

College Council Meeting Minutes

San Diego Miramar College

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

Members: Wesley Lundburg (proxy), Laura Murphy (co-chair), Brett Bell, Adrian Gonzales, Michael Odu, Pablo Martin, Sean Young (1:37 pm), Val Sacro, Kurt Hill (1:09 pm), Dan Igou, Edward Borek, Mandie Hankinson (no proxy), and Emily Smith (no proxy)

Alternates: Daniel Miramontez, Jorge Morales (not present)

Guests: Patti Manley, Jesse Lopez, Claudia Estrada-Howell, Cheryl Barnard, Linda Woods, and Tiffany Howell

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

- A. Call to Order** – The meeting was called to order at 1:06 pm.
- B. Approval of Agenda and Minutes** – **Martin** made a motion to approve the 2-22-22 meeting agenda. Seconded by **Borek**. There was no discussion. There were 8 yay votes, 0 nay votes, and 0 abstentions. The motion carried. The 2-08-22 draft minutes were reviewed. **Igou** requested to add “with” before his name under the ASG report. **Martin** made a motion to approve the 2-08-22 minutes with this change. Seconded by **Odu**. There was no further discussion. There were 8 yay votes, 0 nay votes, and 1 abstention. The motion carried.
- C. Public Comment** – There was no public comment.
- D. Committee Reports/Other (2-3 minutes)**
- **President’s Report** – **Gonzales** stated he is serving as Lundburg’s proxy for this meeting however, he didn’t share anything specific with him. He turned it over to **Bell** who attend Chancellor’s Cabinet on his behalf this morning. **Bell** stated that Chancellor’s Cabinet is discussing strategies for commencement ceremonies in May. There was also discussion about applications for the Promise program being down. Additionally, Cabinet is beginning to explore how to retain and use an alumni list. He shared that Strong Workforce will be hiring an Employer Relations Liaison. Lastly, he announced that due to the staffing shortage, Food Services cannot open in the evening.
 - **AS Report** – **Murphy** reported that the Academic Senate is working on funding requests, the website task force recommendations, the program viability task force appointments, and are also discussing the early alert system, student fraud issues and managing wait lists. Lastly, they are working on the AB705 implementation report.
 - **CS Report** – **Young** stated that the next meeting is March 1st. There was nothing else to report that wasn’t already on the agenda.
 - **ASG Report** – **Borek** reported that ASG just had in-house elections; there are 6 new senators, though 1 resigned so there is a vacant position. The Black History Month event is taking place right now. ASG will also be selecting a student to attend a conference in Sacramento, CA. He continued that ASG will work with Student Affairs to have more on-campus events this semester. He will be meeting with VC Topham and Chancellor Cortez regarding a non-profit called [Think Dignity](#), which provides hygiene, nutrition and legal advocacy to people experiencing homelessness.
 - **Other** – **Gonzales** announced that HACU’s annual conference is in San Diego in October. The college will support faculty, staff and students to attend the event. There will be more information to come.

E. Old Business:

#	Item	Initiator
1	Accreditation (Standing item) – Miramontez reported that he and Palma-Sanft are available to the tri-chairs and encouraged anyone who needs assistance to reach out. There has also been follow up with the District on their parts of this process and they are getting flushed out.	Miramontez/ Palma-Sanft

F. New Business:

#	Item	Initiator
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<p>1 ACTION: 2021-2024 Program Review & Outcomes Assessment Draft Plan (attachment) – Miramontez asked if all the constituencies have approved the plan. Manley pointed out that this isn't going to ASG until Friday. Borek responded that the plan was approved last year under Sanam Azai and it is coming to ASG on Friday as an informational item. Miramontez asked if there were any questions or concerns about the plan. Igou made a motion to approve the 2021-2024 Program Review and Outcomes Assessment Plan. Seconded by Borek. Murphy stated there were some edits from Odu's comments at the AS meeting on Tuesday; it doesn't change the intent but there was concern about how "quality" would be defined. A statement at the beginning was suggested. Martin brought forward a few edits that were sent to him, including: changing the word "monitoring" to "reviewing" in bullet two under goal one, changing the word "update" to "up" in bullet eight under goal seven, and adding "as requested or as needed" to the end of bullet seven under goal eight. Miramontez stated the plan is to showcase quality at the planning summit to ensure a common understanding of a quality program view versus having separate processes. Gonzales called the motion to a vote and to include the edits. There was no further discussion. There were 8 yay votes, 0 nay votes, and 0 abstentions. <u>The motion carried.</u></p>	<p><i>Miramontez</i></p>
<p>2 <i>Program Initiation Process for bachelor's degrees</i> – Murphy asked if College Council would like to set a deadline for getting the groups established. Gonzales suggested that Odu put together an overview of the program and process. Murphy responded that would be fine but also felt it can be done so congruently. Kunst shared the Program Viability Review process. Odu clarified that the ask is to put the group together now. Murphy responded yes, we shouldn't wait; proposals are due in August and faculty are off contract in the summer. She felt that we needed to be mindful of the different programs. We should set a deadline to establish the membership. Odu asked if it was one group or three groups. Murphy responded that it seems separate to her. Young asked if the group needed to be formed by the end of March. Gonzales stated the next College Council meeting is March 8th and asked if that deadline was okay. Martin wondered if creating a larger group, would save people some time. There was some discussion around this but ultimately, it was agreed that at the next meeting each of the constituent leaders would provide a list of recommended participants for each of the three program viability workgroups.</p>	<p><i>Murphy</i></p>
<p>3 <i>Guided Pathways Grant</i> – Odu shared that the i3 Innovation grant, from Guided Pathways, will be used to fund faculty for a mentoring program for interest areas. He shared that the grant came along from the State Chancellor's Office and decided to go for it. He reported that STEM and Humanities were submitted today and will find out in a month if they are approved. Bell asked who will manage the grant. Odu responded that there will be an instructional manager assigned.</p>	<p><i>Odu/ Gonzales</i></p>
<p>4 <i>Assessment Software</i> – Murphy recalled that an Assessment Software survey went out in December but she hasn't seen the results or next steps. She is aware that dialogue is happening at the District but she would like to know where we are as a College on this item. Miramontez responded that it has been a districtwide effort that was led by Mesa College. A task force was assembled, with representation from the Colleges, to review four different software via sandboxes. He added that our contract with Taskstream, the current software, was scheduled to end last year but we decided to extend the contract for one year (Dec. 2022). The task force will make a recommendation to Chancellor's Cabinet; conversation is happening at the District. Murphy asked about the sandboxes and who they were sent to because she wasn't aware that it was sent to faculty, who are the end users. She reminded the council that prior to the acquisition of Taskstream, the entire college and constituencies were engaged in review of the platform and were asked for input. Miramontez responded that the sandboxes were made available to the task force members and occurred this past fall. This is what the recommendation was based on and went to the Program Review Subcommittee and PRIEC. Manley also clarified that this topic was not on either City or Mesas' AS agendas. Murphy stated she was concerned about the deviation from process and who represented Miramar, considering that committees and subcommittees make recommendations that eventually have to come through the College Council. Manley responded that she, Miramontez, Xi, and Gloag were involved; collectively the colleges made a list of needs and concerns. Gonzales asked Miramontez and Manley to take to the concerns back to the task force. Miramontez confirmed. Manley appreciates this as a learning opportunity for the link of communication. Gonzales added that we may want to consider a process or standard for the future.</p>	<p><i>Odu/Murphy</i></p>
<p>5 <i>Planning Summit 2022 (attachment)</i> – Miramontez shared the planning summit flyer. The annual planning summit is scheduled on Friday, March 18th from 9:00 am – 3:00 pm via zoom. The focus will be on quality program review, breaking down silos, and action planning. Please RSVP by March 11th.</p>	<p><i>Miramontez</i></p>
<p>6 <i>ACCJC Annual Report 2022 (attachment)</i> – Miramontez reviewed the form. He is working on gathering the data to populate it. He stated that there have not been any significant changes to it. He will bring this back to a March meeting when it is ready for approval and submission.</p>	<p><i>Miramontez</i></p>
<p>7 <i>Facilities Master Plan Presentation (2:30 – 3:00 pm)</i> – Bell shared that the Facilities, Health and Safety</p>	<p><i>Bell</i></p>

<p>committee have been leading the facilities master planning. The consultants, Steinberg Hart, have gone to each constituency twice, including College Council. This is close to the final recommendations and there will be an opportunity at the end of the presentation today for questions and any additional feedback. To watch Steinberg Hart's presentation, click on the recording link below (1:12:32 – 1:34:29). Bell thanked Steinburg Hart and opened to floor up to any questions or additional feedback. Borek confirmed that ASG had no other feedback. Young confirmed that the Classified Senate has had no other feedback. Murphy asked if there are adjunct faculty spaces. Bell responded that there are spaces intended for it in the new buildings but specifics are done in the programming stage.</p>	
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- G. **Announcements** – There were no announcements.
- H. **Adjourn** – **Murphy** made a motion to adjourn. Seconded by **Odu**. There were no objections. The meeting adjourned at 2:48 pm.
- I. **Next Scheduled Meeting:** *Tuesday, March 8th, 2022 from 1:00 pm – 2:30 pm via Zoom/L-108*

Link to the recording: https://cccconfer.zoom.us/rec/share/RTaBpkajcf-h4HQaFdiJENNuClnOrDfZ3wkyHf1ZqJP_bfdm9F8tex2oO6DTpDwp.-dQPLen63NtVbvY7