

Academic Senate
December 7, 2023
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Faculty from all three campuses make up the AOC (Anti-oppression Committee) stemming from AFT. Among relevant issues, we are working on an educational campaign around sexual misconduct, assault and harassment. We have had two meetings with Chancellor Moreno, Mwanaisha Sims, Julie Johnson, and Oyame KenZoe Brian Selassie, given input on college and district websites and procedures, and are planning a joint flex day presentation with Mwanaisha Sims and AOC faculty to share out the updates to sexual misconduct, harassment, and assault policies (title ix and sb493). We want to engage with you all, our faculty leadership and seek your advocacy around eradicating the threat of sexual misconduct, harassment, and assault on our campuses, especially for women, nonbinary, LGBTQ+ individuals, and especially for our students, our most vulnerable population. This is why faculty from all three colleges are going to our senates to request senate's support to carry out the request to include Sexual misconduct, harassment, and assault (Title IX/SB493) information on all course syllabi.

This is relevant to California Education Code Section 234:

The Safe Place to Learn Act- It is the policy of the State of California to ensure that all local educational agencies continue to work to reduce discrimination, harassment, violence, intimidation, and bullying. It is further the policy of the state to improve pupil safety at schools and the connections between pupils and supportive adults, schools, and communities.

https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?division=1.&chapter=2.&part=1.&lawCode=EDC&title=1.&article=5.5.

Sample Syllabus Statements for Title IX Policy Addressing Sexual Misconduct, Harassment, and Assault:

Sample 1: Title IX Policy Addressing Sexual Misconduct, Harassment, and Assault: *The San Mateo County Community College District is committed to maintaining safe and caring college environments at Cañada College, College of San Mateo and Skyline College. The District has established policies and procedures regarding Sexual Misconduct, Harassment, and Assault. A District website has also been developed which provides you with important information about sexual misconduct and sexual assault. <http://smccd.edu/titleix/>*

Sample 2: Title IX Policy Addressing Sexual Misconduct, Harassment, and Assault:

A statement addressing sexual misconduct, harassment, and assault can be written as follows: "We are committed to maintaining a safe and caring college environment at Cañada College, College of San Mateo, and Skyline College. Cañada college does not tolerate sexual

harassment or sexual misconduct, including (but not limited to) sexual assault, sexual coercion, dating violence, domestic violence, stalking, cyber-stalking, retaliation, discrimination based on gender and hate crimes based on gender. If you have experienced or would like to report sexual harassment/misconduct, please visit <http://smccd.edu/titleix/>.

Sample Email from Dean Carranza/Division Office regarding syllabi (August 23, 2023):

COURSE SYLLABI REQUIREMENTS, GUIDELINES, AND LANGUAGE

Submit syllabi by Wednesday, August 23, 2023, to Gloria Peña, penag@smccd.edu.

The HSS division office is required for college accreditation purposes to have on file a syllabus for every course in the division each term. Additionally, the division office may answer student questions with a quick reference to your syllabus. To review course SLOs and other important information, visit <http://www.curricunet.com/SMCCCD/search/course/>. Search “Active” courses by “Course Number” in your discipline to review the official Course Outline of Record.

All course syllabi should clearly identify:

- Faculty name and office number (if assigned an office)
- Faculty contact information—office number and work email
- Office hours—in-person and virtual, if teaching online
- Course name, number and section, description, and classroom location/online information
- Final examination day and time (recommended)
- Student Learning Outcomes
- Required and Recommended Texts
- Course Requirements
 - o Assignments
 - o Detailed Grading Policy
 - o Course Policies
 - o Attendance Policy (Note: It is a violation of Title V to use "attendance" as a criterion for final grades; however, “participation” can be used as a criterion as long as it is clearly stated in the syllabus.)

IMPORTANT: COURSE SYLLABI POLICY STATEMENTS

If you do not already have policy statements regarding disability accommodations, plagiarism, and Title IX in your syllabus, please include them.

You may use the following as models:

- Disability Accommodation Statement and a note on Confidentiality:

A disability policy statement can be written as follows:
If you have a documented disability and need accommodations for this class, please see me as soon as possible or contact The Disability Resource Center (DRC) for assistance. Visit <https://canadacollege.edu/disabilityresourcecenter/index.php>. The DRC office is located in Bldg. 5, Room 303. (650) 306-3259; TDD (650) 306-3161.

A note on confidentiality—Students with disabilities are protected under Family Education Rights and Privacy Act (FERPA). Please understand confidentiality and do not identify the person or their disability information to other students. *Taping Lecture:* Students who are unable to take or read notes have the right to tape record class lectures only for their personal study.

· Course and College Policies on Academic Integrity (Cheating and Plagiarism):

The academic dishonesty (cheating/plagiarism) policy statement can be written as follows:

“Any act which gains or is intended to gain an unfair academic advantage or which compromises the integrity of the academic standards of the college may be considered an act of academic dishonesty. Cheating and Plagiarism are violations of the Academic Integrity Policy and the [Student Code of Conduct](#) and will result in appropriate disciplinary action.”

NOTE: Visit <https://canadacollege.edu/policies/academicintegrity.php> for Academic Integrity Faculty Resources:

- [Academic Integrity Policy Short Version.pdf](#)
- [Academic Integrity Syllabus Guidelines.pdf](#)
- [Academic Integrity Violation Form.pdf](#)

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“We are committed to maintaining a safe and caring college environment at Cañada College, College of San Mateo, and Skyline College. Cañada college does not tolerate sexual harassment or sexual misconduct, including (but not limited to) sexual assault, sexual coercion, dating violence, domestic violence, stalking, cyber-stalking, retaliation, discrimination based on gender and hate crimes based on gender. If you have experienced or would like to report sexual harassment/misconduct, please visit <http://smccd.edu/titleix/>.