

College Council Meeting Minutes

San Diego Miramar College

02/08/22 • [Zoom](#) • 1:00 pm – 3:00 pm

Members: Wesley Lundburg (co-chair), Laura Murphy (co-chair), Brett Bell, Adrian Gonzales, Michael Odu, Pablo Martin, Sean Young, Val Sacro, Kurt Hill, Dan Igou (no proxy), Edward Borek, Mandie Hankinson (no proxy), and Emily Smith (no proxy)

Alternates: Daniel Miramontez, Jorge Morales (not present)

Vacancies: Administrators: None; Classified Senate: Alternate; Academic Senate: Alternate; ASG: None

- A. **Call to Order** – The meeting came to order at 1:04 pm.
- B. **Approval of Agenda and Minutes** – **Lundburg** reviewed the agenda. He noted that Murphy and Gonzalez would be late and asked if there were any objections to pushing their items back until they arrived. There were none. **Martin** made a motion to approve the 2-8-22 meeting agenda. Seconded by **Odu**. There was no further discussion. There were 7 yay votes, 0 nay votes, and 0 abstentions. The motion carried. The final draft minutes from the 12-14-21 meeting was reviewed. **Lundburg** noted the minutes reflect his approval of the faculty prioritized hiring list. **Martin** made a motion to approve the 12-14-21 meeting minutes as presented. Seconded by **Odu**. There was no further discussion. There were 7 yay votes, 0 nay votes, and 0 abstentions. The motion carried.
- C. **Public Comment** – There was no public comment.
- D. **Committee Reports/Other (2-3 minutes)**
 - **President's Report** – **Lundburg** reported that Chancellor's Cabinet has had discussion around vaccinations. There are a handful of contract employees with no form submitted; most of the employees with no form were Adjuncts and NACNEs without assignments. He continued that there is no update on the budget; we are continuing to wait for more information from the state. However, our annual budget development process is underway. He announced that he attended the Mira Mesa Town Council meeting last night and gave a report on behalf of the College. Enrollment is trending downward by 11%, which is on par with the other colleges in the area. There has been some uptick in the last few weeks, but not much. **Martin** asked if the District is doing anything about fraudulent students. **Gonzales** responded that the District has noticed some and has been working on algorithms to identify it. **Lundburg** added that student emails would also help with this and was happy to report its moving forward with a potential launch in the fall. The District is working on securing the funding and IT personnel.
 - **AS Report- Murphy** reported the AS had its first meeting last week; looking at finalizing the faculty appointment process. The ConC meets today and will be finalizing Miramar's faculty appointment for the District Police Advisory Board. There continues to be a big push for OER/zero cost textbooks and uniformity. She will be working with Borek and ASG on this matter. Lastly, she emphasized the need to center campus in our Guided Pathways work.
 - **CS Report** – **Young** stated the next meeting is scheduled on February 15th and the Classified Senate will be discussing most of what is on today's agenda and he had no other updates.
 - **ASG Report** – **Borek** stated ASG met last Friday. ASG will continue to work on advocacy for OER/zero cost textbooks this semester and coordinate voter registration drives. In addition, ASG will be codifying constitutional amendments to make them permanent. ASG is working with Dan Igou on an advocacy agenda so students will have a regular appearance at the Chairs Committee, as well as the Academic and Classified Senates. He announced ASG in-house elections will be this Friday; student application packets are due on Wednesday. There are a few new student clubs on campus included a Psychology club, Psi Beta (a Psychology Honors Society), and Miramar Flag Football Lab. There has also been talks of a club forming for students who plan to transfer to a UC. Lastly, he reported that students continue to see a need for more counseling services. The services provided have not been enough and have not been adequate. **Gonzales** added that we are down four counselors and so group session options are being explored for more general topics in an effort to free up time for one on one sessions. In terms of quality, it could be a training issue or general misunderstanding of expectations. He offered to meeting with Borek offline to delve deeper. **Borek** announced

there is a Black History Month Event on February 22nd from 12:00 pm – 2:00 pm at Compass Point.

- **Other** – There were no other reports.

E. Old Business:

#	Item	Initiator
1	<i>Accreditation (Standing item)</i> – Miramontez and Palma-Sanft reviewed the accreditation timeline. First round of responses will be due on April 13 th from the tri-chair teams; draft one will be distributed to the college on April 29 th . They noted the highlighted items are tentative and dependent on the District. The first public form will be hosted the week of May 9 th . Fall 2022 will focus on the second draft. Spring 2023 will be the third and final draft, which will route through the constituencies for approval and ultimately to the Board in the Summer. The report is due to ACCJC by August 1, 2023. The site visit will take place in March 2024. There were a few questions and some discussion. Lundburg thanked them for their work.	<i>Miramontez/ Palma-Sanft</i>

F. New Business:

#	Item	Initiator
1	<i>Program Initiation Process for bachelor's degrees</i> – Murphy stated a process was developed for the College to initiate new programs. She believes this is an appropriate time to begin the discussion. She has discussed it with Odu and is aware there are some areas considering bachelor's degrees. Odu added there are two programs; one under Dean Lopez and one under Dean Woods. Lopez stated that under the school of BTCWI, bachelor's degree programs are being considered for Advanced Transportation and Legal (and/or Paralegal). Woods stated that under the school of Public Safety, a bachelor's degree program is being considered for Emergency Management. Lundburg added that the submission deadlines are August 15 th and January 15 th . He stated that the state accepts 30 new programs per year so the odds are good for approval. Odu asked what the next step would be. Murphy stated that the workgroup needs to be developed. She will work with Lundburg and Odu to get it started.	<i>Murphy</i>
2	<i>Professional Development Plan (attachment)</i> – Gonzalez shared the first ever Professional Development Plan. She noted that she worked with the Professional Development Committee and Dean Barnard on it. The goal today is for feedback and ultimately approval. The plan will go through the approval process every three years but it will be reviewed by the PDC every year. Bell thanked Gonzalez for this plan; he's been waiting a long time for something like this and it's a good start. He made a point of clarification that the PDC does have a line item budget through BRDS, specifically for events, speakers and supervisor training and is reviewed annually. Gonzalez clarified that she misspoke, that fund is included in the coordinator manual, she was referring to general budget without limitations. Murphy stated, since it is the first plan, she needs to bring it to AS for review and approval. She asked if there was a timeline and preferred method for feedback. Gonzalez responded that there wasn't a strict timeline and suggested a google doc for feedback. She will work with Murphy offline and the PD plan will come back for final approval by College Council, when ready.	<i>L. Gonzalez</i>
3	<i>Mission Statement Review Alignment Cycle (attachment)</i> – Miramontez briefly reviewed the mission statement review alignment cycle. He stated this has gone to the constituency groups and asked for an update, noting the managers have approved. Young confirmed the Classified Senate has approved it. Murphy confirmed the Academic Senate has also approved it. Borek add that this will go to ASG and an informational item. It was approved under Azai, so unless there are significant changes, it can move forward. Martin made a motion to approve the mission statement review alignment cycle. Seconded by Borek . There was no further discussion. There were 9 yay votes, 0 nay votes, and 0 abstentions. <u>The motion carried.</u>	<i>Miramontez</i>
4	<i>2021-2024 Program Review & Outcomes Assessment Draft Plan (attachment)</i> – Miramontez asked if there was a status update from the constituencies on this item. He shared that it was approved by the Managers. Young stated that it is up for approval at the next meeting on February 15 th . Murphy stated it will also be on the February 15 th agenda. Miramontez thanked them and asked that this item be brought to the next College Council meeting for final approval. Lundburg confirmed.	<i>Miramontez</i>
5	<i>Student Centered Integrated Planning (attachment)</i> – Miramontez reviewed the institutional effectiveness framework and reminded everyone we are always working on some aspect. This requires a deeper dive at what this looks like for our college. He reviewed the six student success factors and explained their importance with the Guided Pathways redesign. The goal is to create Miramar specific crosswalks, which leads to action items and feeds back into our planning. He wanted to make sure we have a general idea of how	<i>Miramontez</i>

everything works and that we are all doing our part in moving it forward. This lead to a more robust discussion.	
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- G. Announcements** – There were no announcements.
- H. Adjourn** – The meeting adjourned at 2:35 pm.
- I. Next Scheduled Meeting:** *Tuesday, February 22nd, 2022 from 1:00 pm – 3:00 pm via Zoom*

Link to recording:

https://cccconfer.zoom.us/rec/share/K7n_ED8ub7de6lcKvHRSFVR_KYVPkmDh1Ct4b7yBceFewZTXpangE_OE6OVrkN6mb.WRjJTCh3k85rf6Po