



# San Diego Miramar College Academic Senate Meeting

September 20  
2022-23 Academic Year

Attending for Flex credit? Email [jalley@sdccd.edu](mailto:jalley@sdccd.edu) or [jbartolo@sdccd.edu](mailto:jbartolo@sdccd.edu)





## 2. Agenda Overview

1. Call to Order
2. Approval of Agenda
3. Consent Calendar
4. Public Comments
5. Action Items
  1. Follow-Up on the Adjunct Senator Election
6. Discussion Items
  1. Web Academy
  2. Faculty Representation at A.S.
3. Scheduling and College Hour
7. Reports
  1. Executive Committee Reports
  2. Special Reports
    - a. Accreditation Update
    - b. A.O. Report on AB 928
8. Announcements
9. Adjournment



## 4. Public Comments (10 min)

- Limited to topics not on the agenda
- 3 min. per speaker
- To be continued at the end of the meeting if necessary



## 5. Action Items

### 5.1. Follow-up on Adjunct Senator Election for 2022-23 Academic Senate - Amy Alsup (3 min)

1. Adjunct Academic Senator elections (2 seat vacancy after 9/6 AS meeting, where 5 adjunct candidates were appointed by acclamation)
2. Another call for nominations went out to DLs (Miramar Adjuncts and Chairs)
3. 9/7, reminder 9/12
4. closed 9/13 to allow for election if needed



## 5.1 Adjunct Senator Election

Three additional nominees were received and have been presented, via email, to Miramar's adjunct faculty for a vote:

1. Crystal Rodriguez: Counseling Adjunct (L.A., S.S. Division)
2. Kristen Everhart: Communication Studies Adjunct (L.A.)
3. Natalie Bickett: Biology Adjunct (MBEPS)

**Votes are due Friday, September 23rd @ 11:59 p.m.**

The link to the ballot for all adjunct faculty to vote is:

[https://docs.google.com/forms/d/1IjtqYNrRFxpabTmR1Aqj4lEJJ4\\_1zpOhwg-8hldVK4o/viewform?ts=63221a68&edit\\_requested=true](https://docs.google.com/forms/d/1IjtqYNrRFxpabTmR1Aqj4lEJJ4_1zpOhwg-8hldVK4o/viewform?ts=63221a68&edit_requested=true)

## 6.1 Discussion Items (Kurt Hill)

# Web Academy for Managers





# Procedures

- Managers approve content authors in their areas
- Content authors must be approved prior to training
- Certain high-level pages need special approvals:
  - Program pages require VPI approval of content authors
  - Home Page changes/posts requires PIO approval
- Once approved Web Services creates account & access and arranges training



# Resources

- <https://sdmiramar.edu/services/website-services>
- Information on variety of common tasks
- How-to videos
- Style guide



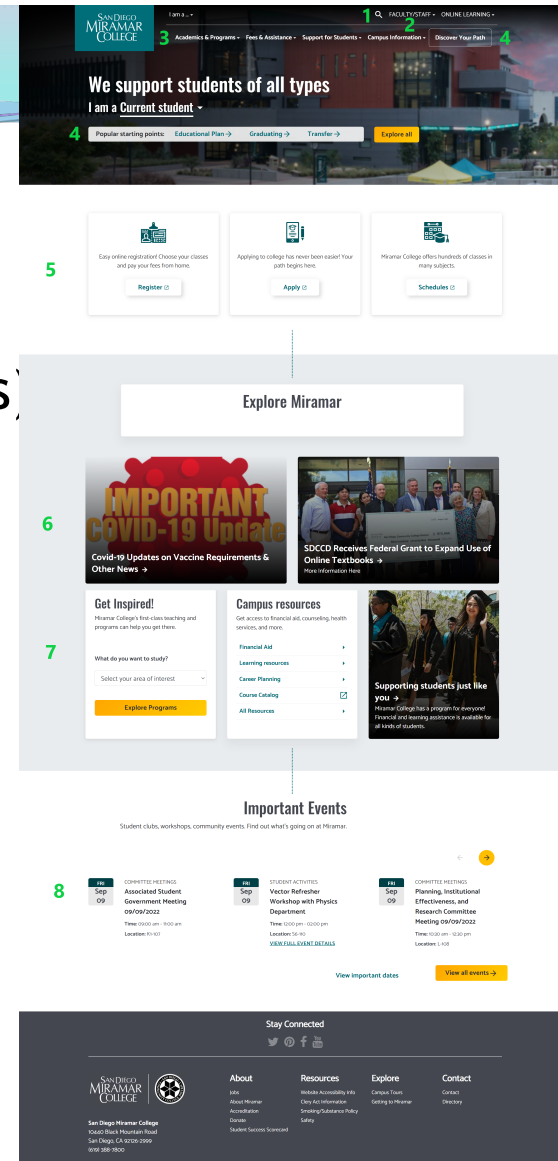


# How to Navigate Website

- Faculty & staff resource home page link
  - First item (“Resources for Employees”) is general portal
- Students can access general portal via “Support for Students” main menu item, and then “All Resources”
- Search function
- Directory
  - People
  - Academic Departments
  - Service Departments

# Website functions

1. Search functionality (click on the Magnifying Glass)
2. Faculty Staff Resources & quick links next to search
3. Main Menu (Student Focused)
4. Pathway Links
5. Major Calls to Action
6. Important News Area (Two Stories)
7. Additional Messaging Triptych
8. Important Events Calendar (Consider expanding?)



# Campus Calendar

1. Search Function  
Can search for keywords in calendar events
2. Categories Filter
3. Pager (common element)

NOTE: We currently have too many categories.

The screenshot displays the San Diego Miramar College Campus Calendar interface. At the top, the college logo and navigation links are visible. The main heading is "Campus Calendar" with a sub-heading "Student Life, Activities, Dates & Deadlines." Below this, there is a search bar and a filter menu. The filter menu is expanded, showing 14 categories: Athletics, Deadline, Diversity/Equity/Inclusion, Hourglass Complex, Internal College Activities, Student Services, Civic Center Activities, Committee Meetings, Community Events, and Important Events. The calendar view shows the month of September 2022. A list of events is displayed, each with a date, time, location, and a brief description. The events include: "Final Year Transfer Checklist" on Sep 12, "Build Your Resume through Student Leadership & Involvement" on Sep 12, "Mindful Monday" on Sep 12, "Professional Advancement Committee Meeting" on Sep 12, "Student Affairs Open House" on Sep 14, and "How to Thrive in College" on Sep 14. The page also features a pager at the bottom of the event list and a footer with contact information and a navigation menu.



# Current Projects

Enhance calendar functionality

- Add 2<sup>nd</sup> row to homepage for other events?

Departmental Consistination

- Web services will be engaging directly with service departments to focus on standards and improvements

Search functionality

- Will be implementing closed-taxonomy with departments to enhance search... Experimental. May cause Earth to plunge into the Sun.



# Forms

- You may not be aware we can implement webforms
  - We can
- Generally, we won't do sensitive information (SSN, Credit Card, etc.)
- Form results can be emailed or encrypted/stored for review/download (CSV)
- We can train you to do forms, or we can create them for you



# Request Fixes

## Process:

- Content
  - Content errors, department hours, personnel, etc. handled by department/area staff
  - Events are handled at the department/school level
  - Campus directory: Reprographics
- Top level Pages can vary
  - Home page: PIO
  - Program Pages VPI
- General enhancement requests
  - Discuss directly with Web Services



# Website Enhancements

- WORK WITH WEB SERVICES FIRST
- Many departments are independently engaging with 3rd party vendors for services (chatpots, forms, etc)
- Not a "free-for-all", most such services require code injection on our site.
- Sometimes people just assume our website doesn't do that, but it almost certainly can
- Work with web services first



# Ongoing Issues

- Communication
  - Information about processes & features not being shared?
  - Faculty Staff continue to reach out to Web Services directly for access
  - Lack of awareness about calendar
- Functionality
  - Large hero images push content “below the fold”
- Institutional
  - No clear top-level guidance on important messaging
  - Need strategic website messaging/strategy calendar





## 6.2 Faculty Representation at A.S.

- We're providing an optional tally sheet to facilitate comprehensive faculty representation on A.S. votes
- How do we ensure adjunct faculty representation on A.S. votes? (Any folx interested in brainstorming ideas? Please contact Pablo.)
- *See sample ballot on the next page*

# 6.2

<b>Issue 1: [description and slideshow reference here]</b>				
Faculty 1:	Yes:	No:	Abstain:	Unknown:
Faculty 2:	Yes:	No:	Abstain:	Unknown:
Faculty 3:	Yes:	No:	Abstain:	Unknown:
Faculty 4:	Yes:	No:	Abstain:	Unknown:
Faculty 5:	Yes:	No:	Abstain:	Unknown:
Faculty 6:	Yes:	No:	Abstain:	Unknown:
Faculty 7:	Yes:	No:	Abstain:	Unknown:
<b>Issue 2: [description and slideshow reference here]</b>				
Faculty 1:	Yes:	No:	Abstain:	Unknown:
Faculty 2:	Yes:	No:	Abstain:	Unknown:
Faculty 3:	Yes:	No:	Abstain:	Unknown:
Faculty 4:	Yes:	No:	Abstain:	Unknown:
Faculty 5:	Yes:	No:	Abstain:	Unknown:
Faculty 6:	Yes:	No:	Abstain:	Unknown:
Faculty 7:	Yes:	No:	Abstain:	Unknown:
<b>Issue 3: [description and slideshow reference here]</b>				
Faculty 1:	Yes:	No:	Abstain:	Unknown:
Faculty 2:	Yes:	No:	Abstain:	Unknown:
Faculty 3:	Yes:	No:	Abstain:	Unknown:
Faculty 4:	Yes:	No:	Abstain:	Unknown:
Faculty 5:	Yes:	No:	Abstain:	Unknown:
Faculty 6:	Yes:	No:	Abstain:	Unknown:
Faculty 7:	Yes:	No:	Abstain:	Unknown:
<b>Issue 4: [description and slideshow reference here]</b>				
Faculty 1:	Yes:	No:	Abstain:	Unknown:
Faculty 2:	Yes:	No:	Abstain:	Unknown:
Faculty 3:	Yes:	No:	Abstain:	Unknown:
Faculty 4:	Yes:	No:	Abstain:	Unknown:
Faculty 5:	Yes:	No:	Abstain:	Unknown:

A brief description of the issue up for vote will be provided. And a reference to the slide from the most recent AS meeting will appear here as well.

Space for you to record your colleagues' votes are provided below



## 6.3 Scheduling and College Hour (Brit Hyland)

- There have been challenges scheduling 4 and 5-unit science lecture/lab classes in a way that would leave the College Hour block of time completely free.
- The main goal of bringing this issue forward is to see if other departments are experiencing the same thing, and to start discussing possible solutions.



## 6.3 Scheduling and College Hour

### **Main issues:**

- Lectures and labs scheduled in such a way to leave the entire 12:30 - 1:30 pm block of time free either didn't fill or had very low enrollment
- Classes scheduled this way end late enough that faculty can't attend committee meetings, or at the very least would have to join meetings very late



## 6.3 Scheduling and College Hour

**Some possible solutions:**

- Two College Hour time slots, one midday and one later in the afternoon
- Adjust committee meeting start times



## 6.3 Scheduling and College Hour

**Questions or points of discussion for the A.S. body:**

- Are other departments experiencing similar issues?
- What are other, possible solutions?
- Should we encourage there be an open forum for all constituents to speak on this as a college?



# 7.1 Reports: Executive Committee

**President - Pablo Martin**

Correction:

- the Emergency Conditions Allowance (or ECA) that I reported on last meeting, which allows us to receive our current budget, requires us to ensure reserve balance of 15% of our annual budget. That is equal to two months of expenses. I misspoke and said that's equal to 6 months of expenses.
- We'll be having a presentation on details of the other key condition of the ECA, joining the CVC Consortium, at an upcoming A.S. meeting.

## 7.1.1 President's Report

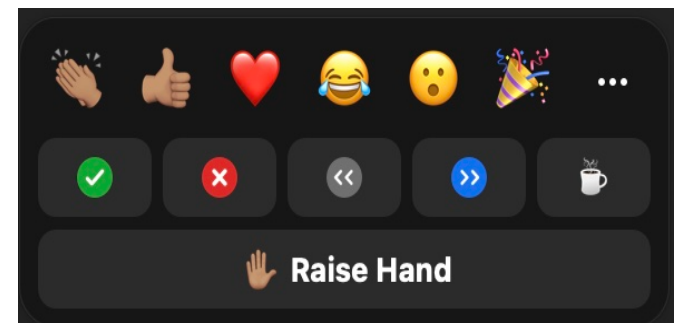
Omission: clarifying protocols for **making and voting on motions**

- i. Usually after an item has been discussed, a senator makes a motion, i.e. “I move that we approve the Curriculum Committee’s recommendation”
- ii. Another senator then seconds the motion, i.e. “I second the motion”
- iii. The A.S. President then restates the motion and opens the floor for discussion
  - a. The Secretary will type the resolution out on the projector or shared screen



## 7.1.1 President's Report

- iv. Once the discussion is complete, Senators will be given one minute to cast their vote (by hand/voice or “Zoom Reactions”)
- v. Using the “Zoom Reactions” feature:
  - iv. Senators will vote “Yes” by clicking on the green “yes” button
  - v. Senators will vote “No” by clicking on the red “no” button
  - vi. Senators will abstain by clicking the “raise your hand” button
  - vii. Senators voting by proxy will indicate their vote in the chat (i.e. “Pablo Martin votes yes/no/abstains”)
  - viii. During a vote, the chat should only be used for proxy votes. If a senator has a question, they can send a “direct chat” to the A.S. President or Vice-President.





## 7.1.1 President's Report

The SDCCD Board of Trustees approved the Adopted Budget for the 2022-23 Academic Year ([download the budget report here](#))

- The SDCCD budget for 22-23 is \$992.2 million

### **Updates from College Council & Administrative Leadership:**

- Encourage students to fill out a FAFSA
- We need more faculty volunteers to attend the Hispanic Association of Colleges and Universities (HACU) conference (see [the resource doc](#) for more information)
- RSVP for Invest in Success 2022 and help raise money for the Miramar College Foundation (see [the resource doc](#) for more information).



## 7.1.1 President's Report

### **Updates from College Council & Administrative Leadership:**

- Enrollment is up at Miramar 8% from Fall 2021
- Miramar received \$2.5 million dollars for the Veteran's Resource Center. Some of this money will indirectly help with plans for the "multi-cultural/inclusion center."
- V.C.s Topham and Smith are working to identify a software that will communicate across and unite the various programs currently being used.
- The former enrollment management system is being decommissioned as of 12/16/22.



## 7.1.1 President's Report

### Updates from BRDS (the Budget and Resource Development Subcommittee):

- 2024-25 is the last year of “hold harmless.” Enrollment from 22-23, 23-24, and 24-25 will be used to establish our FTES average.
- Under the new SCFF ([learn more here](#)):
  - 70% of our allocation is based on FTES
  - 20% is a supplemental allocation based on the numbers of students receiving a College Promise Grant, students receiving a Pell Grant and students covered by AB 540
  - 10% is based on student success, such as the number of students earning associate degrees and credit certificates



## 7.1.1 President's Report

### Updates from BRDS (the Budget and Resource Development Subcommittee):

- “College leadership is very committed to student success, but we must still be mindful of our productivity....”
  - “High impact courses,” such as those required for a degree or certificate may run with low enrollments, *however*,
  - Other courses might need to have higher enrollments to run in order to cover the costs incurred to do so.

### Other College-Wide Updates:

- Reminders: the ConC and the committee appointment process

# 7.1.1 President's Report

## Other College-Wide Updates:

- Miramar is now using a [COVID-19 Positive Test Reporting Tool](#) for students. See [the resource doc](#) for more information.

## Help promote College Hour

- <https://sdmiramar.edu/services/studentaffairs/collegehour>





# 7.1 Reports: Executive Committee

**Vice President - Carmen Carrasquillo**

- The DEI List for screening committees

**Treasurer - Monica Demcho**

**Adjunct Representative - Amy Alsup**

**Chair of Chairs - Kevin Petti**



## 7.2 Special Reports

### 7.2.1. Accreditation Update from the Accreditation Steering Committee

- I. Update on current status and next steps
- II. Draft two of Miramar's institutional self evaluation narrative is in progress. Timeline is on track for August 2023 submission to ACCJC.
- III. Be involved. Please participate by sharing your expertise and knowledge when Tri-Chair teams reach out. Please review Miramar's full narrative and offer feedback during campus wide forums.





## 7.2 Special Reports

### 7.2.2. Report from the Articulation Officer: AB 928 - Singular GE Pattern

- I. CCCs and CA public universities must establish a singular lower division general education pathway.
- II. CalGETC has been drafted. FA 25 implementation date.
- III. Be involved. Please complete the [ASCCC survey](#) and offer feedback, concerns, recommendations, etc.



# 8. Announcements



# The next meeting of the San Diego Miramar College Academic Senate

is on

Tuesday, October 4th, 2022 from 3:30-5:00pm, on Zoom

Please submit agenda items to both [Pablo Martin](#) and [Juli Bartolomei](#).

If you are a senator and cannot make the meeting, please submit a [proxy form](#) (or an email with the same information) to our Secretary, [jalley@sdccd.edu](mailto:jalley@sdccd.edu), by 3pm the day of the meeting.



