

Minutes – Miramar College Academic Senate
3:30-5:00pm **Mar 16, 2021** Location: Zoom

Senators Present: Laura Murphy, Marie McMahon, Alex Mata, Josh Alley, Alex Sanchez, Wendy Kinsinger, Lisa Clarke, David Mehlhoff, Adrian Arancibia, Andy Lowe, Brit Hyland, Carmen Jay Carrasquillo, Channing Booth, Cyndie Gilley, Daniel Smith, Darrel Harrison, David Halttunen, Francois Bereaud, Isabelle Martin, Kevin Gallagher, Kevin Petti, Laura Gonzalez, Mark Dinger, Mary Hart, Mary Kjartanson, MaryAnn Guevarra, Monica Demcho, Nicholas Aramovich, Otto Dobre, Rodrigo Gomez, Ryan Moore, Shawn Hurley, Wai-Ling Rubic, Claudia Cuz-Flores, Laura Louie, Mary Woo, Melissa Martinez

Absent: Jordan Omens (proxy: D. Mehlhoff), Genadi Radiul, Laura Sweeney

Other Attendees: Adrian Gonzales, Ali Gonzalez, Angela Romero, Beatriz Ramirez, Dan Igou, Donnie Tran, Jesse Lopez, Leslie Marovich, Lisa Brewster, Mara Sanft, Mardi Parelman, Patti Manley, Sean Young, Susan Topham, Wesley Lundburg, Wheeler North, Xuchi Naungayan Eggleton, Juli Bartolomei

Meeting called to order at 3:33 pm.

I. Adoption of Agenda

- The agenda and Consent Calendar were unanimously adopted unchanged.

II. Executive Committee Reports

A. President - L. Murphy

- VPI Search
 - Tally completed on March 11th.
 - Interviews scheduled for the week of March 22nd.
- Chancellor Search Update
 - Dr. Carlos O. Cortez is the new Chancellor.
- Call for Volunteers
 - Volunteers needed for: Parliamentarian, Professional Standards and Ethics Committee, Screening Committee for Associate Dean of Strong Workforce Programs, Screening Committee for Dean of Public Safety, Equity Definition Workgroup (#2), USC Equity Alliance Workshop (AB 705).
 - Please share with your departments.
 - In the past two weeks, we have received no volunteers for Parliamentarian, three volunteers for Professional Standards and Ethics, and two volunteers for Assoc Dean of Strong Workforce.
 - Question about who can volunteer, senators or all faculty? Murphy clarified that anyone can volunteer.
- Update on Taskforce to Develop Code of Conduct for Academic Senate
 - We hope to have an update in the coming weeks.
- Nominations for ASCCC 2021-2022 Board of Directors
 - Open positions: Officer positions for one-year term. Executive Committee for a two-year term.
- Review of ASCCC Resolutions for Spring Plenary
 - The ASCCC Area D meeting for Spring Plenary is on March 27th. Please review resolutions and provide feedback.
- Ideas Honoring Constance Carroll
 - Please forward ideas to Murphy.

B. Past President - M. McMahon

- McMahon presented to the M&M Cohort regarding the College Governance Handbook as an opportunity to teach new employees about College Governance at Miramar.

C. Treasurer - J. Alley

- Alley reports no new updates.
- Murphy notes that we will be using some of the AS money for our Student Scholarships, and we will be going through those applications next week.

D. Adjunct Representative - W. Kinsinger

- Encourages adjuncts to volunteer for all opportunities to get involved, as we need adjunct voices.

III. Consent Calendar

A. Academic Senate Meeting Minutes from 02 Mar 2021

IV. Business: Action Items

A. Excused Withdrawal Petitions due to COVID (2nd Reading) - S. Topham

- Expediting and allowing the issuance of EWs from instructors can help students in many ways during this pandemic.
- Senator asks if we can change W's to EW's as well. S. Topham says we can and the form is being simplified.
- EW's can be back-dated to Spring '20.
- Senators are directed to contact S. Topham with ongoing questions regarding process.
- Motion to support the Excused Withdrawal Petitions due to COVID carries. [McMahon/Kinsinger]

B. College Governance Handbook Final Draft (1st Reading) - M. McMahon, W. Lundberg, S. Young

- 3rd round of feedback was collected in January.
 - o Reviewed by the Constituency Leaders and CIA Facilitators.
 - o Reviewed by CGC.
 - o Final edits were made.
 - o List of "outstanding items" were removed from consideration in this round.
- Murphy will send out the list of outstanding items.
- Senator asks if items on the list of outstanding items would operate at status quo. Murphy and Lundberg clarify that, if a committee is not in the current handbook, it would not operate until approved.
- Question for clarification: Would committees not included in the draft handbook but that are in the current handbook and exist on a list of ongoing items for resolution known as the "Parking Lot" be able to continue to do their work until they are added/included in future versions? The conclusion was that yes, if the committee is in the "Parking Lot" it would continue its charge.
- Time was called. Motion to extend time for five minutes carries. [Harrison/Arancibia]
- Motion to allow committees that are not included in the current draft of the handbook continue with business as usual until they are added to the handbook. Motion seconded. [Harrison/Arancibia] Discussion ensues. Harrison withdraws motion. Discussion about this motion included the recommendation that people read the draft handbook to see what is/is not included and to review the list of ongoing items in the "Parking Lot." Tabled for further discussion.
- Senator requests that when CGC meets, the agenda include specific information regarding which committees will be discussed. Murphy offers to relay this to CGC.
- All encouraged to read the final draft and come back prepared to vote on the draft handbook on behalf of their department at the next meeting.

C. College-wide Outcomes Assessment and Program Review Coordinator - L. Murphy

- Combine SLOs and Program Review for a 0.8 release time position.
- List of duties shared with senators.
- Is it up for discussion? We can make recommendations.
- Concerns were raised previously that a 0.8 would be not be sufficient for this amount of work.
- Senator shares that this time is consistent with what other campuses do, although no mention of Program Review coordination is known. Also notes that the 0.8 would be appointed for the first year, with an assessment after that year for an opportunity to advocate for more time in years two and three. Lastly, notes that a recommendation that some Classified Staff help with the administrative duties is currently being discussed.
- Murphy expressed concern with the workload and compensation.
- Reach out to P. Manley or D. Miramontez with further questions.

V. Business: Discussion Items

A. Equity Dialogue - All

- Planning Summit recommendations and dialogue shared.
 - o We can forward anything as a recommendation and support it in any way that we can.
 - o Can we have a special meeting to talk about it with more time to plan out what we can and can't do as an AS? Murphy recommends that the AS form an Equity Workgroup to help plan special meetings for this topic.
 - o Motion raised that anyone working on PR/marketing materials do so keeping in mind our students with disabilities. Second. [Carrasquillo/Booth] Recommendation made to include the website. Hearing no objections, motion carries.
 - o L. Gonzalez volunteers to be on the Equity Workgroup under the AS.
- See meeting materials on implicit bias training for screening committee members.
 - o Can we create a recommendation for how these would be used in screening committees? If we would like to make this a mandate, it would be helpful to get the other constituency groups involved.
 - o Murphy recommends that any further discussion originate at CEC so that all constituency groups are involved and have a voice.
- Status of Faculty Coordinator for Educational Equity: Waiting for official acceptance.
- Ethnic Studies dialogue: SLOs were submitted, and they are on track to get the courses activated.
- Equity Definition Workgroup 1.0 has completed work. Forming Workgroup 2.0 now to work on equity definition and have it developed by the end of spring. Please let Murphy know if you are interested in volunteering.

B. ASCCC DEI Survey for Local Senates - L. Murphy

- Outcomes from the Open Forum on Tuesday included changing the order of the survey to have statistics and areas of need at the top of each category. Murphy reiterated that the intent of the survey was to identify areas of need and potential resources that could be supplied by ASCCC.
- Concern was raised that statements included derogatory and defamatory language targeting specific individuals. A recommendation was made at the Friday Special Meeting to have the Research Office review all comments, verbatim, and remove any identifiers from derogatory or defamatory statements. The Research Office will compile a list of comments organized by question by March 18th. Murphy will insert these into the current draft DEI Survey document and submit to ASCCC by March 22nd.

C. District Police Review Taskforce Recommendations - L. Murphy

- Results from recommendations shared.
- Review/oversight council approved as an advisory committee due to legal issues.
- Comprehensive training program approved.
- Police hiring freeze until taskforce work is finished. Eight current vacancies: 50% are frozen, with four being filled for safety reasons. Contracts mean that the District has to provide overtime to cover backfill due to covering for vacancies. The Chancellor is balancing safety issues with concerns of others.
- Senator asks if Crisis Counseling Response Team is separate from what we currently have on campus, the Behavioral Intervention Team, and is there talk that those would be merged? This question will be brought to the Taskforce and answers will be relayed to the AS.
- Booth stresses that the climate survey is very important.

D. Identification of Line Items for Consideration in the Campus Allocation Model (CAM) - L. Murphy

- Motion to extend meeting time five minutes carries without dissent.
- Murphy explains that the district Campus Allocation Model had not had a line-by-line review for nearly a decade or more. Based on requests from Murphy, the District Budget Development and Resource Council is asking for recommendations on edits or additions to the CAM to improve the district budget allocations and provide appropriate funding for operations.
- Murphy described three identified line items:
 - o Edit line item for consistency and increase in release time for faculty coordinators across campuses.
 - o Add line item for Tutoring and Student Support.
 - o Add line item for Professional Development.
- Senators request that we add IT/tech support and library materials.
- Send recommendations to Murphy.

VI. Reports

A. Guided Pathways Steering Committee: Student Success Teams - L. Brewster

- GP will put out a call for Interest Area Success Teams. There are six.
- Three cohorts will start in April, August, and January.
- ESUs will be available for people who participate.
- Please watch for an email to apply to participate in the first cohort of Creative Arts, Languages, and Communications, and STEM.
- Contact Brewster for more information or to have her give a presentation.

VII. Announcements and Public Comments

A. None

The meeting was adjourned at 5:08 pm. The next meeting will be on April 6th. Please submit agenda items to both Laura Murphy and Juli Bartolomei.

Respectfully submitted,
Alex Mata and Juli Bartolomei