

## OVERVIEW

As we get closer to the end of the semester, things always get a bit more hectic. As such, we do have a few items that will be coming back for 2<sup>nd</sup> Reads/votes at our next meeting (May 2). Please find a summary of those items below.

For the Slideshow from our last meeting: [https://sdmiramar.edu/sites/default/files/2023-04/sdmc\\_as\\_22-23\\_0418.pdf](https://sdmiramar.edu/sites/default/files/2023-04/sdmc_as_22-23_0418.pdf)

## REMINDERS FOR OUR NEXT MEETING

Just one more reminder because there was some confusion on this in our last meeting:

- 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 CALLS/FIRST READS (to be voted on at the 5/2/23 meeting)

### 7.1 CFHPC: Present Contract Faculty Hiring Form & Rubric (slide 8)

Kevin shared with us these two documents related to new hire requests:

- [Contract Faculty Hiring Form](#)
- [Contract Faculty Hiring Rubric](#)

Please review those with your constituents before our next meeting. The first document is the form that departments will need to fill out to request Full-Time Faculty positions. The second document is the rubric that will be used to review those requests. Kevin explained that in the request form, it will need to be a robust narrative. This document then goes to the committee, it is graded using the provided rubric, and the Chair of the CFHPC will collate the results and create a ranking of all requests. Please take note in the rubric that the boxes are separated to allow for the different measurements required for instructional versus non-instructional faculty. Kevin also mentioned that we want to get these documents approved this semester so we can stay ahead of any potential new hires that might come our way.

### 7.2 Seeking A.S. Approval for the Guided Pathways Plan (slides 8-27)

Lisa Brewster shared with us the [Guided Pathways Workplan for 2022-2026](#). In her presentation, Lisa started by explaining how this plan is connected to the Equity plan we had previously seen in Senate and that both of these will eventually be tied to the Educational Master Plan. The document/slides that Lisa shared are basically the summary of all the things that Guided Pathways has done here at Miramar. This is mainly for reporting purposes to show the State how the funding we have received has been used effectively. Please review the document provided. Suggestions can be sent to Lisa Brewster before we vote to approve at our next meeting.

### 7.3: Recommended Changes to the AS Constitution and By-laws (slides 28-31)

In preparation for the 2<sup>nd</sup> reading on this, please go over these documents where you will be able to see the proposed changes to the Constitution and Bylaws. Changes are highlighted to show where changes are being suggested (and there are explanations in certain areas to clarify the suggestions):

- [DRAFT PROPOSED CHANGES 4\\_14\\_23 AS Bylaws May 2022](#)
- [DRAFT PROPOSED CHANGES 4\\_14\\_23 AS Constitution May 2022](#)

The notes presented by Carmen in our meeting were based on the changes that are highlighted. These include:

- Adding the Curriculum Chair to the AS Exec Committee and removing the appointed At-Large member from Exec (please note, the elected Contract At-Large position would remain).
- Making all AS Exec terms consistent (2 years) and to also change Senator terms to two years as well.
- Clarifying duties of the Secretary in conjunction with the Administrative Assistant
- Adjusting the listed duties of the Chair of Chairs (eliminating any non-Senate duties listed) and adding in language for Curriculum Chair duties.
- Proposed changes to reassigned time are also suggested based on the new makeup of the ASEC (below; note that these were not originally included in the marked-up documents above). Along those lines, it is also suggested that after an election, the new ASEC determine their reassigned time—this language is included in the marked-up documents above.

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 Treasurer: .10 Contract At-large: .025 Adjunct At-large: AFT hourly reimbursement At-large Appointee: .025 Chair of Chairs, "A.S. Chair of Chairs": .25 (plus release time from the College)	Secretary: .20 Treasurer: .1 Adjunct At-large: AFT hourly reimbursement At-large Appointee: .1 Curriculum Chair (replacing Contract At-large): .1 Chair of Chairs, "A.S. Chair of Chairs": .1
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Please provide feedback to Carmen ([cjay@sdccd.edu](mailto:cjay@sdccd.edu)).

**7.4:** Seeking Input on the [Spring 2023 CGH Change Workgroup Requests](#) – Pablo Martin

Change requests are brought to the CGH Change Workgroup (by a committee or other workgroup) and then recommendations are reported to the constituency groups for feedback and input before they are implemented. (This outlined in the CGH Change Request Process.)

Please review the document linked above and contact Pablo ([pmartin@sdccd.edu](mailto:pmartin@sdccd.edu)) or Malia Kunst ([mkunst@sdccd.edu](mailto:mkunst@sdccd.edu)) if you have any input or feedback on any of the proposed changes.

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## Draft Minutes – Miramar College Academic Senate

3:30-5:00pm      **Apr 18, 2023**      Location: L-309 and Zoom

(\*See [agenda](#) for remote locations)

Link for Associated Documents: <https://sdmiramar.edu/committees/meetings/16872/2023-04-18>

Meeting Slide Show: [https://sdmiramar.edu/sites/default/files/2023-04/sdmc\\_as\\_22-23\\_0418.pdf](https://sdmiramar.edu/sites/default/files/2023-04/sdmc_as_22-23_0418.pdf)

**Senators Present:** Pablo Martin, Carmen Carrasquillo, Josh Alley, Francois Bereaud, Najah Abdelkader, Brit Hyland, Kevin Petti, Adrian Arancibia, Alex Mata, Anh Nguyen, Becky Stephens, Channing Booth, Dan Igou, Dan Smith, David Halttunen, Heather Paulson, Isabelle Martin, Kevin Gallagher, Mark Dinger, Mary Hart, Mary Kjartanson, MaryAnn Guevarra, Nick Aramovich, Otto Dobre, Poly Pantelidou-Zweigle, Ryan Moore, Sadayoshi Okumoto, Desi Klaar, Erin Smith, Kristen Bonwell, Kristen Everhart, Natalie Bickett, Robert Worlds, Valerie Chau

**Absent:** Alex Sanchez, Cyndie Gilley, David Mehlhoff [proxy: Mary Kjartanson, Marcella Osuna [proxy: Isabelle Martin], Mardi Parelman, Monica Demcho [proxy: Carmen Carrasquillo], Rodrigo Gomez [proxy: Josh Alley], Wahid Hamidy

**Other Attendees:** Angela Romero, Alex J. Stiller-Shulman, Gregory Smith, Lisa Brewster, Lisa Muñoz, Peter Maharaj, Juli Bartolomei

### 1. Call to Order

- The meeting was called to order at 3:32pm.

### 2. Approval of Agenda

- The agenda and Consent Calendar were adopted with the following changes: Moving item 8.4.1 up to whenever Maharaj arrives and adding five minutes to item 7.2. [Carrasquillo]

### 3. Consent Calendar

- 3.1. [Meeting Minutes from 4/4/23](#)

### 4. Land Acknowledgment

- Martin presented the updated [Land Acknowledgment](#).
- Native American Student Support Success Program grant: Five years, from Fall 2023 to Spring 2028, \$1.5M. The College President is meeting with leaders of the Barona tribe.

### 5. Public Comments

- There is administrative interest in campus-wide celebration of faculty and staff accomplishments.

### 6. Action Items

- 6.1. (Second Read) [Strategic Enrollment Management Plan](#) – Kevin Petti
  - The vote will only be on the goals, populations and overall areas, not strategies and activities, which can be constantly added to and edited.
  - The more complete template will be shared at a future meeting.
  - The Chancellor's Office wants it by May 19<sup>th</sup>. Activities and strategies can be changed at any time to better serve students.
  - Motion to approve passed with no objections. [Kjartanson]

### 7. Discussion Items

- 7.1. (First Read) CFHPC: Present Contract Faculty Hiring [Form](#) & [Rubric](#) – Kevin Petti
  - Petti presented the document and explained that this would be for *new* positions.
  - The hiring list procedure was approved by the A.S. body at the Feb 21, 2023 meeting.
  - It was noted that librarians, nurses and counselors have different metrics that are reflected in the rubric.
  - There was unanimous consensus on this at the CFHPC.
  - This will come back to the next meeting for a second reading.
- 7.2. (First Read) Seeking A.S. Approval for the [Guided Pathways Plan](#) – Lisa Brewster
  - The GP Workplan from 2022-26 is an integration of the Equity Plan. The intersection of GP and Equity is using a culture of care framework to meet students where they are, when they need it, and how they need it. GP is the action.

- Still have to develop summaries.
  - Various groups have contributed to this GP Plan.
  - Will be updating it next year.
  - Brewster went through the Plan for senators.
  - “GP is supposed to be the rock by which the college is built.”
  - Had to identify immediate, intermediate and long-term goals.
  - Keeping things vague in the document, because the more specific they are, the more accountable they are.
  - Over time, they will be connecting this, the Equity Plan and Strategic Goals to develop an Educational Master Plan.
  - They are showing the State legislators all of the amazing things that have been done with the funding.
  - Recommendation was made to change “freshmen” to “first year students.”
  - This will come back to the next meeting for a second reading.
  - Brewster also announced that the GP project is being highlighted at their workshop on April 28<sup>th</sup>. We are one of the three colleges that were selected as “stellar stars.”
- 7.3. (First Read) Recommended Changes to the A.S. [Constitution](#) & [Bylaws](#) – Carmen Carrasquillo
- The Amendments & Bylaws Committee is bringing recommended changes to the A.S. body for approval.
  - Carrasquillo summarized the changes, and a new reassigned time distribution was presented.
  - Send feedback to Carrasquillo.
  - Martin clarified that next year’s Exec will still be one-year terms.
  - This will come back to the next meeting for a second reading.
- 7.4. Seeking Input on the [Spring 2023 CGH Change Workgroup Requests](#) – Pablo Martin
- Martin shared the recommendations from the workgroup (outlined in the above document). He explained that the change requests are brought to the workgroup and then recommendations are reported to the constituency groups for feedback.
  - Martin clarified that the AS President is being removed from CFHPC because of potential conflict of interest.
  - Curriculum Chair, Stiller-Shulman, added in the chat: “The purpose of allowing additional term limits is to ensure that the curriculum committee is able to operate effectively and efficiently, and to provide valuable professional growth opportunities for its members. Allowing experienced members to serve additional terms can help maintain continuity, smooth out the multiyear workflow of the proposals under review, and ensure that the committee’s decisions are consistent and effective. It also allows members to further develop expertise of the CCCO’s standards and criteria, which can benefit the college and enhance the quality of the committee’s work.”
  - Send feedback to Martin or Malia Kunst.

## 8. Reports

### 8.1. Executive Committee Reports

#### 8.1.1. President – Pablo Martin: Updates on Miscellaneous Campus, Senate, District, and State Issues

- See the [Miramar SDCCD and ASCCC Resource List 041823](#) for more details.
- Martin shared a Spring semester summary from the Academic Success Committee.
- The A.S. and the C.C. both voted unanimously to create a “Workgroup to Explore ‘Packaged’ Programs.” Look for a call out for participants shortly.
- Miramar is putting together a Website Review Taskforce. The [interest form](#) will close on Monday, April 24<sup>th</sup>.
- If you are teaching a summer course, the bookstore needs your course material ASAP. Please see Lily Cava’s 4/5/23 email, “SUMMER TEXT REQ,” for more information.
- Adjunct faculty need to complete the [Adjunct Faculty Survey](#) by April 23<sup>rd</sup>. Only ten adjunct faculty have completed it, so please spread the word.
- Applications are open for [AFT’s Salary Advancement and Mentoring program](#).
- Action items from the 4/11/23 College Council meeting ([recording link](#)):
  - President’s report: Budget is projected to be flat or down. Expect to hear from the District’s marketing firm—they are looking to speak with ASG Clubs and other students. They are also doing a website audit and will report out in May. Enrollment growth target is 4% per year, but there is still uncertainty around this goal.
  - Classified Senate approved the ISER and their elections are coming up.
  - ASG approved the ISER and their elections are coming up. Spring Fest is on 4/19 from 12-2pm.
  - Community of Practice has been meeting and set out to work on four outcomes.
  - The ISER (Accreditation Report) is on track for final college approval at C.C.’s next meeting (4/25).

- Kurt Hill, as Director of Technology Services, will attend ASG's governance committee meeting to get input on the website/homepage.
- Nominations for ASEC positions are slated to open on 5/2/23.
- [ASCCC Resolutions](#): There are no resolutions that warrant opposition.
- [ASCCC 2023 Spring Plenary Session](#), "Making Space for Connection and Belonging as We Center Authentic Voices and Lived Experiences in the 10+1": Please share your input on any of the resolutions you feel strongly about.
- Highlights from [ASCCC President's Update](#) (April 2023): Of note is the work on DEIA in Evaluations and Tenure Review and Associate Degree Requirements.
- Open Positions for faculty to work with the ASCCC's Open Educational Resources Initiative (see "[ASCCC OERI Open Positions.pdf](#)").
- Consider attending the Office of Instruction's open forum regarding the proposed Instructional Services Division reorganization on Wednesday, 4/19/23, from 12:30-1:30pm in M-108 or [Zoom](#), or add to the [Padlet](#).

#### 8.1.2. Vice President – Carmen Carrasquillo

- The next Committee on Committees meeting will be on May 9<sup>th</sup>.
- Faculty are strongly encouraged to serve on the Website Taskforce.

#### 8.1.3. Secretary – Josh Alley

- No report.

#### 8.1.4. Treasurer – Monica Demcho

- Carrasquillo reported on behalf of Demcho that there is no change in the A.S. budget from last time.

#### 8.1.5. Adjunct Representative – Najah Abdelkader

- Abdelkader reported that she shared the adjunct survey with colleagues and encouraged others to share it.

#### 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

- AFT pizza social on Th from 11:30am-1pm in M-110.

### 8.2. Committee Reports

#### 8.2.1. None

### 8.3. Special Reports

#### 8.3.1. Update on District Response to [Resolution 2022.9.4](#) (I.T. Updates Needed for SDCCD Classrooms and Faculty Offices) – Peter Maharaj

- "SDCCD Information Technology Services (ITS) vision is to become technology leaders within California and the United States, catering to the teaching and learning needs of our students, faculty, and staff."
- Maharaj went through the SDCCD Digital Imperative and IT updates that are needed and happening.
- Goal: New ways and better outcomes.
- Motion to add "a couple more minutes" passed with no objection. [Kjartanson]
- Active approach to security instead of passive.
- Reinventing the help desk system.
- Classroom computers will be upgraded to Windows 10 baseline or Windows 11.
- Working on laptop distribution for student check-out. Students have access to Office 365 and will also have access to Windows Suite.
- Wi-Fi: New access points have been installed, and there will be fewer barriers to fast internet access. By Fall, the Wifi problems will be worked out.
- Some faculty still do not have updated computers. The District is working on it, as it is a security concern. Right now, it is up to the budget manager of each area to allocate funding for replacement. Need to create a centralized District-wide budget, process and cycle for replacement.
- Motion to add three minutes passed with no objection. [Arancibia]

## 9. Announcements

9.1. Martin announced that the Earth Day Spring Fest will be on April 19<sup>th</sup> from 12-2pm at Compass Circle, that the Community Voices Literary Magazine is having an Open Mic on April 20<sup>th</sup> from 12:30-2pm in the I-building courtyard, and that the Instructional Services Division reorganization open forum will be on April 19<sup>th</sup> from 12:30-1:30pm in M-108 and on Zoom.

**10. Adjournment**

– The meeting was adjourned at 5:00pm.

The next meeting will be on May 2<sup>nd</sup>. Please submit agenda items to both Paul (Pablo) Martin and Juli Bartolomei.

Respectfully submitted,  
Juli Bartolomei and Josh Alley

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