

Minutes – Miramar College Academic Senate
3:30-5:00pm **Sept 21, 2021** Location: Zoom

Senators Present: Laura Murphy, Pablo Martin, Angela Romero, Josh Alley, Carmen Carrasquillo, Melissa Martinez, Alex Sanchez, Dan Igou, Adrian Arancibia, Andy Lowe, Anne Gloag, Brit Hyland, Channing Booth, Cyndie Gilley, Dan Smith, David Halttunen, Dawn DiMarzo, Isabelle Martin, Kevin Gallagher, Kevin Petti, Laura Gonzalez, Lisa Brewster, Lisa Munoz, Mark Dinger, Mary Hart, Mary Kjartanson, Monica Demcho, Otto Dobre, Patti Manley, Rodrigo Gomez, Ryan Moore, Sheila Madrak, Tanya Hertz, Heather Paulson, Leslie Marovich, Mary Woo, Najah Abdelkader, Wendy Kinsinger

Absent: Randy Claros, Desi Klaar (excused), Kathy Pickham (excused)

Other Attendees: Alex Stiller, Jesse Lopez, Judy Patacsil, Laura Sweeney, Lisa Clarke, Mara Sanft, Mardi Parelman, Mary Klann, Juli Bartolomei

Meeting called to order at 3:30 pm.

I. Adoption of Agenda

The agenda and Consent Calendar were unanimously adopted, with a requested change to reorder the agenda to have item IV.C. go before IV.A. [Kinsinger/Igou]

II. Consent Calendar

A. Academic Senate Meeting Minutes from 07 Sept 2021

B. Faculty Role in Accreditation Process

III. Executive Committee Reports

A. President - L. Murphy

- CAGP Phase Two Participation Agreement
 - Please review with department faculty, as this is time-sensitive and will be brought to the next AS meeting to provide consent for AS President signature.
- ASCCC Plenary
 - An email was sent to all senators with an application for scholarships to attend the ASCCC Fall Plenary. There are two individuals applying so far.
 - The ASCCC Fall Plenary will be held November 4-6 and all are encouraged to attend.
- Passing of Farrel McMackins
 - A call to help support the family of the late Farrel McMackins, who worked in food service at Miramar, was made. A link will be sent to senators.
- Ongoing website improvement
 - Murphy recommended that issues concerning outdated content and overall structure of the website be brought to College Council, as it is a large project.
- Email and the DL
 - A call was made to work with deans to make sure that all adjunct faculty are in the DL, as there are ongoing issues with adjuncts not receiving district email.
- Update on Brown Act Waiver
 - The Governor signed AB 361, which means that, if there is still a declared State of Emergency, meetings can continue on Zoom.
- VEBA Webinar: “How to Create a Respectful Workplace”
 - A webinar sponsored by VEBA on “How to Create a Respectful Workplace” will take place on Sept 22, and faculty are encouraged to attend.

B. President-Elect - P. Martin

- Adjunct Election Results
 - Elections were held and seven senators were elected: Heather Paulson, Leslie Marovich, Mary Woo, Najah Abdelkader, Wendy Kinsinger, Kathy Pickham and Desi Klaar.
 - A recommendation was made to obtain software to handle future elections.
- Committee Vacancies
 - The Committee on Committees has finalized a process for committee appointments that will be brought forth later in the meeting.
 - A call was made for faculty to join committees that have vacancies. Martin will send the updated list of vacancies after the Committee on Committees meets today.
 - Martin reiterated Murphy’s call to remedy ongoing issues with the website.

C. Chair of Chairs - D. Igou

- Update from Chairs Committee and Enrollment Management Committee
 - The first two meetings of the Chairs Committee were very successful and included a discussion of what the SCO, AFT and the Academic Senate can do in the case of harassment or other workplace issues.
 - The Enrollment Committee had a panel discussion on increasing enrollment, retention, and success.

D. Treasurer - J. Alley

- Alley reported a balance of \$769.47.

E. Adjunct Representative - M. Martinez

- Martinez congratulated the new adjunct senators.
- There is a new form and process for adjunct pay that will be distributed to the adjunct senators.

IV. Reports

A. College Equity Efforts - All

- No reports.

B. Distance Education: Update from District Educational Software Taskforce - A. Gloag

- Gloag reported on the software used in the District and noted that the Canvas software contract with the SDCCD will be expiring this June. SDCCD Learning Pathways is requesting faculty input from each college on continuation with Canvas.
- Canvas support includes both phone and chat support. The phone support will be expiring in June, and faculty are encouraged to use the chat feature, as it is unclear whether phone support will be continued. The chat feature is also very fast, often faster than phone support.
- SDCCD Learning Pathways is planning several workshops on accessibility over the upcoming year.
- Turnitin and Unicheck are merging, and a decision will be made regarding whether and/or which to keep in the upcoming year.
- A call was made for those interested in participating in software-related decisions to contact SDCCD Learning Pathways' dean, Brian Weston (Online and Distributed Learning).
- Canvas subaccounts have been developed to create more targeted announcements.
- Miramar College will be getting its own Zoom account, and the transition should be seamless.

C. IDEA Committee: Equity Summit - J. Patacsil College Equity Efforts - All

- October 28 and 29, the summit "Leading for Equity/Embracing Equity and Diversity" will be held on the Miramar campus. This will be a two-day event that works with the City Council (Chris Cate) to create a proclamation for Chancellor emerita Constance Carroll, who will be delivering the keynote. This is a student-driven and initiated event. The City of San Diego has hired a new Race Equity Officer, and the mayor's office has been invited.
- A call for faculty attendance at the summit was made.
- Carrasquillo asked whether the plan was to develop collegewide unifying goals. Patacsil responded that she would bring this to the committee, and that this was being looked at.

V. Business: Action Items

A. Process for Appointment of Faculty to Committees (2nd Read) - P. Martin

- The process should be fair, transparent and detailed, and faculty appointments should provide diversity from all aspects of the college.
- There is a step process to appointing faculty to committees, which was reviewed.
- Discussion continues regarding how to stagger term limits, and the Committee on Committees will be making that determination. A call was made to welcome faculty input on this process.
- This process also describes the steps that will be used to appoint faculty to hiring (screening) committees and professional development positions.
- The usual timeline for this continues to remain the same, beginning in March and completed in May; however, this year it is behind due to the CGH and AS Constitution and Bylaws not being adopted until late spring 2021.
- Martin has not received any faculty questions or concerns regarding the process for appointment.
- A motion was made to vote to approve the process for appointment of faculty to committees. [Carrasquillo/Arancibia] The process was approved unanimously and will be placed on the Committee on Committees's webpage.

B. Program Modifications and Program Viability Flowchart - D. Igou

- Last February, a process for program modification (continuance and discontinuation) was approved.
- Modification was pulled out, and Academic Affairs recommended a flowchart be created to illustrate and clarify the existing process, and this flowchart was reviewed. This will be housed within the Curriculum Committee.
- Clarke asked about decision-making when modification of a program results in reallocation or will require campus resources. Igou responded that this had been discussed and that all modifications' feasibility would be discussed before modifications were made. The new Enrollment Management Committee will be looking at student need and resources and will be playing a part in this process, along with Student Services. Senators asked that this be explored further.
- Kjartanson noted that limited resources are an issue in putting forth new programs.
- Sanft noted that "programs" and "awards" are sometimes confused, and clarified that these are separate.
- Murphy noted that we have a process to vet new programs and to modify existing programs; however, we do not have a process to vet program modifications that will require an increase in resources.
- A request was made to bring this topic back to a future meeting. It will also be discussed at Enrollment Management.

VI. Business: Discussion Items

A. Update on ESL Adoption Plan and Compensation - L. Murphy

- The ESL Adoption Plan was approved at the last meeting.
- Funding was identified to support adjuncts doing work on assessment tools for this year (through ESUs), and formal release time is being pursued for planning for next year, to be on par with other campuses.

- Murphy will work with D. Maduli-Williams and ask her to report back more frequently.
- Recommendation made to have SEEM Committee work on it.

B. Back to Campus Planning - L. Murphy

- Murphy noted that there have been a lot of communications from both the district and campus, and the content has led to some misunderstandings.
- Planning for return to campus in spring should be occurring in consultation with faculty, chairs and deans.
- Murphy reviewed the three considerations that are relevant to this transition:
 - a) The CBA does not allow more than 67 percent of faculty load to be taught in the online format. Extenuating circumstances can be discussed with department chairs and school deans on a case-by-case basis.
 - b) If a course doesn't have official DE approval on Curricunet, it cannot be taught online if the State of Emergency expires.
 - c) There have been no percentages/targets other than the 67 percent figure that have been put forth by the President, VPI, deans, or at the district level.
- Faculty should be working with their departments, considering equity issues and demand, and working on a schedule given these considerations.
- Arancibia called for a continuation of online meetings.
- Murphy noted that there are ongoing District Back to Campus Taskforce meetings and that these matters are being discussed.
- Petti suggested that faculty attend AFT meetings, as the topics of concern are being discussed there. He also said that, as of right now, faculty should plan to be back on campus in the spring.
- Kinsinger asked about faculty living with children under the age of five and what the process would be in the case of a positive test result. Murphy responded that individual circumstances should be discussed with individual chairs and deans.
- Carrasquillo spoke in support of Kinsinger's concern for more nuance in accommodating faculty whose family members' health is especially compromised or who cannot get vaccinated themselves due to being immuno-compromised.
- Kjartanson pointed out that she has been teaching on campus since June of 2020 and noted that, since it is the District that makes the policy and they do so based on CDC guidance, these should be followed by all.
- Clarke and Martin both commented on the Board of Trustees meeting at which the lack of parity between the teaching faculty and the counseling faculty was raised, as counselors are currently serving students remotely from their faculty offices.
- Igou noted that the Spring schedule needs to be created, and he asked for understanding as those schedules are being put together.
- Murphy pointed out that the students have been vocal about wanting a return to campus.
- This topic will be discussed further at future meetings.

C. Facilities Master Planning - L. Murphy

- A brief overview of the timeline for working on the Facilities Master Plan was made, and various stakeholders have given their input.
- The consultants will have additional focus groups for more input.
- Murphy will send out a summary of the meeting that took place and the PowerPoint from the presentation.
- Faculty who were unable to attend are encouraged to provide their input via a survey that will be distributed to all faculty.

D. District Academic Senate Council - L. Murphy

- Issues affecting SDCCD faculty as a whole have been discussed by the four Academic Senate Presidents in our district, but there is no codified process or structure to bring issues to the Board of Trustees as a group.
- The AS Presidents want to codify an AS Council at the district level. This could be formulated as a District AS--which would rely on consensus at all campuses--or (preferred) a formal council as a touchpoint for the District when 10 + 1 issues arise. Murphy noted that a collective faculty voice would be very beneficial on issues around which faculty agree.
- This could be extended to include AS Vice Presidents.
- Martin, as President-Elect, agreed that this is a valuable idea.
- Parelman inquired as to the topics that were currently being discussed. Murphy responded that the return to campus was among the major topics discussed; also discussed was educational software and problematic 10 + 1 issues.
- Murphy will discuss with the other AS Presidents and draft something for action. This will be brought back to a future meeting.

VII. Announcements and Public Comments

- A. Clarke requested that the link to support the late Farrel McMackins be posted in the chat and noted that this food service employee did die of Covid, leaving behind three children and a spouse. She also asked Petti to take it back to AFT for a donation request.
- B. Martin noted that the availability of the "Yes/No" buttons on Zoom had disappeared. Gloag will look into it.
- C. Carrasquillo noted that she attended the ASCCC Leading Institutional Change webinar in which equity in awarding student scholarships was discussed, and she expressed that this was worth exploring at Miramar. Manley also attended the webinar and agreed that this should be looked at. Demcho agreed that the development of criteria through the Financial Aid Office should be explored. Murphy suggested that we can at least start with our Academic Senate scholarships.

- D. Gloag and Brewster emphasized the importance of equity and that not every student has access to email. Brewster suggested that it might be addressed through the use of Pronto, to push information about the food pantry and other things that students who don't check email might be missing.

The meeting was adjourned at 5:00 pm. The next meeting will be on Oct 5th. Please submit agenda items to both Laura Murphy and Juli Bartolomei.

Respectfully submitted,
Angela Romero and Juli Bartolomei