ASC (Room L-101)

Monday-Thursday: 9:00 am-6:00 pm*
Friday: 9:00 am-1:00 pm
Drop-in tutoring, workshops, independent learning, collaboration space, anatomy models and other learning resources, computers and printing, space for Adjunct Faculty office hours
*Tutoring: Monday-Thursday 10:00 am-6:00 pm only

Math Lab (Room M-210)

Monday-Thursday: 9:00 am-6:00 pm*
Friday: 9:00-1:00 pm
Drop-in tutoring, independent learning, collaboration space, computers and printing
*Tutoring: Monday-Thursday 10:00 am-6:00 pm and Friday 10:00 am-1:00 pm

Writing Lab (Room H-103)

Monday-Thursday: 10:00 am-5:00 pm
Friday: Closed
Drop-in tutoring, independent learning, collaboration space, computers and printing

STEM Center (Room S6-110)

Monday-Thursday: 10:00 am-6:00 pm*
Friday: 9:00 am-4:00 pm
Drop-in tutoring, workshops, independent learning, printing

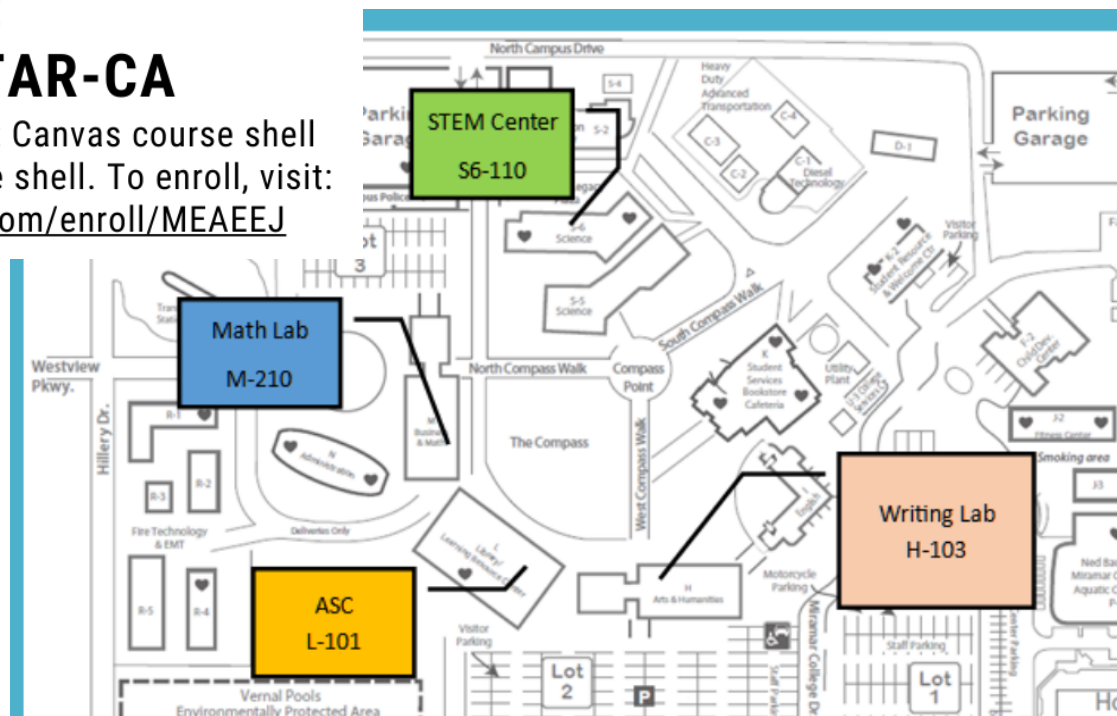## Online Tutoring: NetTutor and STAR-CA

Accessible through student Canvas course shell or the ASC's Canvas course shell. To enroll, visit: https://sdccd.instructure.com/enroll/MEAEEJ

SPRING 2024 JANUARY 29-MAY 24

ACADEMIC SUPPORT SERVICES

San Diego Miramar College Academic Senate Meeting

February 6, 2024
2023-24 Academic Year

Cultivating Community:
Making the invisible visible

(QR Code for A.S. Webpage)

Attending for Flex credit? Email jalley@sdccd.edu or jbartolo@sdccd.edu

2. Agenda Overview

1. Call to Order
2. Approval of Agenda & Consent Calendar
   a. Meeting minutes from 12/05/23
3. Land Acknowledgement
4. Public Comments
5. Action Items (NA)
6. Discussion Items
   a. Requesting funds for ASP to present at the APAHE Conference
   b. Creating an Adjunct Faculty Sub-committee

   c. Website Taskforce Update and Discussion
   d. Clarifying the Evaluation Process for Managers
7. Reports:
   a. Executive Committee Reports
   b. Technology Committee
   c. Preparing for ACCJC Visit
8. Announcements
9. Adjournment

See the complete A.S. Agenda here

3. 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.

KUMEYAAY MAP

The above Mike Connolly historical "Kumeyaay Lands 1769-2000" map picture details the 2005 Indigenous California Indian tribes of the greater Southern California area and northern Baja California, Mexico, the Native American Indian reservations, and contrasts them with the Indigenous Kumeyaay territory of 1769 (gray area).

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

4. 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

5. Action Items (NA)

6. Discussion Items

6.1. **Requesting approval for funds to send A.S. President to Present at the APAHE (Asian Pacific Americans in Higher Education) Conference, April 4-5, 2024 – Pablo Martin (5 mins., including Questions & Comments)**

- **Total: roughly $1200**
- Conference registration: $500
- Travel: $662/$647 (IRS rate is $.67/mile, but our form states $.655; 499 miles SDMC to Oakland, 489 miles Oakland to OB)
- Food: roughly $50; per diem is $10, $15, $21 (breakfast, lunch, dinner)
- Accommodations: $0

6.2. **Proposal for an Adjunct Faculty Subcommittee of the A.S. – Kristen Everhart (5 mins. plus 5 mins. Q&C)**

I.   The Adjunct Success, Retention, & Equity Workgroup would like to propose forming a committee.

II.   Our workgroup has identified a list of responsibilities to perform on a recurring basis that will help ensure that the recommendations of Academic Senate are representative of adjunct constituents.

III.   We ask the A.S. Body to consider the benefits of having an adjunct committee and vote to approve at the next A.S. meeting.

6.2. Proposal for an Adjunct Faculty Subcommittee of the A.S. - Kristen Everhart (cont.)

IV. Number of committee member positions based on number of adjunct constituents per area.

Committee Membership

School/Administration (0)	Adjunct Faculty (10)
School of Business, Technical Careers & Workforce Initiatives	2-
School of Liberal Arts	2+
School of Mathematics, Biological, Exercise & Physical Sciences	2-
School of Public Safety	1
Student Services, PRIE, Library and Technology, and other Non-Instructional Adjunct Faculty	2-

6.2. Proposal for an Adjunct Faculty Subcommittee of the A.S. – Kristen Everhart (cont.)

Adjunct Committee Purpose/Charge: (see CGH Adjunct Committee V2)

I. To engage in the evaluation and assessment of current initiatives, practices, and policies that may inadvertently have a disproportionate impact on adjunct faculty.

II. To increase adjunct awareness of resources and opportunities available at Miramar to support their success.

III. To identify and address any disparities in adjunct access to professional development opportunities.

IV. Explore and foster partnerships and affiliations that can help improve the resources, support, and compensation available to adjunct faculty.

6.2.   Proposal for an Adjunct Faculty Subcommittee of the A.S. – Kristen Everhart (cont.)

Adjunct Committee Responsibilities: (see CGH Adjunct Committee V2)

I.   Foster clear and effective communication between the committee, adjunct faculty, and the campus community.

II.   Create a process for meaningful dialogue and collaboration on issues of career success for adjunct with the broader campus community.

III.   Identify and publicize best practices for advancing adjunct equity, inclusion, and accessibility.

IV.   Compile, manage, and distribute a list of all service opportunities and open positions available to adjunct at Miramar.

V.   Update and revise as needed, then distribute Bi-Annual Adjunct Survey and report findings to Academic Senate.

VI.   Report to the Academic Senate as necessary to include matters that substantially impact adjunct.

6.2. Proposal for an Adjunct Faculty Subcommittee of the A.S. – Kristen Everhart (cont.)

I. Questions?
II. Current workgroup members:
    I. Erin Smith – esmith002@sdccd.edu
    II. Kristen Everhart – keverhart@sdccd.edu
    III. Kristen Bonwell – kbonwell@sdccd.edu
    IV. Valeria Chau – vachau@sdccd.edu

Thanks for Your Support

6.3. Update and Discussion: Website Taskforce – Kurt Hill and Daniel Miramontez (5 mins. plus 5 mins. Q&C)

Student Website Survey

I. Student survey launched in October, 2023
II. Research office handling the survey
    A. Not enough students yet for valid survey
    B. Surveys will continue this semester

6.3. Update and Discussion: Website Taskforce – Kurt Hill and Daniel Miramontez (cont.)

Student Website Taskforce

I.   Taskforce launched August
II. Will continue through Spring
III. Taskforce goals (see next slide)

6.3. Update and Discussion: Website Taskforce – Kurt Hill and Daniel Miramontez (cont.)

Taskforce Goals

I. Student Survey
   A. Goal: End of Fall semester, but too few students

II. Goal: Video tutorials – "How to website"
   A. Add new videos as needed with goal of at least one per semester
   B. Many videos posted on web services page

III. Goal: "How to college" page
   A. Interstitial page before students leave our site to apply, register

IV. Goal: "How to faculty page" video
   A. Video posted to web services page (https://sdmiramar.edu/services/website-services)

6.3. Update and Discussion: Website Taskforce – Kurt Hill and Daniel Miramontez (cont.)

Taskforce Goals

VI. Focused, timely homepages

   A. Enrollment focused home page

   B. Two services focused homepages

   C. Launched enrollment & first services focused homepages

   D. Pages will be updated/edited as feedback is received

   E. Some adjustments to the timing needed

6.3. Update and Discussion: Website Taskforce – Kurt Hill and Daniel Miramontez (cont.)
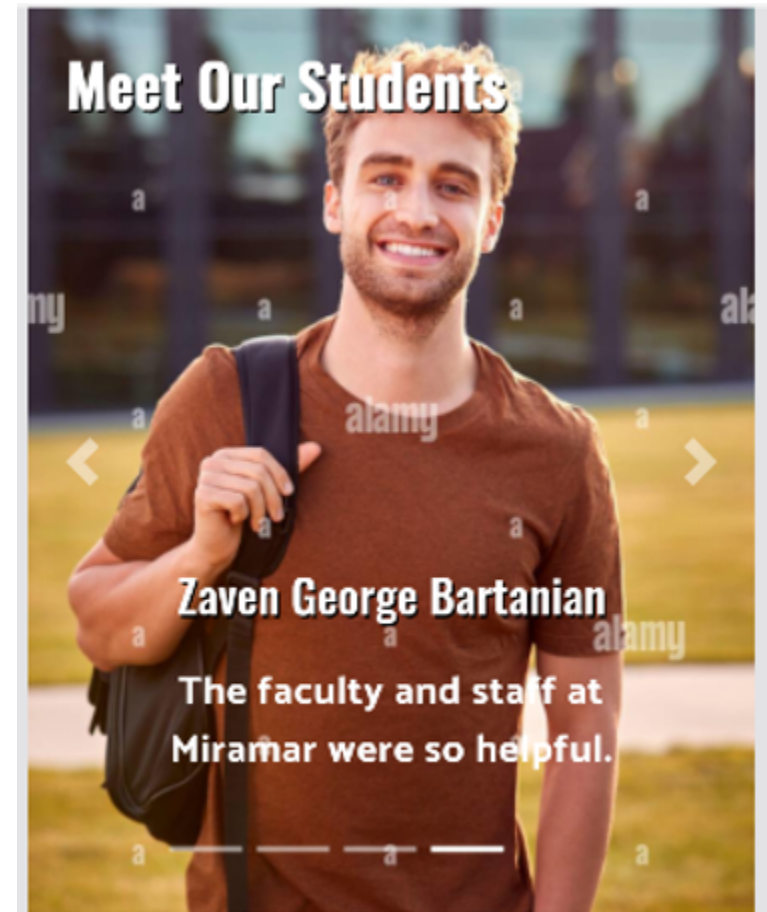
Taskforce Goals

VI. Student Profiles
      Enrollment focused home page

   A. Profile content structure created

   B. Allows for Q/A bank and "pull quotes"

   C. Text of answers can be overlaid on student images/can feature specific quotes as pull quotes

> **"**
> *I was first in my family to go to college. Miramar made that possible.*
>
> – Kayla Rodriguez , 2025

Meet Our Students

Zaven George Bartanian

The faculty and staff at Miramar were so helpful.

6.4. Clarifying the Evaluation Process for Managers – Olivia Flores (5 mins. plus 5 mins. Q&C)

I. There are different procedures for different managers whether they are Academic or Classified, but each can be found here:

  A. [2020 - 2023 Management Handbook](#)

  B. [Evaluation instrument](#)

II. How and when administrators are evaluated

III. Using the evaluation tool for talking points

  A. Using evaluations to highlight the great work our Deans do

  B. Using evaluations to foster reflection and improvement

6.4.   Clarifying the Evaluation Process for Managers – Olivia Flores (cont.)

From Dean Ascione:

- Managers fall under the District Management Association and have a separate [handbook](#) that governs their [evaluation](#) process from what the AFT oversees.
- Deans get evaluated every year for the first 4 years of employment and then every 3 years after that.
- The VPIs are responsible for managing Dean's evaluations.

7.2: Special Reports

7.2.1. Standing: Technology Committee – Lisa Muñoz (5 mins. plus 5 mins. Q&C)

The Technology Committee has identified the following goals:

I. Gather input from faculty to inform discussions with Technology and Audio Visual regarding future classroom technology needs.

II. Work on creating a comprehensive catalog/inventory of resources and technology available on campus, with a focus on laptops, tablets, and other mobile devices.

III. We will review and present survey results from previous Spring 2023 and Fall 2023 Technology Surveys and then discuss next steps and ways to address possible gaps in resources or support.

7.2: Special Reports

7.2.1. Standing: Technology Committee – Lisa Muñoz (cont.)

IV. Develop and distribute new surveys regarding software, subscriptions, and other technology needs.

V. Continue working on the newest Technology Plan to present to appropriate constituents.

VI. It would also be beneficial to identify training needs and then create curriculum for software and classroom technology.

    A. Office 365 has a lot of amazing features, and faculty and staff would certainly benefit from training.

    B. I hope to get some basic training in the new HyFlex classrooms as well as the NewLine Interactive Boards.

7.2: Special Reports

7.2.1. Standing: Technology Committee – Lisa Muñoz (5 mins. plus 5 mins. Q&C)

As an advocate for student and faculty technology needs, faculty can reach out to Lisa Muñoz at lemunoz@sdccd.edu or visit her office in H-110P

7.2: Special Reports

7.2.2. Preparing for our ACCJC Visit 2/29-3/1/24: Mara Palma-Sanft (5 mins. plus 5 mins. Q&C)

- Miramar's Accreditation Focused Site Visit will be on Thursday February 29th and Friday March 1st.

- The Accrediting Commission of Community and Junior Colleges (ACCJC) peer review team will be on campus for a campus tour, interviews, an open forum, and exit report.

- Participation is encouraged. Prep and learn more here: https://sdmiramar.edu/accreditation

7.2: Special Reports

7.2.2. Preparing for our ACCJC Visit 2/29-3/1/24: Mara Palma-Sanft (cont.)

I. Campus Tour: Thursday 2/29 9:30 - 10:45

II. Interviews: Thursday 2/29 11-11:50; 1-1:50; & 3:40-4:30

    A. A small number of faculty, staff, and managers have been selected to dialogue with the peer review team to further expand on the three core inquiries. I'll be reaching out to the selected faculty asap to notify and answer any questions.

7.2: Special Reports

7.2.2. Preparing for our ACCJC Visit 2/29-3/1/24: Mara Palma-Sanft (cont.)

III. Open Forum Thursday 2/29 Room L-105 2:30-3:30

   A. Format similar to previous open forum. However it will be held in person in room L-105 (the auditorium).

   B. The ACCJC peer review team invites Miramar's classified professionals, faculty, and students to engage in a dialogue about the College's on-going work toward the four accreditation standards, and Miramar's self evaluation and progress toward moving closer to its mission.

   C. The College's administrators will not be in attendance.

7.2: Special Reports

7.2.2. Preparing for our ACCJC Visit 2/29-3/1/24: Mara Palma-Sanft (cont.)

IV.   Exit Report: Friday 3/1 11:00 a.m. – 12:00 Room L-105

    A.   Campus community will be informed of the conclusions of ACCJC's peer review of Miramar's Institutional Self Evaluation Report (ISER) and core inquiry responses.

7.2: Special Reports

7.2.2. Preparing for our ACCJC Visit 2/29-3/1/24: Mara Palma-Sanft (cont.)

IV. Next Steps

   A. College community to continue its work toward facilitating the best possible and most equitable educational experience for our students.

   B. Follow through on improvements and innovation identified by tri chair teams/College in Miramar's ISER.

   C. Improvements: Standard III Resources (III.A.7; III.A.9; III.C.1; III.C.2)

7.2: Special Reports

7.2.2. Preparing for our ACCJC Visit 2/29-3/1/24: Mara Palma-Sanft (cont.)

IV. Next Steps (cont.)

    D. Innovations: Projects identified in Quality Focus Essay (QFE) to impact student learning and achievement

        1. Jump Start Orientation Program- a streamlined, clear, efficient, intuitive, and inclusive onboarding process that provides relevant information to students when and how they need it.

        2. Light the Fire Professional Development- a logical, supportive, and systematic order in which classes are offered, enabling students to plan accordingly, therefore increasing the likelihood of retention, persistence and graduation.

7.1: Executive Committee Reports

7.1.1: President's Report

The bulk of my report can be found in the [SDMC Academic Senate Resource Doc 020624](#). If you have questions that you don't ask today, I'm available for further discussion via email, face-to-face, or Zoom meetings. You can also invite me to your department meetings. Senators are invited to complete the [A.S. Anonymous Feedback Form](#).

1. Reminder: although the semester officially starts two week before classes and faculty are technically "on contract," remember that faculty can only be required to be on campus Wednesday-Friday in the Fall and Thursday-Friday in Spring during the week before classes start.

2. From President Wes' recent update: "The COVID Block Grant is realigning first round allocations and will accept applications for new funding in the early spring. Look for the call in the coming days."

7.1: Executive Committee Reports

7.1.1: President's Report

3. Concerns regarding AI and AI Detection in Student Work:
   - A Canvas resource page that includes syllabus examples and AI sessions on student-centered assignment design has been created.
   - See the SDMC Academic Senate Resource Doc 020624 for more details.

4. Given the survey results, our current hybrid meeting modality, and that Fall is already scheduled, the A.S. Exec decided to leave our meeting time as is.

See the SDMC Academic Senate Resource Doc 020624 for my complete report.

Would you be interested in **changing either or both the meeting time or day** of the Academic Senate (currently meeting on the 1st and 3rd Tuesday from 3:30-5:00)?

14 responses

- Yes
- No
- Maybe

42.9%
35.7%
21.4%
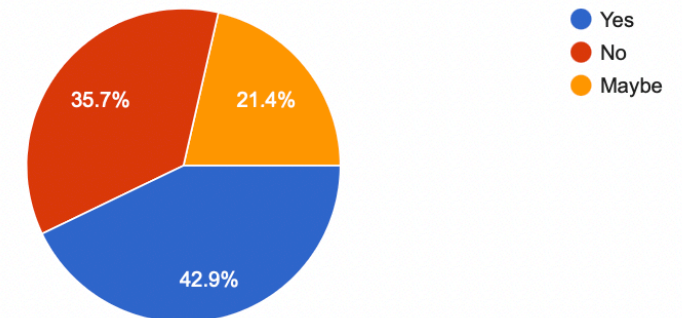
7.3.2-8 Executive Committee Reports

Vice President - Carmen Carrasquillo (see slides on the following pages)

Secretary – Josh Alley

Treasurer – Monica Demcho

Contract Member-at-Large – Heather Paulson

Part-Time Member-at-Large – Theron Page

Chair of Chairs – Kevin Petti

Curriculum Chair – Darren Hall

Report: Vice President

I. Academic Senate Election Committee: Call for Volunteers
- **The Election Committee:**
  i. This committee shall facilitate elections for Senators and members of the Executive Committee.
  ii. This committee shall also be responsible for any recommendations to modify or suspend any Bylaws pertaining to elections.
  iii. The committee will make recommendations to resolve any conflicts related to the election of any Senator to the Academic Senate and will notify Department Chairs when they need to elect a replacement Senator.
  iv. This committee shall be composed of at least three (3) faculty members, with one (1) of these members to be elected Chair by the Election Committee.
  v. Election Committee members may not be running for any elected position.
  vi. Term lengths will be one calendar year.

Report: Vice President

II. **GAIA** (Gender Advocacy, Inclusion and Advancement)

- **Advocate** – We will learn and teach others about patriarchy, the oppression of women and the feminist movements; gender-based inequality; sexism, hetero-sexism and transgender oppression and the connections between gender oppression and other forms of oppression, such as classism and racism.
- **Include** -- We will "call in" our colleagues to promote greater awareness and deeper understanding of gender equity issues and to promote collective action. We seek to listen and empathize across gender differences.
- **Advance** – We will work to identify and organize actions within the institution and to work collaboratively with others.

Report: Vice President

II. GAIA (cont'd)
Next Meeting: 2/21, 2:30-3:30 pm via Zoom
Meeting ID: 864 7677 4554

Join us as we work together to break down barriers, challenge stereotypes, and drive positive change.

GAIA is a dynamic initiative dedicated to providing gender equality and inclusivity in all aspects of society. We are committed to fostering dialogue, education, and action to empower individuals of all genders and backgrounds, striving for a more equitable and just world.

8. Announcements

1 min. time limit each

9. Adjournment

The next meeting of the SDMC Academic Senate is:
Tuesday, 2/20/24 from 3:30-5:00pm in M-110 and on Zoom.

Senators wishing to attend remotely can complete the
A.S. Senator Remote Attendance Form. Senators wishing to change
their attendance to in person should contact jalley@sdccd.edu.