



**Minutes**  
 Thursday, 7 Dec  
 2:10pm – 4:00pm  
 rm. 6203

*Mission: to empower and transform a global community of learners*

Governing Council Officers	Committee Chairs	Division Representatives
<b>2017-2018</b>	Adam Windham/Jessica Hurless <i>Curriculum Co-chairs</i>	Bianca Rowden-Quince <i>ASLT</i>
Kate Williams Browne <i>President</i>	Carla Grandy <i>Educational Policy Chair</i>	Dick Claire/Dan Ming <i>BEPP</i>
Jesse Raskin <i>Vice President</i>	Amber Steele <i>Professional Personnel Chair</i>	Kwame Thomas/ Melissa Komadina <i>Counseling</i>
Terry Chang <i>Secretary</i>	Ronda Wimmer <i>CTE Liaison</i>	Danielle Powell/Nathan Jones <i>Language Arts</i>
Tiffany Schmierer <i>Treasurer</i>	Jesse Raskin <i>Guide Pathways Liaison</i>	Amber Steele/Gabe Saucedo <i>KAD</i>
Leigh Anne Shaw <i>Past President</i>	<b>Ex-Officio/Non-voting Representatives</b>	Paul Bridenbaugh/ Mustafa Popal <i>SSCA</i>
	Eric Brenner <i>AFT Rep</i>	Jing Folsom/Denise Hum <i>SMT</i>
	Michele Hagggar/Christina Trujillo <i>Classified Senate</i>	[vacant] <i>Global LPS</i>
	Amirah Tulloch/Kristen Ersando <i>ASSC Rep</i>	
	Nathan Jones <i>SEED</i>	
	Jessica Hurless [Fall] <i>AS Revision Task Group Chair</i>	
	Tiffany Schmierer <i>AS Rep to Design Team</i>	

**Opening Procedures [2:10]**

Item	Presenter	Time	Details	Action/Information
Call to order	President	1	Meeting called to order at 2:16 p.m. VP Raskin will lead as President Browne is absent	Procedure
Roll/Introductions	Secretary	1	Curr. Co-chair Hurless will take notes; Secretary Chang absent <i>Quorum is then 7/14 voting members</i>  Voting members present: Jesse Raskin, Tiffany Schmierer, Bianca Rowden-Quince, Kwame Thomas, Danielle Powell, Amber Steele, Paul Bridenbaugh, Jing Folsom, Carla Grandy, Jessica Hurless, Ronda Wimmer  Non-voting members present: Eric Brenner, Leigh Anne Shaw and Nina Floro  Guests: VPSS Angelica Garcia, Dean Ray Hernandez	Procedure
Consent agenda	President	1		
Adoption of today's agenda	President	1	M: Popal S: Grandy Motion passes unanimously	Action
Adoption of previous	Secretary	1	M: Popal S: Grandy	Action

meeting's minutes			Motion passes unanimously	Materials
Timekeeper	----	1	Mustafa Popal served as time keeper	
Public Comment	Public	4	No public comment	Information
	TOTAL	10		

**Standing Agenda Items [~2:20]**

Item	Presenter	Time	Details	Action/ Information
Governing Council Reports	Reps and officers	10	<p>President's/Vice President</p> <p>*<u>District</u>: DPGC</p> <p><b>No report made</b></p> <p>*<u>State</u>: ASCCC will consider Student Discount for Spring Plenary</p> <p>Treasurer's Report: <i>AS Scholarship, End-of-Year Party funds</i></p> <p>Standing Committee Reports</p> <p><b>Tiffany reported that the Academic Senate dues brought in \$1625.00 during the Fall 2017 semester. Tiffany recommended that the committee spend \$75.00 to match the classified senate's contribution for the year-end celebration, reserve \$100.00 for award plaques and use the remaining \$1450.00 in the following way: \$1000 for student scholarships and \$450 for textbooks and supplies. She noted that generally the Academic Senate allows the Scholarship committee to determine what amount they award and the type of scholarships awarded.</b></p> <p><b><i>Motion to approve Tiffany's recommendation for the spending of Academic Senate dues for Fall 2017.</i></b></p> <p><b>M: Popal S: Steele – Motion unanimously approved.</b></p> <ul style="list-style-type: none"> <li><u>Curriculum</u></li> </ul> <p><b>12/6/17 CC meeting was 3.5+ hours. Many new courses, course modifications, DE addendums and changes to certificates were approved. Of special note, the Cosmetology Program is being redesigned and has brought forth new courses and the Business Department has added an ethics course to all certificates and degrees. Continued conversations at the District level deal with placing courses into disciplines and designation of top code. CC needs to create a policy about placing courses into a discipline, which could change who would ultimately be able to teach the course. This will continue to be a bigger conversation and work for us at Skyline. Currently the practice is to refer to the minimum qualifications determined by the state that match the program area top code. This issue came up last semester at Curriculum through the study abroad courses that are currently being reviewed by curriculum. Raskin would like to put this on agenda for future discussion.</b></p>	<p>Information Materials</p> <p>Action</p> <p>Possible Actions</p>

			<ul style="list-style-type: none"> <li>• <a href="#">Ed Policy</a>: <i>Committee report on Board Policies</i> Carla reported that a couple of the issues the Ed Policy committee is reviewing, upon the advice of District Academic Senate, are minimum qualifications and community education. However, they learned that the District Academic Senate had already voted before the committee could meet. So they are trying to figure out how to best manage communication between Ed Policy, AS and DAS. The committee is still working on the role of Ed Policy and updating the faculty handbook. Carla stated that she is trying to figure out who owns the faculty handbook document and how the committee would go about updating it. Nina stated that the VPI's office might have the original version.</li> <li>• <a href="#">Professional Personnel</a>: <i>Exemplary Award results; Hayward Award nominee[s]</i> Amber reported that the exemplary program we nominated, ETS, received an honorable mention and has been invited to the spring AS plenary meeting to be recognized. The plaque has been presented to the program. Amber stated that she received one nominee for the Hayward Award, which is Maria Segerra Gaudio. Jesse Raskin spoke on Maria's behalf stating that she serves as the supervising attorney for the free legal service works with DREAMERS and the DREAM center. She also works for Cañada as well. There was a question about when the nomination paperwork is due, which Amber clarified is December 18<sup>th</sup>. Jesse stated he will work with Amber on completing the paperwork  <i>Motion to approve Maria Segerra Gaudio as Skyline College's Hayward Award Nominee.</i> M: Popal S: Steele – Motion unanimously approved</li> </ul>	
Organization Reports	Reps	10	<p><a href="#">ASSC</a>: No report <a href="#">AFT</a>:</p> <p>Eric Brenner handed out the newest version of the Advocate. The lead story is about the academic calendar for next year and the difficulties of doing that. He explained that the new flex rules will go into place January 1, 2018, which means there is one designated flex-day, each semester, that is required. The Spring 2018 semester required flex-day is January 12, 2018. In the academic calendar article, Monica Malamud discusses a compressed calendar (15-week) versus an 18-week calendar. Jesse had contacted the union about this question and thinks it is something the Academic Senate might want to think about down the road. Eric explained about 10 years ago the district was considering it, but when the economic crisis hit the issue was dropped, so right now might be a good time to re-examine it. The District has asked</p>	Information

			<p>all the unions to explore different health coverage, so it will be a long-term research program. There is also a proposal from the State Chancellor's Office for a fully online college. The CFT has taken a position of opposition. The state academic senate is discussing it, but we are unaware of a position. This might be a local senate discussion as well. Jesse Raskin asked to add the 15-week compressed calendar and the fully online college as potential discussion items.</p> <p><u>Classified Senate</u>: No report  <u>SEED</u>: No report  <i>Beyond the Margins: 11/28; Spring Equity training series.</i></p>	
Division Reports	Reps	10	<p>Division reps announcement, concerns, accolades  ASLT</p> <p>Bianca announced the de-stress for success events that are are going on in the library. Tomorrow is the last day, so make sure to spread the word.</p> <p>The college has hired a new full-time faculty librarian – Pia Wallawalkar from Notre Dame De Namur. She will start in spring 2018. The Interim director of the learning commons, Anya Arnold, will be concluding her term January 5<sup>th</sup>. Pearl will be back January 8<sup>th</sup>.</p> <p>In the Spring semester a new Community of Practice group will be starting for adjunct faculty. It is called the Adjunct Faculty Teaching and Learning Community, Monique Iles from the Language Arts division will be providing the leadership for this CoP.</p> <p>The spring professional development calendar has been updated and the handout will be present on Opening Day. Dr. Paul Hernandez will be coming back and doing a workshop entitled, "Learning How to Authentically and Effectively Connect with Students" using his book <i>The Pedagogy of Real Talk</i> as a basis for training during the Flex Day program on January 11<sup>th</sup> &amp; 12<sup>th</sup>. Two sessions are being offered by invitation only. One of the goals is for the faculty who are participating in redesigning aspects of the college and teaching to be included. If you are interested please contact Erin Struss &amp; Mary Gutierrez</p> <p>SS/CA</p> <p>Paul Bridenbaugh reported that they are taking down the art gallery exhibit, but it went well and was well received. The division is still involved in meetings with architects for the new building. In the meantime, Art &amp; Music courses will be housed at Oceana high school for the next four years. This means they will not be teaching classes until after 3:00 p.m. as high school and college students can't be on campus at the same time, so it will be a big change. Paul is planning a show in February with African American Artist, Christopher Birch's work on display. Paul would love to have Christopher Birch</p>	Information

			<p>on campus. He is a teacher, advocate, etc. so is trying to get \$3200 as an honorarium to give him. Leigh Anne suggested a tie to equity funding. The committee recommended that Paul speak with Dean Hotep.</p> <p><b>Counseling</b> They were formally introduced to the Promise Scholars Program Coordinator, Ellen Murray, at the last division meeting.</p> <p><b>BEPP – No report</b> <b>LA – No report</b> <b>KAD</b></p> <p>Amber announced that the Dance show will take place next Friday, December 15th at 7:00 p.m. At 2:00 p.m. they will start a dress rehearsal, so feel free to sneak in and say hello to the students. The Show is comprised of work from dance classes, competitive dance teams, student choreography and a production piece with a theme from Stranger Things.</p> <p><b>SMT</b> Carla reported that Skyline is starting the STEM Center, so they are getting a committee together that will examine what Cañada is doing and talking with students about their needs and wants. The center will be constructed over the summer, by removing the classrooms in the center of the third floor of Building 7 and will finish by August 2018. Someone asked what the idea behind the center was. Carla explained it will be a place for tutoring and STEM students to work together. More like a community center.</p>	
	TOTAL	30		

**New Senate Business [~2:50]**

Item	Presenter	Time	Details	Action/ Information
Comprehensive Redesign	Design Team Leads	5	<p>Update College Re-design, meta-majors.</p> <p>Mustafa and Carla reported that the final Design Team meeting of the fall 2017 semester was held on Monday, December 4<sup>th</sup>. It was exciting to see the work that the inquiry teams have been doing this semester. The Design Team Co-Leads (DTCL) will be planning over the break and highlighting this work during the Flex Day program. The DTCL's goal is to maintain and increase the participation on campus, so will be trying to get more individuals involved in the work. The Comprehensive Redesign is not owned by anyone, but it is a good time for people to start thinking about how they can become re-designers in their specific areas and the campus as a whole. Someone asked if the inquiry team presentations were on the website? The DTCL is working with MCPR to add them to the MMGP website.</p>	Discussion
Focus: Faculty & Staff	Raskin	5	Academic Senate Resolution on Equity presented to Board of	Discussion

Equity			<p>Trustees Meeting 11/29/17; next steps- District EEO &amp; College.</p> <p>Jesse reported that the Equity resolution was presented last Wednesday night (11/29/17) to the Board of Trustees. The resolution was very warmly received by the board, with all members speaking to the powerful words, but stating that actions are needed as well, specifically coursework, curriculum, and mandatory trainings. Student trustee Alfredo Olguin Jr. stated, "Skyline is dope." The work is now starting to move out into other areas like the district's EEO. Cañada &amp; CSM's AS are working on resolutions as well. We are moving from resolution to implementation, so if you're interested in getting involved contact SEED, Dean Hotep, or the Equity office. Leigh Anne discussed the Institute for Equity in Hiring – faculty from each campus. Leigh Anne wants this to be treated more as a project. Jesse stated that some of the mandatory trainings will come down to contract issues, so we might want to open conversations with AFT. Nina voiced her concern about it being focused on new faculty and not broadening out to existing faculty. Leigh Anne explained that EEO committee is in discussions about this issue. Nina stated that maybe this is a place for us to leverage the mandatory flex days, as they are not flexible anymore, to hold the trainings and reach the existing faculty population. Jing explained that from an adjunct faculty perspective, the flex days are not mandatory, so wanted to know how part-time faculty will be addressed and receive the same trainings?</p>	Materials
AS Revision Task Group Report	Hurless	15	<p>Second reading of Representative Senate Proposal; revised proposal</p> <p><b>Representative Senate Proposal – Phase 1</b></p> <p>Hurless reported that she was tasked in Spring 2017 to evaluate the structure of the senate and update the AS by-laws. It was noted that we have been acting as a representative senate though through by-laws we are a senate of the whole.</p> <p>Our current model means that we have 17-25 members and 16 votes. Quorum is 9. 1 vote per division.</p> <p>She explained that there are 4 major parts to our academic senate structure: division reps, executive officers, governance advisories and liaisons, and at-large constituencies.</p> <p>The Proposed Representative Senate Model includes:</p> <ol style="list-style-type: none"> <li>1. Division Senators – 1 vote each (Total number of senators: 8-16, Total number of votes: 8)</li> </ol> <p>These members will be elected by their divisions and represent interests of divisions/departments</p> <p>Proxy votes are allowed</p>	Info Materials Action

SMCCCD SMCCCD 1/3/18 2:59 PM  
**Comment:** Need more clarification on what this section means/includes.

2. Executive officers will include President, Vice President, Secretary, and Treasurer. The Vice President, Secretary and Treasurer will have votes and the President will vote only in a tie. All executive officers will be elected by the faculty at-large. The Past-President will carry no vote and will be appointed by the President.

3. Governance Advisories and Liaisons: This is where there are changes to the current AS model. These individuals will be appointed to report to/from senate by governance bodies. Their role is to convey information and/or represent interests of senate on other bodies. The positions may be filled by elected senators serving in dual roles. The President will work with senate in spring to determine the need for additional liaison positions depending on the upcoming work/initiatives on campus. All of these governance advisories and liaisons will be non-voting members.

*Recommendation from Hurlless: governance advisories are non-voting members -- because constituencies are represented through division representation. For example, the Curriculum chair is already covered through divisions, and does not need to vote on behalf of curriculum, etc.*

4. At large constituencies: will include 2 part-time faculty senators, and 1 at-large CTE senator. These positions will be elected at-large in the spring and carry no proxy votes.

Differences from current model:

Part-time and CTE represented as constituencies with votes  
Governance Advisories do not receive votes

Questions/Comments

Nina Floro – There are some faculty who are not represented in this model. Equity has faculty and no current AS representation and not represented by proposed model

Leigh Anne – there is a clause that allows for smaller divisions to combine.

Bianca – What is the process for temporary representatives cycling in or out of senate?

Leigh Anne – Other campuses have basic skills/CSI under academic senate. Should CSI be a voting member of committee?

Jessica – Is basic skills not represented by division representation?

Leigh Anne – There are different needs of CSI/Basic Skills that are not necessarily represented by divisions. It would be good to have them as a voting member because there is funding

			<p>associated with them.</p> <p><i>Motion to approve the Proposed Representative Senate Model.</i></p> <p>M: Popal S: Schmierer Absentions: Hurlless</p> <p>Proposed Amendment: to add Basic Skills as an At-Large Constituency and voting member – Moved (Shaw), no second Motion approved</p>	
CTTL : Communities of Practice update & discussion	Rowden-Quince with Houpis or Hotep	10	<p>Goals of each CoP and update of progress. Discussion of CoPs as vehicle for Professional Development</p> <p>Dean Houpis and Dean Hotep couldn't be here today, so Bianca wanted to recap the communities of practice. These are communities of cross-discipline faculty, staff and administrators who are working together exploring the four topic areas: Service Learning, Distance Education, Social Justice &amp; Sustainability and Transformative Pedagogy &amp; Practices. The groups worked this semester to create goals and work plans to ensure that their discussions can be moved to action.</p> <p>CoP: Social Justice &amp; Sustainability (Carla Grandy) Goal: The Social Justice and Sustainability Community of Practice is working to integrate social justice and sustainability across the campus and community by focusing on issues that are relevant to our community. Our team has divided into 5 focus areas to address different areas of the campus and community. These areas include:</p> <ol style="list-style-type: none"> <li>1. Develop a volunteer data base and a day of service.</li> <li>2. Create and market thrifting and re-use event on campus.</li> <li>3. Measure campus understanding of social justice and sustainability to inform campaign</li> <li>4. Bring a speaker to campus to engage and educate campus community around the integration of social justice and sustainability</li> <li>5. Develop workshop on incorporating sustainability into the curriculum across campus.</li> </ol> <p>CoP: Transformative Pedagogy &amp; Practices (John Ulloa) Goal: Our charge is to primarily implement teaching strategies and best practices in culturally relevant pedagogy while interfacing with the comprehensive redesign of the college. In 2018, we plan to attend conferences, have regular meetings both live and online, off campus work/planning retreats, and we hope to best share our findings and frameworks at the division meeting level, while continuing to work with the CTTL for support.</p> <p>Still working on their action plan, but are charged with:</p>	Info Discussion



		<p>Actions:</p> <ul style="list-style-type: none"> <li>• Currently investigating ways to make exceptional teaching more visible at Skyline College.</li> <li>• Partnering with other CC's to glean best practices on faculty collaboration.</li> <li>• Exploring options for peer learning and collaboration across subjects.</li> </ul> <p>CoP: Online &amp; Hybrid Learning (Chris Collins &amp; Kim Saccio-Kent)</p> <p>Goal: Our primary goal is to demystify, empower, and transform online teaching at Skyline for people who are currently teaching online and hybrid courses and those who would like to be. Our secondary goal is to promote and support use of our LMS to enable hybrid and online learning at Skyline.</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>• Design and launch the Hybrid/Online knowledge base and produce a newsletter to promote best practices and other content.</li> <li>• Create and deliver workshops that address key issues in hybrid/online teaching at Skyline College.</li> <li>• Engage with Online Learning Community (CA &amp; Nationwide) to increase Skyline College's presence.</li> </ul> <p>CoP: Service Learning (Rika Fabian &amp; Jesse Raskin)</p> <p>Goal: Service Learning CoP intends to promote service learning as a pedagogical approach to support Skyline College's mission of empowering and transforming a global community of learners. In engaging in service learning, students will use classroom knowledge and apply it in an effort to meet a community need. Service Learning also supports various ISLO's such as citizenship, critical thinking, and lifelong learning.</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>• Plan and facilitate a "Day of Action" at Skyline College</li> <li>• Develop a Service Learning Conference at Skyline College</li> <li>• Increase visibility of service learning</li> <li>• Explore ways to incorporate service learning into curriculum</li> </ul> <p>Questions/Comments:</p> <p>Mustafa – looking at some of the work the CoP's have proposed it looks like a multiple year project, will the same people be allowed to continue?</p> <p>Bianca – The project was approved for 3 years, so at this time she would think it is a possibility for them to continue their work.</p>	
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			<p>Bianca – If you would like to get involved please connect with the faculty lead(s).</p> <p>Amber mentioned that her dancers do activities that would fit into Social Justice &amp; Sustainability and Service Learning so she will connect with them.</p>	
ONL grant proposal	Houpis	5	<p>Letter of Intent to apply for CCCCCO grant “2018 Consortium Cohort” with special focus on student equity</p> <p>On behalf of Dean Houpis, Bianca stated that he would like the senate to be aware that the OEI was funded by the State Chancellor’s Office to create high-level courses that students across the state could take through the consortium. Skyline is not a part of the consortium, but we benefit from the resources, etc. The OEI has received some additional funding and is looking to expand services in the area of student equity. There is a call for schools to sign a letter of interest to become involved. Dean Houpis wants to let the AS know that he is moving forward in stating Skyline College’s interest.</p> <p>The senate members present recommend that Kate Browne sign the letter of interest as they did not know if this was an action item or a recommendation.</p>	Info Action
VPI Screening Committee & Faculty appointments	Garcia	10	<p>ASenate: Kate Browne Counseling: Jacquie Escobar Curriculum Committee: John Ulloa Design Team: Carla Grandy</p> <p>Dr. Garcia presented the VPI Screening committee. The committee includes four faculty categories that Dr. Stanback-Stroud wanted involved in the screening process (Academic Senate/Counseling/Curriculum/Design Team Work). The four areas used their own internal processes to bring forward the names. The timeline for the interviews and campus forums will be in February. Specific campus forum dates are 2/21, 2/22, 2/23, and 2/26. There are four dates, but if there are fewer candidates then they will not need all four dates. Danielle Powell asked for clarification on the other members that would be serving on the committee. Angelica noted that Joe Morello, Will Minnich, Andrea Vizenor, Maria Norris, and Katrina Pantig would be serving. The ASSC students elected not to have a member serve on the committee due to the time commitment. Bianca asked if there would be part-time faculty representation on the committee? Danielle wanted to note that there was no representation from the Language Arts division on the committee. She stated that she didn’t have any issues with the individuals currently on the committee, but wanted to note that all other divisions were represented.</p> <p><i>Motion to approve the VPI Screening Committee faculty</i></p>	Discussion Action

			<p><i>appointments.</i>  M: Thomas S: Popal Abstention: Powell  Motion approved</p> <p>Angelica asked for feedback and thoughts from the committee on the 11:00 – 12:15 p.m. time slot and proposed dates of the open campus forums. Tiffany asked if it is possible to do a webcast/video of the open forums for those who can't attend? Angelica said she would explore that as a possibility. Mustafa Popal mentioned that the 23<sup>rd</sup> is an Equity Training Series (ETS) meeting. Angelica also wanted to clarify that this is a normal timing cycle for a VPI position, so they are expecting a strong candidate pool.</p>	
Director/Respiratory Care & Health Care Screening Committee, Fac. Appts.	Hernandez	5	<p>Alice Erskine, FT Surgical Careers  Nadia Tariq, Program Services Coordinator, Resp. Care  Lee Guion, Chair, Advisory Committee Resp. Care  Ray Hernandez, Dean  [B. Daniel, FT Faculty Resp Care, N/A-has not taken Bias Training]</p> <p>Dean Ray Hernandez presented the Director/Respiratory Care &amp; Health Care Screening Committee, Faculty Appointments. This is a replacement position for Dr. Ijaz. He noted that Brian Daniel does not meet the minimum qualifications for the position and has not taken the Unconscious Bias training, so would be unable to serve on the screening committee.</p> <p><i>Motion to approve the Director/Respiratory Care &amp; Health Care Screening Committee faculty appointments.</i>  M: Grandy S: Steele  Motion approve</p>	Discussion Action
Accreditation appointment	Raskin	5	<p>Representative to Accreditation Oversight Committee</p> <p>Leigh Anne Shaw has agreed to serve as the AS representative to the Accreditation.</p> <p><i>Motion to approve the appointment of Leigh Anne Shaw to the Accreditation Oversight Committee.</i>  M: Schmierer S: Popal  Motion approved</p>	Action
	TOTAL	60		

**Final Announcements and Adjournment [~3:55]**

Item	Presenter	Time	Details	Action/ Information
Adjournment Next Mtg Th 1/18- first one of the new year		1	<p><i>Motion to adjourn meeting at 3:54 p.m.</i>  M: Steele S: Grandy  Minutes submitted by: Carla Grandy &amp; Jessica Hurless</p>	Action
	TOTAL	101		