Senators Present: Pablo Martin, Carmen Carrasquillo, Josh Alley, Monica Demcho, Sheila Madrak, Amy Alsup, Brit Hyland, Kevin Petti, Adrian Arancibia, Alex Mata, Alex Sanchez, Cyndie Gilley, Dan Igou, Dan Smith, David Castañeda, David Halttunen, David Mehlhoff, Francois Bereaud, Heather Paulson, Isabelle Martin, Kevin Gallagher, Marcella Osuna, Mardi Parelman, Mark Dinger, Mary Hart, Mary Kjartanson, MaryAnn Guevarra, Nick Aramovich, Otto Dobre, Poly Pantelidou-Zweigle, Rodrigo Gomez, Ryan Moore, Sadayoshi Okumoto, Shawn Hurley, Crystal Rodriguez, Desi Klaar, Erin Smith, Kristen Bonwell, Melissa Rockey, Robert Worlds, Valerie Chau
Absent: Wahid Hamidy
Other Attendees: Mara Palma-Sanft, Kurt Hill, Kristen Everhart, Alex J. Stiller-Shulman, Lisa Munoz, Najah Abdelkader, Yalila Vega, Lou Ascione, Kaanchan Farkiya, Juli Bartolomei

1. **Call to Order**
   − The meeting was called to order at 3:33 pm.

2. **Approval of Agenda**
   − The agenda and Consent Calendar were adopted unanimously. [Carrasquillo]

3. **Consent Calendar**
   3.1. Meeting Minutes from September 6, 2022

4. **Public Comments**
   − Hill: IT Security Presentation by the District will be on 10/13 during College Hour. Hill will send an email about it. There will be a speaker from law enforcement who has coordinated cybersecurity with other law enforcement agencies.
   − Parelman: There was a Zoom bombing at the IDEA committee meeting, so they are looking for someone (even a student) who is available on 9/30 from 930-11a to act as a tech moderator for an online LatinX Heritage Month presentation. Contact Parelman and she will help set that up.

5. **Action Items**
   5.1. Follow-up on Adjunct Senator Election for 2022-23 Academic Senate - Amy Alsup
   − There were five nominees appointed by acclamation at the 9/6 AS meeting, leaving two open seats. The Election Committee received three nominees by the 9/13 deadline: Crystal Rodriguez (SS), Kristen Everhart (LA) and Natalie Bickett (MBEPS). A ballot was sent to adjuncts last Fri, Sept 16th, and voting concludes this Fri, Sept 23rd.
   − Link for voting (adjuncts only): https://docs.google.com/forms/d/1IjtqYNrRFxpabTmR1Aqj4IEJJ4_1zpOhwg-8hIdVK4o/viewform?ts=63221a68&edit_requested=true
   − The Election Committee will share the result of the election next week.
   − Martin reported that the District is requiring Qualtrics be used for elections.

6. **Discussion Items**
   6.1. Web Academy: providing faculty with an overview to help us with our website management - Kurt Hill
   − Hill informed senators of the process for content editing and provided tips on navigating the website.
   − General procedures for content editing are done by content authors, who have been approved by managers. Program pages are considered high level and require VPI authorization. The PIO approves content on the main home page.
   − Resources have been added to website (https://sdmiramar.edu/services/website-services), including a style guide (like image-sizing), and videos and additional training are available.
   − Website functions were explained.
   − "Important Events" can be selected when adding events to the college calendar. They are thinking about adding a second row for athletics, social, etc as folx don't want folx specifying an event as "important" if it's a committee meeting, for example. The Campus Calendar has a search function to find events by keyword. There is also a categories filter, although they will be reducing the number of options there for end-user ease. It is important to put events in the proper category, and the PIO is responsible for that determination. The PIO won't necessarily be the only one to create important events, but not everything should be listed as an important event--those should be mainly "Quis things." Ask Quis or Web Services if your event is an "important event."
   − They have received a lot of requests to train people to edit Program Pages. Hill pointed out that folx need authorization from the VPI's office to be able to do that. Also, because they are "top-level" pages, they are very strictly stylized. They must follow the available style guide and basically include content reflected in the catalog. Additional pages with other information can be added in the side bar under Program Information, just not directly on the program page (it has to follow a certain template).
   − They will be implementing a closed-taxonomy systems, working with individual departments to enhance search functions. They will work with each department to determine what is best for them and address their web page needs.

- Program interest forms: This would be a subpage for program/department. Web Services can help/train people to do forms.
- The process for requesting fixes was shared. Let Web Services know about top level page errors. For content errors on other pages, they will contact the specific page administrator. Send Web Services general enhancement requests (always work with them first, not with third party vendors).
- Ongoing issues were broken down into three categories: Communication, Functionality, and Institutional
- A motion to extend time by 5 min was approved unanimously. [Carrasquillo]
- Martin asked if Steve Quiz is the only one who can add "Important Events." Hill clarified that the recommendation comes because they saw where everyone was putting in every event as "Important Events." While all the events we do are important, we don't need committee meetings showing up there. Or athletics, for example. These have their own category. Generally speaking, they should be a Steve thing.
- Communication issues in general: Details don't always filter down to everyone. They are working to get information out.
- Recommendation made to plan to do this presentation annually.
- Presentation will eventually be available on the website.
- Send questions to Hill (Web Services) and/or Martin.

6.2. Faculty Representation at A.S.: exploring how Senators can effectively represent their department/faculty colleagues when voting on A.S. Motions (Preliminary discussion) - Pablo Martin
- The A.S. will be providing an optional tally sheet to facilitate comprehensive faculty representation on AS votes. A sample ballot was shared, for tracking how other faculty in the department feel about the issues and how the senator should vote on them.
- The goal is to facilitate senator's being able to do their jobs.
- The idea is to have some mechanism in place to get your department/fellow adjunct faculty's voice. Martin reminded us that we don't vote for ourselves. Rather we vote for our departments.
- Contact Martin with ideas for how adjuncts can properly represent their fellow adjuncts since they are representing so many people spread across so many different departments. Martin will also work with the elected adjunct Senators on this when the elections are finalized.

6.3. Potential Scheduling Conflicts related to College Hour: how can we effectively address potential, future scheduling conflicts related to 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.
- 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. Also, 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.
- Possible solutions: Two different, rotating time slots for college hour (one mid-day and one later in the afternoon), for more flexibility, or push committee meeting times back, which comes with its own issues.
- Recommendation made for an open forum for discussion. We need more data.
- Recommendation made to wait to see how successful it is before making changes to faculty schedules.
- Questions: Is Administration planning to do any surveys to measure success? What are we using to measure? Discipline-specific measurement would be ideal, as what works for some disciplines might not be necessary for others.
- Madrak explained for those unaware with STEM's schedule that they typically teach a lecture and a lab with a small break in between. To accommodate college hour, those classes were given an hour break in between, and they were not filling. Some students take classes elsewhere because of the timing issue (with them just wanting to go to class, get it done, and leave).
- Recommendation made to talk to ASG to figure out how to ask students what meets their needs.

7. **Reports**
   7.1. **Executive Committee Reports**
      7.1.1. President - P. Martin
      - Emergency Conditions Allowance correction to 9/6 report: 2 months of expenses, not 6 months.
      - CVC-OEI online consortium: Martin is looking for someone to come present to the AS on that, or he will attend a presentation and report himself.
      - Martin clarified the protocols for making and voting on motions (see meeting slide show).
      - The Board of Trustees approved the Adopted Budget for the 2022-23 academic year. The SDCCD budget for 22-23 is $992.2 million.
      - Updates from College Council and administrative leadership were shared (see meeting slide show).
      - See the resource document on the AS 9/20 meeting webpage. Direct link: https://sdmiramar.edu/sites/default/files/2022-09/miramar_and_sdccd_resource_list_092022.pdf
      - Miramar received $2.5M for the Veterans' Resource Center. This also helps other programs indirectly, via refurbishment of old space.

- Updates from BRDS were presented (see meeting slide show). Link to productivity reports: https://www.sdccd.edu/about/departments-and-offices/student-services-department/institutional-research-and-planning/enrollment-ftes/productivity.aspx
- "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.
- The new Committee on Committees chair is Carrasquillo. Contact her and committee chairs, not administrative assistants, if you want to serve on a committee.
- A QR code for College Hour is available, as is this link: https://sdmiramar.edu/services/studentaffairs/collegehour.
- Miramar is now using a COVID-19 Positive Test Reporting Tool for students. See the resource document for more information.

7.1.2. Vice President - C. Carrasquillo
- ConC had its first meeting last week. New screening committee and committee appointments were made.
- DEI list: Shout-out to chairs and deans for using the list. Email Malia Kunst if you are interested in being added to the list
- Reminder: Committee chairs need to send updates to the spreadsheet (about committee composition and staggered term limits) to Carrasquillo.
- Carrasquillo shared thoughts on today's College Hour.

7.1.3. Treasurer - M. Demcho
- With the minutes from the last meeting approved, they will be able to change the names on the account, and Demcho will be providing information on how faculty can pay their AS dues in the weeks to come.

7.1.4. Adjunct Representative - A. Alsup
- Reminded adjuncts to send committee service hours to their dean's office for compensation. Alsup explained that at the beginning of the semester, adjuncts should fill out the Shared Process Guidelines form which estimates the hours they will serve on a committee. It should be approved by the committee chair and then shared with the dean's office of their school. At the end of each month, they should provide the Dean's office with a summary of the hours actually served. If hours served are different from the estimates on the form, then they just need to clarify that at the end of the month when submitting hours to the Dean's office.

7.1.5. Chair of Chairs - K. Petti
- Enrollment Management and Faculty Hiring: Working on new EM techniques and finalizing prioritization process for new hires.

7.2. **Special Reports**

7.2.1. Accreditation Steering Committee: Accreditation Update - Mara Palma-Sanft
- A quick update on the Accreditation process was presented.
- Draft two of Miramar's institutional self-evaluation narrative will be submitted this Fri to the steering committee (Sanft and Miramontez). They will work on it and put it out to the college and then ask for feedback at an open forum on 11/2.
- Sanft requested that faculty 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.

7.2.2. A.O. Report: AB 928 and the Single G.E. Pattern - Mara Palma-Sanft
- There is new legislation requiring that CCCs and CA public universities must establish a singular lower division general education pathway.
- CalGETC has been drafted and must be implemented by Fall '25. Intersegmental workgroups are working to figure out what the pathway should look like.
- It goes from 39 and 37 units to 34 units. The way that is happening is that Area E courses, which is in the CSU GE, are being proposed to be moved to the upper division level.
- Demcho shared concerns, as some area E courses are considered developmental, so it would be doing a disservice to students to move them to upper division. Sanft said that there is a proposal to make it a graduation requirement, and that they should be allowed to take them at a community college.
- Math 2A and Oral Communication will have to be revised to meet UC standards.
- Sanft has a PowerPoint that she can provide, and Martin will add it to the meeting summary.
- Sanft is willing to go to departments to help brainstorm solutions.
- The District Articulation Council is discussing this and will bring ideas to District Curriculum.
- Survey (deadline is 9/30): https://www.surveymonkey.com/r/AB928_GE_Survey. Please do it individually.
- This is a time-to-completion initiative, so the intent of this is to get students out of community college and into 4-year colleges quickly. Concerns were shared that this can be fiscally counterproductive.
- At the Intersegmental Articulation meeting next month, Sanft can ask UC and CSU articulation reps to reach out to their colleagues for their thoughts on the issue.
- Guevarra pointed out that this will eliminate a lot of the CSU GE options, which would disadvantage students. She also explained how crucial some of the Personal Growth classes are to certain populations of students.
- Send questions to Martin and he will forward them to Sanft.

8. **Announcements**
    8.1. Abdelkader: "The Windfall Elimination Provision and the Government Pension Offset threaten secure retirement for many teachers and public employees. These provisions substantially reduce or eliminate the earned Social Security benefits of millions of retired educators and public employees who contributed to Social Security through other employment. Help us tell Speaker Nancy Pelosi to repeal the WEP and GPO https://actionnetwork.org/petitions/repeal-wep-gpo-2022"
    8.2. Arancibia provided a link in the chat to an ebook: *The Costs of Completion: Student Success in Community College*: https://www.press.jhu.edu/books/title/12672/costs-completion

9. **Adjournment**
    − The meeting was adjourned at 5:00 pm.

The next meeting will be on Oct 4th. Please submit agenda items to both Paul (Pablo) Martin and Juli Bartolomei.

Respectfully submitted,
Juli Bartolomei and Josh Alley