

SAN DIEGO

IRAMAR

COME JOIN US TO CELEBRATE EARTH DAY! LEARN MORE ABOUT CLUBS ON CAMPUS, MAKE ENVIRONMENTALLY FRIENDLY CRAFTS, DONATE CLOTHES, AND EAT FOOD!

@SDMIRAMAR.STUDENTAFFAIRS FOR DISABILITY ACCOMMODATIONS, PLEASE CONTACT HANKINS@SDCCD.EDU AT LEAST THREE DAYS PRIOR TO EVENT.





#### Thursday, April 20 | 12:30–2:00pm I Building Courtyard

Join us for spoken word. All students, staff, faculty and greater Miramar and San Diego community welcome!

Hosted by The Honors Program and Community Voices Literary Magazine



For any disability accommodations contact bwolf@sdccd.edu

#### **OPEN FORUM** INSTRUCTIONAL SERVICES

Wednesday, April 19th, 12:30-1:30pm

Join us to share your feedback/insight for a potential Instructional Division reorganization

All are welcome!

In-Person: M-108 Online: Zoom Padlet: Link to Follow Link to Padlet

# San Diego Miramar College Academic Senate Meeting



April 18 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:
  - 1. Meeting Minutes (4/4)
- 4. Land Acknowledgement
- 5. Public Comments
- 6. Action Items:
  - 1. Strategic Enrollment Mgmt Plan
- 7. Discussion Items

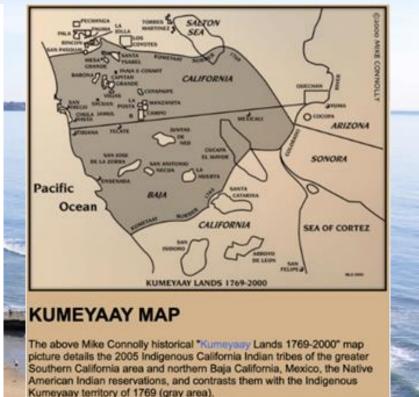
- 1. CFHPC Form & Rubric
- 2. Guided Pathways Plan
- 3. Recommended Changes to ASC&B
- 4. Input on CGH Change Requests
- 8. Reports
  - 1. Executive Committee Reports
  - 2. SDCCD Response to IT Resolution
- 9. Announcements
- 10. Adjournment

# 4. Land Acknowledgment

We recognize that San Diego Miramar College sits on the ancestral homeland of the Kumeyaay people, who have lived in this area for well over 10,000 years, and we honor their past, present, and future connection to this land and its inherent connection to their identity.

We acknowledge our occupation of unceded Kumeyaay land and the violent systemic injustices this has continuously perpetuated for Native peoples of this region. We pay respect to the Indigenous people of San Diego County - past, present, and future - and honor their continuing presence in their homeland and their spiritual beliefs that land does not belong to people; people belong to land.

We also acknowledge that this is merely the beginning, and there is far more work to be done in an attempt to heal all of the injustices and inequities that still exist today and throughout their entire historical diaspora. Hopefully we can find a way to move forward together.



• "Making a land acknowledgment meaningful"; A call for more powerful land acknowledgements

# 5. 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

## 6. Action Items

6.1. (Second Read) Strategic Enrollment Management Plan - Kevin Petti (5 mins. plus 5 mins. Q&C)

<u>Strategic Enrollment Management Plan</u>

- 7.1. (First Read) CFHPC: Contract Faculty Hiring Form & Rubric Kevin Petti (5 mins. plus 5 mins. Q&C)
  - <u>Contract Faculty Hiring Form</u>
  - <u>Contract Faculty Hiring Rubric</u>
- 7.2. (First Read) Seeking A.S. Approval for the Guided Pathways Plan -Lisa Brewster (5 mins. plus 5 mins. Q&C)

# Discussion/Action: Guided Pathways Workplan 2022-2026

Last meeting you heard from Nessa on the connection of the Equity Plan to the Guided Pathways workplan 2022-26

Intersection of GP and Equity is:

#### Using a culture of care framework to meet students where they are, when and how they need it

This week I will share the first draft of the Guided Pathways Workplan Within all of these activities, we are asking the hard questions of what does this look like for our DI populations, how are we impacting our DI populations

#### **1** Student Success in the Enrollment Process

What does your college need to do to develop and implement a continuous improvement process related to the goal?

- Have access to data from CCC Apply
- Invest in CRM to communicate with students
- Develop wrap around services to assist students in enrollment processes
- DI representation in staffing
- Allocate resources to directly support efforts
- Continued Program Mapper updates and enhancements
- Institutionalize Program Mapper efforts
- Create a process for approving program maps on a yearly basis & editing on a bi-annual basis

#### **1** Student Success in the Enrollment Process

What learnings and improvements does your college believe it will benefit the most from engaging in the continuous improvement cycle over the next 4 years?

- Access to data will allow us to make informed decisions that will help us develop strategies and intervention which strategically impact our various sub populations
- Targeting communication to the various sub populations will allow us to integrate the strategies identified to particular populations
- Targeted professional development on culturally responsive practices embed in Light the Fire programs
- Stronger connection between instruction and student services creating a collaboration that will
  yield towards a more holistic approach wherein students are guided by multiple areas of the
  college
- Continue to expand Jets JumpStart
- Introduce ACP orientation to help acclimate students
- New student section is being built into the ACP Canvas Shell to clearly identify steps to enrollment
- District will auto enroll students in the ACP Canvas Shell upon completing application
- Continue adding differentiated orientations based on student demographics (I.e. undocumented students, re-entry/re-engagement students, athletes, etc.)
- Develop onboarding for new faculty

### 2 Students Persisting from 1<sup>st</sup> to 2<sup>nd</sup> semester

What does your college need to do to develop and implement a continuous improvement process related to the goal?

- Establish data points needed and mechanism to share access to the data
- Implement success team model using inquiry and action model
- Assess effectiveness of ACP canvas shell by tracking student usage
- Assess effectiveness of regularly communication with students
- Host intentional student engagement opportunities for DI students to connect to their ACP
- Quantitative/qualitative data to determine areas of strength/weakness to support DI students
- Utilize the Program Review process to examine areas of strength and opportunities to improve support for DI students. Our revamped Program Review & Outcomes Assessment Guide includes guides for DEI reflection such as the equity definition, equity plan metrics, and disproportionate impact data, and the friction point/barriers to equity. Program Review also includes the Budget Resource Development Planning Process.
- Targeted professional development on strategies/practices to support DI students
- Centralized data (one system) for support services to understand student engagement oncampus
- Early alert system/process to capture students who are at-risk of failing/dropping out

### 2 Students Persisting from 1<sup>st</sup> to 2<sup>nd</sup> semester

What learnings and improvements does your college believe it will benefit the most from engaging in the continuous improvement cycle over the next 4 years?

- Access to data will help inform the Inquiry and Action teams of the barriers that exist by ACP
- The development of a communication plan for what to and when to communicate with students will help inform the college of the key message's students need in order to assist them with staying on the path
- There are multiple approaches that have been taken with the student engagement opportunities: calling campaign, mentoring program, paired learning, career exploration events, transfer events, in class presentations, LAEP student involvement
- Quality Program Review will help identify data per program which will spark discussions on persistence and success by DI population, age, and gender.
- Professional Development events by ACP, by program, and through the Light the Fire PD series addressed at building community and student persistence
- Revisions to ACP canvas shells to include links to college success strategies, updated faculty information, and modules to help students when they need it
- Development of Undeclared ACP and undeclared orientation.
- Success Team formed to connect with students who are Undeclared
- Campaign for student success with calling of students and showing that Miramar employees are here to help with their success
- Launch of MyCoach, an app with resources and milestones that can help students stay on the path
- Launch of Program Mapper for all Full Time and Part Time students to CSU, UC and career path

## 3 Students successfully completing Math/English in first year

What does your college need to do to develop and implement a continuous improvement process related to the goal?

- Marketing importance of taking Math and English
- Increase persistence and success rates
- Prioritization of resources to directly support efforts to close gaps for DI students
- Targeted professional development on strategies/practices to support DI student success in Math and English
- Align the program mapper with these efforts, specifically to have Math and English completed in the first year
- Create learning communities in each ACP with Math, English, and a light the fire course in a student's first semester targeting DI student populations
- Obtain new student data on student's taking Math & English in their first semester
- For those not enrolled in both Math & English, reach out to students in meeting with a(n) (ACP) counselor to create an ed plan for the following semester to complete it

## 3 Students successfully completing Math/English in first year

What learnings and improvements does your college believe it will benefit the most from engaging in the continuous improvement cycle over the next 4 years?

- Piloted paired coursing with MATH 104 and PERG 120
- Mentoring program for STEM (faculty/student)
- 3 Mentoring events per semester for STEM
- Title V for STEM
- Program Mapper identifying course sequences which strategically place Math and English in first year
- In conversation to determine if a we can develop and offer a CTE version of Math and English
- Continue regular norming sessions with English
- ACP tutors
- Program Mapper Event for freshmen.

# 4 Students successfully transfer to a four-year institution

What does your college need to do to develop and implement a continuous improvement process related to the goal?

- Make access to data on transfer by subpopulations available
- Staff transfer center
- Increase number of students who have comprehensive SEP's
- Market Program Mapper
- Targeted Transfer workshops to various subpopulations
- Revision of Miramar website
- Institutionalize Program Mapper efforts.
- Annually review of Program Mapper with counseling and departments
- Institutionalize Program Mapper efforts.
- Annually review of Program Mapper with counseling and departments
- Build Miramar Alumni network to share experiences on transfer and workforce

# 4 Students successfully transfer to a four-year institution

What learnings and improvements does your college believe it will benefit the most from engaging in the continuous improvement cycle over the next 4 years?

- Hiring of a transfer center director
- Development of group abbreviated educational planning
- Hiring of 4 new general counselors
- ACP event focusing on educational planning
- ACP event focusing on transfer: educational in first semester, to build on in future semesters
- Program Mapper Event for freshmen and transfers.

# 5 Advance the goal of Completion without creating new barriers

What does your college need to do to develop and implement a continuous improvement process related to the goal?

- Increase number of SEP's completed
- Regular communication with students nearing completion
- Host student engagement opportunities for DI students to connect to their ACP
- Quantitative/qualitative data to determine areas of strength/weakness to support DI students
- Utilize the Program Review process to examine areas of strength and opportunities to improve support for DI students. Our revamped Program Review & Outcomes Assessment Guide includes guides for DEI reflection such as the equity definition, equity plan metrics, and disproportionate impact data, and the friction point/barriers to equity. Program Review also includes the Budget Resource Development Planning Process.
- Targeted professional development on strategies/practices to support DI students
- Identify resources to directly support intentional efforts
- Revision of Miramar homepage to reflect Guided Pathways framework

# 5 Advance the goal of Completion without creating new barriers

What learnings and improvements does your college believe it will benefit the most from engaging in the continuous improvement cycle over the next 4 years?

- Embed a counselor in each ACP
- Establish communication plan on what to and when to communicate with students
- Train success team on inquiry and action plan
- Engage faculty and classified professionals in the ACP model
- Collaborative efforts by student success and instruction
- Career Ambassadors
- Student involvement in success team though LAEP
- Program Mapper with enhancements
- ACP specific monthly events
- First semester orientation connecting student services and instruction
- College hour
- ACP tutors

## 6 Integrating SEA Program with Guided Pathways

What are some present challenges in that affect reaching full integration?

- Resources
- Staffing
- Currently in the planning process for the launch of ACP success teams

What are the actions your college is taken/plans to overcome some of these challenges?

- Training for ACP success teams
- Professional development targeted towards DI populations

Leaning into the continuous improvement efforts, what are your immediate, intermediate and long-term goals for full integration?

Immediate goals - train ACP success team

Intermediate goals- engage faculty, staff and administrators in data driven conversations highlighting inequities based on DI populations

Long-term goals-

#### How will your college evaluate these outcomes?

- Persistence rates by ethnicity, age and gender
- Success rates by ethnicity, age, and gender

#### 7 Integrating ADT with Guided Pathways

- Please provide an example of how the college is integrating.
- What did your college learn from this process?
- What is your college's plan for continuous improvement?

## 8 Integrating ZTC with Guided Pathways

What are some present challenges in that affect reaching full integration?

- Resources
- Faculty willingness to participate
- Lack of accurate data about actual usage or lack thereof
- Marketing
- No taskforce with representation from various constituency groups
- Lack of data on OER/ZTC for college and students

#### What are the actions your college is taken/plans to overcome some of these challenges?

- Regular emails by OER librarian on OER resources by discipline
- Small OER committee
- OER events
- OER Professional Development cohort called FLOC (currently 30 faculty members have participated)
- Apply for OER/ZTC grants to work on developing ZTC pathways across the district.
- Calculate student saving if OER/ZTC adopted
- Calculate number of courses using OER/ZTC
- Gather more data about campus support, OER / ZTC usage and impact

### 8 Integrating ZTC with Guided Pathways

Leaning into the continuous improvement efforts, what are your immediate, intermediate and long-term goals for full integration?

Immediate goals - collection of OER and ZTC resources available for all General Education courses

- Intermediate goals regular communication with departments (programs) on ZTC and other stakeholders.
- Continuation of OER/ZTC professional development opportunities.
- Connect faculty across district for collaborate on creation/adoption of OER and ancillary materials
- Long-term goals- work with stakeholders to develop processes for embedding ZTC in courses

#### How will your college evaluate these outcomes?

• Number of faculty embedding ZTC textbooks in their courses

### 9 Integrating CAEP with Guided Pathways

What are some present challenges in that affect reaching full integration?

- Resources
- Staffing
- Curriculum process

What are the actions your college is taken/plans to overcome some of these challenges?

- Participated in REACH, where a workgroup completed an analysis of what is currently occurring and how we could improve pathways for Adult Learners
- Developed new degree for adult learners returning to college
- Developed stackable credentials tailored to soft skills needed in the workforce
- Developed a marketing plan for adult learners
- Strategized interventions and programs to aid adult learners complete their degree/certificate

#### 9 Integrating CAEP with Guided Pathways

Leaning into the continuous improvement efforts, what are your immediate, intermediate and long-term goals for full integration?

Immediate goals- develop curriculum for stackable credentials and adult learners' degree

Intermediate goals - market new degree and certificates

<u>Long-term goals-</u> create more stackable credentials leading to other degree pathways

#### How will your college evaluate these outcomes?

- Number of students enrolling in courses for stackable credential
- Number of students enrolling in courses for adult degree
- Persistence rates by ethnicity, age and gender
- Success rates by ethnicity, age, and gender

#### 10 Integrating SWP with Guided Pathways

What are some present challenges in that affect reaching full integration?

- Resources
- Staffing

What are the actions your college is taken/plans to overcome some of these challenges?

 Stronger connection between Guided Pathways Coordinator and Associate Dean of Strong Workforce

#### 10 Integrating SWP with Guided Pathways

Leaning into the continuous improvement efforts, what are your immediate, intermediate and long-term goals for full integration?

- **Immediate goals** Alignment of the CTE Operational Plan to GP and Equity Plan **Intermediate goals**- Expand partnerships with our K-12 partners to improve student onboarding experiences to CTE
- **Long-term goals-** Better alignment with K-12 Career Pathways with our CTE program offerings as well as alignment with the transition of Non Credit.

#### How will your college evaluate these outcomes?

- Persistence rates by ethnicity, age and gender
- Success rates by ethnicity, age, and gender

- 7.3. (First Read) Recommended Changes to the A.S. Constitution & Bylaws Carmen Carrasquillo (5 mins. plus 5 mins. Q&C)
- 1. [The Amendments and Bylaws] committee will study and recommend all amendments to this Constitution and its Bylaws. This committee shall consist of the Executive Committee, excluding the President and the Chair of Chairs, and shall be chaired by the Vice President or President-Elect. This committee may opt to utilize the President or a legal or administrative advisor as needed but retains sole authority for any recommendations to amend this Constitution and its Bylaws.

# Report cont.: Amendments and Bylaws Committee

Summary of Proposed Changes:

- 1. Add the Curriculum Chair to the AS Executive Committee.
- 2. Remove the **appointed** At-Large and keep the **elected** Contract At-Large.
- 3. Make all AS Exec terms consistent (2 years).
- 4. Clarify VP/President Elect position.
- 5. Change Senator terms from one year to two years.
- 6. Review and update AS Exec member responsibilities.
- 7. Update re-assigned time language.

# Report cont.: Amendments and Bylaws Committee

Current Re-assigned Time Distribution	Proposed Re-assigned Time Distribution
President: 1.0	President: 1.0
Vice President: .40	Vice President: .40
Secretary: .20	Secretary: .20
Treasurer: .10	Treasurer: .10
Contract At-large: .025	Contract At-large: .10
Adjunct At-large: AFT hourly reimbursement	Adjunct At-large: AFT hourly reimbursement
At-large Appointee: .025	Curriculum Chair: .10
Chair of Chairs: .25 (plus release time from the College)	Chair of Chairs: .10 (plus release time from the College)

# Report cont.: Amendments and Bylaws Committee

Please send comments or questions to the <u>Chair of the Amendments and</u> <u>Bylaws Committee</u>.

Thank you!

- 7.4. Seeking Input on the Spring 2023 CGH <u>Change Requests</u> -Pablo Martin (5 mins plus 5 mins. Q&C)
  - 1. Academic Success Committee: Merge ASC and SEEM (Success in English, ELAC, and Math) Committees. Retain faculty representation in English, ELAC, and Math. Streamline and eliminate redundancy. *The CGH Change Workgroup recommends moving forward, noting the need to identify specific positions under ex-officio members*

#### 7.4. Seeking Input on the CGH <u>Change Requests</u> (cont.)

- 2. Contract Faculty Hiring Prioritization Committee, 1 of 2: Change meeting requirement to, "Meet at least once each semester, with subsequent meetings as needed per the discretion of the Committee Chair." The CFHPC supports this change.
- 3. CFHPC, 2 of 2: Remove Academic Senate President as a committee member. The CFHPC supports this change.
- CGH Review Taskforce: Adding or clarifying language on 1) term limits, 2) sabbaticals, 3) adjunct service, 4) roles of committee members, 5) which committees must adhere to the Brown Act, and 6) overall clarity and currency of the CGH. The CFHPC supports this change, but asks that "Curriculum Committee" be added to #5.

- 7.4. Seeking Input on the CGH <u>Change Requests</u> (cont.)
  - 5. Curriculum Committee: Modify language on term limits to include, "Additionally, members may serve additional terms beyond the standard term limits in situations where doing so would contribute to the continuity and effectiveness of the committee's work, foster value professional growth opportunities, and promote the best interests of the college." The CFHPC supports this change.

- 7.4. Seeking Input on the CGH <u>Change Requests</u> (cont.)
  - 6. Guided Pathways Steering Committee: Propose eliminating the GPSC and fold work into a newly created student success committee. The CFHPC supports this change.
  - 7. Student Services Council: Propose eliminating the SSC and fold work into a newly created student success committee. The CFHPC supports this change.

- 7.4. Seeking Input on the CGH <u>Change Requests</u> (cont.)
  - 8. Technology Committee: Update membership to reflect the Administrative Services reorganization of Technology Services and to align membership with current roles/responsibilities. The taskforce asked the committee to meet to discuss various recommendations. The taskforce will review the updated change request for review.

### 8.1.1: President's Report (10 minutes)

As always, please interrupt me if you have questions. I'm also available for further discussion via email, FTF or Zoom meetings, and you can also invite me to your department meetings. More details from my report can be found in the <u>Current Miramar, SDCCD</u>, and <u>ASCCC Resource List</u>.

### Campus/Senate:

- 1. Spring Semester summary from the Academic Success Committee
- 2. 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.
- 3. Miramar is putting together a Website Review Taskforce. The <u>interest form</u> will close on Monday, April 24th.

- 4. Teaching a summer course? The bookstore needs your course material ASP. Please see Lily Cava's 4/5/23 email, "SUMMER TEXT REQ." for more information.
- 5. Adjunct faculty, please complete the <u>Adjunct Faculty Survey</u> by April 23.
- 6. Applications are open for <u>AFT's Salary Advancement and Mentoring program</u>.
- 7. Action items from the 4/11/23 College Council meeting (recording link: <u>https://sdccd-edu.zoom.us/rec/share/H84ygIVm4sCmtWjB5Q3pOHvdwwo-McRwyNuEq76rRbr9aZWPd4y3c6W-sHo5ArRR.e2N-SDq5Q\_Bm-J08</u>)
  - a. 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.

- 7. Action items from the 4/11/23 College Council meeting (cont.)
  - b. Classified Senate: they approved the ISER and elections are coming up.
  - c. ASG: they approved the ISER and elections are coming up. Spring Fest is on 4/19 from 12-2pm.
  - d. Community of Practice has been meeting and set out to work on four outcomes.
  - e. The ISER (Accreditation Report) is on track for final college approval at C.C.'s next meeting (4/25).
  - f. Kurt Hill, as Director of Technology Services, will attend ASG's governance committee meeting to get input on the website/homepage.
- 8. Nominations for ASEC positions are slated to open on 5/2/23

 <u>ASCCC Resolutions</u>: there are no resolutions that warrant opposition.
 <u>ASCCC 2023 Spring Plenary Session</u>, "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 <u>ASCCC President's Update</u> (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 "<u>ASCCC OERI Open Positions.pdf</u>")

Finally, consider attending the Office of Instruction's Open Forum tomorrow, Wednesday, 4/19/23 from 12:30-1:30 in M-108 or <u>Zoom</u>, or add to the <u>Padlet</u>.

Vice President - Carmen Carrasquillo

Secretary - Josh Alley

Treasurer - Monica Demcho

Adjunct Representative - Najah Abdelkader

Member-at-Large - Francois Bereaud

Member-at-Large - Brit Hyland

Chair of Chairs - Kevin Petti

# 8.3. Special Reports

8.3.1. Update on District Response to <u>Resolution 2022.9.4</u> (I.T. Updates Needed for SDCCD Classrooms and Faculty Offices) - Peter Maharaj (5 mins. plus 5 mins. Q&C)

### Miramar College Academic Senate

Information Technology Services April 18th, 2023

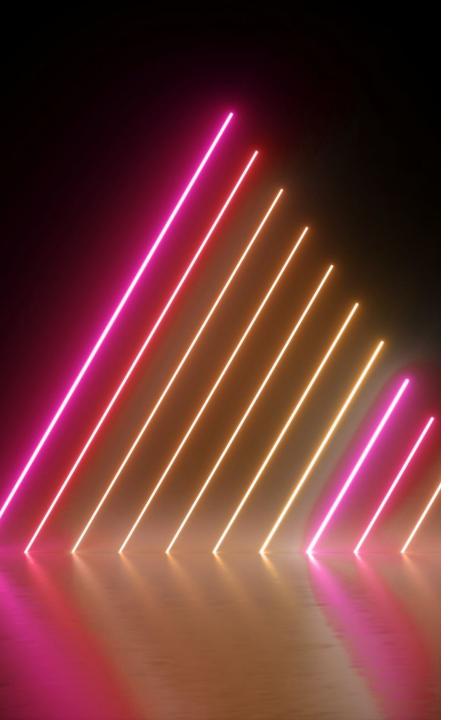


# In K Digitally

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### Digital Imperative in Education

Digital Transformation: cloud, unify data & platforms, prioritize security, embrace collaborative business processes and re-energize our team.



## **ITS** Vision

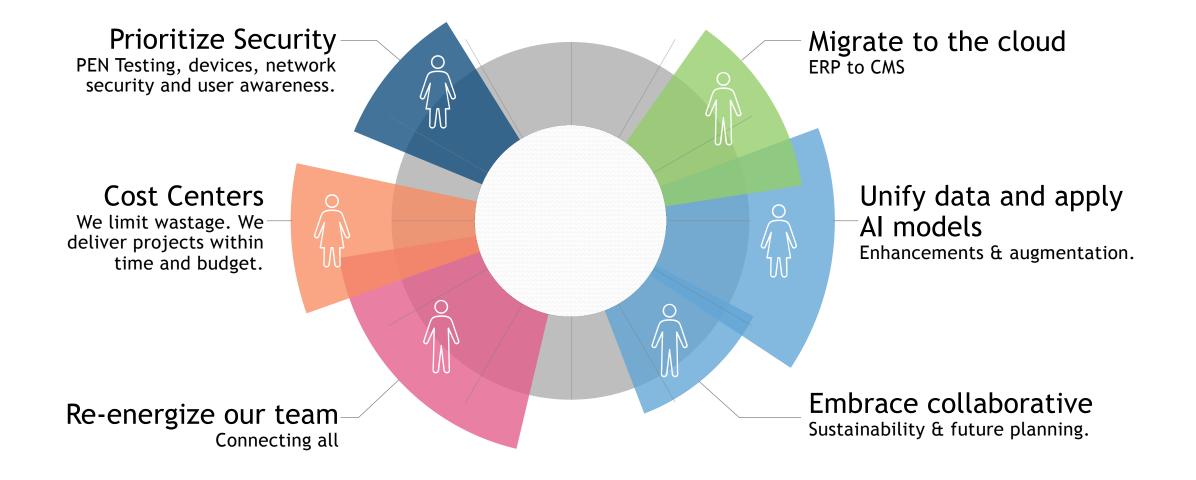
SDCCD Information Technology Services (ITS) vision is to become technology leaders within California and the United States, catering to the teaching and learning needs of our students, faculty, and staff.

We aspire to implement and maintain robust, secure, and scalable enterprise services to support the vision and goals of the SDCCD Chancellor and college Presidents to achieve the educational outcomes governed by the California State Chancellor's Office.

We will work to provide digital resources, access, and training to our colleagues and community to build a collaborative, positive environment and close the digital divide. We will lead with kindness - We will practice good fiscal management - We will be transparent and communicative - We will follow through and follow up on our responsibilities - We will seek and continue to improve our customer service and support each other in building a better community to those we interact with.

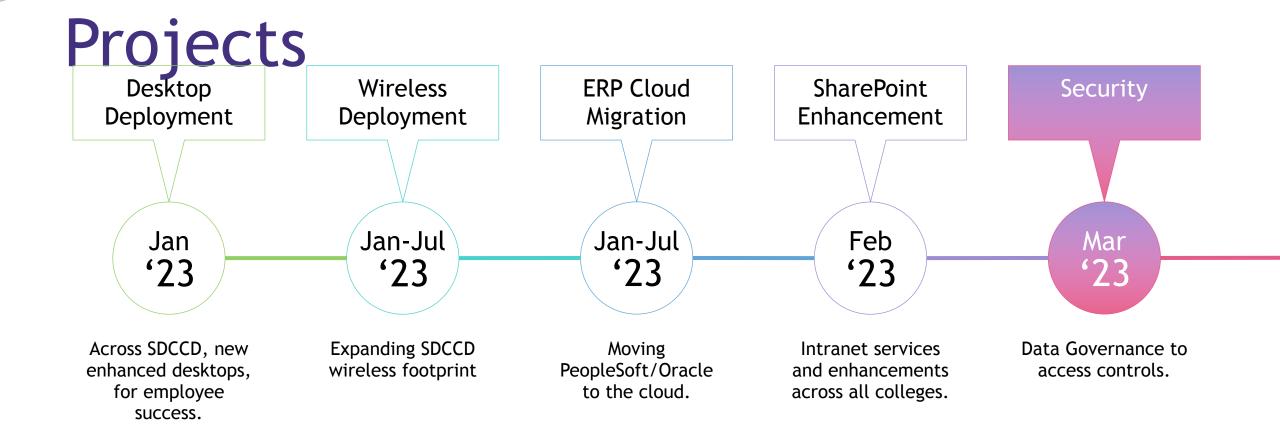
### **SDCCD Digital Imperative**

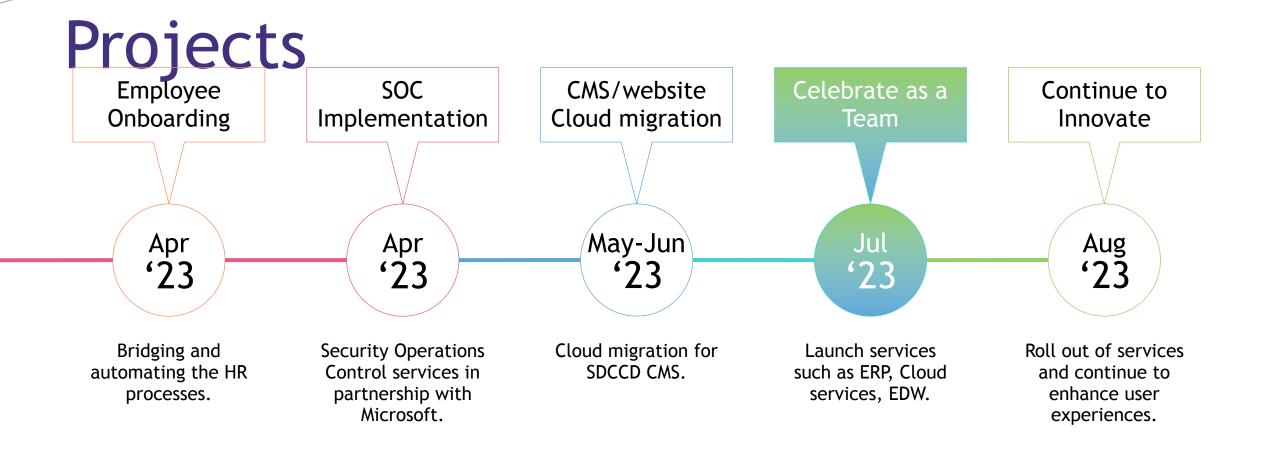
Strategy to improve teaching, learning through innovation



# New Ways. Better Outcomes

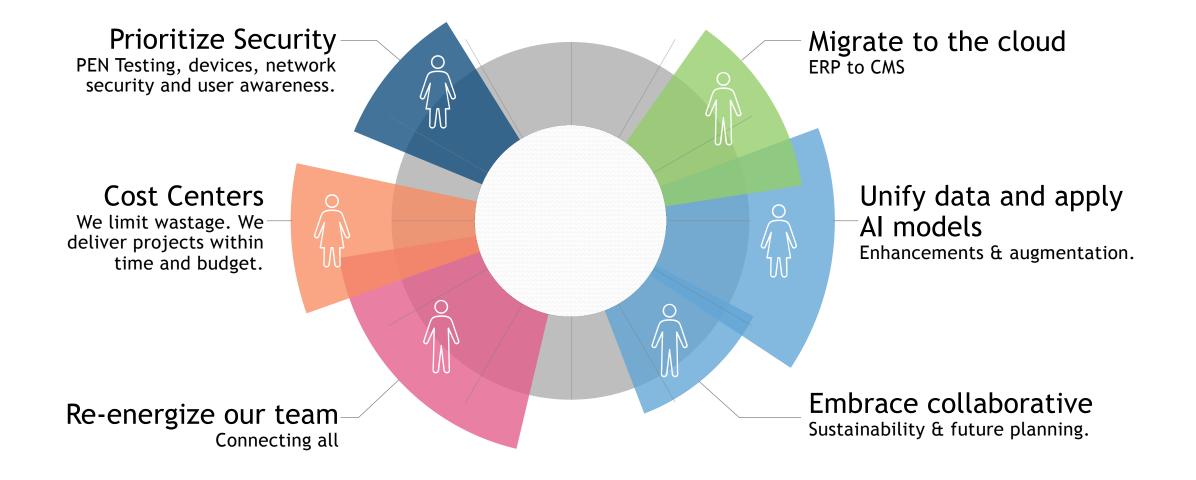
# What starts here changes San Diego.

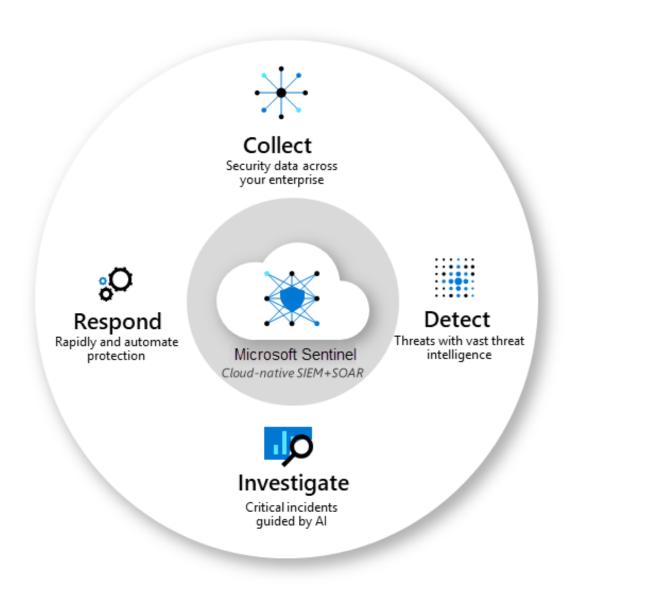


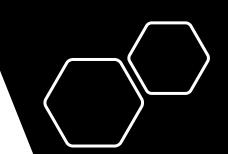


### **SDCCD Digital Imperative**

Strategy to improve teaching, learning through innovation







### **OBJECTIVES KEY RESULTS**

SDCCD Information Technology Services

### **Fiscally Responsible**

We limit wastage. We deliver projects within time and budget.

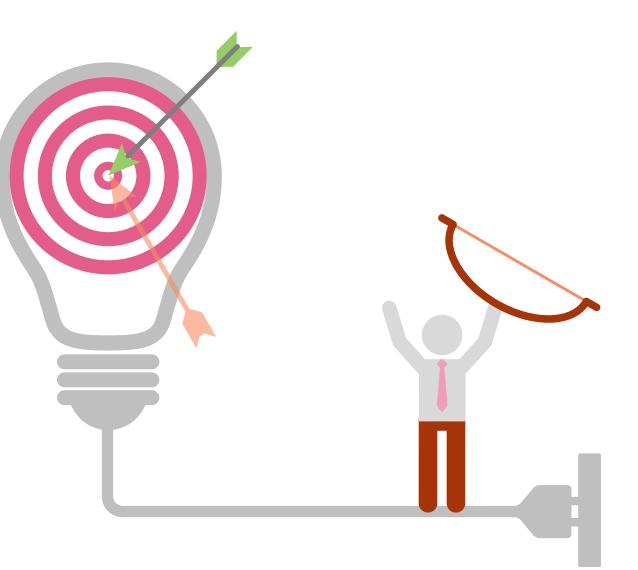
### Capital Expenditure to Operational Expenditure

Reduce the cash and rid high depreciation costs. Move towards predictable services.

#### Improve our Customer Service

Improve Quality of Service across all departments.

Becoming a Strategic Partner for SDCCD colleges & departments Collectively work and partner with colleges and to attain success: Recruitment. Retention. Persistence. Graduation.



# What starts here changes the World.

## 9. Announcements

1 min. time limit each

# 10. Adjournment

### The next meeting of the SDMC Academic Senate:

Tuesday, 4/18/23 from 3:30-5:00pm in L-309 and on <u>Zoom</u> (complete <u>A.S. Senator Remote Attendance Form</u> here)

Please submit agenda items to both <u>Pablo Martin</u> and <u>Juli Bartolomei</u>. If you are a senator and cannot make the meeting, please submit a <u>proxy form</u> or email to our Secretary, <u>jalley@sdccd.edu</u>, and your proxy by 3pm the day of the meeting.

