



Skyline College

Draft Minutes for March 21, 2024

Thursdays, 2:10pm-4:00pm

Join us in person: 4-301

Join us on zoom: <https://smccd.zoom.us/j/86803721214>

Academic Senate: “the organization whose primary function, as the representative of the faculty, is to make recommendations to the administration of the college and to the Board of Trustees with respect to [academic and professional matters](#)” (CA CCR Title 5).

Voting Members

Executive Officers

- **President:** Lindsey Ayotte [votes in ties]
- **Vice President:** Cassidy Ryan-White
- **Secretary:** Jessica Truglio
- **Treasurer:** Sima Karve
- **Past President:** Leigh Anne Shaw [non-voting]

Senators

ASLT:

- Andrea Fuentes

BEPP

- Herlene Grace Beltran
- Tammy Calderon

Counseling

- Joyce Lee
- Mandy Lucas
- Kenny Gonzales

GLPS

- TBD

Language Arts

- Katie Hern/Nathan Jones
- Jarrod Feiner
- Janice Sapigao

KAD

- Amber Steele

SPWD

- Alexa Moore

SSCA

- Rika Yonemura-Fabian
- Kathy Zarur
- Jennifer Merrill

STEM

- Miranda Wang
- Michael Song
- TBD

CTE Senator

- Soledad McCarthy

Part-Time Faculty

- Sujatha (Suji) Venkataraman
- Maryam Khan
- Jessica Silver-Sharp

Voting members: 24

Simple majority: 13

2/3: 15

Non-voting Members

Governance Committee Chairs

- **Curriculum Co-Chairs:** Jessica Hurless & Bianca Rowden-Quince
- **Professional Personnel:** Lynsey Hemstreet

Advisory Members

AFT

- Marianne Kaletzky

ASSC

- Win Shwe Yee

Classified Senate

- Marisa Thigpen

PD/CTTL

- TBD

SEED

- TBD

Guided Pathways

- Herlene Grace Beltran and Jessica Hurless

OER Liasson

- Ame Maloney

1.0 Opening Procedures and Welcome

1.1 Senate Networking

Presenter: President Ayotte

Time: 10 minutes

Notes:

1.2 Call to Order/Establish Quorum

Presenter: President Ayotte

Time: 1 minute

Notes:

1.3 Adoption of Agenda

Presenter: President Ayotte

Time: 1 minute

Notes:

A motion to adopt the agenda was made by Senator Beltran and was seconded by Senator McCarthy. A roll call vote was taken with all voting members approving.

1.4 Adoption of Minutes

Presenter: President Ayotte

Time: 1 minute

Notes: Approval of minutes from March 07, 2024 meeting

A motion to approve the minutes from the March 7th meeting was made by Senator Fuentes and was seconded by Senator Song. A roll call vote was taken with 4 abstentions and 14 in favor. The minutes passed.

1.5 Adoption of Consent Agenda

Presenter: President Ayotte

Time: 1 minute

Notes:

Accrediting Commission for Community and Junior Colleges Team-Faculty Representative

- Lindsey Ayotte

1.6 Public Comment

Presenter: President Ayotte

Time: 10 minutes

Notes: Anyone from the public may make a comment on any non-agenda item. Speaking time is limited to 2 minutes per person.

Senator Beltran: Prompted faculty to check their retro pay as we are still waiting for a breakdown of pay.

Senator Fuentes: The CTTL is seeking feedback on professional development. You will have an opportunity to give feedback at our next AS meeting.

Secretary Truglio: The EAC and the Library are partnering to host a flex day event which is an immersive experience in Learning Disabilities. Please consider joining us!

2.0 New Senate Business

2.1 Study Abroad Information

Procedure | Information | Discussion | Action

Presenters: Alice Yang

Time: 5 minutes

Notes: SMCCCD Study Abroad Representative Alice Yang shared important information regarding the SMCCCD Study Abroad Program and upcoming opportunities for faculty. Her presentation can be found [here](#). Additional information regarding deadlines was also shared:

- **April 2, 2024 – 2025 faculty-led summer programs**
- **Oct. 1, 2024 – Fall 2026 London Program, Spring 2027 Florence Program, and Spring 2027 Japan Program (pending)**
- You can find the two faculty proposal forms ([short-term programs](#) and [semester programs](#)) on the following webpages. Please review the forms if you are interested and contact me if you have any questions.

<https://www.smccd.edu/studyabroad/forfaculty/>

<https://www.smccd.edu/studyabroad/forfaculty/facultyledprogram.php>

<https://www.smccd.edu/studyabroad/forfaculty/facultyapplication.php>

2.2 Vice President of Student Services Office Update

Procedure | Information | Discussion | Action

Presenters: Acting VPSS, Dr. Luis Escobar

Time: 10 minutes

Notes: Acting VPSS Dr. Escobar shared updates from Student Services. His priorities include:

- Student Services Financial Sustainability
- Increasing Student Services Data Capacity
- Early College Experience Update

In addition, he shared updates regarding the Student Services Website as well as upcoming changes to the field trip process, feeder school collaborations, growth of the Promise Scholars program and strategic planning.

His full presentation can be found here: [VPSS Updates](#)

2.3 End of Year Party

Procedure | Information | Discussion | Action

Presenters: Acting President, Dr. Newin Orante

Time: 15 minutes

Notes: Dr Orante met with our senate to discuss some change to the end of year celebration. In the past, the event has been planned and funded by classified staff as well as faculty. He recognized that this model is problematic in that the goal is to celebrate our work and thus the responsibility should not lie solely on us. He asked that if anyone is interested in partnering with his office to offer ideas, those ideas are welcome. More information regarding funding will be coming soon. Faculty shared the following feedback during the meeting:

- Allow for staff who typically not available to attend due to office coverage be released to attend.
- Recognize committee service during the party.
- Alert faculty who are receiving awards so that they actually attend.

2.4 Reassign Time Transparency Conversation

Procedure | Information | Discussion | Action

Presenter: David Eck, President Ayotte

Time: 20 minutes

Notes: David Eck, Cañada Colleges Academic Senate met with us to discuss the history and process of how their senate made this decision and see if this is something Skyline AS would like to also adopt. On their site, they include all positions which receive reassign time including coordinators, members of senate, AFT positions. Their website: https://canadacollege.edu/ipc/rrp_applications_fall2023.php

Senate members had questions/comments including:

- How are the length of assignments determined?
- What was the faculty response to publishing this information?
- How are decisions made regarding how long a person can serve in a position with reassign time?

President Ayotte took an informal poll regarding our membership's interest in modeling something similar and a majority were in favor. More information to come regarding a formation of a task group to move this work forward.

2.5 Class Maximum/Class Cancellation Board Policy Review for DPGC

Procedure | **Information** | **Discussion** | **Action**

Presenter: President Ayotte, Jessica Hurless and Rika Yonemura-Fabian

Time: 20 minutes

Notes: Curriculum Co-Chair Hurless shared updates regarding proposed changes to the Board Policy 6.04 which details class minimums and cancellations. A draft of the policy can be found here: [BP 6.04](#) Some of the discussion centered on the timeline for cancelling classes. Concerns were expressed regarding notifying students too early and creating a panic vs notifying students too late after they have planned around a specific day and time. Faculty comments included:

- The importance of financial accountability and being good stewards of our funding.
- The importance of academic freedom and respecting the range of pedagogical decisions and styles that can exist within a given course.
- Some faculty were not comfortable with removing the class minimum in lieu of the proposed class maximum scale proposed.

A motion to extend time by 5 minutes was made by Senator Zarur and was seconded by Senator Merrill. An informal "temperature check" was taken with the majority of faculty opting to keep the current class minimum format. The task group will continue to finalize their recommendations and present to DPGC prior to going to the board of trustees.

2.6 Academic Senate Funds Discussion

Procedure | **Information** | **Discussion** | **Action**

Presenter: Lynsey Hemstreet and Sima Karve

Time: 10 minutes

Notes: Suggestions were taken regarding how to use our senate funds that came from member dues (\$1,802). Suggestions included:

- A scholarship to support our Palestinian students (if we are able to roll the funds to next year)
- Application fees for transferring students
- Whichever option we choose, make sure that students know where the funds came from

If anyone has additional suggestions, please email Treasurer Karve!

2.7 Palestine Resolution Task Group

Procedure | **Information** | **Discussion** | **Action**

Presenters: President Ayotte

Time: 5 minutes

Notes: The following senate members volunteered to serve on the task group:

- Mustafa Popol
- Rika Yonemura Fabian
- Lindsey Ayotte
- Kathy Zarur
- Janice Sapigao
- Katie Manbachi

- Jessica Silver-Sharp

A roll call vote was taken with all voting members approving this task group membership.

2.8 Diversity on Screening Committee Task Group

Procedure | Information | Discussion | Action

Presenters: President Ayotte

Time: 5 minutes

Notes: The following members volunteered to serve on this task group to discuss how we move forward with our goal to encourage diversity on screening committees. The following members volunteered to serve:

- President Ayotte
- Jessica Truglio
- Jessica Silver-Sharp
- Andrea Fuentes
- Tammy Calderon
- Lynsey Hemstreet

Motion to approve this committee was made by President Ayotte and was seconded by Senator Merrill. Roll call vote was taken with 1 abstention, 15 in favor, the motion passes.

3.0 Standing Agenda Items

3.1 Committee Reports

Procedure | Information | Discussion | Action

Presenter: Curriculum, IEC tri-chair, FTEFAC, SPARC, Professional Personnel, CTE

Time: 10 minutes

Notes:

AFT: April 4th negotiations meeting AFT elections are taking place now and are open until April 10th. Please look out for updates by email.

IEC: [SLO Assessment in Canvas Pilot](#), [CPR UPDATES](#), Please contact Ame Maloney if you are interested in running for the AS Treasurer as it is tied to the position of IEC Tri-Chair.

4.0 Announcement and Closing Procedures

4.1. Final Announcements

Presenter: President Ayotte

Time: 5 minutes

Notes: **Future Spring 2024 Academic Senate Meetings Dates:**

- April 4th
- May 2nd
- May 16th

4.2. Motion to Adjourn

Presenter: President Ayotte

Time: 4:01 pm

Notes: The next meeting of the Spring 2024 semester is on Thursday April 4, 2024. If you would like to request an item be put on the agenda (Consent, discussion, action or information) please submit your request for the next meeting by Friday March 22, 2024 by 12:00pm. You can request an agenda item [here](#)

Academic and Professional Matters, AB 1725 “10 + 1”

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development
11. Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate