



Skyline College Academic Senate

Thursdays, 2:10pm-4:00pm

Join us in person: 6-203

Join us on Zoom: <https://smccd.zoom.us/j/84033624459>

Meeting ID: 840 3362 4459

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 December 01, 2022

Voting Members

Executive Officers

- **President:** Lindsey Ayotte [votes in ties]
- **Vice President:** Cassidy Ryan-White
- **Secretary:** Jessica Truglio
- **Treasurer:** Ame Maloney
- **Past President:** Kate Williams Browne [non-voting]

Senators

ASLT:

- **Andrea Fuentes**

BEPP

- **Herlene Grace Beltran**
- Tammy Calderon

Counseling

- Joyce Lee
- **Mandy Lucas**
- **Alberto Santellan**

GLPS

- TBD

Language Arts

- **Michael Cross/Katie Hern** (Split Role)
- **Jarrod Feiner**
- **Janice Sapigao**

KAD

- **Amber Steele**

SPWD

- Timothy Rottenberg

SSCA

- **Jude Navari/Rika Yonemura-Fabian** (split role)
- **Kathy Zarur**
- TBD

STEM

- **Simantini Karve**
- **Miranda Wang**
- TBD

CTE Senator

- **Soledad McCarthy**

Part-Time Faculty

- **Teresa Campbell**
- **Sujatha (Suji) Venkataraman**
- **Maryam Khan**

Voting members: 22

Simple majority: 12

2/3: 14

Non-voting Members

Governance Committee Chairs

- **Curriculum Co-Chairs:** Jessica Hurless & Bianca Rowden-Quince
- **Educational Policy Chair:** TBD
- **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

- **Ame Maloney**
- **Visitors:** John Ulloa, Jacquie Escobar



Skyline College Academic Senate

Thursdays, 2:10pm-4:00pm

Join us on Zoom: <https://smccd.zoom.us/j/84033624459>

Meeting ID: 840 3362 4459

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).

1.0 Opening Procedures and Welcome

1.1 Call to Order/Establish Quorum

Presenter: President Ayotte

Time: 1

Notes: Quorum was established with 19 members present.

1.2 Senate Networking

Presenter: President Ayotte

Time: 10

Notes:

1.3 Adoption of Agenda

Presenter: President Ayotte

Time: 1

Notes: A motion to adopt the agenda was made by Senator McCarthy and was seconded by Senator Beltran.

1.4 Adoption of Minutes

Presenter: President Ayotte

Time: 1

Notes: A motion to approve the minutes from [November 17, 2022](#) meeting was made by Senator Maloney and was seconded by Senator Santellan.

1.5 Adoption of Consent Agenda

Presenter: President Ayotte

Time: 1

Notes:

1. [Brown Act](#)

1.6 Public Comment

Presenter: President Ayotte

Time: 10 minutes

Notes:

Senator Cross: Shared a thanks to senate leadership for doing a great job this year!

Bianca Rowden-Quince: Instructional Designers are doing a syllabus drop-in next week Monday, Tues, Wed, Thurs.



Skyline College Academic Senate

Thursdays, 2:10pm-4:00pm

Join us on Zoom: <https://smccd.zoom.us/j/84033624459>

Meeting ID: 840 3362 4459

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).

Vice President Ryan-White-There will be a Cosmetology student showcase 11-1pm on December 12th, as well as free barbering tomorrow night December 12th, Cosmetology Salon Floor 11-1pm.

Senator Sapigao: Shared information about applying to present at USOAR <https://skylinecollege.edu/usoar/>

Mandy Lucas: Promise Scholars still accepting applications for Spring 2023.

2.0 New Senate Business

2.1 Ugly Sweater Contest

Procedure | Information | Discussion | Action

Presenters: President Lindsey Ayotte

Time: 20 minutes

Notes: Several members participated in the Ugly Sweater competition with many wonderful submissions.

2.2 Statement of support re: Non-instructional Faculty Scope

Procedure | Information | Discussion | Action

Presenter: Ame Maloney, Alberto Santellan and Jessica Truglio

Time: 15 minutes

Notes: In response to Teresa Morris’ public comment at the 11/17/22 senate meeting, a discussion was held regarding drafting a statement of support for non-instructional faculty which with the goal of sharing this statement with the district academic senate. The following senators voiced interest in meeting to draft the statement:

- Senator Santellan
- Senator Maloney
- Secretary Truglio
- President Ayotte
- Jacquie Escobar

2.3 Student Disciplinary Board

Procedure | Information | Discussion | Action

Presenter: President Lindsey Ayotte

Time: 15 minutes

Notes: A discussion was held regarding the role of the student disciplinary board and members shared their past experiences serving on the board. Senator Feiner expressed interest in continuing to serve in this role as previous representative. Senator McCarthy and Senator Santellan nominated themselves as



Skyline College Academic Senate

Thursdays, 2:10pm-4:00pm

Join us on Zoom: <https://smccd.zoom.us/j/84033624459>

Meeting ID: 840 3362 4459

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).

alternates. A motion to approve these nominations was made by Secretary Truglio and was seconded by Senator Santellan with no objections or discussion. The motion was passed.

2.4 Senate Goals Task Groups

Procedure | Information | Discussion | Action

Presenter: President Lindsey Ayotte

Time: 45

Notes:

A motion was made by President Ayotte to postpone this discussion to the first meeting of 2023. A friendly amendment was made by Senator Steele to send out group information so that communication can be shared in advance. This motion was seconded by Senator Steele with no objections.

3.0 Standing Agenda Items

3.1 Committee Reports

Procedure | Information | Discussion | Action

Presenter: ASSC Rep, IEC tri-chair, AFT Reps, Classified Senate, Curriculum, Ed Policy, SPARC, Professional Personnel, FTEFAC

Time: 5 minutes

Notes:

Senator Shwe Yee: ASSC is wrapping up the year and planning their upcoming spring retreat in spring.

IEC: IEC is working on CPR teams and the ISLO's for Information and Literacy and Wellness were passed through CGC.

Curriculum: Curriculum committee is busy getting curriculum updates and program changes made prior to the deadline for Spring catalog submissions.

CTE: Holiday Bling was a great success and CTE is looking forward to planning Spring Market day and Business Expo week.

PPC: PPC committee is still accepting nominations for Hayward award. Due to the timeline and deadlines, the executive committee will be approving the nomination send forth by the PPC committee.

3.2 President's Report

Procedure | Information | Discussion | Action

Presenter(s): President Ayotte

Time: 5 minutes

Notes:



Skyline College Academic Senate

Thursdays, 2:10pm-4:00pm

Join us on Zoom: <https://smccd.zoom.us/j/84033624459>

Meeting ID: 840 3362 4459

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).

President Ayotte and Vice President Ryan White met with senate leadership from CSM regarding the administrative policies for identifying service areas. Following the discussion, the language on the outward facing document from CSM was changed. Further conversations are planned with DAS and DPGC to discuss administrative policies that give clear understanding regarding service areas and dual enrollment recruitment. In addition, further information will be coming regarding the Brown Act and meeting modality for Spring 2023.

4.0 Announcement and Closing Procedures

4.1. Final Announcements

Presenter: President Ayotte

Time: 1 minute

Notes:

4.2. Motion to Adjourn

Presenter: President Ayotte

Time: 1 minute

Notes: A motion to adjourn was made at 3:28 by President Ayotte and was seconded by Secretary Truglio.

The first meeting of the Spring 2023 semester is on Thursday January 19, 2023. 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 Tuesday January 10, 2023 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