

**Minutes – Miramar College Academic Senate**  
3:30-5:00pm      **Dec 07, 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, Judy Patacsil. Julia Kamp, Kevin Gallagher, Laura Gonzalez, Lisa Munoz, Mark Dinger, Mary Hart, Monica Demcho, Otto Dobre, Patti Manley, Rodrigo Gomez, Ryan Moore, Heather Paulson, Kathy Pickham, Leslie Marovich, Mary Woo

**Absent:** Isabelle Martin (proxy: M. Demcho), Kevin Petti, Lisa Brewster (proxy: P. Martin), Mary Kjartanson (proxy: D. Igou), Sheila Madrak (proxy: A. Lowe), Tanya Hertz, Desi Klaar, Najah Abdelkader, Wendy Kinsinger

**Other Attendees:** Adrian Gonzales, Brett Bell, Christopher Pell, Daniel Miramontez, Denise Maduli-Williams, Donnie Tran, Joan Thompson, John Landicho, Julio Garibay, Lisa Clarke, Mardi Parelman, Melissa Wolfson, Patricia Hunter, Rechelle Mojica, Rick Cassar, Tom Pickett, Juli Bartolomei

Meeting called to order at 3:31 pm.

**I. Adoption of Agenda**

- The agenda and Consent Calendar were adopted with one abstention, with the following change: A request that Consent Calendar Item E be pulled from the Consent Calendar and added to Business: Action Items. [Arancibia]

**II. Consent Calendar**

**A. Academic Senate Meeting Minutes from 19 Oct 2021**

**B. Spring 2022 AS Meetings Calendar**

**C. Approval for Continued Teleconferencing under AB 361 for Dec and Jan**

**D. Approval of ASCCC Hayward Award Nominees: David Wilhelm and Mary Klann**

**E. ConC Process for Appointment of Faculty to Faculty Screening Committees**

- This item was removed from the Consent Calendar and addressed as an Action Item.
- Martin discussed changes to item 4a in the ConC process regarding the DEI List. There have been discussions with HR and the Diversity Office about where the best place to house this list would be. The main update is that the list would be a living document housed in the College President's office for the time being.
- A motion to approve the process as amended was approved with one nay. [Carrasquillo]

**III. Executive Committee Reports**

**A. President - L. Murphy**

- Regina Stanback-Stroud Award Nominations Open
  - Murphy announced that this ASCCC award is open to a single faculty or group of faculty. Murphy will send out another reminder and asked that consideration be given to nominating either full or adjunct faculty members.
- Bachelor Degree Programs at Miramar
  - Deans should be working with chairs/faculty on identifying potential Bachelor Degree areas.
  - Current suggestions: Paralegal and Advanced Transportation.
- CE Student Pathways to Miramar
  - A grant has been submitted to work on pathways (not GP) to Miramar.
  - General pathways for CE students to funnel into degree programs at Miramar.
  - The focus is on CTE, under Dean Lopez.
- ACE Evaluator Opportunity for Faculty
  - American Council on Education (ACE) Evaluator opportunity for faculty to be involved in CPL (credit for prior learning) on which D. Short presented at a previous AS meeting. Interested faculty should contact VPI Odu.
- ESS 21-300-015 AB 705 English and Math Improvement Plans
  - From the State Chancellor's Office: Every college will submit an Equitable Placement and Completion Improvement Plan to document changes in placement practices and curricular structures that the college will implement to improve AB 705 implementation and maximize student success outcomes. Due 03/11/22.
  - VPI Odu is working with deans and faculty leads to begin work on the plan.
- RFF Allocations
  - BRDS has made allocations for available resources (\$219K) and faculty should work with chairs and deans to purchase.
- Other
  - Murphy reported that she has had meetings with the Professional Development Coordinator (L. Gonzalez), VPI Odu and AFT Mentoring Program Coordinator (A. Mata) to develop a faculty mentoring program. This will be brought to the College Council with an end goal of launching in Fall '22. A Program Coordination position is envisioned for the future.
  - Four faculty positions are available for a spring professional development opportunity in Onboarding development and design. An announcement has been sent out and the deadline for interested faculty members to apply is this Friday, December 10. Contact L. Brewster with questions.

- Murphy commented on her goals for her final months as AS President, emphasizing she would like to leave her AS work by focusing on student success and student priorities. Murphy said that she is working with the ASG President and wants to insert more of what students are asking for, noting that OER is a top item. Murphy also mentioned how culturally responsive syllabi affect student class choices.

**B. President-Elect - P. Martin**

- Confirmed Appointments to Committees and Call for Volunteers
  - Martin reported that there are still committee vacancies. Just one appointment has been made, and ConC will consider three more today. Martin asked senators to please check out the ConC website for vacancies. The website will be online this Thursday.
- SOCIETY
  - Martin gave a shout out to the Native Elders Workshop held by the IDEA committee.
  - Becca Bowers-Gentry was recognized for promoting transfer and internships for STEM students. Martin announced that a workshop was being held today.
  - Martin gave a shout out to the Music program.
  - Martin recognized Angela Boyd for her efforts on increasing the use of OER.
  - Martin encouraged everyone to attend the return to office and holiday luncheon event this Friday.

**C. Chair of Chairs - D. Igou**

- Update from Chairs and Enrollment Management Committees
  - Igou reported that the ASG President will be attending the next Chairs meeting to talk about OER.
  - Igou reported that the Chairs Committee brought the issue of safety on campus to the Deans Council. Igou said this grew out of concerns (particularly among evening duty deans) about security around the library and N building. The VPI will be bringing this issue to the College President. Igou stated that this matter will continue to be brought up until safety is addressed.
  - Igou reported that the issue of program leads doing uncompensated work was discussed at the Chairs meeting. Igou reported that he has informally surveyed campus chairs, and that different departments have differing views of “program lead.” The VPI is interested in learning more, and there will be future efforts to address this and figure out where responsibility lies and whether these should become formalized positions with compensation.
  - The next Chairs Committee meeting is Thursday, December 16.
  - Igou stated that the Enrollment Management Committee’s next meeting will be discussing growth and what we wish to see once we are off hold harmless.

**D. Treasurer - J. Alley**

- Alley reported a balance of \$1195.17.
- Alley thanked everyone who has sent in dues and reported that we have ample money to fund scholarships. Those who have yet to contribute are kindly asked to do so.

**E. Adjunct Representative - M. Martinez**

- Martinez reminded adjuncts to submit flex by December 13.

**IV. Reports**

**A. College Equity Efforts - All**

- Murphy reported that the college is now engaging with REACH and working to create more equitable outcomes for our adult student population.
- Patacsil reported that the LEAD office is meeting to coordinate the Planning Summit.
- The IDEA committee had a successful semester of events with great attendance. A shout out to committee members who helped plan the events. IDEA met last Friday for the last time this semester and will resume meetings in the spring.
- Martin reported that the Communications department has been working on updating its outcomes to reflect an emphasis on equity.

**B. Academic Success - D. Tran**

- Tran reported that the Academic Success Committee meets on the first Friday of the month and pointed out that this is their first semester. The committee has covered reports on AB705 and how placement in transfer level classes was more successful than placement in non-transfer level courses.
- The committee is also considering disseminating bus passes as well as snacks to students in a whole person approach to DEI issues across campus. A suggestion was made for the ASC to work with the food pantry on campus.

**C. SEEM - M. Wolfson**

- Wolfson reported that the committee reviewed and approved three proposals for funding: one for ELAC to meet the standards of AB705; one for math that was completed this fall; and one for math that has been approved for the spring.
- 32 percent of courses were zero cost in the fall and, for spring, they are aiming for 48 percent zero cost through “My Open Math” training workshops for Math faculty.
- Another project is focusing on master courses for statistics and college level algebra. SEEM has also worked on a research report on X-courses in English and Math.

**D. CFHPC: Faculty Hiring Prioritization List - D. Igou**

- Igou presented the tentative prioritized hiring list for 2021-2022, noting that there was a lot of discussion and questions about the process and that more discussions about the list will take place at College Council. The College President has the final say.
- The committee followed the modified process approved by AS. Ranking was based half on qualitative and half on quantitative data.
- Igou said that the College President had asked for a single list, as the year started out with two lists. This is the combined list. Igou explained that this is not a perfect process and that the committee will discuss how it can more accurately reflect needs across the campus.
- Murphy and Igou met with the College President and VPI to share information and discuss.
- There are 13 positions to fill.

**V. Business: Action Items**

**A. College Governance Handbook (CGH) Change Request for Participatory Governance Meeting Modality - L. Murphy**

- Legally, the Academic Senate and Associated Student Government, and associated subcommittees, are the only groups that are required to follow the Brown Act.
- The current College Governance Handbook states that ALL governance committees must follow the Brown Act.
- Intent of the change form developed by the College Council: Change CGH to identify specific areas of Brown Act necessary for participatory governance committees (reminder: does not apply to AS and ASG).
- Murphy reviewed the key points of the Brown Act that we would like to see all PGCs follow and explained that any standing or sub-committee of the Academic Senate must follow the Brown Act as it is required of AS. Currently, the CGH states that all committees must follow the Brown Act, which means the committees cannot meet in an online remote format unless they are willing to list each participant's location. Murphy explained that the College can decide regarding whether PGC's must follow that and asked whether the body should give more lenience to these committees.
- Woo asked for an example of a participatory governance committee. Murphy responded that the CGH lists all committees and includes committees like BRDS (Budget and Resource Development Subcommittee).
- Murphy explained that, as long as the State of Emergency continues, and the body votes every 30 days to continue remote meetings, that the AS can continue to meet on Zoom under AB361. Once the State of Emergency ends, the AS can no longer meet in this format.
- Carrasquillo moved to extend time on this item.
- A motion to support the change request passed unanimously. [Carrasquillo]

**B. PRIE Committee Recommendation for Mission Statement Cycle - D. Miramontez**

- Miramontez presented the mission statement cycle alignment, which includes the strategic planning cycle, the educational master plan cycle, the program review cycle, and the accreditation cycle. The current proposal is to extend the mission statement cycle to a 7-year review so that it aligns with the strategic planning cycle; in other words, adjust the planning cycle so it is aligned with the other cycles.
- A motion to approve the request to change the timeline passed unanimously. [Carrasquillo]

**C. Formal Request for Covid-19 Processes Flowchart for Students and Employees - L. Murphy**

- Murphy said that this item was raised at the last Senate Executive meeting.
- Murphy stated that she has requested a document or chart that will allow students and staff to navigate Covid-related processes upon the Spring 2022 return to campus. While acknowledging that this may be difficult to simplify or condense onto one page, Murphy asked the body whether it would like to make this request.
- Martin said that, while faculty and staff have received Covid-related documentation from the administration, there is substantial information to look through. Murphy noted that, at minimum, a table of contents would be helpful (to direct people where to go for information).
- Manley asked if there could also be signage posted to inform students of what to do in various situations; Arancibia noted that it may be difficult to create permanent information when circumstances are rapidly changing. Parelman suggested that this documentation be digital and include hyperlinks. Martin suggested the use of a QR code that would easily allow for updates and changes.
- Woo stated that Covid-related information was posted in all Fall 2021 syllabi for Biology and that, despite this, students who did contract Covid did not know what to do. Martin added that, when he experienced symptoms of illness, he had to navigate through large amounts of information to decide how to proceed.
- Clarke suggested that the document request have a timeline.
- Martin moved to extend time on this item and further discussion ensued.
- A motion to approve the request for a Covid-19 processes flowchart passed unanimously, with an amendment to have a deadline of the end of this year. [Arancibia]
- Murphy stated that she will move this forward from AS to the administration.

**D. College Wide Program Review and Outcomes Assessment Plan (1<sup>st</sup> Reading) - P. Manley**

- Manley presented the 2021-24 plan from PROAC, noting that the center and focus of the plan is on quality.
- The eight goals in the plan, as well as activities to achieve each goal, were reviewed. Activities are focused on training on how to create and assess quality outcomes (faculty and classified). Manley stated that this was approved at PRIE and that she presented this at Classified Senate today, as well as at College Council.

- Carrasquillo asked for clarification of the goal of providing increased support to faculty and classified professionals through the program review and outcomes assessment cycles.
- Looking at ways to help faculty create quality outcomes.
- Met with LEAD office to meet DEI/equity needs.
- Classified staff didn't feel like it had a voice, so this is trying to support their participation.
- Also trying to hire more hourly/PT classified employees to assist others (facilitator, faculty and classified).
- A goal is to increase cross-campus conversations.
- Murphy asked everyone to take this back to their departments and noted that it would be brought back to the AS for a second reading.

## VI. Business: Discussion Items

### A. Concerns Regarding Enforcement of the Mask Mandate on Campus - K. Gallagher

- Murphy opened the item stating that concerns have been raised and VPSS Gonzales is in attendance to address this item.
- Gallagher reviewed the District's policy on masking while on campus, noting that the Counseling faculty have been on campus since the beginning of the Fall 2021 semester.
- Gallagher said that the signage stating that masks must be worn while on campus has been stolen, replaced, and stolen again, repeatedly. The signs are now not present, and counselors have been repeatedly told by administration that they were ordered/on their way. Gallagher says that, while many students do wear masks, some do not. Some staff do not feel comfortable asking students to wear masks because there have been instances in which students become defiant when asked to mask, and it is not clear where staff should go to seek assistance in such cases. Gallagher said that there is unclear and conflicting information about whether and when campus police should be called. Gallagher also said that, as long as the signs are absent, students will assume that there is a no mask policy and that this has become a safety issue.
- Clarke explained that the lack of masking within the K-building has been brought up to their immediate supervisor and that nothing has come forth to address the situation. Clarke said that the VPI has not been involved in this.
- Hart explained that the librarians have also been back on campus and said that students there have been mask compliant.
- A motion to empower the AS (Murphy and Gallagher) to work with administration to make sure that the District's mask policy is enforced by the end of the Fall 2021 semester passed unanimously. [Arancibia]

## VII. Announcements and Public Comments

### A. VPSS Gonzales was then asked to share information regarding Discussion Item VI.A.

- Gonzales presented information explaining that there is a Covid-19 link on the District website and that the face mask requirement on all campuses is addressed there. Additionally, multiple emails regarding the mask requirement have gone out to students and banners have been posted.
- Gonzales clarified that people can take off masks outdoors with 6' distance, when alone in their workspace, while alone in a vehicle, and while eating while distanced.
- Gonzales further explained that most signs inside campus buildings remain, and that 13 sanitation stations are present throughout campus.
- Gonzales stated that the administration's plan for spring is similar to the fall, and that the emails and messaging will continue.
- Large banners have been ordered and these will be attached to buildings.
- In terms of enforcement, Gonzales stated that all faculty and staff must contribute to this effort, and that there are various levels of intervention. The first level is to request the student wear the mask. In the event the student becomes openly defiant, the police may be called. Gallagher stated that this is the same information that was given in October. Clarke stated that the administration is not enforcing the mask mandate and questioned whether safety concerns were being taken seriously.
- Gonzales stated that he very much supports the motions passed by the AS today and will continue to work with Murphy, Gallagher and anyone else who wants to help bring issues to his attention.

The meeting was adjourned at 5:36 pm. The next meeting will be on Feb 1<sup>st</sup>. Please submit agenda items to both Laura Murphy and Juli Bartolomei.

Respectfully submitted,  
Angela Romero and Juli Bartolomei