2017-2018 End of Year Report

San Mateo County Community College District Academic Senate

Prepared by Leigh Anne Shaw, DAS President 2016-2018

This report details the activities of the DAS leadership, highlights the progress on DAS Senate goals for 2017-2018, and offers vision for the year to come.

Membership

District Academic Senate members 2017-2018

DAS President: Leigh Anne Shaw
DAS Vice President and Past President: Diana Bennett
Canada College:
  Senate President: Hyla Lacefield
  Senate Vice President: Diana Tedone-Goldstone
College of San Mateo:
  Senate President: Jeramy Wallace
  Senate Vice President: Peter Von Bleichart
Skyline College:
  Senate President: Kate Williams Browne
  Senate Vice President: Jesse Raskin
District Curriculum Chair: Adam Windham

Activities of the DAS President

- Meetings with Chancellor Galatolo (monthly)
- Meetings with Vice Chancellor of Educational Services (monthly)
- Board of Trustees meeting attendance (twice monthly)
- Co-chair District Participatory Governance Council (monthly)
- Chair District Academic Senate meeting (monthly)
- District Curriculum Committee attendance (monthly)
- Local Senate meeting attendance (1-2 times monthly per college)
- ASCCC Area Meetings (1 per semester)
- ASCCC Senate Plenary sessions (1 per semester)
- Service on district hiring committee (1)
- Participated in SMCCCD team to Equity in Faculty Hiring Institute (Mar 26-27)
Goals for 2017-2018 and Status

1. Senate leadership and succession planning focus

With the revision of the constitution of all three local senate and the revision of the bylaws for District Academic Senate (approved April 2018), the District Academic Senate has changed the terms of the president from a two-year term to a three-year President-Elect model, whereby each year a President-Elect is elected by the faculty of all three campuses to serve for three years (first year as President-Elect, second year as President, and third year as Immediate Past President). It is hoped that this new model will cease favoring the election cycle of one of the three colleges, providing more equitable participation in this role, as well as reduce the impact on the President’s department teaching capacity. Reassigned time has been agreed for .2 assignment to the President-Elect and .6 for the President.

Status as a goal: Completed

2. Sharing of best practices and review of local senates handbook

This topic has helped to strengthen the local senates and provide a more solid foundation of leadership in the senates. Each month, the DAS agenda has included a topic from the ASCCC Local Senates Handbook, and the DAS has discussed several topics and considered their application to local leadership.

Status as a goal: Milestones completed, and ongoing work to continue

3. Continued facilitation of development of DE Policy and implementation of OEl rubric

This year, the DAS was not as engaged with DEAC and the implementation of the OEl rubric as it has desired, but has asked DEAC to take the lead on revising the online faculty evaluation form to align it to the OEl rubric. This work will continue into fall.

Status as a goal: Not completed

4. Review and revision of Faculty Selection Guidelines document to clarify hiring and evaluation processes

The Faculty Selection Guidelines document has been discussed where appropriate throughout the year and has served to clarify several questions regarding hiring. What remains is a need to ensure that all deans are aware of the guidelines for hiring adjuncts, particularly that full-time faculty need to be part of the process and that no hires happen without the applicant submitting a full application to the part-time pool for selection and consideration. More work is needed to ensure consistency of practice.

Status as a goal: Milestones reached, and ongoing work to continue
5. Pursue clarity on the next step for STOT (or its iteration) and ensuring that those resources remain dedicated to faculty training in online teaching and technology.

The DAS has posted a statement from the Executive Vice Chancellor on the dedication of funding saved from Canvas adoption to training in online teaching and technology. This statement has been posted to the web site.

_Status as a goal: Completed_

6. Explore opportunities within the Open Educational Resources Initiative and other strategies for addressing financial barriers to accessing educational materials.

This topic has been discussed at both DAS and the Distance Education Advisory Committee (DEAC) and bears further discussion as to the role that DAS will play. The local colleges are all having varying levels of discussion of OER and its implications. Prof. Bianca Rowden-Quince of Skyline College wrote an OER grant on Skyline’s behalf and won an award resulting in funding for professional development towards OER.

_Status as a goal: Milestones reached, ongoing work to continue_

7. Ensure a strong faculty voice in the movement towards Guided Pathways.

The DAS is pleased to report that all three campuses are moving forward with Guided Pathways, as evidenced at the report to the Board of Trustees study session on April 11, 2018. Faculty are engaged at all three campuses in this work.

_Status as a goal: DAS’ role Completed (local senates are moving forward)_

8. Work with AFT to improve the faculty evaluation forms (language and format).

The faculty evaluation forms underwent a lengthy and broad-reaching process involving surveys, forums, and several meeting topics. The Classroom Observation form for tenured, tenure-track, and adjunct faculty is nearing completion while the forms for online, counseling, and librarians are still under review. The participation in the Equity in Faculty Hiring Institute in March of this year has influenced this process positively.

_Status as a goal: Milestones reached, ongoing work to continue_
Additional work of the DAS in 2017-2018

1. **Policy revision:** Campus plagiarism policies are now equally compliant with the law.

2. **Nomination of district faculty for state awards:** Rebekah Taveau and Danielle Powell were nominated for the Regina Stanback-Stroud Diversity Award, and the award went to Danielle Powell of Skyline College.
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3. **Support of local senate resolutions regarding equity and diversity:** To date, all three campuses have presented a resolution to the BOT that states the senate's commitments to equity in teaching and learning. CSM has additionally created an equity statement to appear on every class syllabus. "Equity Matters" remains a standing agenda item on the DAS meeting agenda.

4. **Support and facilitation of the Faculty Diversity Internship Program:** The DAS President remains a member of the FDIP steering committee and has participated in Flex presentations and communication of the program to the three campuses. The DAS fully endorses this program.

5. **Request for review of participatory governance structures and practices – local leadership, and review processes of appointing faculty to committees:** Work at one campus has begun on this in preparation for the Accreditation cycle, and all three campuses will be participating in this review. Connected to this is the following item.

6. **Workload Equity Task Force:** The DAS did not take a leadership role but was informed of and has endorsed the work of this task force. Surveys were sent to all faculty; it was discovered that the email lists that the DAS president has made it impossible to exclude part-time faculty from the email, and since the survey was only targeted to full-time employees, there were many misunderstandings by part-time faculty that the District was not interested in the workload concerns of part-timers. This made for a difficult path moving forward, with the three campuses unclear on the DAS role (actually, none) due to the DAS president being the key communicator of the survey. Moving forward, the communication methods for this task force will need to change.

7. **MQs and equivalency (BOT Proc. 3.15.2 moving to 3.05.1):** At long last, both this policy and its accompanying procedure are complete.

8. **Participation on the Equal Employment Opportunity Advisory Committee (EEOAC):** the DAS president is a member of the EEOAC and has participated in the creation of the new IDEAL program as well as the Equity Grant Program.

9. **Continued discussion of Study Abroad:** In collaboration with the District Curriculum Committee, the DAS facilitated discussions regarding the difficulty of assigning courses to disciplines as regards the Life and Culture course that is required by Study Abroad's participation in the Northern California Study Abroad Consortium. While a stop-gap solution has been proposed by all three curriculum committees, more work will continue on finding a more accessible answer to faculty outside of the approved disciplines to be able to teach in the Study Abroad program.
Vision for 2018-2019

The year ahead is expected to engage DAS in areas that include the following:

- All colleges are asked to continue to review their professional development application processes to gauge effectiveness, equal access, and fairness
- Discussion of administrative hiring, faculty involvement, and improvements to the process (Cañada taking lead)
- Continued work on faculty evaluation forms
- Supporting campuses in implementation of AB 705
- Continued work on infusing equity and social justice into the job descriptions and evaluations of faculty; continued participation in equity initiatives and projects at all three campuses
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