College Council Meeting Minutes
San Diego Miramar College
9/12/23 ● L-108/[Zoom](#) ● 1:00 pm – 2:30 pm

Members: *Wesley Lundburg (co-chair), Namod Pallek (co-chair), Brett Bell, Adrian Gonzales, Michael Odu, Pablo Martin, Carmen Carrasquillo Jay, Kevin Petti, Malia Kunst, Sam Shooshtary (proxy), Zachary Joseph, Sindhu Narasimha*
Alternates: *Daniel Miramontez*
Vacancies: *Administrators: None; Classified Senate: Vice President and Alternate; Academic Senate: Alternate; ASG: Alternate*

Actions Items:

- President: **Lundburg** shared that we are receiving four NEW faculty positions.
- AS: **Martin** shared that the Academic Senate is establishing and making appointments to various workgroups. If anyone is curious about what is going on at the senate, check out the webpage. The slide decks are posted there as well as a resource doc, with a ton of good information and links.
- CS: **Kunst** reported that the Classified Senate approved the discontinuance of the Graphics program and also approved the SEM plan at their last meeting. She shared the schedule to review Board policies and administrative procedures this fall with the senate as well and felt confident that feedback will flow. The Classified Senate is continuing to make appointments to governance and hiring committees. She will work with the Business Office to get the procedure for committee appointments on their webpage, along with a generic template. She put a call out for interest to expend the remaining funds in the Classified Block grant.
- ASG: **Pallek** shared that President Lundburg attend ASG's meeting last Friday and Acting Chancellor Smith is scheduled to attend this coming Friday. ASG is working to appoint students to committees.
- Other: Carrasquillo Jay shared that a transfer agreement was just approved with Yale University through the Honors program. More to come.
- E1: LEAD Office is here to collaborate and promote events. Please share what you have going on.
- E2: **Miramontez** shared that the ISER has been shared with the campus. He, Palma-Sanft, and Lundburg are meeting with the ACCJC Peer Review Team on September 18th. There is also a meet & greet with college leadership on October 9th, from 1:30 pm – 2:00 pm via zoom and the ACCJC Open forum scheduled on October 9th, from 2:00 pm – 3:00 pm via zoom. A flyer, with the details, will be shared with the campus next week. A survey regarding technology was also released to the campus, via the President's Office. Please take a few moments to complete it.
- E3: No report.
- E4: Next meeting is this Friday, September 15th.
- F1: Consensus to change "Actions/Strategies" to "Recommended Actions and/or Strategies." **Kunst** will communicate this change to **Sampaga**. **Odu/Petti** will revise the "resources needed" table to "Action and/or Strategy: Rationale: Lead (name and contact info)" and will add a line about the connection to program review. These changes will be made to the SEM plan and brought back to the next meeting for a 2nd read.
- F2: **Hill** provided a brief update from the Technology Committee. The committee met two weeks ago and decided to meet twice a month for this semester and will re-evaluate the meeting frequency for the spring. Lisa Munoz is the new co-chair of the committee. There are still a few vacancies on this committee to be filled.
- F3: **Martin** provided an update from the CGH Review Workgroup. Discussed having goals, including streamlining committees, which will be an open forum topic; working to clean up the "School of PRIELT" language in the handbook; will be meeting bi-weekly for the fall semester. **Kunst** added that the deadline to submit a CGH change request is September 29th.
- H (announcements): **Pallek** asked what we are doing to promote this year's theme. **Lundburg** asked that everyone think about and bring back some ideas. We will add this as an item to the next agenda.

    A. **Call to Order –** The meeting was called to order at 1:02 pm.

B. **Approval of Agenda and Minutes – Kunst** shared that she did not have the 8-29-23 meeting minutes ready. Rillo will take minutes for this meeting, and we will have both sets ready for approval at the next meeting.
C. **Public Comment –** There was no public comment.
D. **Committee Reports/Other** *(2-3 minutes)*
   - **President's Report –** Enrollment numbers are better than last week. FTES are up 13% from a year ago. Headcount up 6%. We are receiving 4 new faculty positions. These are brand new and not frozen positions. A year or two ago, we received 13 positions but those displaced some Adjunct Faculty costs. Now rolling those costs into new full-time positions. **Lundburg** will meet with Carrasquillo Jay, Martin, Odu, and Petti to discuss hiring priority committee. **Petti** asked for clarification on new versus frozen. Will frozen ever be thawed? Will that parallel this process as before? **Lundburg**, yes, it is separate money. **Petti** clarified the hiring committee will do a re-rank list that will live for a whole academic year. Bond Effort, target date for voting is Nov 2024, things are looking positive. The Labor and Taxpayer Association are actively advocating support. **Petti**—AFT historically in support. Asked if this needs majority or super majority? **Bell** answered 67%. **Lundburg** Student Email District is working on everything ASG has suggested, including faculty in the front pages. IT miscommunicated that students have the option to opt out. Students need to set up student email then go in and forward to personal emails. All communication will be sent to edu. **Carrasquillo Jay**, asked if faculty can assume students are not getting important emails. **Lundburg**, yes.
   - **AS Report –** Professional Advancement Committee and Tenure review committee are operating without a chair. Are currently rotating Chairs. The A.S. Exec. decided to have two reads on the Program Discontinuance and Graphics at Senate. The secondary read will be 9/19 and the body will vote on that day as well. Workgroups are still looking for CTE Liaison to work with statewide academic senate. Gender Equity, Adjunct Faculty, a workgroup to revisit and revise the student code of conduct and Board Policy 3100. Concerns related to CCAP and faculty safety and accountability for behavior. Apparently, students are acting how they want to without any apparent consequences. Evaluations are being revisited by AFT for the ASCCC to help faculty be better faculty. Looking for 1 more faculty to work on the BOT meeting.
   - **CS Report –** Met on 9/5 approved the Strategic Enrollment Management Plan. Supported the recommendation to discontinue the graphics program. Continuing to make committee appointments and trying to find intersection to communicate to those point committees esp. hiring committee. Please start with Business office. Shared schedule for board policy administrative procedures review that going through DGC. Put out a call for Classified Block Grant to finish expending down those funds we have about $6,700 left.
   - **ASG Report –** President Lundburg participated the ASG meeting listened to concerns and met students. ASG has elected committee chairs within student government. Including Student life and wellness, governance and future events. Making progress on Club Rush. ASG is in the process of designating students for committees. Acting Chancellor Gregory Smith will be partaking in this week's ASG meeting. Designees from ASG to Executive College Council will be Zach and Sindhu.
   - **Other – n/a**
   - **Old Business: n/a**

#	Item	Initiator
1	*Equity, Justice, Inclusion, and our role in moving things forward (standing item)* – **Julian** Native American Student Support Success Program had first event last week. A new Director position will be posted, looking for search committee. More to come on CREATE (PD program) Cultural and Responsive Educator Academy and Training for Equity. They will revisit the grant and have a lot of feedback on what to include to make sure it is a more comprehensive, intentional approach to CREATE and also how to support Classified Employees. This is HSI week, there was an open house in STEM center. Kickoff event will be in the new Student Lounge K2 Welcome Center. Latinx Con Voices Meeting Thursday 9/14. A Team of 5 will be attending DEIA next week, will report back. Black Professionals Day 9/29 takes place at Mesa. If you have someone who identifies as a Black Professional and wants to be a speaker for that event, send information to Julian. Equity Summit 10/26 and 10/27 Save the Date. Daisy	*Julian*

	Gonzalez will be the keynote speaker. Want to join work workgroup? Meetings Wednesdays 2:00.	
2	*Accreditation (Standing item)* – **Miramontez** Email was sent out yesterday regarding the 2024 ISER and landing page. Please use this website regarding communication. **Lundburg** added ISER is our Institution Self Evaluation Reports. **Miramontez** Team is in the process of looking at aspects of the college. 1 is Distance Education, they have contacted the district and they have decided to randomly select DE courses from Spring 2023. ACCJC has criteria that help randomly select courses. They are evaluating the quality of interaction between students and faculty. This is NOT an evaluation of any faculty per se. They are just looking across DE courses for patterns. **Palma-Sanft** clarifies whole point of looking at DE regular interaction, in curriculum we look at that as a separate process, it's something we screen for when faculty teach online. Make sure faculty and students have interactions and students and students have regular interactions. **Carrasquillo Jay** added, I think a piece of that, that could be invisible would be not seeing interaction in fully online courses in zoom office hours. Wonders how that data will be captured. **Palma-Sanft** shares, the opportunity is there, the team consists of practitioners that hopefully understand and when we have our conversations, we can explain this. **Lundburg** adds, from the evaluation's perspective, this is a core inquiry. Not questioning if these interactions happen but more give college more opportunity to show interactions. **Carrasquillo Jay** wondered if there might be an opportunity for there to be a conversation between the person teaching in DE format and the person reviewing. So, all data can be included. **Odu** added, as part of the curriculum, faculty must let us know how they will be engaging with students. We want to make sure faculty have been accounted for what they wrote when we approved their curriculum. For example, if the class is fully online there will be this exchange between faculty and student and students and students. That is one of the reasons they were approved to teach fully online. **Joseph** added, in a class that uses pronto a separate application ingrained in campus, wondered if applications like that will be evaluated as well. **Odu, Miramontez** Yes, it will be. **Miramontez**, has virtual meetings with our team. The first organizational meeting is scheduled for Monday 9/18. Monday 10/9 1:30-2:00pm there will be a meet and greet with peer team and President Wes, 3 VPs, himself, Mara and Constituency Leaders. After meet and greet will be a collegewide forum. Scheduled for 2:00-3:00pm. It will be run by a site visit team. After the information is confirmed at next week's meeting a flyer will be sent out to DL. Reminder to please take Technology Survey sent out by President's Offices.	*Miramontez/ Palma-Sanft*
3	*Grants & Initiatives Subcommittee* – **Bell** No report.	*Bell*
4	*Website Review Taskforce (Standing Item)* – **Lundburg** Next meeting is Friday 2:30-4:00 9/15. Nothing to report from last meeting	*Lundburg*

E. **New Business:**

#	Item	Initiator
1	*Strategic Enrollment Management (attachment)* – 1st Read of SEM Plan - **Petti** We agreed that SEM Plan was going to come to this meeting for two reads. It was sent in the agenda. **Odu** added, looking for any input from anybody. **Kunst** Classified approved. **Petti** Senate officially approved. **Martin** asked, if this body decided if there was some language added around "Actions and Strategies". **Odu** added, "Recommended" be added [to the language] **Petti** Yes, please let Carol (Sampaga) know **Lundburg** asked, as a point of order did this body act on this last time? **Kunst/Petti** No. This is the first read. **Petti** make the "Recommended" change now for the first read and come back for the second. **Lundburg** clarifies at the second read we will have—**Petti** a motion to approve with this amendment and anything else we add between now and then. **Kunst** Make the amendment red. **Carrasquillo Jay** Will that be in a formal motion for Senate the amendments in writing? **Kunst** Yes that's how it went to the Classified. **Carrasquillo Jay** Suggests Pablo bring a formal motion to this meeting. **Lundburg** No, but that's what I was bringing up as a formal order, Kevin I thought—**Petti** I thought we agreed that we would come here twice. **Kunst**	*Odu/Petti*

Correct. **Lundburg** Yes, it could but we could make a motion here, today for the first read, then change the language and comeback [for the second read]. **Carrasquillo Jay** That would be the appropriate process, right? **Martin,** I thought we were going to see it today with *that* statement. **Kunst** Next time we will have with that. **Petti** make the change please direct Carol. **Lundburg** we need to take official action now. Martin moves, Shooshtary seconds. **Miramontez** PIER group suggests that one of the terms "Actions and Strategies" be removed because it is confusing. Recommendation to call it "Recommended Actions or Recommended Strategies" Another piece of feedback is to omit "resources needed" and instead insert a link to program review process. **Lundburg** Points of action: 2 ways if everyone is okay with accepting friendly amendments we can vote on within this motion on the floor then they would become part of the motion and we would vote on that. If this body doesn't want to do friendly amendments then it needs to be voted down then we take actions on these two other things separately then that creates a new motion. Just want to make clear for folks who aren't familiar with the Robert's Rules thing. **Martin** likes the idea that things are overlapped. Suggested instead of folks filling out this [SEM resource form] have links to "If you need *these* resources click here or go to this space" **Hill** agrees that added confusion and we should get rid of one. **Petti** would like to draw us back to the motion on the floor to see if it gets voted down or not. The original motion was to change to "Recommended Actions and Strategies" Daniel is saying that it should be one or the other, that is the friendly amendment. As a group what do we think is better word for users of this? **Hill** "Act-egies" **Martin** I think Actions. Petti agrees. **Gonzales** Actions connects in my head that we're going to do something, some of these maybe things we can't do. Unlike strategies. **Petti** suggests can the header reflect that. "Actions AND/OR Strategies" Can friendly amendment be "and/or". **Lundburg** does anyone have any objections, to be clear "Recommended Actions and/or Strategies" No objections. What we are voting on is changing the language from "Actions/Strategies" to "Recommended Actions and/or Strategies" Odu moves, Shooshtary seconds, no discussion. Motion carried. **Kunst** will email Carol. **Martin** move that we take all the content out, take the recommendation from Miramontez office and replace with "if you are requesting this, please go here" **Petti** get rid of the three tables replace with a sentence direction to program review. Questions, if that dilutes—**Odu** Yes, it does. If we do that then this document wouldn't be different than any on the shelf. No one would be held accountable. We want someone to take the lead and be responsible. We want to hold an office accountable. **Carrasquillo Jay** if the purpose of this is to be used then how is this integrated in our already existing processes. **Odu** In Guided Pathways and Equity Plan give rights to this. This is one way we can measure and bring equity plan to life. It keeps someone accountable. **Lundburg** This is not superseding the process, so we could keep this here and add the language you suggested. Would that leave room for confusion? **Martin,** I think we eliminate "resource needed here" **Carrasquillo Jay** questions, I thought that's what you wanted, for people to use this document to indicate what recourses are needed who is responsible do that. Would that not supplant how we're already doing it. **Miramontez** that's the purpose behind integrated planning. SEM is collegewide plan, but actions happen at a program level. Those are the resource requests. You can still have someone accountable but the resource request already has process. **Carrasquillo Jay** clarifies, typically to participate in the process we fill out a form for program review, so how would that- BRDS. Where would this form go, to whom is it sent? **Hill** this is a quick project summary if we change this from resource request, that will generate the confusion between what a resource request is vs project summary overview. **Gonzales** was looking at each of the sections and say "go there, use this link" **Carrasquillo Jay** precisely what you mean by link. **Gonzales** think whoever gets tagged to do that activity uses this type of structure looks at guided pathways figures out that the collaboration is there then moved that in the folder. **Lundburg** we need to know who the responsible party is so why not list the strategy is then the person responsible then eliminate everything else. **Petti** there should be all requests should be funneled through BRDS. **Barnard,** I think the committee wanted to publicly put who going to make this the priority. If you need this, contact

	Chantal. A process to show who was in charge and who would make this a priority and others can refer to that person if necessary. **Joseph** asked is there a way to contact people when they are listed as the lead? If see someone's name for a project and I don't know how to contact them, I have to go out of my way to find them, whereas just put it in the form itself. **Lundburg** added prefers to see offices than positions. Put an office contact number in. **Carrasquillo Jay** clarifies we change to action and/or strategy. Rationale and lead. Then people can use that as a blueprint for projects and they have directions on where to go in order to enact it. But when will people use this and who will it be submitted to? **Petti** I like what you just said, questions if that was captured with our notetakers **Kunst** yes. **Martin,** I think these two can live right next to each other, the more we can make connections and show connections, is what I recommend. **Palma-Sanft** This is a work plan, but when do I do this, when do I submit it? **Petti** Maybe share a timeline. **Barnard** Maybe on a yearly basis the different groups, Student Services, Deans etc. sit down and check off the list. Assign themselves to tasks. We can integrate this when we do the other planning for the year. **Petti** Can we table this element and come back with what we think are the needs of the group based on this conversation. Send ideas directly to me. I will let Carol know.	
2	*Technology Committee Update* – **Hill** We had our first meeting last week; we will be meeting twice a month this semester. We have 2 student vacancies, a number of classified vacancies. **Lundburg** Thank you to all involved, Pablo in particular. These technology concerns are getting to the district. **Hill,** we have a strong intent to get information back to the Senates. **Martin** These technology concerns wouldn't have come to the forefront if it had not been for Lisa Muñoz's efforts.	*Hill/Munoz*
3	*Update from CGH Review Workgroup* – **Martin** First meeting was yesterday where we discussed our primary goals. We want to make sure everyone knows where and what the committees are. We want to find a way to streamline committees, find a way to merge them while being mindful they retain their voice. Also streamline committee membership, looking at committees they're on and how many they should be on. Meeting every two weeks. **Kunst** adds deadline to submit a change request to the handbook is 9/29, send to me.	*Martin*

- F. **Action Items:** Please see above.
- G. **Announcements**
  - Pallek – The only place I've seen the theme (Make the Invisible, Visible) is on College Council. Is that something we are trying to change? **Lundburg** mentioned in a lot of meetings. **Kunst** this was our focus for Convocation, which was more employee focused. We are relaunching the 3C hour. A lot of the outcomes from Convocation will be under that umbrella of Community, Connection and Conversation. There will be more community events through that. In regard to the theme, I think it's up to everyone to embrace it however that looks to you. **Lundburg,** you bring a good point, is it on the website? **Pallek** No. **Carrasquillo Jay** It should be right on Canvas when you open it. Maybe put it on a T-shirt. **Joseph/Pallek** agrees. **Kunst** We can easily ask Kurt to put it on the website and ask Kim to design it and post it in the conference rooms. We should do that with our land acknowledgement as well. **Carrasquillo Jay** Add it to Club Rush, put a banner in the cafeteria.
  - **Adjourn** – The meeting adjourned at 2:24 pm.

Link to the recording: https://sdccd-edu.zoom.us/rec/share/WT468njvuuMq13jW9mCqaYrW6Bp-1pF7AuEvGZGstkHwIEVsXLZc08QBfjb39mDz.Y89QY_ozltpjadce