

**Minutes – Miramar College Academic Senate**  
3:30-5:00pm      **Mar 15, 2022**      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, Cyndie Gilley, Dan Smith, David Halttunen, Dawn DiMarzo, Isabelle Martin, Julia Kamp, Kevin Gallagher, Kevin Petti, Laura Gonzalez, Lisa Brewster, Lisa Munoz, Mark Dinger, Mary Hart, Mary Kjartanson, Monica Demcho, Otto Dobre, Patti Manley, Randy Claros, Rodrigo Gomez, Ryan Moore, Scott Moller, Sheila Madrak, Desi Klaar, Heather Paulson, Kathy Pickham, Leslie Marovich, Mary Woo, Najah Abdelkader, Yolanda Yslas-Thompson

**Absent:** Channing Booth, Wahid Hamidy

**Other Attendees:** Alex Stiller-Shulman, Matthew Cain, Mardi Parelman, Gabi Mansfield, Kurt Hill, Donnie Tran, Mara Palma-Sanft, Jesse Lopez, Juli Bartolomei

Meeting was called to order at 3:31 p.m.

**I. Adoption of Agenda**

- The agenda and Consent Calendar were unanimously adopted unchanged. [Woo]

**II. Consent Calendar**

- A. **Academic Senate Meeting Minutes from 01 Mar 2022**
- B. **Professional Development Plan**

**III. Executive Committee Reports**

**A. President - L. Murphy**

- Program Viability Review update
  - Murphy reported that two programs, Emergency Management and Paralegal, have been identified for potential Bachelor's degree programs.
  - Murphy made a callout for a Student Services counseling faculty member to serve in the Paralegal workgroup.
- Response to ASG ZTC Resolution
  - Reminding the body that this was supported, Murphy stated that specific actions for implementation of this resolution are now needed. Examples might include hiring a NANCE or adjunct for library OER work or using HEERF funding for textbooks.
- ASCCC Resolutions for Discussion at Area D Meeting (19 March)
  - Murphy reported that the ASCCC plenary will be in April and the Area D meeting is this Saturday. Resolutions coming forward to the state will be reviewed at the Area D meeting and Murphy encouraged senators to review these resolutions and/or to consider writing their own resolutions.
- Remote Work Flexibility program requirements
  - Murphy reported that an email on this program went out from Greg Smith and there was a follow-up email from the College President. Murphy said that the administration wants to make sure that the process for evaluating remote work requests is done consistently. Murphy encouraged anyone interested in remote work to reach out to their supervisors.
  - A question regarding whether this applies to just to classified was asked, and Murphy responded that both faculty and classified staff can apply for this program. We need to evaluate requests in light of “are we actually doing service for our students.” Murphy noted that there is confusion as to whether every single faculty member must use the remote work form and stated she is awaiting official word on that.
- April AS meeting update
  - The plan is to hold AS meetings in the L-105 auditorium in hybrid format, with a Zoom option. The only question is whether there will still be a State of Emergency in place. As it stands, it looks as if the State of Emergency will remain in place; if it does not expire, the AS can vote under AB-361 to continue the remote option without the Brown Act requirement to identify the location of the teleconferencing sites. Once the State of Emergency ends, we can no longer use AB-361 and will need to comply with the Brown Act requirements. Murphy will follow up with any changes.
  - P. Martin asked whether a separate meeting will be held to vote on extending the remote option for another 30 days, as per AB-361. Murphy reminded the body that they had previously requested to add the 30-day extension vote to each month's Consent Calendar and that is what the AS has been doing.
- Other
  - Murphy reported that district strategic planning efforts are still underway. There is a campus *charette* in which input from the Miramar community will be solicited on March 16 at 9 a.m. Registration is required. J. Patacsil and President Lundburg have asked for volunteer note-takers for this event.

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

- Committee on Committees Update
  - Martin reported that the screening committee for the computer position was approved.
- AS Elections Committee Update
  - M. Parelman and D. Klaar have volunteered. A third member for this committee is being sought.

- AS Amendments and Bylaws Committee Update
  - Martin solicited input regarding thoughts or proposed changes to the AS Constitution and Bylaws. Input can be communicated to Martin via email and an open forum will take place next Tuesday from 2:30-3:30 p.m. via Zoom.
- SOCIETY
  - A shout-out was made to faculty who participated in the Miramar presentation at the BOT meeting last week. Specific recognition was given to L. Brewster and L. Gonzalez.
  - Martin encouraged faculty to attend the Miramar *Charette*.
  - The USU student club is reestablishing itself, and those who are interested should reach out to L. Pecenco or L. Gonzalez.

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

- Igou reported that the first hurdle to participation in the enrollment management program has been met and efforts continue.
- The CHFPC workgroup met to discuss changes in their process; a special meeting will be held this coming Thursday.
- The Chairs Committee will be having a special election in April; Igou specified that he is stepping aside as Chair of Chairs for *workplace* and not *workload* issues.

**D. Treasurer - J. Alley**

- Alley reported a balance of \$1337.97. Of this, \$600 will go toward scholarships.

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

- No report.

**IV. Reports**

**A. College Equity Efforts - All**

- Murphy reported that the college is starting work on the new College Equity Plan. This should be moving through various committees and groups soon.
- L. Gonzalez reported that the NAIS (Native American and Indigenous Studies) subject indicator has gone through the entire approval process and has been approved at the district.

**B. Curriculum - A. Stiller-Shulman**

- Stiller-Shulman reported that a lot of progress has been made in the NAIS subject area and acknowledged the efforts of L. Pecenco and L. Gonzalez.
- The district would like to adopt CurriQunet Meta, and anyone with questions or comments should go directly to Dean Shelly Hess at Instructional Services.
- The draft catalog for 2022-2023 is available and faculty are encouraged to review it.

**C. Program Review and Outcomes Assessment Committee - P. Manley**

- Manley reported that the 2021-2024 program review calendar has been approved by the PROAS. Program review is due on April 15 and additional deadlines are being added.
- The Program Review and Outcomes Guide will be coming out after the summit. This will be helpful in completing the program review process.
- There are two upcoming *Coaches Workshops* on March 23 and April 11. A video on how to add to Taskstream will be forthcoming.
- Manley is working on a Google site for program review and outcomes where information and documents can be accessed.

**V. Business: Action Items**

**A. Website Taskforce Recommendations (2<sup>nd</sup> Reading) - K. Hill**

- Motion to reorder the agenda to address this item before reports approved with no objections. [P. Martin]
- The charge of the website taskforce was to provide recommendations to improve website content accuracy and currency.
- L. Marovich asked whether a webmaster position had been considered, as that is how it is done at many other institutions. Hill responded that we have a web developer but that the departments need to be responsible for their own content, as that is not a web developer's job.
- Murphy said that it would be helpful to have a single point of contact when elements of the website are problematic and that this person should make changes to the website if inaccurate content or other issues are identified.
- Demcho commented that a webmaster was needed to add cohesion to the website so that it was more easily navigable by students.
- L. Brewster asked whether every person in every program would have the same capabilities to work on the website.
- Murphy stated that this would be brought back to the next meeting and asked that feedback be forwarded to P. Martin and K. Hill ahead of time.

**B. HyFlex Courses (1<sup>st</sup> Reading) - A. Gloag**

- Gloag reported on discussions regarding HyFlex, beginning with the definition of a true "HyFlex" class. Essentially, HyFlex offers three different modalities (asynchronous, synchronous/online, and face to face) simultaneously and allows the learner to choose between those modalities on a session-by-session basis.

- Gloag said that it is recommended that faculty begin with just two modalities, as doing all three is initially very difficult. Gloag reported on her own experience teaching HyFlex. Continuing Education is offering approximately 40 HyFlex classes each semester. The online faculty mentor from CE will be visiting the DE Standards Subcommittee this week.
- The DESC is recommending:
  - 1) A task force to examine the pros and cons of HyFlex courses.
  - 2) Piloting a few courses and offering training for interested instructors.
  - 3) Establishing a baseline of adequate equipment to run a HyFlex course.
  - 4) HyFlex should be a team-teaching activity (two instructors OR one instructor with a teaching aid).
- Gloag requested that senators take this back to their departments for questions and to determine whether there is interest in HyFlex.
- P. Manley asked whether a HyFlex course would count as part of a faculty's online course load that is capped at .67 in the CBA. Manley also asked how these classes would be funded.
- Gloag said that, last year, there was a side letter related to this and noted that Jim Mahler went to CE to discuss this.
- K. Petti said that the narrative is not accurate and that HyFlex courses will not be counted as part of a faculty's online course load. Petti also stated that the .67 is always open to being raised and that there is more flexibility than people realize.
- Gloag stated that she did not know who would fund this. Cost per class is a minimum of \$10K, and likely more, so it is not feasible to do it from a department or school budget.
- Murphy reported that there is an effort to look at creating one HyFlex classroom per school and that there is the potential for using HEERF funding.
- O. Dobre reported that one class in Business is being taught as HyFlex.
- This will come back to the next meeting.

## **VI. Business: Discussion Items**

### **A. Guided Pathways Program Mapper and Website - L. Brewster**

- M. Cain reported on responsibility for updating course sequences in the program mapper, the program page on the website, and renaming the "Discover Your Path" page (which will be the Guided Pathways homepage).
- Cain shared how other colleges have implemented the program mapper, since the college will need to develop a long-term maintenance plan.
- Brewster asked senators to discuss this with their departments to determine how this should be done so that GP can make recommendations.
- Cain noted that those who are unfamiliar with the program mapper can email him directly and he will walk departments through a sample of what an award looks like within the program mapper.
- Brewster encouraged faculty to look at their web pages and get involved in updating them, especially with regard to renaming "Discover Your Path."
- Murphy stated that there is a need for a clear and robust plan for supporting the website.
- Cain showed the Exercise and Nutritional Sciences web page.
- Brewster stated that the SOAA report is due in mid-April, shared the document with updates, and added a link in the chat. Brewster requested that senators bring it to their departments and provide feedback. Brewster will come back to the AS in April with the final report.

### **B. HEERF Funding Requests - L. Murphy**

- Murphy explained that there have been multiple rounds of HEERF funding and said that a lot of money remains to support students and the college. Murphy encouraged faculty to get engaged in this. HEERF III will require an extension to spend down funds for direct student aid and institutional aid.
- While HEERF II and HEERF III were originally intended as emergency financial aid, Murphy went over the additional uses for these funds, including reengagement of students, additional class sections, campus safety, purchasing equipment and supplies to reduce the number of students sharing in a class, replacing lost revenue from academic and auxiliary services, faculty and staff training, and the purchasing of equipment.
- There will be a HEERF Open Forum this Thursday, March 17, and a HEERF II Request Form has been sent out by VPA Bell. The deadline for submission is March 25, 2022.
- L. Marovich asked for more explanation on emergency grants. Murphy responded that direct aid was distributed to students via an app (due to fraud), but that she is not clear if there will be another round. M. Demcho noted that direct rental assistance is currently being offered, noting that there are far more eligible students than those who apply.
- Motion to extend time approved with no objection. [Manley]
- Demcho stated that current office desktops are insufficient to run the current programs and technology available to serve students.
- Murphy encouraged faculty to submit requests, as funding is available.
- Murphy will share questions and concerns at the open forum.

### **C. Back to Campus Planning - L. Murphy**

- Murphy noted that gaining clarity on the remote work program was a priority and that she will report back.
- L. Brewster stated that the etiquette of scheduling meetings between Zoom and in-person needs to be discussed collegewide (meetings are currently scheduled back-to-back). Murphy mentioned that VP Gonzales should be working on a meetings calendar and that the issue is important and needs to be taken to College Council.

**VII. Announcements and Public Comments**

A. None

The meeting was adjourned at 5:00 p.m. The next meeting will be on April 5<sup>th</sup>. Please submit agenda items to both Laura Murphy and Juli Bartolomei.

Respectfully submitted,  
Angela Romero and Juli Bartolomei