

OVERVIEW

Welcome back from Spring Break! Below you will find a couple of items for your consideration before our next meeting.

Slideshow link from our last meeting: https://sdmiramar.edu/sites/default/files/2023-04/sdmc_as_22-23_0404.pdf

REMINDERS FOR OUR NEXT MEETING

I don't plan to keep including this in the summary, but I just wanted to remind you all one more time to take the necessary steps if you decide to change how you will attend our meetings. Our next meeting is 4/18, so please have that done by Wednesday, April 12th.

- If you attended in person but plan to go remote for the next meeting, please [submit the form](#).
- If you attended remotely, and plan to attend in person next time, let me know what address you had listed, so I can make sure it doesn't show up on the agenda for the next meeting.

FIRST READS

7.1 Strategic Enrollment Management Plan (slide 10)

Kevin Petti presented us with the [Strategic Enrollment Management Plan](#). This is the beginning of a fully fleshed out document that will include much more (like a preamble, appendices, as well as specific actions that members of the college may take to implement the plan) but no new populations, goals, or areas of focus. As Kevin pointed out to us, they have established the bones for the SEM Plan, and after this is approved, they will be putting the meat on the bones. The plan is to have the document fully completed in the 2nd half of the semester, but they have started by outlining four Student Groups to focus on per the Strategic Management Plan. And as you can see in the document, they have suggested four goals to direct the work with those student groups: Increase in Access, Increase in Persistence, Success & Completion, and Increase in Retention. On the 18th, this will come back for a 2nd Read and vote.

OTHER ITEMS

8.1.1: President's Report (AS Constitution and By-laws) (slide 17)

On the 11th, the AS Constitution and Bylaws committee will be meeting to discuss changes to those documents. Please read over [the working document](#), and send any suggestions/possible changes to a member of the AS Exec (minus Pablo and Kevin who are not a part of that committee). Because that discussion includes Exec member duties, positions and reassigned time, we are postponing the upcoming AS Exec elections until May. Along those lines, we welcome your suggestions on the Draft of the Proposed Positions and Reassigned Time.

Current Positions/ Reassigned Time:	DRAFT of Proposed Positions/Reassigned Time
President: 1.0	President: 1.0
Vice-President/President-Elect: .40	Vice-President: .4
Secretary: .20	Secretary: .20
Treasurer: .10	Treasurer: .1
Contract At-large: .025	Adjunct At-large: AFT hourly reimbursement
Adjunct At-large: AFT hourly reimbursement	At-large Appointee: .1
At-large Appointee: .025	Curriculum Chair (replacing Contract At-large): .1
Chair of Chairs, "A.S. Chair of Chairs": .25 (plus release time from the College)	Chair of Chairs, "A.S. Chair of Chairs": .1

That is just one small part of the whole document, so please do go over the document and let us know whatever other suggestions you might have.

Please find the minutes from our last meeting on the next page.

Draft Minutes – Miramar College Academic Senate

3:30-5:00pm

Apr 04, 2023

Location: L-309 and *Zoom

(*See agenda for remote locations)

Link for Associated Documents: <https://sdmiramar.edu/committees/meetings/16872/2023-04-04>

Meeting Slide Show: https://sdmiramar.edu/sites/default/files/2023-04/sdmc_as_22-23_0404.pdf

Senators Present: Pablo Martin, Carmen Carrasquillo, Josh Alley, Francois Bereaud, Najah Abdelkader, Brit Hyland, Kevin Petti, Adrian Arancibia, Alex Mata, Alex Sanchez, Becky Stephens, Channing Booth, Cyndie Gilley, Dan Smith, David Halttunen, David Mehlhoff, Heather Paulson, Isabelle Martin, Marcella Osuna, Mardi Parelman, Mark Dinger, Mary Hart, MaryAnn Guevarra, Nick Aramovich, Otto Dobre, Poly Pantelidou-Zweigle, Rodrigo Gomez, Ryan Moore, Sadayoshi Okumoto, Wahid Hamidy, Desi Klaar, Erin Smith, Kristen Bonwell, Kristen Everhart, Natalie Bickett, Robert Worlds, Valerie Chau

Absent: Anh Nguyen, Dan Igou, Mary Kjartanson, Monica Demcho [Proxy: Carmen Carrasquillo], Kevin Gallagher [Proxy: David Halttunen]

Other Attendees: Alex Stiller-Shulman, Amy Alsup, Angela Romero, Elaine Eng, Gale Shipley, Gene Choe, Lisa Brewster, Mara Sanft, Neesa Julian, Juli Bartolomei

1. Call to Order

- The meeting was called to order at 3:33pm.

2. Approval of Agenda

- The agenda and Consent Calendar were adopted with no objections, with a change to remove item 7.3, as the CGH Change workgroup has not met.
- Discussion was had about why item 6.3 is a second reading Action Item instead of a Discussion Item.

3. Consent Calendar

- 3.1. Meeting Minutes from 3/7/23

4. Land Acknowledgment

- Martin shared [links](#) to the Land Acknowledgment documents on the A.S. webpage.

5. Public Comments

- None

6. Action Items

- 6.1. Approval of the [SDMC Accreditation Institutional Self-Evaluation Report \(ISER\)](#) – Daniel Miramontez
 - Mara Palma-Sanft presented information from the handout, including a summary of what has been done.
 - Once it is at the District, their input needs to be integrated into Miramar's document. It will not change Miramar's content.
 - Motion to approve [Booth] passed with one abstention.
- 6.2. Adding a 4th A.S. Scholarship for 2023 – Francois Bereaud
 - Martin shared that this is time-sensitive (the scholarship award ceremony is in 2 weeks), which is why it was called out in the email reminder—a vote is being requested without a second reading.
 - Due to the fact that there were four incredibly strong applicants, with the scholarship readers picking three but feeling the fourth was tied with those three, they are requesting approval for funding for a fourth \$200 scholarship.
 - Motion to approve [Arancibia] passed with no objections.
- 6.3. (Officially a Second Read) Faculty/A.S. Recommendation Regarding a Workgroup to Explore “Packaged” Programs – Pablo Martin
 - Martin shared feedback from faculty with College Council.
 - The Chancellor wants to know what faculty think about packaging 8-week courses. President Lundburg recommended getting a workgroup together for this.
 - VPI Odu is on board with a hybrid workgroup across constituent groups, in the hope of being both effective and efficient. The workgroup would include: One faculty representative from each ACP (7-8 total), 1-2 counselors, 1-2 deans, and the VPI. The workgroup would report to both College Council and the Academic Senate for final approval of their recommendations.
 - The Chancellor is promoting 8-week package courses for CTE only; the College President thinks they should apply to any for which it would work. Concerns about the impact on particular classes/programs should be shared with the workgroup.
 - A suggestion was made to include the VPSS or a Student Services Dean. The recommendation for workgroup membership was amended to include “VPI or designee” and “VPSS or designee.”
 - Motion to approve the workgroup as amended [Paulson] passed with no objections.

7. Discussion Items

- 7.1. (First Read) [Strategic Enrollment Management Plan](#) – Kevin Petti

- This document lists the goals, target populations, and themes/area of focus recommended by the Strategic Enrollment Committee. Each school is in the process of identifying specific actions that will address these areas of focus.
 - This is a skeleton, and the next step will be to put meat on the bones with a document that will include a preamble, appendices and so forth, as well as specific actions, that will hopefully be completed in this second half of the semester.
 - The SEM Plan will be a living document where the actions can be updated and revisited as needed. The Strategic Enrollment Committee recommends that this plan be revisited annually for efficacy.
 - The A.S. will vote on this at the next meeting.
 - Send questions to Petti and copy Martin.
- 7.2. Presenting the [Overlaps Between the Equity and Guided Pathways Plan](#) – Nessa Julian
- The GP Plan is due on June 1st.
 - Essentially an extension of the Student Equity Plan. The two plans are intended to work together.
 - The five metrics within the Plan and sample questions were shared.
 - Barriers/friction points from SEP were shared. They are developing targeted strategies for each of those metrics within the existing Guided Pathways products that they have not faced.
 - They are writing narratives: “Challenges to integration, actions to overcome challenges, and timeframe/next steps for immediate, intermediate, and long-term integration toward full integration and how we will evaluate our outcomes.”
 - Discussion ensued.
 - This is being shared as background for the upcoming GP Workplan action item.
- 7.3. CGH Change Workgroup Update – Pablo Martin
- Postponed until all change requests have been received by the CGH Change Workgroup.

8. Reports

8.1. Executive Committee Reports

8.1.1. President – Pablo Martin

Miscellaneous State, District, Campus, and Senate Issues

- The full President’s Report and more details can be found in the [Miramar SDCCD and ASCCC Resource List 040423](#)
- Campus/Senate:
 - Need two volunteers for the A.S. Equivalency Committee (in Physical Sciences), Contact Martin if interested.
 - Email *any A.S. Exec member regarding possible changes to the A.S. Constitution and Bylaws. The committee will be meeting on April 11th to review them. The working document can be found [here](#). (*Carrasquillo later clarified that Martin and Petti are not on the committee, so emails should be sent to any Exec member other than Martin or Petti.)
 - Links to help students with the transition to Office 365:
 - a. [Computing Services](#)
 - b. [Free Student Email From SDCCD](#)
 - c. [Microsoft Office Activation](#)
 - [Results from the Strategic Enrollment Management fora](#) held last month.
 - Martin shared survey questions that students are given when they drop.
 - The Miramar and City College A.S. Executive Committees sent a [statement](#) to the BoT, Chancellor Cortez, and our college presidents asking them to address the lack of communication on the SDCCD’s reversal related to terminations for those unvaccinated for Covid-19. They asked them to fill this vacuum and communicate with the District community in the hope of creating a more favorable campus climate. VC Smith is meeting with the A.S. Presidents from Miramar and City tomorrow.
- College Council:
 - Enrollment is good, we are up by 14% (FTEF), headcount is up by 4% (FTES), and productivity is at 16%, compared to last spring.
 - The district will be going to a 4/10 schedule over the summer; all offices/departments are expected to be open Monday – Thursday. Remote work will be allowed.
 - Slated terminations have been pulled, and those who were terminated have been re-instated.
 - Everyone is encouraged to use the food trucks, which will be on campus Mon–Thurs from 3pm – 7pm. Peppertree Café will remain closed, as we are facing salary/staff issues. One senator asked if the college was addressing the need of students who don’t have money to pay for food at the foodtrucks.
 - Congratulations to Malia Kunst, Miramar’s Classified Employee of the Year. She is now among the contenders for the State Chancellor’s Office Classified Employee of the Year.
 - Miramar is applying for the Native American Student Support & Success Program Grant (NASSSP), a \$1.5 million award over five years.
 - College Governance Handbook Change requests: Malia Kunst gave a preliminary review of the change requests received so far—clarifications and updates to the CGH, merging of the SEEM and ASC Committee, and potentially two or three more. Change requests were due Friday, 3/24. Discussion about recommended changes takes place at College Council.
- District:

- [Districtwide Workgroup in Innovation and Entrepreneurship](#): Please contact Martin if you are interested in participating.
- Requesting feedback on the [SDCCD Enrollment Processes Improvement \(EPI\) Workgroup Proposal](#): The proposed committee composition includes: Dean of Student Services; Dean of Instructional Services; 6 instructional faculty representatives from a diverse set of disciplines (i.e. CTE, STEM, Language, VPA, etc.); Faculty with experience with courses held online (sync or async); 1 Counseling Faculty; 1 Special Funded Programs Counseling Faculty; Admissions and Records Representative; District Educational Services Business Systems Analyst; IT Applications Manager.
- [Repeating an In-Progress Course Memo](#): Effective Fall 2023, this memo outlines a new business process for students who wish to re-enroll in an in-progress class they will not successfully complete.
- [Baccalaureate Degree Manual](#): SDCCD is developing a helpful online process for colleges to get approval to submit a Baccalaureate Degree.
- State:
 - The Area D meeting was held prior to break. A number of resolutions were discussed, but nothing pressing. The three presidents from this district's credit colleges have written a resolution in support of solidarity with higher education faculty in Florida, to protect their right to develop their own curriculum and not be censored.
 - The ASCCC Spring Plenary, taking place 4/20-22, will bring Academic Senate leadership from across the state together to learn and share best practices, as well as discuss resolutions for future action for the ASCCC. Martin will provide the body with “the big ones” at the meeting on April 18th and ask for input.
- Misc:
 - Martin asked for input on how much faculty would be willing to pay per month or semester for fitness center access from 12-6pm, Mon-Fri. Discussion ensued.

8.1.2. Vice President – Carmen Carrasquillo

- BoT meeting: There were public comments regarding a lack of access to childcare on the campuses; the Board was very responsive. A student brought up Canvas issues. Malia Kunst was introduced as Miramar's Classified Employee of the Year.
- AB1705: Regarding English and Math, we should be continuing to get data on how students are doing, because there are concerns statewide about implementation of AB1705 and impacts on students.

8.1.3. Secretary – Josh Alley

- No report.

8.1.4. Treasurer – Monica Demcho

- Carrasquillo reported a balance of \$1272.97 on behalf of Demcho.

8.1.5. Adjunct Representative – Najah Abdelkader: [Adjunct Senator Issue Survey](#)

- Abdelkader announced that April is Arab Heritage Month. There will be a movie on April 20th in K-211.
- Everhart: [Survey through Research](#) (asking about how adjuncts are adapting post-Covid, along with the rollout of Miramar 2.0 and all of the changes that we have been following with our student population). This is piggybacking off a discussion about how to keep adjuncts more involved and aware of Senate issues. They also included questions about how they prefer to be contacted and how they are primarily getting information. This is an effort to touch base and support adjuncts, as adjuncts might have unique needs that need to be addressed. There will be an opportunity to participate in a focus group to discuss survey results. Asking department chairs to encourage adjuncts to fill out the survey. Research will create a report, hopefully by the end of the semester. Responses are needed by April 23rd.

8.1.6. Member-at-Large – Francois Bereaud

- No report

8.1.7. Member-at-Large – Brit Hyland

- No report

8.1.8. Chair of Chairs – Kevin Petti

- No report

8.2. Committee Reports

8.2.1. Online Faculty Evaluations – Angela Romero

- Information on changing the way online classes are evaluated.
- Drafted at Mesa and presented to Mesa's Senate, but not as a resolution. This is just sharing information for comments, the results of these discussions are not intended to be included in the current CBA negotiations. That will require agreement from all of the colleges.
- Shared with Jim Mahler.
- [Mesa College Proposed Online Class Eval Faculty S23](#)
- [Mesa College Proposed Online Class Eval Student S23](#)
- [CVC-OEI Course Design Rubric](#) (This link is not tied to evaluation.)
- Main concern is not having unlimited continual access to a course, unless the evaluatee decides to grant that. They're talking about having a course-walk, either synchronous or recorded.

- Please look them over and follow up with Romero, or attend the next Distance Ed meeting.

8.3. **Special Reports**

8.3.1. Call for A.S. Exec Positions Nominations – Election Committee

- Postponing the call for nominations until proposed changes to the C&B are approved, as the makeup and reassigned time for Exec members might be changing. Nominations will potentially open on May 2nd, and the election can take place on May 16th.

9. **Announcements**

10. **Adjournment**

- The meeting was adjourned at 5:01pm.

The next meeting will be on Apr 18th. Please submit agenda items to both Paul (Pablo) Martin and Juli Bartolomei.

Respectfully submitted,
Juli Bartolomei and Josh Alley

DRAFT