

SUMMARY: SEPTEMBER 19TH MEETING

This will be a bit brief because we had no First Reads at our last meeting. So, there are no Second Reads coming up for vote in the Oct 3rd meeting. Below you will find some key items that might be of interest in your different departments. As with the last summary, we're still asking for you to either get involved or spread the word!

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

OTHER ITEMS TO BRING BACK TO YOUR DEPARTMENTS:

Just another reminder that the following workgroups need volunteers:

Workgroup	Contact (with questions or request to volunteer):
<ul style="list-style-type: none">• ASCCC CTE Liaison	<ul style="list-style-type: none">• Pablo Martin
<ul style="list-style-type: none">• Gender Equity	<ul style="list-style-type: none">• Carmen Carrasquillo, Heather Paulson or Pablo Martin
<ul style="list-style-type: none">• Adjunct Faculty	<ul style="list-style-type: none">• Kristen Everhart or Pablo Martin
<ul style="list-style-type: none">• Student Code of Conduct	<ul style="list-style-type: none">• Department Chairs or Pablo Martin
<ul style="list-style-type: none">• Faculty Rep to help plan the Board meeting at Miramar	<ul style="list-style-type: none">• Pablo Martin

Please complete (and ask your constituents to do the same):

- [Miramar A.S. Senator Demographics Survey](#)
- [Technology Survey](#)

Do you like art? Want art on campus? Or do you feel the exact opposite? Then please read over the [Public Art Procedures draft](#) that we learned about last semester. The Facilities, Health & Safety Committee need your feedback by 10/21. You can email Hannah Pierce

The Accreditation Steering Committee is asking all constituents to focus on how they can address the recommendations and areas of improvement captured in the ISER. They recommend agendaizing human resource and technology improvements at our various committee meetings so that we can identify strategies and actions we can take. (Please see slides 39 and 40 for details: [AS Slideshow 230919](#).)

Don't forget Senate Dues! Monica shared the [slideshow](#) on how to setup automatic withdrawals to make your contributions. If you could all remind the members of your departments about Senate dues, that would be wonderful. You could remind them that it's not just Senators that are expected to contribute. And, of course, just remind them of the purpose of those contributions—mainly student scholarships!

As always, the Minutes from our meeting follow this summary. We will see you on October 3rd!

Draft Minutes – Miramar College Academic Senate

3:30-5:00pm **Sept 19, 2023** Location: L-309 and Zoom

(*See agenda for remote locations)

Link for Associated Documents: <https://sdmiramar.edu/committees/meetings/16872/2023-09-19>

Meeting Slide Show: https://sdmiramar.edu/sites/default/files/2023-09/as_slideshow_230919_draft.pdf

Senators Present: Pablo Martin, Carmen Carrasquillo, Josh Alley, Monica Demcho, Heather Paulson, Theron Page, Kevin Petti, Adrian Arancibia, Alex Sanchez, Ali Gonzalez, Angela Boyd, Angela Romero, Anh Nguyen, Anne Gloag, Becky Stephens, Brit Hyland, Channing Booth, Cyndie Gilley, Dan Smith, David Halttunen, David Mehlhoff, Dawn DiMarzo, Gene Choe, Kandice Brandt, Kevin Gallagher, Mardi Parelman, Nick Aramovich, Olivia Flores, Otto Dobre, Rebecca Bowers-Gentry, Rodrigo Gomez, Wahid Hamidy, Desi Klaar, Erin Smith, Kristen Bonwell, Kristen Everhart, Najah Abdelkader, Valerie Chau

Absent: Alex Mata [proxy: Pablo Martin], Darren Hall, Mary Kjartanson [proxy: David Mehlhoff], Natalie Bickett [proxy: Kristen Everhart], Stefanie Johnson-Shipman [proxy: Adrian Arancibia],

Other Attendees: Andy Lowe, Leslie Marovich, Mara Sanft, Nessa Julian, Patti Manley, Saira Shah, Juli Bartolomei

*Senator attending from a location not on the meeting agenda

1. Call to Order

– The meeting was called to order at 3:39pm.

2. Approval of Agenda & Consent Calendar

2.1. [Meeting minutes from September 5, 2023](#)

– The agenda and Consent Calendar were approved with no objections. [Booth]

– Martin noted that he had not heard back from President Lundburg about item 7.3.3 and, thus, assumed he was still out sick.

3. Land Acknowledgment

4. Public Comments

– Carrasquillo: The Honors Program now has an agreement with Yale University.

5. Action Items

This includes second reads

5.1. (Second Read) [Program Discontinuance: Graphics](#) – Patti Manley, Program Review/Outcomes Assessment Facilitator

– This has already been approved by the Classified Senate and ASG. It still has to go to College Council and the Board of Trustees, so there are other steps along the way.

– The program is no longer viable on this campus.

– Bonwell shared a comment from a constituent, expressing sadness for this decision and a strong desire for the program to continue. Manley emphasized that the program this constituent attended was in 2007, not recent experience.

– Motion to approve passed with zero nays and six abstentions. [Petti]

6. Discussion Items

This includes first calls and first reads

6.1. CGH Change Workgroup Update – Pablo Martin

– There are two administrators, two faculty and two classified representatives on the workgroup. Martin and Carrasquillo are the faculty representatives.

– Martin shared the primary goals of the workgroup: Promoting awareness of committees and their organizational nature, streamlining committees, streamlining committee membership, hosting open forums to get input and share progress, and clearly defining operational committees.

– Carrasquillo reminded senators that there is a [CGH change form](#) on the College Council's webpage for committee change submissions.

– Links shared in the chat: [CGH Change Process](#) and [PGA](#)

7. Reports

7.1. Executive Committee Reports

7.1.1. President – Pablo Martin

State, District, Campus, and Senate Updates (including class cancellations; faculty leaving Miramar; the Office of Instruction Reorg; and more)

– [SDMC Academic Senate Resource List 091923](#)

– Still looking for workgroup participation. Reach out to the appropriate parties with interest.

o ASCCC CTE Liaison: Martin

o Gender Equity: Carrasquillo, Paulson or Martin

o Adjunct Faculty: Everhart or Martin

o Student Code of Conduct: Department chairs or Martin

o One faculty representative to help plan the Miramar Board of Trustees meeting: Martin

- Please help promote official student emails. See the [resource list](#) for a blurb you can share on your Canvas homepage and/or upcoming announcements.
- Faculty concerns about long-term consequences of class cancelations: Share concerns with the A.S., AFT and Deans. There have been mixed messages, so a clear process is needed. This issue should be formally addressed at Chairs.
- A motion to add three minutes passed with no objection. [Booth]
- Faculty have shared ongoing concerns that people of color and their equity allies do not feel welcome in the Miramar College workplace. Share any thoughts about this with Martin.
- After hearing from faculty about the current draft/proposal of the Office of Instruction Reorganization, the VPI has agreed to host an open forum sometime in October.
- Input is requested on the [Miramar A.S. Senator Demographics Survey](#) and the [Technology Survey](#).
- [See the data](#) referenced in Lisa Brewster and Nessa Julian's presentation at our last meeting, "100 Level Course Data and Why it Matters."
- After much effort, [PAC](#) members have developed a workaround to their lack of a Chair person to ensure salary advancements can go forward in time for the October deadline.
- How can we make the theme "Cultivating Community: Making the Invisible Visible" more central? Please send ideas to [Martin](#).
- The Facilities, Health, & Safety Committee is accepting feedback on the [Public Art Procedures draft](#) introduced in Spring 2023. Please email feedback to [Hannah Pierce](#) by 10/21.
- Mark your calendars for an ACCJC open forum on 10/9, 2-3pm (Zoom: <https://yccd-edu.zoom.us/j/84134637396>, Meeting ID: 841 3463 7396).
- Requests to make committee changes (i.e. to its charge or membership) are due to the President's Office on 9/29.
- Regarding the [proposed changes to BOG title 5 regulations to the Associate Degree](#), our A.O. is going to submit comments speaking to the alignment with the CalGETC pattern and a request to clarify that we can continue to offer district requirements (like EXSC & Health) to meet local needs.
- See the [resource list](#) for important Fall graduation deadlines (10/1 is the deadline to apply for graduation for A.S. and A.A. degrees).
- Updates from College Council ([recording](#) and [agenda](#)):
 - o Miramar is receiving four new faculty positions.
 - o See [slideshow](#) and [resource list](#) for more and for District and State updates.

7.1.2. Vice President – Carmen Carrasquillo

- The Committee on Committees is working to match faculty interest to available vacancies on committees. Carrasquillo developed a new form for committee chairs to send updates and has communicated with nearly thirty people about their requests. Carrasquillo will be sending out another call to fill, with an updated vacancies list. The committee hopes to finish clean-up of committee rosters by the end of this semester.
- Gender Equity group update: Paulson and Carrasquillo have been accepted to the Women's Equity Empowerment Program run through the State Chancellor's office and will bring back what they learn. GAIA (Gender Advocacy, Inclusion and Advancement) is the name of the Miramar Gender Equity group. The first meeting will be 10/4 at 1pm on Zoom. They hope to collaborate with the Classified Senate. There is interest in looking at gender equity not just in curriculum and leadership but throughout the institution. All are welcome, so watch for the Zoom info in email.
- Carrasquillo is serving as the acting chair of the Professional Advancement Committee (PAC), so send questions about proposals for salary advancement to [her](#). Their next meeting is on 10/9.

7.1.3. Secretary – Josh Alley

- No report.

7.1.4. Treasurer – Monica Demcho (How to pay Your A.S. dues)

- The current balance is \$768.47.
- Demcho shared that dues are used to sponsor student scholarships, as well as other efforts to build community.
- Full-time faculty dues are \$20 and part-time are \$10. Contract faculty are encouraged to sponsor adjuncts.
- Faculty can pay dues via checks made out to the Academic Senate (drop off at the EOPS office, K1-305) or via automatic payroll deduction. See the [slideshow](#) for directions on how to do payroll deduction.
- Miramar College Foundation update:
 - o Director of Development and Entrepreneurship: Lisa Cole-Jones.
 - o They are [revisiting the Foundation by-laws](#) and making changes to help them increase fundraising efforts, especially private and corporate donations.
 - o Fundraising to help support the Impact Fund (emergency grants for students, supporting basic needs).
 - o Invest in Success: Saturday, 10/14, 4-8pm, Bali Hai Restaurant, \$75/person, \$125/couple
<https://sdmiramar.edu/services/foundation/invest>

7.1.5. Contract Member-at-Large – Heather Paulson

- Website taskforce: Faculty who want access to edit department webpages need to ask their dean for approval, and then they will be trained by Bill Smith and Kurt Hill and given editing privileges. Lundburg wants everyone to be diligent about copyright and other legal repercussions of what is put on faculty webpages.
- Pride Programs: There will be a short professional development workshop (“Why Pronouns Matter”) on 9/29 at 10am on Zoom. Paulson emailed the Zoom link on Monday. If anyone needs support for this specific student population, let [Paulson](#) know and she will develop a workshop around that.

7.1.6. Part-Time Member-at-Large – Theron Page

- No report. Please email [Page](#) with any questions or if you want to chat.

7.1.7. Chair of Chairs – Kevin Petti

- The first official Chairs meeting will be on 9/21 at 1pm. One topic will be the four new positions that are coming to the college.
- CFHPC will be meeting on 10/5 at 2pm. Department chairs will have all of the details for ranking the new positions.
- AFT pizza party on 9/21 at 11:30am. Please RSVP so they are sure to have enough pizza.

7.1.8. Curriculum Chair – Darren Hall

- Not present.

7.2. Committee Reports

7.2.1. Standing: Technology Committee – David Mehlhoff

- SDCCD-wide Tech Support: 619-388-7317 or <https://help.sdccd.edu/>
- Kurt Hill will create a new, “Support” landing page on the website to help with streamlining and efficiency.
- Tech Plan 3.0: Please contact the committee with input.
- Discussion ensued.
- A request was made for a list of all software that is available to faculty, both at the college and the District.
- This will be a standing item on A.S. meeting agendas, with the hope that there will be updates on where they are on various issues.
- Bring technology concerns to the Technology Committee co-chairs, [Lisa Munoz](#) or [Kurt Hill](#), or A.S. Senator and member, [David Mehlhoff](#).

7.2.2. Distance Education Standards Committee (and Student Online Evaluations) – Angela Romero

- DESC aims to make recommendations for best practices and online protocols in distance education.
- The committee incorporated feedback from all of the campuses into the [Proposed DE Student Evaluation Draft](#). They are asking for as much feedback as possible from faculty, as the evaluation portion of the CBA is still being negotiated. Send feedback to [Romero](#) or [Martin](#).
- A suggestion was made to align it with ACCJC DE standards.
- Mesa’s Distance Ed committee is working on a resolution that they hope will pass at all three Academic Senates.
- Romero will find out if there is another set of draft questions that apply to Counseling.

7.3. Special Reports

7.3.1. ISER: Summary, Improvement Plans, and Timeline for Next Steps – Mara Palma-Sanft

- Palma-Sanft shared the follow-up on the process of submission of the Institutional Self-Evaluation Report (ISER). See [slideshow](#) for details.
- The ACCJC will begin review of ISER in Oct 2023. The ACCJC focused site visit will be in Feb 2024.
- [ISER Board presentation](#)
- There will be a Zoom open forum on 10/9 for sharing both the things about which we are proud and also the areas that need improvement. The ACCJC recommended that no administrators be present, to help create a good environment for that discussion. (Zoom link: <https://yccd-edu.zoom.us/j/84134637396>, Meeting ID: 841 3463 7396)
- Palma-Sanft will be reaching out soon to faculty to give a heads up to those whose classes will be part of the review by ACCJC and the standards that they will be using in review of classes.
- Also, the Accreditation Steering Committee is asking all constituents to focus on how they can address the recommendations and areas of improvement captured in the ISER. They recommend agendaizing human resource and technology improvements at our various committee meetings so that we can identify strategies and actions we can take. (Please see slides 39 and 40 for details: [AS Slideshow 230919](#).)
- Send questions or comments to [Miramontez](#), [Palma-Sanft](#) or [Martin](#).

7.3.2. LEAD Office Updates – Nessa Julian

- See [slideshow](#) for details, links and information, including about upcoming events and the two big initiatives under the LEAD Office’s purview: 1. The Native American Student Support Program and 2. The Asian-American Native Hawaiian Pacific Islander Student Achievement Program.
- We are in the process of hiring a full-time [Native American Student Support & Success Program](#) director.
- Julian also shared an update about the [Culturally Responsive Pedagogy & Best Practices Grant](#), which we’re calling “CREATE – Culturally Responsive Educators Academy & Training for Equity” at Miramar.

7.3.3. Comments and Q&A with President Lundburg

- Postponed to a future meeting.

8. **Announcements**

- The next AI event will be on 9/22, from 11-12:30pm in H-205 and also on Zoom. Watch for an email about it.

9. **Adjournment**

- The meeting was adjourned at 5:09pm.

The next meeting will be on Oct 3rd. Please submit agenda items to both Paul (Pablo) Martin and Juli Bartolomei.

Respectfully submitted,
Juli Bartolomei and Josh Alley

DRAFT