

Special Meeting of the San Diego Miramar College Academic Senate

Tuesday, December 13th, 2022; 4:30pm – 5:00pm

Zoom link: <https://sdccd-edu.zoom.us/j/87439309424>

Meeting ID: 874 3930 9424



1. **Call to Order**
2. **Approval of Agenda**
3. **Land Acknowledgment**
4. **Public Comments** (Limited to topics not on agenda. 10 min. time limit. 3 min. per speaker, continuing at the end of the meeting if necessary.)
5. **Report**
 - 5.1. Academic Senate President Report: Proposed changes to the SEEM Committee duties as reflected in the College Governance Handbook (see documents below)
6. **Announcements** (1 min. time limit each)
7. **Adjournment**

Next Meeting: **Tuesday, February 7, 2023** (3:30-5:00pm, Zoom)

Please submit agenda items for future meetings 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 by 3pm the day of the meeting.

Our Senate strives to promote sustainability. Please use an electronic device or print your own copy of the agenda and attachments to view them at the meeting. With the exception of the draft minutes, all materials for the meeting will be available on the [A.S. Committee webpage](#) in the "Agenda" and "Associated Documents" sections.

Academic and Professional Matters (10+1):*

- | | |
|---|---|
| 1. Curriculum (i.e. including prerequisites and course placement). | 7. Faculty roles and involvement in accreditation processes. |
| 2. Degree and certificate requirements. | 8. <i>Policies for faculty professional development activities.</i> |
| 3. Grading policies. | 9. <i>Processes for program review.</i> |
| 4. Educational program development. | 10. Processes for institutional planning and budget development. |
| 5. Standards or policies regarding student preparation and success. | 11. <i>Other academic and professional matters as mutually agreed upon.</i> |
| 6. District and College governance structures, as related to faculty roles. | |

** SDCCD Board of Trustees Policy BP 2510 - The Board shall rely primarily on the advice of the Academic Senate as the representative of the faculty body on matters 1-7 & 10, and reach mutual agreement on the italicized matters 8, 9, and 11.*

Senate Executive Committee:

President: Pablo Martin / Vice President: Carmen Carrasquillo / Treasurer: Monica Demcho / Secretary: Josh Alley
Chair of Chairs: Kevin Petti / Members-at-Large: Sheila Madrak, Brit Hyland, Amy Alsop (Adjunct Rep)

**San Diego Miramar College
College Governance Handbook Change Form**

Section to be completed by Requestor:

Requestor's Name: _____

Committee Name: _____

Type of Change:

General Edit Membership Purpose/Charge Responsibilities

Do you feel this change needs to take place immediately? Yes No

Detailed Description of Change: _____

Purpose of Change: _____

Is there supporting documentation? Yes No

Section to be completed by College Council:

Date Submitted to College Council: _____

Date of Meeting with Requestor: _____

Constituency Review:

Administrators Academic Senate Classified Senate Students

College Governance Taskforce Recommendation: _____

College Council Meeting Date/Time to Review All Requests: _____

College Council Decision: _____

College President Decision: _____

Signatures (by signing, you confirm that the process was adhered to as described in the "Process for Requesting Changes to the College Governance Handbook" document):

College President: _____ Date: _____

Academic Senate: _____ Date: _____

Classified Senate: _____ Date: _____

Students: _____ Date: _____

Requestor: _____ Date: _____

Success in English, ELAC, and Math (SEEM) Committee

Co-Chairs: One English or English/ELAC faculty member and one Math faculty member, elected by committee.

Committee Membership

Administrators (1)	Classified Professionals (3)	Faculty (10)	Students (1)
Vice President of Instruction or Designee	Designee	Academic Success Center Coordinator	Designee
	Designee	Math Faculty (3)	
	Designee	English and/or ELAC Faculty (3)	
		Counseling Faculty (2)	
		Faculty At-Large	

Purpose/Charge

The Success in English, ELAC, and Math (SEEM) committee will focus college efforts on equity-based programs and initiatives that support retention, success, and persistence of all students in English, ELAC, and Math. It is responsible for supporting the success of English, ELAC, and Math students, as well as students across the curriculum, including successful transfer, degrees, and certificates.

Committee Responsibilities

- Discuss relevant research and initiatives related to student success in English, ELAC, and Math and collaborate with the Research Office, LEAD office, or others as needed
- Address student success in English, ELAC, and Math through:
 - o Interventions for underrepresented and disproportionately impacted student groups.
 - o Innovations in, and support for, instruction in English, ELAC and Math including professional development.
- Assist the college in identifying, evaluating, and/or implementing equity-based programs and initiatives at the college, District, and State levels.

- Advise and consult with the Inclusion, Diversity, Equity and AntiRacism (IDEA) Committee, the LEAD Office, and Academic Success Committee with regard to Math, English, and ELAC as needed.
- Identify and publicize best practices for meeting academic needs of students in English, ELAC, and Math.
- Perform work and provide evidence to ensure the college meets applicable areas of Accreditation Standard II.

Committee Procedures

- Membership term lengths: Unless membership is designated by position, there is a two (2) year appointment with an option for an additional two-year service, and the possibility of 1 additional term if the position remains available.
- This Committee makes recommendations to the Academic Senate.
- Plans/Reports: The Student Equity and Achievement (SEA) Plan and Reports.
- Quorum: 50% +1 of membership.
- Committee Approval Process: Vote.

Meeting Frequency

Committee will meet no less than once per month during the Fall and Spring semesters.