Mission: To empower and transform a global community of learners.

<table>
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<tr>
<th>Item</th>
<th>Presenter</th>
<th>Time</th>
<th>Details</th>
<th>Action/Procedure/Information</th>
</tr>
</thead>
</table>
| Call to Order                     | President | 1    | Time: 1:116  
Timekeeper: TS                                                                                   | Procedure                   |
| Introductions                     | Secretary | 1    | Members present: LAS, KWB, MM, TS, NK, AT, HZ, NN, LE, SF, CC (late), Vanson Nguyen (late), ZB (late), SA (late)  
Members absent: FI  
Guests: none                                                                                   | Procedure                   |
| Consent agenda                    | President | 2    | Item 1: Rules and Regs 6.20 Probation, Dismissal, and Readmission Policy.  
This policy has been reviewed by two Skyline counselors and is recommended for approval.  
Item 2: Adoption of the Agenda  
Item 3: Approval of the November 23rd 2012 minutes  
The items above were adopted by consent.                                                    | Procedure                   |
| Adoption of the Agenda            | President | 1    | M: /S: /  
Adopted by consent.                                                                                         | Action                      |
| Approval of the November 23, 2012 Minutes | President | 1    | M: /S: /  
Adopted by consent.                                                                                         | Action                      |
| Public Comment                    | President | 3    | 3 minutes will be allowed per speaker. No public comments were made.                                  | Information                 |
| Standing Agenda Item              | Chairs/rep | 25   | President/Vice President  
- New draft marketing plan promises support in the area of marketing - it can be viewed on AS web site under materials for Nov 16 meeting. Any organization who relies on marketing is advised to view it for feedback – it will go to IPC next week.  
- The Planning and Governance Manual is in draft form and has been sent to the Ed Policy Committee for review. Purpose: to clearly define our planning and governance processes; it is required for Accreditation. It is also available on the AS web site under materials for the Nov 16 meeting.  
- C-ID process. SB 1415 in 2004 initiated the Course Identification Numbering System (C-ID) to establish course-to-course articulation among the community colleges/ CSUs/ UCs. Those C-IDs are used as a basis for creating the AA-T/ AS-T degrees. Before this, we used to articulate courses on a course-to-course basis. We are on a |

**Governing Council Officers 2012-2013**
- Leigh Anne Shaw  
  President  
- Fermin Irigoyen  
  Past President  
- Kate Williams Browne  
  Vice President  
- Melissa Michelitsch  
  Secretary  
- Tiffany Schmiere  
  Treasurer

**Committee Chairs**
- Nick Kapp  
  Curriculum Committee  
- Steve Aurilio  
  Educational Policy  
- Arthur Takayama  
  Professional Personnel  
- Melissa Michelitsch  
  Research

**Division Representatives**
- Hellen Zhang  
  Business  
- Nate Nevada  
  Counseling  
- Liza Erpelo  
  Language Arts  
- Chip Chandler  
  Kinesiology Athletics Dance  
- Zachary Bruno  
  Social Science Creative Arts  
- Stephen Fredricks  
  Science Math Technology
timeline to convert entirely to C-ID by 2014 and are expected to be fully compliant.

Discussion: What will happen to students (i.e. Biology, Engineering) who have more than 60 units currently required for their degree. Will this impact their transfer? (SF) NK: It is being addressed. You can still weigh in on the future of these AX-T degrees.

- CSUs and UCs have launched DegreeWithAGuarantee.com, which informs students about the new AA-T/AS-T pathway that lets them earn an associate and bachelor’s degrees with no wasted units. This means students will be checking this site first to locate the colleges offering the degrees that will get them into CSUs and UCs. If we don’t have the degree they’re looking for, they won’t choose us. We will lose students unless we generate more degrees. Faculty are encouraged to work with Jacquie Escobar on the C-ID vetting process and with Curriculum on the creation of more AA-T/AS-T degrees. Campaign for College opportunity was cited in the Skyline View. It’s a conservative policy advocacy group that is publishing lists of which schools are offering many AX-T degrees and which are lagging.

- Hiring of Dean of Counseling. Nohel Corral will serve as Interim Dean beginning in Spring 2013. A new hiring process will begin in Fall 2013 for a permanent position to begin in Spring 2014.

Question: Who will be taking Nohel’s current position?

College Council
- ACCJC requires that colleges that have degrees and certs that could be offered 51% or more online to submit a Substantive Change Report (Sub Change). Skyline put in a Sub Change in 2009 and has added a significant number of degrees and certs since then. Sarah is working the report; deadline: Feb 13 (BOT meeting date).

- Accreditation update. Sarah thanks all writing teams. 1.1 is finished and draft 2 is due by Dec 7. Senate will receive an update by the Accreditation chairs in January.

College Budget Committee
- CBC was cancelled both times in November due to unavoidable circumstances. Next meeting is Dec. 13. Scenarios for the early budget allocation received for 13/14 will be discussed.

District Academic Senate
- International Students Program: District has signed an MOU with a language school in Shanghai that agrees to provide placement tools outside of what the district normally uses. SMCCCD ESL faculty were approached to create these tools
after the International Ed Advisory Committee already identified curriculum to align it with. The DAS feels that this process circumvents faculty purview over curriculum, so ESL faculty have been asked to withhold participation until faculty involvement is assured. Faculty are being asked to participate in this committee now: Garry Nicol of Skyline has agreed to serve; the Senate needs to vote to appoint.

- Plus-Minus grading: ASSC met with DAS president. ASSC wanted to explore eliminating the A-. Discussion continues. Even if Plus/minus is adopted, faculty are not required to use it.
- Min quals/ FSA procedures: Deans have expressed frustration with the procedures in cases where they cannot find discipline faculty at all three campuses, which is required for approval. Kate Williams Browne and Diana Bennett were appointed to a subcommittee to look into this matter. Timeline: End of April, 2013.
- Faculty hiring procedures: David Clay of Cañada and Leigh Anne Shaw were appointed to look into the Faculty Selection Procedures and how they are carried out at all three campuses. Timeline: End of April, 2013.
- District by-laws and constitution: David Laderman and James Carranza of CSM have been appointed to look at the district by-laws and constitution for revision. Local senates are asked to do the same. Timeline: End of April 2013.

District Shared Governance Council
- All three colleges are looking at their Shared Governance manuals. Cañada's in final draft, Skyline’s was approved at College Council, CSM’s is aiming for Spring. These documents are required for Accreditation.
- ePortfolios. Cañada is moving forward with setting up ePortfolios for GE Education. CSM is discussing it. Skyline has had a faculty-led presentation to the Senate where members brought up concerns with privacy. Privacy issues are being looked at by Cañada's CITL by Aniqua Rana.
- MOOCs: Massive Online Open Courses. This is a system of course delivery that is becoming popular nation-wide. There are 3 major players - Udacity, Coursera, and EdX. DAS is reviewing MOOCs and preparing to have a statement on it by April 2013. Diana is coordinating for Flex Days in January for Udacity to present on MOOCs in general - all faculty invited. DAS is in an informational gathering stage right now; there are no decisions being made.

Treasurer
- No new report. Contributions can be made to Tiffany Schmierer.

Research
- No new report. The IRB document will be taken to College Council.

Curriculum Committee
- In order to meet timelines for the State approval, Catalogue and Schedule the curriculum committee approved over 23
new courses and modifications to 20 other courses.
- We have also approved of a new Division ESTM or Energy Systems Technology Management a new CTE program. The majority of the new courses and modifications are to comply with new regulations for course repeatability.
- The Kinesiology department has done an exemplary job at identifying and supporting the creation of course families. Students are limited to 4 entries into classes within a family.
- Other courses and modifications were in support of Associate Degrees for transfer. The CC approved of 6 new AAT’s in History, Studio Arts, Art History, Music, English and Journalism. It is the goal of the CC to continue to support the creation of all possible AAT and AST. The CC has also been discussing the individual responsibilities for Technical Review. Because of CurricUNET, the CC now only has only 1 public reading of classes. The CC will publish a list showing the responsibilities for review by position.

Discussion:
- Is it possible to have a mechanism for bringing curriculum concerns back up for review after they’ve been approved?
- What can we do to enhance that the original procedure is effective so it doesn’t need to be reviewed?
- What regular mechanisms can we use to ensure broad and appropriate collaboration in the adoption of new curriculum.

Educational Policy
- SA communicated the Ed. Policy agenda to Pres. and Sect. via e-mail.
- Melissa Mathews and Jacquie Escobar attended the Ed. Policy meeting. Melissa wanted recommend change to the course catalog re: DSPS students regarding repeatability.
- Looking at SLOAC language in faculty handbook. With accreditation coming up, we may need to push SLOs in the syllabi through.

Professional Personnel
- RFP was sent to committee, but the committee rejected it and asked that it be revised because the timeline was not reasonable or feasible. The money would have needed to be spent by May 30. Because E. Briones was ill no decision was able to be made before the break.

<table>
<thead>
<tr>
<th>Other reports</th>
<th>Chairs/ reps</th>
<th>15</th>
<th>ASSC</th>
<th>No rep present.</th>
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<tbody>
<tr>
<td></td>
<td>AFT</td>
<td>No report.</td>
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<tr>
<td></td>
<td>Classified Council</td>
<td>No report today</td>
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<tr>
<td></td>
<td>SEEED</td>
<td>Design team met with a subset of the larger committee. Planning for next semester is occurring. Minutes will be kept and shared and the website will be updated regularly with minutes, agendas, research info, and outcomes.</td>
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New Senate Business

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<thead>
<tr>
<th>Appointment to International Education</th>
<th>President</th>
<th>1</th>
<th>Recommend appointee to the International Education Advisory Committee from Skyline: Garry Nicol. M: KWB / S: / AT U</th>
<th>Action</th>
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</thead>
</table>
SMT requests a change to the composition of the Math Faculty Selection Committee, approved by the Senate on October 26, 2012. Proposed committee is:

Daisy Araica, Lucia Lachmayr, Evan Leach, Soodi Zamani, Ray Hernandez

Meeting Minutes

FTEF Allocation Process

1. Overview of the FTEF Allocation process and past practices
   - The policy for the FTEF process in past practice has not been aligned with the policy which is informal and has up to now existed only in a memo.
     - Past practice: Each div. picks a rep to FTEF committee, the ILT (deans) bring their choices to the committee, the committee ranks the choices, AS votes on FTEF committee recommendations, and forwards recommendations to Pres/VPI.
     - Actual policy: Deans → FTEF committee → ranking goes to AS who consults with the ILT (deans + VPI) to determine a recommendation based on the ranking → Pres/VPI. It is noted that the VPI/President have the purview to accept the ranking in full, in part, or not at all.
   - Concerns: There are issues with both the old practice and the actual process which won’t be revised this semester due to time constraint, but it may be appropriate to do so in the future.

2. Potential process for handling retirements
   - In the past retirements competed against the rest of the FTEF pool.
   - The possibility of having separate hiring for existing positions.
   - Concerns/Discussion:
     - What if a job is less in demand over time?
     - Chip: there has been a history of disagreement over whether we should automatically replace or not.
     - We want a process that honors the work of the FTEF committee but also provides enough information to act on moving forward.

Review and approval of FTEFAC’s ranking

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<th>Position</th>
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<tr>
<td>1</td>
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<td>2</td>
<td>Automotive</td>
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<td>Counseling – Career</td>
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<td>Physics/Astronomy</td>
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<td>5</td>
<td>Environmental Science &amp; Technology</td>
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<td>Mathematics</td>
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<td>11</td>
<td>English #2</td>
</tr>
<tr>
<td>12</td>
<td>Counseling – Puente</td>
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### Next steps in FTEF process

**President 6**

The Senate will give direction on the next steps in determining recommendations on the ranking.

- The senate needs to meet with ILT in some way. LA suggests the following options:
  - Empower LA to meet with the VPI. LA prefers that this not be the first choice to allow more voices in the matter.
  - Empower LA and a small group of others to meet with a small group of ILT.
  - Call a joint meeting of the ILT and Senate.
  - Other suggestions were solicited.
- Nick recommends have some AS meet with FTEF committee and then meet with ILT to honor the effort and expertise of the FTEF committee.
  - Agreed by MM, KWB, CC.
- If FTEF committee published minutes, the process would be more transparent. Additionally if rationales were submitted along with the ranking, it would be helpful.
- Proposed changes: ENVS needs to be changed to ESTM as the majority of the previous ENVS department was shifted to the ESTM department which was created only yesterday. The justification for the ENVS ranking by the FTEF committee was focused on providing CTE support which now resides in ESTM. Retirements effect 2 English and 1 Math and bay be pulled off the list. This would not affect the rest of the ranking.

Motion that representatives of AS meet with ILT and FTEFAC to discuss these rankings.

**M: MM / S:KWB  U**

Motion to approve recommendations if ENVS be replaced with ESTM.

**M: MM/ S: ZB  U**

Sub-group to meet with FTEFAC and ILT will be ZB, KWB, LAS, MM.

### By-laws and constitution

**President 10**

By-laws and constitution. The senate is asked to form a sub-committee for the purpose of reviewing AS by-laws and constitution. Timeline: end of March 2013.

This item will be brought before the Senate at the first meeting of the Spring semester. It was not voted on.

### CCSSE Results

**President 10**

Overview of the CCSSE Results

We are below benchmarks in 4 of the 5 main areas (Active and Collaborative Learning, Student Effort, Academic Challenge, and Student-Faculty Interaction) and was over the benchmark in 1 (Support for Learners). We will look at this further in Spring.

### Presentation of Faculty Handbook

**Chair, Ed Policy 10**

Steve Aurilio shared the link to the Faculty Handbook and its current status, and he will elaborate on this at our first meeting in Spring.
<table>
<thead>
<tr>
<th>Announcements</th>
<th>All</th>
<th>1</th>
<th>None</th>
<th>Information</th>
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<tr>
<td>Adjourn</td>
<td>President</td>
<td>1</td>
<td>M: LE / S: AT U</td>
<td>Action</td>
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<td></td>
<td>105</td>
<td></td>
<td>Minutes respectfully submitted by Melissa Michelitsch.</td>
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