



Skyline College Academic Senate

Thursdays, 2:10pm-4:40pm

Join us on Zoom: <https://smccd.zoom.us/j/97624129227>

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).

DRAFT Minutes for November 4, 2021

In Attendance

Voting Members

Executive Officers

- **President:** *Lindsey Ayotte [votes in ties]*
- **Vice President:** Cassidy Ryan-White
- **Secretary:** Kim Saccio
- **Treasurer:** Rika Yonemura-Fabian
- **Past President:** *Kate Williams Browne [non-voting]*

Senators

ASLT:

- Ame Maloney

BEPP

- Dick Claire
- Philipp Gleyzer

Counseling

- *Jacqueline Escobar*
- Alberto Santellan
- Jessica Truglio

GLPS

- TBD

Language Arts

- Rachel Bell
- Jarrod Feiner

Non-voting Members

Governance Committee Chairs

- **Curriculum:** Jessica Hurless
- **Educational Policy:** *Jacqueline Escobar*
- **Professional Personnel:** Bianca Rowden-Quince

Advisory Members

AFT

- *Marianne Kaletzky*

ASSC

- Anthony Tran

(Quorum – 20/25 voting members)

- Danielle Powell

KAD

- Amber Steele

SMT

- Younga Choi
- Maryam Khan
- Kolo Wamba

SSCA

- Amir Esfahani
- *Jennifer Merrill*
- Jude Navari

CTE Senate

- Soledad McCarthy

Part-Time Faculty

- Timothy Rottenberg
- Jessica Silver-Sharp
- Suji Venkataraman

Voting members: 25

Simple majority: 13

2/3: 17

Classified Senate

- *Kennya Ruiz*
- Marisa Thigpen

PD/CTTL

- Bianca Rowden-Quince

SEED

- TBD

Guided Pathways

- *Ernesto Hernandez*

OER

- Ame Maloney



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Guests

- Linda Whitten
- Andrea Vizenor
- Danni Redding Lapuz
- Nicole Porter
- Michael Kane
- Janice Sapigao

Opening Procedures and Welcome

1.1 Call to Order/Establish Quorum

Presenter: Vice President Ryan-White

Time: 1

Notes: President Ayotte is attending the ASCCC Fall Plenary today, so Vice President Ryan-White is presiding in her stead.

1.2 Senate Networking

Presenter: Vice President Ryan-White

Time: 10

Notes:

1.3 Adoption of Agenda

Presenter: Vice President Ryan-White

Time: 1

Notes: Rob Williams is not able to present his Professional Development (Article 13) update, so Vice President Ryan-White has removed that item from New Senate Business and added another update. She provided the proposed new agenda via Zoom Chat. Curriculum Chair Hurless moved to amend the agenda to change item 2.2 from the professional development funds update to an information item on FTEFAC position rankings, and then add an item 2.3 on the class cancellation work group. Senator Maloney seconded. Motion to amend passed with a unanimous vote. Curriculum Chair Hurless moved to adopt the agenda as amended; Senator Steele seconded. Amended agenda adopted with unanimous vote. (The amended agenda is reflected in these meeting minutes.)

1.4 Adoption of Minutes

Presenter: Vice President Ryan-White

Time: 1

Notes: Senator McCarthy moved to approve the [October 21, 2021](#) minutes; Senator Choi seconded. Motion passed with unanimous vote.



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1.5 Adoption of Consent Agenda

Presenter: Vice President Ryan-White

Time: 1

Notes: Senator Santellan noted that Personal Counselor Perry Chen has been added to the District Faculty Evaluation Committee, joining himself and Senator Escobar. Curriculum Chair asked to remove item 3 from the Consent Agenda. This item is now 2.1, Approval of Counseling Faculty on DFEC. Senator Santellan motioned to approve the consent agenda with Items 1 and 2 only; Professional Personnel Chair Rowden-Quince seconded. Consent agenda adopted with unanimous vote.

1. [Brown Act Resolution](#)

2. **EOPS counselor screening committee:**

- Melanie Espinueva (Chair)
- Suzanne Poma – EOPS Counselor
- Imelda Hermosillo- EOPS Counselor
- Luis Escobar – Dean of Counseling

~~3. **Approval of Counseling Faculty serving on District Faculty Evaluation Committee**~~

- ~~• Jacqueline Escobar~~
- ~~• Alberto Santellan~~

1.6 Public Comment

Presenter: Vice President Ryan-White

Time: 1

Notes: There were no public comments.

2.0 New Senate Business

2.1 Approval of Counseling Faculty on DFEC

Procedure | Information | Discussion | Action

Presenter: Vice President Ryan-White

Time: 1

Notes: This was pulled from the Consent Agenda, due to Perry Chen being added after the agenda went out. Curriculum Chair Hurless motioned to approve; Secretary Saccio seconded. Passed with 18 votes (raised hands).

Approval of Counseling Faculty serving on District Faculty Evaluation Committee

- Jacqueline Escobar
- Alberto Santellan
- Perry Chan

2.2 Strategic Workforce

Procedure | Information | Discussion | Action



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Presenter: Dean Vizenor

Time: 10

Notes: Dean Vizenor will be giving a SPWD update and soliciting input from senate. Provided an overview. Division includes Dual Enrollment, MC, Career readiness/job placement, adult transitions, cooperative education/work experience, women’s mentoring and leadership, strong workforce program, workforce dev/CTE grants, district workforce response team. Priorities for Strong Workforce funding – more and better CTE. K-14 to Career pathways, including dual enrollment and transition to college; faster response through workforce development partnerships and training; collaboration/coordination between faculty and industry members (critical occupations and sectors, internships etc.); career readiness and job placement (apprenticeships etc.); DEI in CTE; improving data collection. Invited faculty to [submit proposals via this FormStack link](#). On January 21 SPWD is hosting the Success Summit, which is an opportunity to inform the way that the college is responding to the needs of our external stakeholders.

Q&A:

- Senator Silver-Sharp asked if SPWD has ever done a career program for undocumented students. Our students have been interested in entrepreneurship. Most of our undocumented students don’t have DACA status, so they don’t have social security numbers or work permits. Dean Vizenor responded that SPWD has partnered with the South San Francisco and San Mateo adult school, as well as partnering with the Bay Area Entrepreneurs Center, to provide workshops on a range of topics. She noted that a draft Board policy offers the possibility of a fee waiver for undocumented students (up to six units), which could enable opportunities for more programming for that population.
- Secretary Saccio asked if the SPWD transition program focuses on or includes students with disabilities. Dean Vizenor explained that this program works with adult schools to provide tailored transition-to-Skyline support for a range of students, including English language learners and those with disabilities.
- Marisa Thigpen asked for more information on how the Career Counselors work with SPWD meta-major specific PSCs in terms of cross collaborations, referrals, etc. Dean Vizenor responded that the career counselors are focused on undecided students. They work with job placement coordinators and focus on resume development. In addition, career counselors will be included in Student Success teams, as well as career readiness and job placement coordinators.
- Senator McCarthy described on CTE initiatives such as the Market Day, which involves the Child Development Center, Middle College, and Cosmetology students. Career counselors visit CTE classes to talk about interviewing skills and resume writing. She also mentioned Cipher Holiday Bling (12/1).

2.3 FTEFAC Position Rankings

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

Presenter: Vice President Ryan-White and Dean Redding Lapuz

Time: 5



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Notes: Final rankings are as follows:

1. Ethnic Studies (1)
2. Surgical Careers
3. Veterans Counselor
4. Ethnic Studies (2)
5. STEM Meta Major Counselor
6. Accounting - Replacement
7. Biology
8. Economics
9. Education/Child Development
10. Student Success Librarian – Learning Commons
11. Promise Scholar Counselor
12. Instructional Designer

Academic Senate is the first group to look at this list. After that it is presented to SPARC and the CGC, then ultimately provided to President Moreno. Re. how many positions will be funded, that depends on the college budget as well as categorical funding for specific programs (from the state) and grant funding. Once all this is fleshed out, the president will determine which positions will move forward. In addition, any replacements that were done outside of the FTEF process will also be advanced. For example, last year there were two positions that had failed searches, so those will be advanced this year.

2.4 Class Cancellation Group Update

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

Presenter: VPI Redding Lapuz and Vice President Ryan-White

Time: 5

Notes: Vice President Ryan-White reminded Senate that building class schedules is exclusively the deans’ purview; the class cancellation work group is conceived as a support for deans. VPI Redding Lapuz explained that this work group provides a way to bring in all of the voices from our campus for this discussion. She emphasized that students, classified professionals, faculty, and deans are represented in this group. She also reminded Senate again that building the schedule is the deans’ purview. She commented that what emerged from their initial meeting is need to build two-year program plans so that we know which courses are offered in which semesters, in which modality. She noted that this work will be collaborative with faculty and deans.

Senator Silver-Sharp asked if adjunct faculty are included in this work group; Vice President Ryan-White stated that there are not, and the decision to not advance adjunct faculty to this group was made by Senate earlier this year. VPI Redding Lapuz shared that the group discussed adjunct faculty concerns at the first meeting.

2.5 Exemplary Program Nomination

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



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Presenter: Professional Personnel Chair Bianca Rowden-Quince

Time: 5

Notes: We are allowed one nomination per college. There were three nominations, and two were from the same program. PPC is nominating the Cosmetology and Esthetics Program for this award. Senator McCarthy motioned to approve this nomination; Senator Santellan seconded. Motion passed with unanimous vote.

The next award coming up is Hayward Award for Excellence in Education. All faculty are eligible, both instructional and noninstructional. Call for nominations is going out tomorrow. Please submit nominations, and encourage others in your division to nominate colleagues as well.

2.6 Return to Campus Questions

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

Presenter: Vice President Ryan-White

Time: 60

Notes: Vice President Ryan-White shared parameters for this discussion and the goal for this session, which is to draft a list of questions that have not been answered in communications such as District FAQ. President Moreno told her that she will answer these questions during the Zoom briefing this Friday. Before we began the discussion, she showed an overview of the [District Return to Campus website](#) that President Ayotte provided. Please watch the [Senate President's return-to-campus video](#) (15 minutes long), in which shared details that she has learned while meeting with various District stakeholders and policy makers. In this video she also provides detailed information on the [Return to Campus Briefings](#) that Dr. Moreno and others are holding on Fridays this semester. Senator Silver-Sharp shared that the campus Health Safety & Emergency Preparation Committee is the body responsible for discussing and recommending improved or new health and safety procedures and rules. The next HSEPC meets on November 15th at 2pm. She and Lori Slicton are Senate reps on this committee. After these preliminaries, Senate participants were invited to join breakout groups and contribute to a Google Sheets document to collect questions to be advanced to Dr. Moreno.

3.0 Standing Agenda Items

3.1 Committee Reports

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

Presenter: Standing Committee Chairs, ASSC President, FTEFAC Co-Chair, IEC tri-chair

Time: 10

Notes:

- CTE - The CIPHER Holiday Bling-Student Entrepreneurship Vendor Fair is December 1, 11:00-2:00.
- Ed Policy - We're continuing to look at the two- semester waiting period from students who are on probation that return to good standing and receive their priority registration.



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3.2 President’s Report

Procedure | Information | Discussion | Action

Presenter(s): Vice President Ryan-White

Time: 5

Notes:

- President Ayotte is currently representing Skyline College at the ASCCC Fall Plenary. Please review the email that she sent out with the resolutions packet and send your feedback to her. Voting will take place on Saturday.
- Sparc has begun revising the educational master plan so stay tuned for future updates.
- Secretary Saccio is stepping down, so we need someone to take on the Academic Senate Secretary position for the remainder of her term (three semesters). An announcement inviting faculty to fill this role was sent out, but no one has responded yet. Please announce this opportunity in your division meetings tomorrow; this closes on Sunday.
- Please participate in the Classified Senate scholarship drive.
- Later today President Ayotte will be sending out an email with full updates and information that she would like you to share with your divisions.

4.0 Announcement and Closing Procedures

4.1. Final Announcements

Presenter: Vice President Ryan-White

Time: 1

Notes: No further announcements.

4.2. Motion to Adjourn

Presenter: Vice President Ryan-White

Time: 0

Notes: Senator Maloney motioned; Senator Choi seconded. Meeting adjourned.

Next meeting will be November 18, 2021. If you would like to request an item be put on the agenda (Discussion, action or information) please submit your request for the next meeting by Tuesday November 9, 2021 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



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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