

College Council Meeting Minutes

San Diego Miramar College

2/14/23 • L-108/[Zoom](#) • 1:00 pm – 2:30 pm

Members: Wesley Lundburg (co-chair), Kurt Hill (co-chair), Brett Bell, Adrian Gonzales, Michael Odu, Pablo Martin, Carmen Carrasquillo Jay, Kevin Petti, Jeanette Moore, Sam Shooshtary, Allen Kuo, Cade Miller, and Namod Pallek

Alternates: Daniel Miramontez

Vacancies: Administrators: None; Classified Senate: Alternate; Academic Senate: Alternate; ASG: Alternate

Guests: Cheryl Barnard and Nessa Julian

Action Items:

President's Report:

Administrative Services re-org has been approved by the Board and is being implemented in phases. Student Services re-org went through in the fall. This leaves the President's Office re-org and Academic Affairs (Instruction). He assumed there may be a need in this area to re-organize but, if not, that is fine as well. VP Odu is leading the faculty through these discussions to determine if the need is there. The on-campus Board of Trustees meeting is scheduled at Miramar College, on Thursday, March 2nd. There will be an upgraded Police presence and metal detectors due to the angst around the COVID vaccination policy. The District has been inundated with calls on this matter and so this is an abundance of precaution for safety. He asked that everyone share this with others so that they are aware.

E3 - Website Content Management:

Counseling webpage has been revamped. Guided Pathways Steering Committee is working on updating the program pages. The directory update is also being worked on. Discussed adding school pages as well. Petti confirmed that he will add this to Thursday's Chairs meeting for discussion. After that, Petti/Odu will bring forward to Dean's Council as well.

Other/Announcements:

- Planning Summit, Friday, March 17th from 9:00 am – 2:00 pm. More information forthcoming.
- Presentation to the Board of Trustees, Thursday, March 2nd from 4:00 pm – 5:00 pm, L-105.
- Last Enrollment Management Forum, Wednesday, 2/22/23, 12:35-1:35: H-105 and Zoom (<https://sdccd-edu.zoom.us/j/87255925657>; Meeting ID: 872 5592 5657)

- A. Call to Order** – The meeting was called to order at 1:05 pm.
- B. Approval of Agenda and Minutes** – **Martin** made a motion to approve the 2/14/23 meeting agenda. Seconded by Shooshtary. There was no discussion. There were 12 yay votes, 0 nay votes, and 0 abstentions. The motion carried. Kunst reported that the 12/13/22 draft minutes are in the co-chairs que for review and recommend pushing these to the next meeting. There was consensus.
- C. Public Comment** – There was no public comment. Gonzales took this opportunity to introduce our new Dean of Student Development and Matriculation, Allison Douglas-Chicoye. Kunst noted that there is also a new ASG designee, Namod Pallek and she also introduced the new Project Assistant for the President's Office, Marissa Rillo.
- D. Committee Reports/Other (2-3 minutes)**
 - **President's Report** – **Lundburg** shared that Administrative Services re-org has been approved by the Board and is being implemented in phases. Student Services re-org went through in the fall. This leaves the President's Office re-org and Academic Affairs (Instruction). He assumed there may be a need in this area to re-organize but, if not, that is fine as well. VP Odu is leading the faculty through these discussions to determine if the need is there. The on-campus Board of Trustees meeting is scheduled at Miramar College, on Thursday, March 2nd. There will be an upgraded Police presence and metal detectors due to the angst around the COVID vaccination policy. The District has been inundated with calls on this matter and so this is an abundance of precaution for safety. He asked that everyone share this with others so that they are aware. **Petti** asked if the officers will be in uniform. **Lundburg** responded yes, there will be officers in uniform and not in uniform. **Lundburg** continued his report by moving onto the budget. He encouraged everyone to keep doing what we are doing. We are on track to come out of Hold Harmless well. Enrollment is up by 5% at Miramar. He gave kudos to all. Lastly, he shared that the colleges will be moving to a 4/10 schedule in the summer again but all the colleges need to agree on the dates and parameters. There will be more to come on

this but it should be similar to last year.

- **AS Report – Martin** shared that the Academic Senate has reviewed and approved the Contract Faculty Hiring Committee’s process. The College Governance Handbook Review Taskforce met recently and it was a great meeting. We are letting others know that this is happening. The goal is transparency and collaboration. A draft should be ready by mid-April.
- **CS Report – Hill** shared that the first meeting was on February 7th. The Culturally Responsive Pedagogy and Practices RFA was shared. This led to a broader discussion of how these grants affect the classified professionals.
- **ASG Report – Kuo** shared that ASG’s second meeting was last Friday and a new treasurer and four new senators were elected. There is still a need for a Vice President. ASG also set their priorities for the year, including the cafeteria hours.
- **Other** – See announcements.

E. Old Business:

#	Item	Initiator
1	<i>Equity, Justice, Inclusion, and our role in moving things forward (standing item)</i> – Julian shared that it’s Black History Month. A flyer went out with events throughout the month. She encouraged everyone to attend. The LEAD Office is also looking at actions/potential actions as well as taking stock of what is going on around campus. She shared that the Rite of Passage Ceremony will be hosted at City College this year and is scheduled to take place on Wednesday, May 17 th from 5:00 pm – 9:00 pm. Hill asked about posting something more prominent on the website about Black History month (and future months). Julian responded we would love to and it can explore that idea.	<i>Lundburg/ Julian</i>
2	<i>Accreditation (Standing item)</i> – Miramontez shared that we are at our goal. He and Palma-Sanft are working on aligning the content and will be releasing draft three soon (next week). He asked everyone to please make time in their meetings and add to their agendas for constituency approval. This will come back to College Council for action on April 25 th . It will go to the June Board of Trustees meeting for final approval so that we can meet ACCJC’s submission deadline of August 1 st . He also noted that there is a link available to the public on the website for third party comments. Gonzales asked if we could define “third party comments” as it is not very clear. Miramontez agreed to make it more descriptive.	<i>Miramontez/ Palma-Sanft</i>
3	<i>Website Content Management (Standing Item)</i> – Hill shared the old counseling page and the new, revamped one. He stated that when we onboard, updating the website should be a part of it, especially for directory purposes. We have the ability to extract the directory in an excel format. This can be broken out by area and done annually (at least). Program pages are also being updated via Guided Pathways. Bell added there is a concept being explored to have a uniform “MySDCCD” link amongst the colleges. Carrasquillo Jay asked about the department pages and if there is a way to highlight courses. Hill responded that can be done, we just need the content and the commitment. Carrasquillo Jay asked if this could be brought up at the Chairs meeting, Petti confirmed. Lundburg added that we can have a standard template but it should come from the faculty working together. Odu added that he can also bring this to Deans Council after it is discussed amongst the chairs. Hill added that a discovery session can be arranged with the chairs/departments. Gonzales suggested that our organizational structures should be added too. Bell encouraged folks to take a look at the Administrative Services webpage .	<i>Hill</i>
4	<i>Grants & Initiatives Subcommittee</i> – Bell noted that there is a timing issue with item F1. The Culturally Responsive Pedagogy and Practices RFA cannot go to the Grants and Initiatives Subcommittee because of the February 17 th submission deadline. There are currently two processes 1) Collegewide Grant Process and 2) College Initiative Process and the committee’s goal is to combine in one location and delineate by the end of Spring.	<i>Bell</i>

F. New Business:

#	Item	Initiator
1	<i>Culturally Responsive Pedagogy and Practices RFA (attachment)</i> – Julian shared that the District was pursuing this grant but it turned out only the colleges could do so. The application is due February 17 th . This grant would be great for us and would allow us to create an equity minded culture on campus and identify barriers. This grant would fund professional development (PD) for Faculty. It would be awarded for 2023-2025 at a maximum amount of \$300K. We would be notified in April and the work would start in June. The RFA guidelines give us an idea of what they are looking for; a small group got together to discuss and wrote it out (maximum of 5 pages). We leveraged what has been done around PD to create a holistic, professional learning	<i>Julian</i>

	opportunity for our faculty via an academy and mentor program. Bell added that he was involved in the conversations and has reviewed the RFA against FTE, Facilities, and Budget impacts. He felt, had it gone to the grants committee, it would have come back with no collegewide impact. Carrasquillo Jay made a motion to support the CRPP RFA for submission. Seconded by Martin . There was no further discussion. There were 12 yay votes, 0 nay votes, and 0 abstentions. <u>The motion carried.</u>	
2	<i>Participatory Governance Survey Results Fall 2022 (attachment)</i> – Miramontez briefly walked through the results of the Participatory Governance survey that was administered in the Fall '22 term. The survey was first administered at the end of the Spring '22 term but there were only 17 responses. This time around there were 77 responses. He recommended that the College Governance Handbook Review Taskforce review and consider the data as they meet this semester.	<i>Miramontez</i>
3	<i>College Hour Synopsis (attachment)</i> – Barnard reviewed the preliminary college hour data from the fall '22 term. The presentation can be found here . There were over 200 events and over 8,000 participants. October was the month with the most events and overall participation. Lundburg asked why October. Barnard responded that it was the sweet spot, that time in the middle of the semester, before the holidays and midterms/finals. She continued that we had lots of participation and a big impact on our students. Departments are collaborating on events and learning that it is okay to have more than one thing going on at time. Odu thanked Barnard and the faculty for supporting College Hour and ensuring its success. Hill asked if the Cafeteria has been open during College Hour. Barnard responded yes, but there have been some issues; for example, they have had limited offerings in the cafeteria or they have encouraged students to attend the event for free food. Martin asked which was the most successful event. Gonzales responded that not all the data has been captured and we are still refining our collegewide effort.	<i>Barnard</i>
4	<i>Enrollment Management Forums</i> – Martin shared that the Enrollment Management forum series have been going well. He encouraged everyone to attend and give input. We have received a lot of great ideas so far. The last one is scheduled for next Wednesday. The Enrollment Management committee will review the data and mold into a plan. Lundburg thanked Martin and Petti for leading this effort.	<i>Martin</i>
5	<i>Chemical Hygiene Plan (attachment)</i> – Bell shared that the Chemical Hygiene plan must be reviewed annually. This plan has been sent to the deans and department chairs for review and feedback. It will also go to the Facilities, Health and Safety committee.	<i>Bell</i>
6	<i>First read: Requested update to Process for Requesting Changes to the CGH (attachment)</i> – Hill explained the requested update to the change process. This update includes a log of changes that have been made to the handbook and the ability for nonfunctional changes to be made without needing to go through the full approval process (i.e. spelling errors). Lundburg stated that this is a first read and action will be taken at the next meeting. He encouraged everyone to review the document.	<i>Martin/Hill/ Kunst</i>

G. Action Items: See above.

H. Announcements:

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I. Adjourn – The meeting adjourned at 2:32 pm.

J. Next Scheduled Meeting: Tuesday, February 28th, from 1:00 pm – 2:30 pm in L-108/Zoom

Link to recording:

<https://sdccd-edu.zoom.us/rec/share/pmFSUKitvgWMGjTC41g85kzqv32HrylvdaMMKOhMVuxB8svXr-TpBG3YOYY7od00.cxhzShDzEizaxVQV>