



San Diego Miramar College Academic Senate Meeting

November 1
2022-23 Academic Year

Attending for Flex credit? Email jalley@sdccd.edu or jbartolo@sdccd.edu

2. Agenda Overview

1. Call to Order
2. Approval of Agenda
3. Consent Calendar
4. Public Comments
5. Action Items
 1. Approval for Teleconferencing
6. Discussion Items
 1. Program Review Template: Clarification and Discussion
 2. First Read: Auto Enrollment Resolution
3. First Call: A.S. Scholarships
4. First Call: Promoting Spring 2023 Courses
7. Reports
 1. Executive Committee Reports
 2. Special Report: OER Update
8. Announcements
 1. A.S. Officer Vacancy
 2. Adopt-A-Family
9. Adjournment

3. Consent Calendar

- Meeting minutes from 10/18/22

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

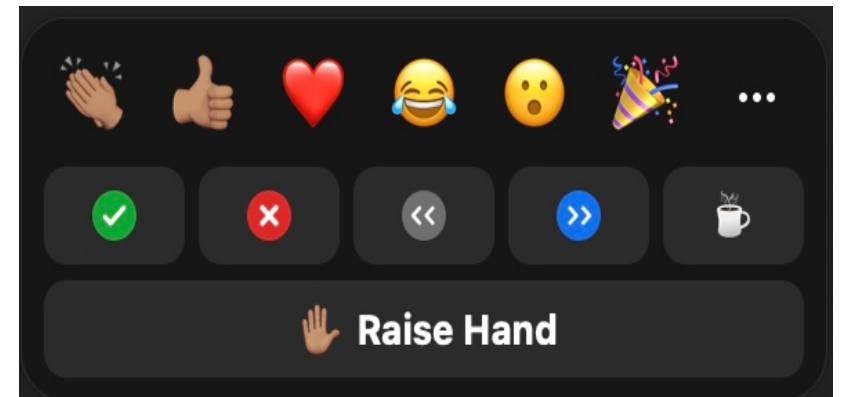


Action Item 5.1

Approval for Teleconferencing under AB
361 for 30 Days

A reminder on voting protocols

- I. Once a motion has been made and discussion is complete, Senators will be given one minute to cast their vote via “Zoom Reactions”
- II. The “Zoom Reactions” feature:
 - a. Senators will vote “Yes” by clicking on the green “yes” button
 - b. Senators will vote “No” by clicking on the red “no” button
 - c. Senators will abstain by clicking the “raise your hand” button
 - d. Senators voting by proxy will indicate their vote in the chat (i.e. “Pablo Martin votes yes/no/abstains”)
 - e. 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.





Discussion Item 6.1

The Program Review Template: Clarification and Discussion

Discussion Item 6.2:

First Read - Auto Enrollment

MaryAnn Guevarra, Counseling

- I. Counseling Senators from all 3 colleges are proposing Resolution 2022.9.5 Auto Enrollment for districtwide support & implementation
[Miramar's Draft Resolution on Auto Enrollment](#)

Search Results

San Diego Community Coll Dist | Fall 2022

The following classes match your search criteria Course Subject: **Accounting**, Course Number is exactly '116A', Course Career: **Undergraduate**, Show Open Classes Only: **No**, Session: **All Sessions**, Campus: **Miramar College**

● Open
▲ Wait List
■ Closed
H Honors
📅 Deadlines
🚫 No Cost Textbooks

New Search

Modify Search

7 class section(s) found

▼ ACCT 116A - Financial Accounting

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Campus	Location			
12368	3001-LEC Regular	Tu 9:00AM - 11:00AM Th 8:45AM - 11:00AM	Miramar M-106 Miramar M-106	Audrey Voyles Audrey Voyles	08/22/2022 - 12/17/2022 08/22/2022 - 12/17/2022	●	Miramar College	On Campus	Class Details	📅	1
12369	3002-LEC 8WK1	TBA	Miramar - Web	Rachel Farris	08/22/2022 - 10/15/2022	●	Miramar College	Fully Online	Class Details	📅	1
12598	3007-LEC Regular	TBA	Miramar - Web	Al Viersen	08/22/2022 - 12/17/2022	●	Miramar College	Fully Online	Class Details	📅	1
12516	3005-LEC Regular	TBA	Miramar - Web	Al Viersen	08/22/2022 - 12/17/2022	■	Miramar College	Fully Online	Class Details	📅	1
12550	3006-LEC Regular	TBA	Miramar - Web	Al Viersen	08/22/2022 - 12/17/2022	■	Miramar College	Fully Online	Class Details	📅	1
12370	3003-LEC 8WK2	TBA	Miramar - Web	Gabriela Bryant	10/17/2022 - 12/17/2022	●	Miramar College	Fully Online	Class Details	📅	1
13015	3008-LEC	TBA	Miramar - Web	Al Viersen	10/17/2022 -	●	Miramar College	Fully Online	Class Details	📅	1

More Info

Mary Guevarra

Search for Classes

Search Results

San Diego Community Coll Dist | Fall 2022

The following classes match your search criteria Course Subject: **Accounting**, Course Career: **Undergraduate**, Show Open Classes Only: **No**, Session: **All Sessions**, Campus: **Miramar College**

● Open
▲ Wait List
■ Closed
H Honors
📅 Deadlines
🆓 No Cost Textbooks

New Search

Modify Search

19 class section(s) found

▼ ACCT 102 - Basic Accounting

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Campus	Location			
12366	3002-LEC 8WK1	TBA	Miramar - Web	Julie Hansen	08/22/2022 - 10/15/2022	●	Miramar College	Fully Online	Class Details	📅	
12365	3001-LEC Regular	TBA	Miramar - Web	Susan Noble	08/22/2022 - 12/17/2022	●	Miramar College	Fully Online	Class Details	📅	

▼ ACCT 116A - Financial Accounting

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Campus	Location			
12368	3001-LEC Regular	Tu 9:00AM - 11:00AM Th 8:45AM - 11:00AM	Miramar M-106 Miramar M-106	Audrey Voyles Audrey Voyles	08/22/2022 - 12/17/2022 08/22/2022 - 12/17/2022	●	Miramar College	On Campus	Class Details	📅	
12369	3002-LEC 8WK1	TBA	Miramar - Web	Rachel Farris	08/22/2022 - 10/15/2022	●	Miramar College	Fully Online	Class Details	📅	
12598	3007-LEC	TBA	Miramar - Web	Al Viersen	08/22/2022 -	●	Miramar College	Fully Online	Class Details	📅	

Need help? Try one of these topics.

- Contacts
 - Faculty Directory
- How Do I

College Class Schedule - Fall 2022

Choose College: **City, Mesa, Miramar** Continuing Education

Search Criteria

Type/choose your criteria and click on the "Search" button.
You may also set additional criteria by clicking on "Advanced Filters."

Term: **Fall 2022** Spring 2023

Class Search College

*For exact search, please use quotes (e.g. "MATH 104").

Subject Class Title

Session Class Status

Start Date Class Type

Reset Form **Advanced Filters** **Search**

Online Class Schedule

Data refreshes in 08:48

Keyword/Class # S

Advanced Filters

Instructor Last Name Class Number

Zero Cost Textbooks Transferable

Honors Work Based Learning

Reset Form **Advanced Filters** **Search**

Online Class Schedule

Data refreshes in 06:39

Keyword/Class # S

Legend

Show 50 entries

Class	Class Nbr	Capacity	Open	Status	Type	Room	Times	Days	Dates	Instructor
ACCT102 Basic Accounting (22431) - 3.0 Units										
	ACCT102									
	Basic Accounting									
	22431	35	35	Open	Fully Online	Miramar College			01/30/2023 - 05/17/2023	Diskin,Dawn

6.2: Auto Enrollment Resolution

II. Process of Obtaining Permission Numbers

- a. Difficult to navigate CS and find instructors' email
- b. Confusing process for students
- c. Multiple contacts within various depts, esp. Student Services
- d. Impacts service lines, emails, phone
- e. With majority of online courses, physically "crashing" a course is not an option
- f. Creates equity and access issues, barriers, and impacts enrollment

6.2: Auto Enrollment Resolution

- III. We are asking for general support of this resolution, for all 3 colleges to move forward for District implementation, beginning Spring 2023 semester.

Discussion Item 6.3:

First Call - A.S. Scholarships

Pablo Martin, A.S. President

Do we want to change our scholarships in any way?

6.3: A.S. Scholarships

AS Scholarship Overview Spring 2022

- I. Do we want to change our scholarships in any way?
 - a. Should each one have a different focus?
 - b. Should we add more, smaller value scholarships?
 - c. Should we make these two worth more?
 - d. Should the amount reflect the cost of a typical course?
 - e. Other ideas?

Discussion Item 6.4:

Promoting Spring 2023 Courses -
Carmen Carrasquillo, A.S. Vice
President

6.4: Promoting Spring 2023 Courses

- I. How can we best advertise our classes?
 - a. Not through faculty
 - b. What about School offices?

- II. What is the protocol for cancelling classes?
 - a. What should inform these decisions: enrollment? high impact, etc.?
 - b. FYI, the Enrollment Management Committee is looking into this now. They are currently reviewing sample Enrollment Management Plans from other colleges and should know more by mid-November 17.

7.1: Executive Committee Reports

7.1.1: President's Report

State, District, Campus, and Senate Updates:

- [Miramar, SDCCD, and ASCCC Resource List for 221101](#)
- CGH Taskforce change recommendation: See [Final CGH Change for IDEA 101822](#)
- Accreditation ISER Draft #2 Public Forum is happening Wednesday, 11/2/22 from 2- 3:30 p.m. via [Zoom](#); Meeting ID: 837 4995 5236, Passcode: ISER
- The Equity Summit was a well attended event
- [Fall Plenary Resolutions](#): any concerns? please contact me

7.1: Executive Committee Reports

7.1.1: President's Report (cont.)

- The Chancellor's Office released a quarterly update to the [Compendium of Allocations and Resources](#)—check it out!
- We are waiting to hear an update on the District's mask policy
- There is a new childcare benefit for SDCCD employees (see email from Greg Smith or [Miramar, SDCCD, and ASCCC Resource List for 221101](#))
- ASCCC's Exemplary Program Award: “Walk a Mile in Someone Else's Shoes: An Ethnic Studies Approach to California Community Colleges Curriculum” (due 11/6/22; contact Pablo or Carmen ASAP)

7.1: Executive Committee Reports

7.1.1: President's Report (cont.)

College Council Report Out:

- Miramar is applying for the MESA program (Mathematics, Engineering, Science, Achievement), application due 11/4 (notified in January)
- The College has formally adopted our [Land Acknowledgement](#). It will debut at this week's 3C Hour on Friday, 11/4 from 11-12 via Zoom (Meeting ID: 98273293988; PW: 544188)
- The 2022-2025 Student Equity Plan was approved by all constituencies and will go to the 11/10 Board of Trustees meeting for final approval
- Culture and Inclusion Center: The ASG will brainstorm potential names for a center and bring back to College Council

7.1: Executive Committee Reports

7.1.1: President's Report (cont.)

College Council Report Out:

- Social Determinants have a major impact on student success. For more information, contact Dean Cheryl Barnard
- Folx are encouraged to invite Dean Daniel Miramontez to their school/department meetings to emphasize the "why" behind SPAs 2.0
- Campus Wi-Fi Upgrade: Project is delayed by 10 months due to supply chain issues. Temporary fixes will be put in place until the project can be completed.
- Miramar received Rising Scholar Grant for formerly incarcerated/justice impacted students.

7.1 Reports: Executive Committee

Vice President - Carmen Carrasquillo

Secretary - Josh Alley

Treasurer - Monica Demcho (next slide)

Adjunct Representative - Amy Alsup

Member-at-Large - Sheila Madrak

Member-at-Large - Brit Hyland

Chair of Chairs - Kevin Petti

7.1.4: Treasurer's Report

- I. Account Balance \$937.47
- II. Academic Senate Dues
 - I. Purpose
 - i. Student Scholarships (2 - \$300 scholarships)
 - ii. Other efforts to build community
 - i. Adjunct Appreciation Week
 - ii. Donation toward the Classified Professional Holiday Ball
 - iii. Donation toward Emergency Fund
 - I. How much?
 - i. Full-time faculty \$20, Part-time \$10 (encourage contract faculty to support adjuncts)
 - II. How to support?
 - i. Check to Academic Senate (drop off EOPS office K1-305)
 - ii. Auto Payroll Deduction
 - iii. Other options?

Step One:

- Login to the SDCCCD portal
- <https://myportal.sdccd.edu>
- Select “Employee Dashboard”

The screenshot shows a web browser window with the URL myportal.sdccd.edu/psc/IHPRD/EMPLOYEE/EMPL/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?. The page header includes the mySDCCCD logo and the text "Welcome to mySDCCCD". Below the header, there are three dashboard icons: "College Faculty Dashboard", "Employee Dashboard", and "Finance Dashboard". The "Employee Dashboard" icon, which depicts a person and a document with a star, is highlighted with a red rectangular box. The Windows taskbar at the bottom shows the search bar and several application icons.

Step Two:

- Under the “Employee Quicklinks”, select “My Paychecks”

My Homepage x +

myportal.sdccd.edu/psc/IHPRD/EMPLOYEE/EMPL/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?

Apps

Employee Dashboard

Employee Dashboard

My Pay

Benefit Details

My Time

My Personal Info

My Forms

College Faculty Dashboard

Employee Dashboard

Finance Dashboard

Deadlines for August

Employee Deadline to Enter Time:

Read More

Employee Quicklinks

MY PAYCHECKS

TIMESHEET

BENEFITS SUMMARY

PERSONAL DETAILS

86°F Sunny

Step Three:

- Select “Voluntary Deductions”

The screenshot shows a web browser window with the URL `myportal.sdccd.edu/psc/IHPRD/EMPLOYEE/EMPL/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?`. The page is titled "Payroll" and features a grid of interactive cards. The "Voluntary Deductions" card is highlighted with a red rounded rectangle. It displays a hand holding a coin icon and the text "1 Deduction". Other cards include "Paychecks" with a summary table, "W-2/W-2c Consent" showing "Consent received", "W-2/W-2c Forms" with "2021 W-2 Form available", "Direct Deposit" with "1 Account", "Tax Withholding" with a pie chart, "Paycheck Modeler" with a monitor and money icon, and "Compensation History" with a calendar and money icon.

Paychecks	
Pay Date	08/10/2022
Net Pay	\$3,788.96
Taxes	\$536.51
Deductions	\$573.41
Total Gross	\$4,898.88

W-2/W-2c Consent	
Consent received	

Direct Deposit	
1 Account	
Updated	12/21/2015

Step Four:

- A new page will load in the main window
- Select the “Add Deduction” button

The screenshot shows a web browser window with the URL `myportal.sdccd.edu/psc/IHPRD/EMPLOYEE/EMPL/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?`. The page title is "Employee Dashboard". The left sidebar contains a menu with the following items: "Employee Dashboard", "My Pay" (expanded to show "View Paycheck", "Direct Deposit", "Voluntary Deductions", "W-4 Tax Information", "W-2/W-2c Consent", "Compensation History", "View W-2/W-2c Forms", "Paycheck Modeler"), "My Benefits", "My Time", "My Personal Info", and "College Faculty Dashboard". The "Voluntary Deductions" menu item is highlighted in green. The main content area is titled "Voluntary Deductions" and shows the user's name "Josh LeGrand Alley" and employer "San Diego Comm College Dist". Below this is a table with columns: "Deduction Type", "Start Date", "Stop Date", "Status", "Deduction", "Goal Amount", and "Goal Bal". A yellow "Add Deduction" button is highlighted with a red rectangle below the table. The Windows taskbar at the bottom shows the search bar and several application icons.

My Homepage x +

myportal.sdccd.edu/psc/IHPRD/EMPLOYEE/EMPL/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?

Apps

Employee Dashboard

Employee Dashboard

My Pay ^

View Paycheck

Direct Deposit

Voluntary Deductions

W-4 Tax Information

W-2/W-2c Consent

Compensation History

View W-2/W-2c Forms

Paycheck Modeler

My Benefits v

My Time v

My Personal Info v

College Faculty Dashboard

Voluntary Deductions

Josh LeGrand Alley

San Diego Comm College Dist

Review, add or update your voluntary deductions information.

Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Bal

Add Deduction

Type here to search

Windows taskbar icons: Chrome, Firefox, Opera, File Explorer, Calculator, Excel, Word, PowerPoint, Photoshop.

Voluntary Deductions

Add Voluntary Deduction

Employee Name

San Diego Comm College Dist

*Type of Deduction 

*Select whether Deduction is a Flat Amount or Percent

*Enter Amount or Percent to be deducted

Take deduction until I reach this Goal Amount

*Enter Deduction Start Date  (example: 12/31/2000)

Enter Deduction Stop Date  (example: 12/31/2000)

Current Balance 0.00

Submit

* Required Field

[Return to Voluntary Deductions](#)

Step Five:

- Select the “Type of Deduction”
- Click on the magnifying glass

- Step Six:
- A popup will appear
 - Select “Academic Senate Dues—Miramar”

The screenshot shows the 'Employee Dashboard' interface. The main heading is 'Voluntary Deductions' with a sub-heading 'Add Voluntary Deduction'. The user is logged in as 'San Diego Comm College Dist'. A form is partially visible with fields for 'Type of Deduction', 'Amount', and 'Percentage'. A 'Look Up *Type of Deduction' popup menu is open, displaying a list of deduction options. The option 'Academic Senate Dues-Miramar' is highlighted with a red box. The popup also includes a 'Cancel' button, a 'Help' link, and search controls. The background form has a 'Submit' button and a 'Return to Voluntary Deductions' link. The Windows taskbar is visible at the bottom.

Employee Dashboard

Voluntary Deductions

Add Voluntary Deduction

San Diego Comm College Dist

*Select whether Deduction is a Flat Amount or Percentage

*Enter Amount or Percentage

Take deduction until I reach

*Enter Deduction Amount

Enter Deduction Percentage

Submit

* Required Field

Return to Voluntary Deductions

Look Up *Type of DeductionX

Cancel

Help

Search Results

View 100 First 1-18 of 18 Last

Deduction Description

ACCCA

Academic Senate Dues-City

Academic Senate Dues-Mesa

Academic Senate Dues-Miramar

City College Foundation

Classified Senate Dues-Mesa

Classified Senate Dues-Miramar

College Plan for NE

Continuing Ed Foundation

Faculty Assoc of CA Comm Coll

KSDS Radio Foundation

LCFT-Cope Illinois

Latino Coordination Council

Management Association Dues

Mesa College Foundation

Miramar College Foundation

SPAA Dues

San Diego Promise

Step Seven:

- Fill out the Required Fields
- The suggested dues for faculty are:
 - Full-time:
\$20/academic year
 - Part-time:
\$10/academic year
- It's encouraged for full-time faculty to “sponsor” adjuncts—a larger contribution would do that

Employee Dashboard

Voluntary Deductions

Add Voluntary Deduction

Employee Name
San Diego Comm College Dist

*Type of Deduction

*Select whether Deduction is a Flat Amount or Percent

*Enter Amount or Percent to be deducted

Take deduction until I reach this Goal Amount

*Enter Deduction Start Date (example: 12/31/2000)

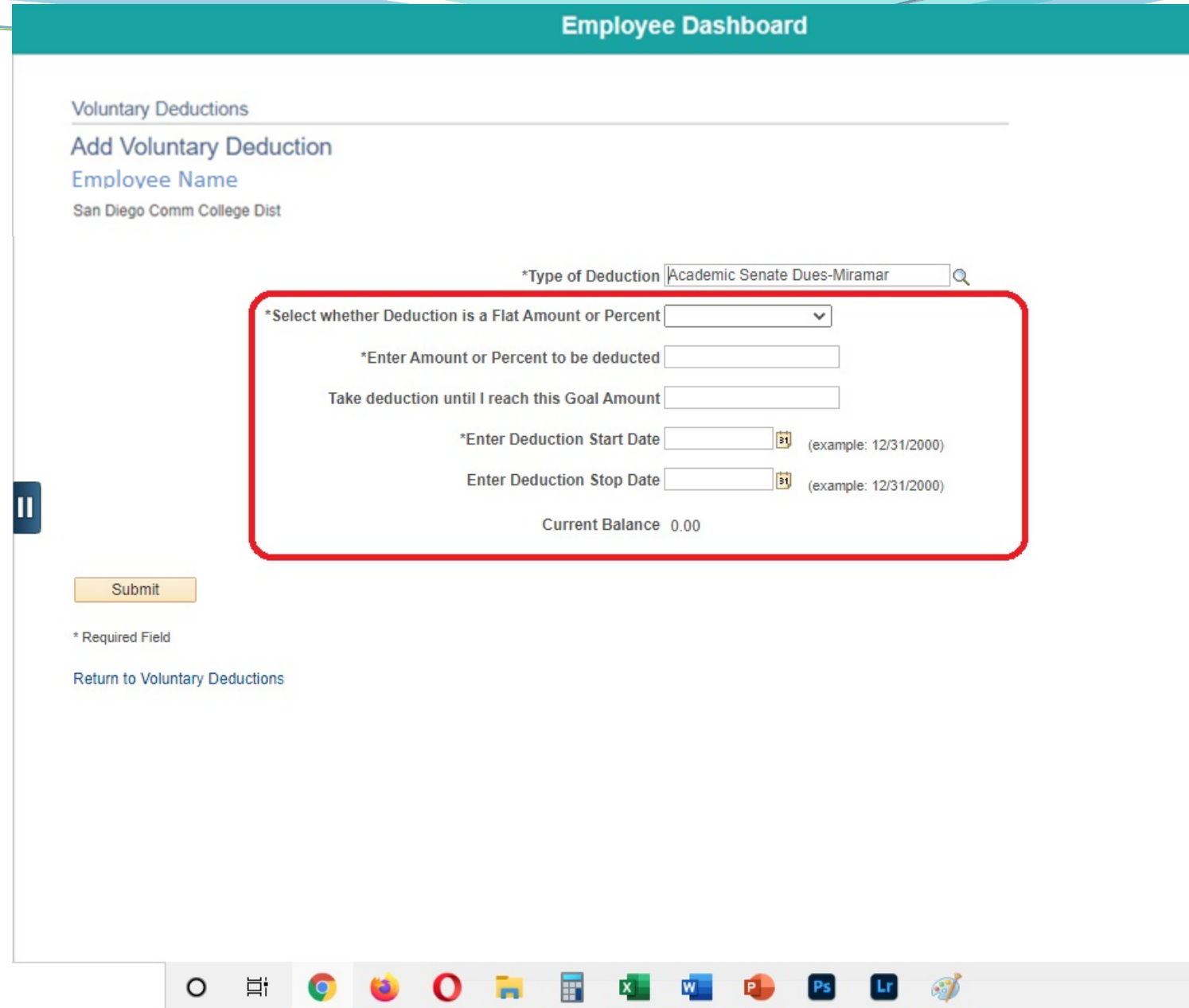
Enter Deduction Stop Date (example: 12/31/2000)

Current Balance 0.00

Submit

* Required Field

[Return to Voluntary Deductions](#)



Voluntary Deductions

Add Voluntary Deduction

Employee Name

San Diego Comm College Dist

*Type of Deduction

*Select whether Deduction is a Flat Amount or Percent

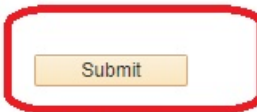
*Enter Amount or Percent to be deducted

Take deduction until I reach this Goal Amount

*Enter Deduction Start Date (example: 12/31/2000)

Enter Deduction Stop Date (example: 12/31/2000)

Current Balance 0.00



* Required Field

[Return to Voluntary Deductions](#)

Step Eight:
• Click Submit!



Voluntary Deductions

Add Voluntary Deduction

Employee Name

San Diego Comm College Dist

Review, add or update your voluntary deductions information.

Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance	
Academic Senate Dues Miramar	10/20/2020		Currently	\$5.00		0.00	<input type="button" value="Edit"/>

Afterwards you will be taken back to the Voluntary Deductions page.

If you wish to edit your contribution, then simply click the Edit button.

CR_DED\$0');


















7.3 Special Report: OER Update

Angela Boyd, OER Librarian

Questions?

- Aboyd001@sdccd.edu
- x7615

A Quick Guide to Open Educational Resources (OERs)

What are OERs?  FREELY AVAILABLE Most are legal to copy, adapt, and redistribute semester after semester.  OPEN "Open" means openly licensed, meaning they are in the public domain or the copyright holder has abridged rights to eliminate barriers to access/use/derivative works.  CC LICENSED Often contains a creative commons license. Check each resource for use rights. creativecommons.org/licenses	Why are OERs and other types of affordable content important?  FIRST DAY OF CLASS Course materials are freely available on the  INCREASES in Retention, Completion, and Grade Point Averages  COST SAVINGS In 2016-17, \$36 million dollars in textbook costs for students across the Cal State system als.csuprojcts.org  INNOVATIVE TEACHING Increases opportunities for creativity, collaboration and	Affordable content beyond OERs  LIBRARY SUBSCRIBED RESOURCES  OPEN ACCESS CONTENT Such as Directory of Open Access Journals	OER Projects  REPLACE a high-cost textbook with a free textbook  CREATE new course materials  PUBLISH an open textbook  REVISE existing OER to meet current needs  DEVELOP course templates based on OER to facilitate use  USE library resources in place of textbooks
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8. Announcements

8.1: Vacancy for A.S. Officer:

- Member-at-large (Contract)
- Please send nominations to the Election Committee by 5 PM on Thursday, 11/10/22
 - Mardi Parelman mparelman@sdccd.edu
 - Amy Alsup aalsup@sdccd.edu
 - Laura T Gonzalez lagonzal@sdccd.edu

Announcement 8.2: Adopt-a-Family

- EOPS and CalWORKs serves low income students and student parents (income to qualify <\$38,000 for a family of 4)
- Collaborate with Marine Corps Toys4Tots program to provide toys for families with kids under the age of 13
- Expand to include an Adopt-a-Family
 - EOPS and CW will identify student parents, foster youth and homeless students (approximately 40-70 families or individual students)
 - Ask them to provide a wish list for holiday gifts
 - Send out a call to our campus community for individuals, groups, offices to adopt a family
 - Will be provided with an adopted family/student's wish list
 - Buy items and deliver to EOPS office early December
 - Mid-December the EOPS and CW Office will hold a Holiday Event to give out the Toys4Tots items, in addition to the Adopt-a-Family items



8. Announcements

Other announcements?

The next meeting of the San Diego Miramar College Academic Senate

is on

Tuesday, November 15th, 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 email to our Secretary, jalley@sdccd.edu,
and your proxy by 3pm the day of the meeting.

