

SUMMARY: FEBRUARY 20TH MEETING

During our meeting, we voted on establishing the Adjunct Faculty Committee. That was our only vote and there were no First Reads. So, below, you will find some reminders of things going on at Miramar that your constituents would benefit knowing about.

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

DISCUSSION ITEMS:

6.1. Faculty Membership for the Proposed Student Success Committee (slides 12-13)

We are being asked to provide feedback to the Success Across Curriculum Committee, Student Services Council and The Guided Pathways Steering Committee on the proposed Student Success Committee. You can view the proposed membership and responsibilities [here](#). There was some discussion about faculty membership and if specific faculty designees should be from English and Math or rather from each school. Please look over the proposal and send any feedback to [Pablo](#).

OTHER ITEMS:

7.1.1. Standing: Technology Committee

Lisa Muñoz emailed all of us with a survey on MS 365 on Thursday, Feb 15th at 8:41am (so you can search for the email). She asked in our meeting to make sure to respond to that email and provide her feedback with your use, experience, needs, etc. as far as MS 365 goes.

7.2.1. Miramar Budget Process Overview

VPA Brett Bell provided the first of at least two presentations on budget processes at Miramar. This was a broad overview of how the budget process works (starting at the State level, then the District, and finally what that process looks like at Miramar). **If you have questions that you would like Brett to address in a follow up presentation, please share those with Pablo, another member on A.S. Exec, of via the A.S.'s [Anonymous Feedback Form](#).** (If you would like to [watch or review the presentation](#), you can do so via the link. His presentation starts at 00:25:16.)

7.3.1. President's Report

- One more reminder to attend the ACCJC Open Forum this coming Thursday (2/29) at 2:30-2:30 in L-105.
- BRDS Update on Covid-19 Recovery Block Grant: If you have not received your funds yet, Brett Bell says to talk to your Deans as they should have received all approved funds.
- Please encourage students to participate in the Miramar College Website Focus Group! Here's an (unbroken!) link to the sign-up sheet: <https://survey.alchemer.com/s3/7572641/Miramar-College-Website-Focus-Group-Sign-up-Sheet-v-2>

As always, the Minutes from our meeting follow this summary.

Draft Minutes – Miramar College Academic Senate

3:30-5:00pm **Feb 20, 2024** Location: M-110 and Zoom

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

[Associated Documents](#)

[Meeting Slide Show](#)

Senators Present: Pablo Martin, Carmen Carrasquillo, Josh Alley, Monica Demcho, Heather Paulson, Theron Page, Darren Hall, Kevin Petti, Alex Sanchez, Ali Gonzalez, Anne Gloag, Becky Stephens, Cyndie Gilley, Dan Smith, David Halttunen, David Mehlhoff, Dawn DiMarzo, Donnie Tran, Jae Calanog, Kandice Brandt, Kevin Gallagher, Leslie Marovich, Mardi Parelman, Mary Kjartanson, Nick Aramovich, Olivia Flores, Otto Dobre, Rodrigo Gomez, Wahid Hamidy, Desi Klaar, Erin Smith, Kristen Bonwell, Kristen Everhart, Najah Abdelkader, Natalie Bickett, Valerie Chau

Absent: Adrian Arancibia, Channing Booth (proxy: J. Alley), Lisa Brewster (proxy: P. Martin), Stefanie Johnson-Shipman (proxy: H. Paulson), Patti Manley, Gene Choe (proxy: Joe Young)

Other Attendees: Brett Bell, Dan Igou, Jennifer Aase, Lisa Muñoz, Juli Bartolomei

1. Call to Order

- The meeting was called to order at 3:34pm.

2. Approval of Agenda and Consent Calendar

2.1. [Meeting minutes from 2/06/24](#)

- The agenda and Consent Calendar were approved with a change to move item 7.2.1 to immediately follow Public Comments. [Paulson]

3. Land Acknowledgment

4. Public Comments

- Gloag: Planning Summit on 3/15. Looking for people to facilitate breakout discussions. Contact [Gloag](#) or [Ivan Gutierrez](#).
- Gomez: The first AI workshop will be this Friday. Watch for Laura Pecenco's emails about all workshops.

5. Action Items (this includes second reads)

5.1. Creating an Adjunct Faculty Committee – Kristen Everhart

- The Adjunct Success, Retention, & Equity Workgroup is proposing the creation of a new standing committee of the A.S.: The Adjunct Faculty Committee.
- The workgroup has identified a list of responsibilities to perform on a recurring basis that will help ensure that the recommendations of the A.S. are representative of adjunct constituents. (See [CGH Adjunct Committee V2](#))
- The workgroup has been in meetings with AFT to make sure everything is aligned with the contract.
- Purpose and charge #4 will have minor changes for contractual reasons to be within the 10+1: “Explore and foster partnerships and affiliations that can help identify and draw attention to the existing resources, support, and ancillary compensation available to adjunct faculty.”
- “Ancillary compensation”: Negotiated in AFT contract. Concern was expressed about mission creep (developing Senate committees to do AFT work). Everhart clarified that the committee is not seeking, nor would it have, any power to negotiate a contract or make new revenue, new revenue streams, or new compensation; they are just going to try to consolidate and identify the existing areas for resources, support and ancillary compensation.
- Discussion ensued.
- An amendment was proposed to increase Public Safety to two members.
- Motion to approve the creation of the Adjunct Faculty Committee with the discussed amendments passed unanimously. [Kjartanson]

6. Discussion Items (this includes first calls and first reads)

6.1. Faculty Membership for the [Proposed Student Success Committee](#) – Pablo Martin

- With a primary focus on supporting student success in accordance with San Diego Miramar College's mission, the Student Success Committee purpose is *to support the development and institutionalization of integrated and comprehensive approaches to student success*. The Committee will encourage and support collaborative college-wide efforts and promote the use of data to assist the College with implementing State mandates and District/Campus policies and procedures.
- Martin presented the committee's responsibilities and proposed membership (see [meeting slideshow](#) or [proposal](#) for details).
- The A.S. is being asked to provide feedback to the three committees involved: Success Across Curriculum (the merger of the ASC and SEEM Committee), Student Services Council, and the Guided Pathways Steering Committee.
- The committee's goal is to do their work through smaller workgroups.
- Discussion ensued.
- A number of Senators asked why there were asterisks next to some positions and what that meant (Guided Pathways Coordinator, Equity Coordinator, and Professional Development Coordinator). Martin explained that these position titles

may change, merge with others, or even go away as funding expires. As he understands it, those revised positions (i.e. doing the same or similar work as these positions called for) would have membership on the committee in that designated position. There was concern that if these positions go away, then the faculty lose three seats on this committee.

- A number of Senators asked if these three faculty coordinator positions, or other faculty positions, are merged or the overall faculty numbers change, how will this committee strive for balance between the constituency groups?
- A recommendation was made by several Senators to remove the English and Math designees, as well as the “Instruction At Large” position, and add one designee from each school instead. However, at least two Senators believe it’s important to have English and Math representation here because of the role first-year Math and English play in the SCFF.
- Senator Calanog asked if the folks that oversee grants, like the HIS STEM Grant, would have a seat at the table. Martin suggested that this concern might be addressed by the Dean of LEAD and Equity who oversees these grants. He concluded that if that’s not the case, then perhaps these directors need to be represented in the Administrators column in some way.
- Senator Gallagher was concerned that this committee seems very big and therefore that it might take over or have more influence than other committees. Moreover, he was concerned that it might result in even more of a silo effect.
- Motion to extend time by two minutes passed with no objection. [Carrasquillo]
- Send input to [Martin](#).
- This will come back as an FYI after review by the CGH Change Workgroup and a first read at College Council.

7. Reports

7.1. Committee Reports

7.1.1. Standing: Technology Committee – Lisa Muñoz

- The Technology Committee’s recent meeting focused on the Faculty Technology Liaison’s role and changes to the Technology Plan. Muñoz will share the updated Technology Plan with the A.S. at a future meeting.
- Three HyFlex classrooms: Beginning training and development for those.
- Need faculty to go to demos for Smartboard and talk to Gloag about them so they can get input before making the decision on whether or not to get it.
- Muñoz will attend department meetings to share goals and seek input regarding technology and professional development needs, so bring that back to departments and have Chairs contact [her](#).
- Muñoz sent an email with questions on faculty use of and experience with MS 365. Please provide input to [Muñoz](#).

7.2. Special Reports

7.2.1. Miramar Budget Process Overview: Brett Bell

- Bell presented a “mile high, inch deep” overview of the districtwide budget.
- Bell explained the steps of the Statewide budget process.
- The District comes up with a set of assumptions based on the Governor’s budget.
- The tentative budget goes to the Board of Trustees in June and gives authorization to start spending on 7/1.
- The adopted budget goes to the BoT in September. There are usually just minor tweaks between the tentative and adopted budgets.
- The adopted budget is the starting point and changes throughout the year.
- Bell explained the differences between unrestricted and restricted budgets.
- 95% of the unrestricted funds go to compensation (salary, benefits, etc); the other 5% is discretionary budget. Discretionary budgets currently are a function of \$100 for every FTES target that we have.
- BRDS sends worksheets in Spring to allow departments to rearrange their allocated budget in preparation for the budget that will be active on 7/1. Once the budget is approved by the BoT, it is very difficult to move money.
- Motion to extend time by two minutes passed with no objection. [Kjartanson]
- If faculty have questions they would like Brett to address in a follow up presentation, please share those with [Pablo](#), another member on A.S. Exec, or via the A.S.’s [Anonymous Feedback Form](#).
- Faculty can also contact [Bell](#) or attend BRDS (2nd and 4th Wednesdays from 1:30-3pm) for more information.

7.3. Executive Committee Reports

7.3.1. President – Pablo Martin ([State, District, Campus, and Senate Issues](#))

- Motion to allow 10 minutes for report passed with no objections. [Gallagher]
- Please attend the ACCJC Open Forum on Thursday, 2/29 in L-105 from 2:30-3:30 (open to all except Deans, VPs, and the College President).
- See the [BRDS Budget Update from 2/14/24](#).
- Presented BRDS Update on RFFs (requests for funding), SCFF Funding and “Hold Harmless” funding, and the COVID-19 Recovery Block Grant. See [meeting slideshow](#) for details.
 - RFFs: School rankings (from Deans and Chairs) will be due to BRDS on Wednesday, 2/28, and the Business Office will send out funding emails on 3/22.
 - “Hold Harmless” funding ends after fiscal year 2024-25 and the SCFF funding floor begins 2025-26.

- Hall asked if there had been any ongoing discussion about auto-enrolling into programs being tied to achievements. Martin will look into it.
- COVID-19 Recovery Block Grant: The list of grants that were funded was released late in Fall ([Summary Request for Funding V3.pdf](#)). Follow up with Deans. Bell will be asking Deans about reallocating unused funds to the entire college—we have until 6/30 to spend this year's allocations.
- If tutoring is needed, contact the ASC, as they did get funding for tutoring.
- Website Taskforce:
 - In sum, “significant progress has been made but significant progress is still needed in some areas.”
 - Please advertise the student focus groups as we need students to provide direct feedback and input on our site.
 - Broken links were discussed during an early meeting in the fall, but the concern was that Miramar doesn't have enough staff to monitor or repair broken links. If you have an issue, please use [this link](#) to report it.
 - One improvement has been the creation of a more robust search tool, but some continue to ask for a search bar at the top of every page.
 - The directory can be improved by each department checking and updating their specific sites to ensure staff information is current.
 - Reminder: The website is designed for students first. Employees should be able to find everything they need via the home page's top buttons.
- Motion to add one minute passed with no objections. [Gallagher]
- See [resource document](#) for more information.
- 7.3.2. Vice President – Carmen Carrasquillo
 - Committee on Committees: Very few vacancies on committees now. Please look at vacancies on the callout when requesting to be on a committee.
 - Discussion ensued on whether the A.S. approved the Adjunct Faculty Committee to be under the A.S. or if it would be a standing committee in the CGH. Martin said that his understanding is that it would be a standing committee in the CGH, but senators voted based on the understanding that it would be an A.S. committee, like the ConC.
 - Carrasquillo reported on her field trip with students from the Native American Student Success and Support Program.
 - Next GAIA meeting: 2/21, 2:30-3:30pm, <https://sdccdedu.zoom.us/j/86476774554>. Meeting ID: 864 7677 4554
- 7.3.3. Secretary – Josh Alley
 - No report.
- 7.3.4. Treasurer – Monica Demcho
 - The current balance is \$983.97 after writing a check for \$200 for Sponsor a Family. Scholarships will be \$600.
- 7.3.5. Contract Member-at-Large – Heather Paulson
 - There will be a presentation on addressing discriminatory speech, or hate speech, in the classroom on Wednesday, 12:30-1:30pm on Zoom. Registration is required to get the Zoom link.
- 7.3.6. Part-Time Member-at-Large – Theron Page
 - No report.
- 7.3.7. Chair of Chairs – Kevin Petti
 - No report.
- 7.3.8. Curriculum Chair – Darren Hall
 - Getting final guidance from the District for the CalGETC localized degree patterns.
 - Work experience courses are going through a definition of how they are going to be repeatable. Curriculum will take a vote after a second read in March about supporting repeatability or work experience courses.
 - Provided an update on CurriQunet Meta. All Chairs will have an approval process. Training for Meta will be Fridays from 10:30-11:30am on Zoom.
 - DE classes that are only approved during an emergency that are still being offered as DE need to go through the approval process, so contact [Hall](#) about that.
 - The District requested a workgroup to develop a program viability document with bullet points to consider for new programs. This is not intended to replace the program viability documents already in use at Miramar.

8. Announcements

- No announcements.

9. Adjournment

- The meeting was adjourned at 4:56pm.

The next meeting will be on March 5th. Please submit agenda items to both Paul (Pablo) Martin and Juli Bartolomei.

Respectfully submitted,
Juli Bartolomei and Josh Alley