

OVERVIEW

There was only one first read in our last meeting, but you will find some other items of importance to share with your constituents before our final meeting of the semester on May 16th (assuming we don't have to hold an emergency meeting...).

For the Slideshow from our last meeting, [click here](#).

FIRST CALLS/FIRST READS

7.1 Comprehensive Program Review Process (slide 12)

Patti Manley shared with us the latest version of the Comprehensive Program Review Process. The previous version that we had seen has been scrapped. Patti mentioned how long and daunting that version was, and that the idea with this new one is to make the process easier to understand. The process is broken up into various sections and due to Nuventive features, you will know where you left off while completing the review. In each section, you are given prompts to help establish your narrative and analysis of the program.

Initially Pablo asked Patti to share screenshots to help everyone get an idea of what the newly proposed Comprehensive Program Review Process would entail. However, given the extra work this would require, he rescinded this request and instead asked folks to contact him or Patti directly if they had questions, concerns, or other comments (Patricia Manley <pmanley@sdccd.edu>; Pablo Martin <pmartin@sdccd.edu>).

Because of Nuventive, one of the changes to the process will help us to see the Program Review status. With Taskstream, after you had completed the process, it was always a bit confusing because there was nothing indicating that you had actually finished. Nuventive will let you mark the Program Review as completed, which will then show up on the Dean's dashboard for review. The Dean can then leave feedback on the Program Review, which you will then also be able to respond to. In general, the Process in conjunction with Nuventive is meant to make everything easier to follow/complete.

OTHER ITEMS TO SHARE WITH CONSTITUENTS

8.3.1 Call for AS Exec Positions Nominations Open

It's that time of year again! With our new changes to the Constitution/By-laws, Exec positions will have 2 year terms moving forward, but our current Exec team is at the end of their 1-year terms, and it's time to get nominations in to vote for these positions: VP, Secretary, Treasurer and At-large. You have until 5pm on Friday, May 12th to make your nominations. You can nominate someone (let them know beforehand...) or you can nominate yourself. To make the nominations, email the Election Committee:

- Amy Alsup (aalsup@sdccd.edu)
- Desi Klaar (dklaar@sdccd.edu)
- Angela Romero (aromero@sdccd.edu)

NOTE: after the meeting, the A.S. Administrative Assistant pointed out that the Adjunct Member At-large position should also be on the ballot. Please see the email from Desiree Klaar on 5/3/23, "Academic Senate Executive Committee - Call for Nominations" for details.

7.2 (Ongoing) Input on the Spring 2023 CGH Change Workgroup Requests (slides 12-14)

Please review the recommendations made by the CGHCW on April 7th. The recommendations will be going to College Council on May 23rd for approval. And then those approved changes will be in effect in the Fall. If you have any concerns, share them with Pablo or any other constituent leader to take back to the CGH Process Workgroup or College Council.

8.1.1 President's Report on Workgroup to Explore Packaged Programs

We still need people to sign up for the Workgroup to Explore "Packaged" Programs. The District has recognized that a large portion of our students lean towards 8-week long classes, so in the future, there will more than likely be an emphasis in increasing the number of those courses and rolling out programs that

combine different 8-week courses. President Lundberg wants us to get ahead of this before the District rolls anything out along these lines. We previously voted to establish a workgroup to explore these packaged programs. If you are from one of these areas, please consider joining the workgroup (or encourage others to do so):

- Business & Entrepreneurship
- Advanced Transportation & Applied Technology
- Public Safety

DRAFT

Draft Minutes – Miramar College Academic Senate

3:30-5:00pm **May 2, 2023** Location: L-309 and Zoom

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

[Associated Documents](#)

[Meeting Slide Show](#)

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

Absent: Alex Mata [Proxy: Pablo Martin], Erin Smith, Marcella Osuna, Wahid Hamidy

Other Attendees: Alex Stiller-Shulman, Amy Alsup, Angela Romero, Ashlee Lain, Duane Short, Emily Windham, Lisa Brewster, Lisa Muñoz, Patti Manley, 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 objection after moving 7.1 to before Action Items. [Arancibia]

3. Consent Calendar

3.1. Meeting Minutes from April 18, 2023

4. Land Acknowledgment

– Martin presented the Land Acknowledgment.

– The College President and one of the LEAD office leaders will be meeting with a leader of the Barona tribe either this week or next.

5. Public Comments

– None

6. Action Items

6.1. (Second Read) CFHPC: Contract Faculty Hiring Prioritization Form & Rubric – Kevin Petti

– Motion to approve both the CFHP [Form](#) and [Rubric](#) passed unanimously. [Arancibia]

6.2. (Second Read) Seeking A.S. Approval for the Guided Pathways Plan – Lisa Brewster

– Requested changes were made, and the report has been completed.

– Motion to approve the [2022-26 Guided Pathways Plan](#) passed unanimously. [Kjartanson]

6.3. (Second Read) Recommended Changes to A.S. Constitution & Bylaws – Carmen Carrasquillo

– There were no changes since last time, but some clean-up for consistency was done.

– Presented proposed reassign time for the body to approve. Concern was shared about the reduction to the Chair of Chairs' reassign time. Carrasquillo clarified that the Chair of Chairs no longer serves on the Committee on Committees or Amendments and Bylaws Committee. The current Chair of Chairs feels that .10 is adequate for the position's A.S. Exec duties. Concerns were also shared about the wording change that allows the newly-elected Executive Committee to change reassign time allocations after the election. A suggestion was made to freeze reassign time allocations for the full two-year term.

– Discussion ensued.

– Time was extended by three minutes. [Demcho]

– Time was extended by two minutes. [Parelman]

– Motion to approve the recommended changes to the A.S. Constitution and Bylaws and reassign time recommendation passed with 2 nays and 2 abstentions. [Arancibia]

– A friendly amendment to freeze allocations for the upcoming term was not accepted by Arancibia.

7. Discussion Items

7.1. (First Read) Comprehensive Program Review Process – Patti Manley

– This is a first reading and will come back to the next meeting for a vote.

- The form everyone saw last spring has been scrapped.
 - Presented a breakdown for the new comprehensive program review form for Spring 2024 in [Nuventive](#).
 - There is a training page with videos and the manual on the District website.
 - Martin requested screenshots so faculty can see them before the vote, since they cannot access the form themselves yet.
 - Manley recommended we work through it in Spring 2024, because what works and does not work will not be known until we work through it.
 - Send questions to Manley.
- 7.2. (Ongoing) Input on the Spring 2023 CGH Change Workgroup Requests – Pablo Martin
- The CGHCW reviewed each proposal on April 7th and made [recommendations](#) to each committee.
 - Requestors were notified of the taskforce’s recommendations on April 10th and, subsequently, incorporated the recommendations from the change taskforce, including the updated submission from Technology. (Note: in the meeting, Pablo referred to “Tech Review” on more than one occasion, in general to refer to folks reviewing the technology. “Tech Review” is shorthand for a subcommittee of Curriculum.)
 - All changes are slated to go to College Council for approval on May 23rd.
 - Approved changes will be incorporated into the handbook by the end of the spring semester and will be in effect in the fall. The revised CGH will be posted to the College website and a notification will be sent to the DL for Miramar College.
 - Share concerns with Martin.
- 7.3. (NEW Standing Item) Technology Issues – Pablo Martin
- Accreditation Report: Martin raised some concerns at College Council regarding the narrative and a need for more evidence in the Technology section of the ISER.
 - General technology challenges: Martin and Lisa Muñoz met with the College President and shared nine actions and goals.
 - Update on the Website Review Taskforce: Eight faculty, three classified and two administrators are on the taskforce. The College President is serious about making changes.
 - The District’s response to the SDCCD Resolution: Share concerns with Martin and Muñoz before their next meeting with Peter Maharaj (details TBD).
 - IT Surveys: Challenges, benefits, and plans for a formal survey in the fall from the Institutional Research Office on technology at Miramar.
 - Some requests are actionable and can be addressed now. A third-party audit has been requested.
 - Discussion ensued.
 - Time was extended by three minutes. [I. Martin]

8. Reports

8.1. Executive Committee Reports

8.1.1. President – Pablo Martin: Various State, District, Campus, and Senate Issues

- See the [Miramar SDCCD and ASCCC Resource List 050223](#) for more details.
- Faculty still in need of an updated or functional computer, office or classroom, especially those with systems still running Windows 7, should contact Kurt Hill directly.
- The Part-Time Faculty Survey closed last week with 38 respondents. There will be a report to the body at the next A.S. meeting. An adjunct senator pointed out that there are around 300 adjuncts, so 38 is not a good response.
- FYI: City’s A.S. passed a “Resolution to Implement Policy in Response to the California Community Colleges Audit on ‘Increasing Full-Time Faculty and Diversity Remains a Challenge’.” Martin noted that the audit did not reflect the District’s hiring practices, as some things were not counted. None of the other A.S. Presidents had concerns, but some faculty at City did.
- Keep an eye out for an announcement for the date and time for the Open Forum Regarding Program Viability in Graphics. They are looking at discontinuing that program.
- Still need people to sign up for “[Workgroup to Explore ‘Packaged’ Programs](#).” Still need faculty representation from Business & Entrepreneurship, Advanced Transportation & Applied Technology, and Public Safety. There was concern about there being no classified professionals on the workgroup, so the Classified Senate will figure out who the best voices would be to include.
- Send ideas for next year’s academic theme to Martin or Malia Kunst. “Creating a Culture of Care” is gaining traction.

- The College President has offered to host an early dinner from 3:30-5:00pm on May 23rd. Watch for an email from Martin, and please RSVP once the invitation comes out.
- Be on the lookout for emails re. the “Covid-19 Block Grant” or ask your Dean for the email.
- Office of Instruction reorganization update: The VPI’s Office had an exploratory open forum and will bring forward a structure based on that feedback.
- Submit textbooks for the fall to the bookstore. A suggestion was made to have the bookstore allow for summer and fall orders to be done at the same time. Another suggestion was made to give an option for “duplicate last order.”
- Please take this survey that seeks to document all of the great work being done at Miramar: <https://forms.gle/K2uwEp5EksBqtHmR7>
- College Council items can be found on the resource document.
- Time extended by one minute. [Booth]
- District: Chancellor Cortez announced his resignation on May 1st. Vice Chancellor of People, Culture, and Technology Services Smith will serve as Acting Chancellor until a new chancellor is identified.
- State:
 - There are still seats for this Friday’s Faculty Association of California Community Colleges Regional Conversation. [REGISTER HERE](#).
 - The Spring 2023 Plenary Resolutions are now available online on the [Resolutions Spring 2023](#) webpage. Delegates of the plenary session voted on a number of resolutions and amendments, resulting in 34 adopted resolutions, 3 referred for future work, 1 withdrawn, and 2 failed.
 - Note the updated regulations approved by the Board of Governors, Chaptered and Effective April 26, 2023: “District governing boards shall adopt policies for the evaluation of employee performance, including tenure reviews, that require demonstrated, or progress toward, proficiency in the DEIA competencies published by the Chancellor.”

8.1.2. Vice President – Carmen Carrasquillo

- Carrasquillo will send a call to fill vacancies when the meeting announcement is sent for the final Committee on Committees meeting of this semester, on May 9th. Any appointments that need to be made over summer will be made by the A.S. President.
- Carrasquillo brought up concerns about gender equity, especially in regard to leadership and gender inclusivity in Curriculum, and noted that the issue does fall under 10+1. The ASCCC has had a number of resolutions over the years on gender issues. What role can the A.S. play in helping to increase inclusive leadership and helping to reduce gender biases? How does all-male leadership affect institutional practices and decision-making on campus? An ad-hoc workgroup was proposed for brainstorming and support. Contact Carrasquillo to talk about it.
- Covid-19 Block Grant: Consider collaborating across schools and departments to share ideas.

8.1.3. Secretary – Josh Alley

- No report.

8.1.4. Treasurer – Monica Demcho

- Wrote four \$200 checks for scholarships. The current balance is \$1072. One student scholarship check has been cashed. Waiting on three to be cashed still.

8.1.5. Adjunct Representative – Najah Abdelkader

- The responses for the Adjunct Survey will be presented by Everhart and Xi Zhang on May 16th.

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. Curriculum Committee: Proposed Changes to APs (Instructional Program Review, Advanced Placement of Credit, and Instructional Program Discontinuance) – Alex Stiller-Shulman

- Some under-review District APs:
 - [Instructional Program Review](#)
 - [Advanced Placement of Credit](#)
 - [Instructional Program Discontinuance](#)

- [One document](#) is an overview of the other three.
- Two include very superficial changes. Advanced Placement of Credit changes make goal posts more clear for students.
- Looking for input. Send questions and comments to Stiller-Shulman or Shelly Hess, District VP of Instructional Services.
- The next meeting for the Policies and Procedures Committee is on May 11th.

8.3. Special Reports

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

- Alsup opened nominations for VP, Secretary, Treasurer and At-large. The nomination period will be open from 3:30pm on May 2nd until 5:00pm on Friday, May 12th. The election will be during the next meeting, on May 16th. The reassign time approved today will be in effect for these positions.
- An email will be sent to all faculty. Faculty can nominate today or via email to members of the Election Committee at any time until the deadline:
 - Amy Alsup: aalsup@sdccd.edu
 - Desiree Klaar: dklaar@sdccd.edu
 - Angela Romero: aromero@sdccd.edu
- Carrasquillo nominated herself for the position of VP.

9. Announcements

- 9.1. Demcho announced that students who are food insecure can get food vouchers for the food (at least through May 16th). Students should be directed to Admissions & Records, Student Affairs, or General Counseling to receive a voucher.
- 9.2. Petti announced that he was re-elected as Chair of Chairs.

10. Adjournment

- The meeting was adjourned at 5:02pm.

The next meeting will be on May 16th. Please submit agenda items to both Paul (Pablo) Martin and Juli Bartolomei.

Respectfully submitted,
Juli Bartolomei and Josh Alley