplace violence safety plans.</li> <li>Report SB893</li> </ol>	Eck, Browne	5  (start ≈ 4:20pm)	Information

#### 4. Final Announcements and Adjournment

No.	Agenda Item Title and Detail	Presenter	Time	Action
4.1	<b>Agenda Requests for Future Meetings</b> <ul style="list-style-type: none"> <li>Opportunity to request agenda items for future District Academic Senate meetings.</li> <li>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.</li> </ul> <p>Browne: Has received queries from Faculty about ASCCC Resolutions and referred to Local Senates to begin the process. DAS agrees that is the appropriate process.</p>	Eck, Browne, Windisch	2	Information
4.2	<b>Upcoming Events, Important Dates, Matters of Public Interest</b> <p>None brought up</p>	Eck	3	Information
4.3	<b>Meeting Adjournment</b> <p>Motion: Ryan/Palmer Approval- Unanimous</p>	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

