

OVERVIEW

The minutes for our 11/1 meeting can be found after this Summary. There was only one item that was brought forth as a first read. There are two other items that I've included in this summary. They are labelled as "First Calls." While those items won't be voted on in the upcoming meeting, they are some items that we would appreciate all of you brainstorming and providing the Exec team with feedback/suggestions.

Slideshow link from our last meeting: <https://sdmiramar.edu/committees/meetings/16872/2022-11-01>

SUMMARY OF UPCOMING VOTES

First Reads:

6.2: Auto Enrollment (slides 8-13)

- The resolution is here: https://sdmiramar.edu/sites/default/files/2022-11/draft_resolution_on_auto_enrollment.docx
- Maryann Guevarra shared with us issues students have getting added to classes. As you can see in the slideshow, there are barriers in place that inhibit students from being able to contact faculty to request add codes, for example. Mesa's counseling department crafted a resolution that would allow for students to auto-enroll in classes during the first week of class. It was passed by the Mesa AS but needs to also be passed by the other sister colleges' Academic Senates in the District. It is proposed that the changes be implemented as early as Spring 2023. Our counseling department has edited the resolution to only apply to 16-week courses.

This is a longer summary than I intended for this topic, but there was quite a bit of discussion on this topic (time was extended 3 times!), and I wanted to provide some of the "pros" and "cons" that were brought up in the meeting for you all to take back to your departments.

[Note from Pablo: Please share your ideas and concerns with MaryAnn or the Counseling Department so that they can strive to address them before the second read.]

- Comments in favor of the resolution focused largely on eliminating barriers for our students.
 - The current class enrollment process is difficult for students to navigate—contacting faculty requires far too many clicks.
 - The confusion has impacted counseling service lines, emails, phone lines, etc.
 - The proposed change creates a level playing field for new and first generation college students who may not know how to play the game of getting add codes and crashing courses. Being able to enroll in a class the first week, allows students to get other services set up earlier to help with their success the rest of the semester.
 - Auto-enrollment would aid students who would choose not to "crash" a course because spending gas money (or any other barrier caused by our new normal) might keep them from even trying to add the course in person.
- Faculty shared some concerns/suggestions with the resolution as well.
 - Registering late for a class could lend itself well to some classes better than others. Could be problematic having this be universal. There could be issues with co-requisite classes (lecture/labs).
 - Perhaps professors could configure auto-enrollment to fit their needs. Or waitlist sizes could be adjusted.
 - Some asked if we could just put professors' emails more directly in front of students instead of implementing this change.
 - There might be issues with students that crash the in-person classes believing there is a spot open that is not because someone auto-enrolled.

First Calls:

*****Please note these items were not first reads, so they are not items that are coming up for vote in the next meeting. We've called them "first calls" because they are more in the brainstorming phase. We would like you all to think more on these topics so we can draft some first reads to bring forward.**

6.3: AS Scholarships (slides 16-17)

- Our current scholarship criteria/instructions: https://sdmiramar.edu/sites/default/files/2022-11/as_overview_from_scholarship_office.pdf
- There are lots of options here—see the questions on slide 15! We currently have 2 scholarships (each worth \$300). We would like to hear your suggestions on what you envision for our scholarships. Please send suggestions to Pablo so we can start crafting a proposal to put up for a first read.

6.4: Promoting Spring 2023 Courses (slides 14-15)

- We've seen issues with classes being cancelled without any clear protocols in place other than the class didn't have enough students enrolled. That threshold for cancellation doesn't seem to be the same across campus. So, the big concern is how to better promote classes to improve the chances of our classes running.
- As Carmen mentioned in her presentation, this item had more questions than anything else. In general, we are just asking for feedback and suggestions on how your subject areas/departments/schools successfully advertise classes. Or what efforts we could implement college-wide to better promote classes and hopefully reduce the number of cancelled classes.

One final note, Monica Demcho shared with us how to setup an Auto Payroll Deduction to pay your Senate dues. See slides 24-32 on how to do that. It's a really easy way to pay your dues by going through the SDCCD portal. And please remember those dues could help us make more changes to our scholarships! Please share with your departments so they all know how to pay dues. **It's not just Senators that are expected to pay dues.** It's all faculty.

Minutes – Miramar College Academic Senate

3:30-5:00pm

Nov 1, 2022

Location: Zoom

Link for Associated Documents: <https://sdmiramar.edu/committees/meetings/16872/2022-11-01>

Meeting Slide Show: https://sdmiramar.edu/sites/default/files/2022-11/sdmc_as_22-23_1101.pdf

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

Absent: Kevin Gallagher [proxy: David Halttunen]

Other Attendees: Alex Stiller-Shulman, Angela, Angela Romero, Anne Gloag, Channing Booth, Daniel Miramontez, Dawn DiMarzo, Denise Maduli-Williams, Donnie Tran, Elaine Eng, Mara Palma-Sanft, Michael Odu, Mike Hart, Najah Abdelkader, Juli Bartolomei

1. Call to Order

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

2. Approval of Agenda

- The agenda was adopted with no objections. [Arancibia]

3. Consent Calendar

3.1. Meeting Minutes from 10/18/22

- The Consent Calendar was approved with no objections. [Carrasquillo]

4. Public Comments

- None

5. Action Items

5.1. Approval for Teleconferencing under AB 361 for 30 Days – Pablo Martin

- The State of Emergency could be ending in February, and our ability to teleconference will expire at that time. A new law allows for some options for remote meetings and will be discussed at the next meeting.
- Continued teleconferencing for 30 days approved with no objections. [Arancibia]

5.2. *Postponed by Originator: Program Review Template*

5.3. *Postponed by Originator: SPAS 2.0*

6. Discussion Items

6.1. Program Review Template: Clarification and Discussion – Michael Odu

- VPI Odu explained that the PR process needs more time for deeper discussion. Since it is a faculty-driven process, it is fair to give faculty more time to share their feelings about the process.
- The Chair of Chairs explained that the second reading was scheduled for before the next Chairs meeting, so they had not had a chance to look at it. Issues with the template were expressed to the Administration. The majority of Chairs had concerns, but they were supportive of the process itself.
- The PR Coordinator, Patti Manley, was not present for this discussion. VPI Odu addressed this by saying that he wanted to come to the meeting to take any “heat” for this template instead of unfairly putting that on Manley.
- The template has not been finalized, as they need more input from Chairs. It is back at the PROA Committee being reviewed. It will come back to the AS after it has been worked on collaboratively.

6.2. **First Read:** Auto Enrollment – Maryann Guevarra, Counseling

- Counseling senators from all three colleges are proposing Resolution 2022.9.5 Auto Enrollment for districtwide support and implementation: [Miramar's Draft Resolution on Auto Enrollment](#)
- Guevarra explained the various barrier challenges for students, which create equity and access issues and impact enrollment.
- They are asking for general support for auto enrollment for first come, first serve during the first week of 16-week classes, until the class is full, without a permission number--essentially extending registration into the first week.
- Discussion ensued. Concerns included too much class content being missed, lab/lecture and co-requisite accommodation issues, barriers to students showing up the first week to get a class, and limits placed on faculty. A recommendation was made to mitigate concerns the AS body had with this issue in the past. A suggestion was also made to just make it easier for students to contact faculty.
- Time extended by 3 minutes, 2 minutes, and 5 minutes with no objection. [Carrasquillo, Carrasquillo, P. Martin]
- Martin invited the Counseling Department to reach out to people to get more input.
- Martin noted that it is possible that the body could add an amendment to help get it through.
- This will come back for a second read.

- 6.3. **First Call:** A.S. Scholarships – Pablo Martin
- Do we want to change our scholarships in any way?
 - Martin shared the current scholarship selection criteria and discussion ensued.
 - Share ideas with Martin, and he will bring them to the next meeting for a first read.
- 6.4. **First Call:** Promoting Spring 2023 Courses – Carmen Carrasquillo
- Carrasquillo made a call for brainstorming and sharing ideas on how the college can promote/market classes to students in the spring and beyond.
 - Discussion ensued.
 - Marketing & Outreach will be discussing this at their meeting tomorrow (1:00 to 2:00pm in L-209).
 - Class cancellation is also an issue. Enrollment Management is a good place for that discussion (third Thursdays at 2:30pm in M-110).
 - A recommendation was made to have Enrollment Management give a report to the AS.
 - Share feedback with Martin, who will pass it along to Enrollment Management.
 - This will come back to a future meeting.

7. Reports

7.1. Executive Committee Reports

7.1.1. President – Pablo Martin

- State, District, Campus, and Senate Issues: CGH Taskforce recommendation, State of Emergency expiration and A.S. meetings in Spring, College Council report, and various college and district updates
- [Miramar, SDCCD, and ASCCC Resource List for 221101](#)
 - CGH Taskforce change recommendation: See [Final CGH Change for IDEA 101822](#)
 - [Accreditation ISER Draft #2](#) Public Forum is happening on Wednesday, 11/2/22, from 2- 3:30pm via [Zoom](#); Meeting ID: 837 4995 5236, Passcode: ISER
 - The Equity Summit was a well-attended event.
 - [Fall Plenary Resolutions](#): Please contact Martin with any concerns.
 - The Chancellor's Office released a quarterly update to the [Compendium of Allocations and Resources](#)—check it out!
 - We are waiting to hear an update on the District's mask policy. 2/3 of the survey respondents want to lift the mask mandate. The District is aware and conversations are happening at higher levels.
 - There is a new childcare benefit for SDCCD employees (see email from Greg Smith or [Miramar, SDCCD, and ASCCC Resource List for 221101](#)).
 - ASCCC's Exemplary Program Award: "Walk a Mile in Someone Else's Shoes: An Ethnic Studies Approach to California Community Colleges Curriculum" (due 11/6/22; contact Martin or Carmen ASAP). No nominations have been received so far.
 - College Council Report Out:
 - o Miramar is applying for the MESA program (Mathematics, Engineering, Science, Achievement), Application due 11/4 (notified in January).
 - o The College has formally adopted our [Land Acknowledgement](#). It will debut at this week's 3C Hour on Friday, 11/4, from 11am-12pm via Zoom (Meeting ID: 98273293988; PW: 544188).
 - o The 2022-2025 Student Equity Plan was approved by all constituencies and will go to the 11/10 Board of Trustees meeting for final approval.
 - o Culture and Inclusion Center: The ASG will brainstorm potential names for a center and bring them back to College Council.
 - o [Social Determinants](#) have a major impact on student success. For more information, contact Dean Cheryl Barnard.
 - o Everyone is encouraged to invite Dean Daniel Miramontez to their school/department meetings to emphasize the "why" behind SPAs 2.0.
 - o Campus Wi-Fi Upgrade: Project is delayed by 10 months due to supply chain issues. Temporary fixes will be put in place until the project can be completed.
 - o Miramar received a Rising Scholar Grant for formerly incarcerated/justice impacted students.
- 7.1.2. Vice President – Carmen Carrasquillo
- The next Committee on Committees meeting will be on 11/8 at 3:30pm.
- 7.1.3. Secretary – Josh Alley
- Documents are being combined, and the meeting summary will now serve as a cover page for minutes.
- 7.1.4. Adjunct Representative – Amy Alsup
- Reminded adjuncts to send their committee service hours to their dean and copy the committee chair.
 - Called for adjuncts to use her as a resource for adjunct issues.
- 7.1.5. Member-at-Large – Sheila Madrak
- No report
- 7.1.6. Member-at-Large – Brit Hyland

– No report

7.1.7. Chair of Chairs – Kevin Petti

- No report

7.1.8. Treasurer – Monica Demcho

- Current balance: \$937.47
- Provided background on why we collect money and how it is used. A large part of dues goes to scholarships-- currently two for \$300 each.
- FT faculty dues are \$20 and adjunct dues are \$10. Contract faculty are encouraged to support adjuncts by paying their dues for them. Drop off a check at the EOPS office (K1-305) or use auto payroll deduction. Venmo or Zell could be an option, but Demcho needs input on how to do that without using a personal account. Demcho went through the steps for doing auto payroll deduction on PeopleSoft (see [meeting slideshow](#)).
- Demcho will send an email to senators to share with their departments.

7.2. Committee Reports

- 7.2.1. (None)

7.3. Special Reports

7.3.1. OER Update – Angela Boyd

- Postponed to the next meeting due to time.

8. Announcements

8.1. Vacancy for A.S. Officer: Member-at-large (Contract) – Amy Alsup

- There will be a vacancy for the Member-at-Large (Contract) in the spring, so an election will be held to fill that position. Please send nominations to [Mardi Parelman](#), [Amy Alsup](#) or [Laura T Gonzalez](#) by 5pm on Th, 11/10.

8.2. Adopt-A-Family – Monica Demcho

- EOPS and CalWORKs currently collaborate with the Marine Corps Toys4Tots program and would like to expand to include Adopt-a-Family. They would identify student parents, foster youth and homeless students (approximately 40-70 families or individual students), ask them for wish lists, and send a callout to the campus to fulfill items on their wish lists.
- In mid-December, EOPS and the CW Office will hold a Holiday Event to give out the Toys4Tots items, in addition to the Adopt-a-Family items.

9. Adjournment

- The meeting was adjourned at 5:02pm. [Carrasquillo]

The next meeting will be on Nov 15th. Please submit agenda items to both Paul (Pablo) Martin and Juli Bartolomei.

Respectfully submitted,
Juli Bartolomei and Josh Alley