

SUMMARY: APRIL 2nd MEETING

We covered so much this last meeting, and we do have a couple of items that will be coming back to vote on the 16th.

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

DISCUSSION ITEMS:

6.1 Revisions to AP 3000.3: Academic and Progress Standards

Darren Hall gave us an overview of some revisions to AP 3000.3. First, he mentioned that certain terms will be changing—like “disqualified” is being replaced with “dismissal.” Mainly the changes are based on Restorative Justice practices. This all relates to the probationary status of students. First, the change in policy is for students who have earned 12 units. If students get on probationary status, they are first directed to meet with a counselor. Directed means that it is suggested to them. However, when they reach dismissal status, then they MUST meet with a counselor before they can register for classes. If they have three consecutive semesters of probation, then they will have a hold and again must meet with a counselor. Darren also mentioned that the steps are all being cleaned up to help get students readmitted. It was suggested in the meeting that these required meetings might be seen as a blockade. However, it was also suggested (from the counseling perspective) that this process creates much more contact with students and earlier on catches bad patterns that can be worked out. Darren mentioned that these changes have been under discussion at the district for several months now and will be moving forward. They would like to have our approval, regardless.

6.3 Resolution: The Hiring of General Counselors

Kevin Gallagher presented [a resolution](#) that relates to the hiring, training and evaluation processes related to General Counseling. In our meeting, Kevin explained that there have been a number of issues in the last few semesters where counselors have been needed outside of General Counseling, and it has led to concerns—mainly that General Counseling has not been as included in those processes as would be optimal. Kevin was clear that the resolution was not meant to “throw shade” on anyone in Admin or to take away the President’s rights to make decisions. But there is a concern that there has not been an established framework to work with in the past. The resolution’s goal is to establish that framework. The resolution includes a few items:

- Counselor positions needed by programs outside of General Counseling will be selected from the GC Department.
- If hiring needs to come from outside of the GC Department, the GC Chair (or designee) will be included in the hiring process.
- And General Counselors hired outside of the GC Department will go through the same training and the GC Chair (or designee) will be included in their evaluation process.

This will return for a second read when we will vote on supporting the resolution.

OTHER ITEMS:

Elections are upcoming! Nominations are now open for all AS Exec positions. These are for 2 year terms starting in Fall 2024 (A.S. President begins on July 1, 2024). Nominations are due by Friday, 4/12 at 5pm. You can nominate yourself or someone else. But please make sure you have discussed that with the person before nominating them! If you have any questions about the duties of any position, please get in touch with anyone on Exec or the Election committee. Send nominations to [Josh Alley](#), [Laura Gonzalez](#) or [Amy Alsup](#)

Tech Committee Support: Just a little something to add to what Lisa Muñoz has mentioned in our meetings. She has created a webpage called “[Demystifying Microsoft 365](#).” It is a live page that will be updated regularly. This was organized based on the feedback that was received from faculty about Microsoft 365 usage and the finding of the recent SDCCD IT Strategic Plan Survey Report by SDI. It includes information on: SDCCD Resource Pages, Student Access to Microsoft 365, Microsoft 365 Offerings and Resources, Helpful Links and Tutorials for lesser-known software and apps, Vision Resource Center links, and Your Questions.

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

Draft Minutes – Miramar College Academic Senate

3:30-5:00pm

Apr 02, 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, Adrian Arancibia, Alex Sanchez, Ali Gonzalez, Anne Gloag, Becky Stephens, Channing Booth, Cyndie Gilley, Dan Smith, David Halttunen, David Mehlhoff, Dawn DiMarzo, Donnie Tran, Gene Choe, Jae Calanog, Kandice Brandt, Kevin Gallagher, Leslie Marovich, Mardi Parelman, Nick Aramovich, Olivia Flores, Otto Dobre, Wahid Hamidy, Desi Klaar, Erin Smith, Kristen Bonwell, Kristen Everhart, Najah Abdelkader, Natalie Bickett, Valerie Chau

Absent: Lisa Brewster (proxy: P. Martin), Mary Kjartanson, Patti Manley (proxy: J. Palhegyi), Rodrigo Gomez, Stefanie Johnson-Shipman (proxy: H. Paulson),

Other Attendees: Joel Palhegyi, Michael Odu, Sayra Shah, Juli Bartolomei

1. Call to Order

- The meeting was called to order at 3:33pm.

2. Approval of Agenda and Consent Calendar

2.1. [DRAFT Meeting minutes from 3/5/24](#)

- The agenda and Consent Calendar were approved with the following changes: moving item 7.2.2 to after Public Comments, moving item 6.3 to before 6.2, and postponing item 6.4. [Gallagher]

3. Land Acknowledgment

4. Public Comments

- Tran: The Writing Lab is open in H-103, Mon-Th from 10am-5pm.
- Parelman: The Environmental Sustainability Committee is working on a map that includes bicycle parking and water refill stations. They would like to see it posted with the regular campus map and have a public-facing webpage to include that map and events that relate to sustainability.

5. Action Items (this includes second reads)

5.1. Seeking Faculty Endorsement for the Miramar Foundation to Support the 2024 Bond – Monica Demcho

- The District Foundation is donating \$100K. Asking for \$10K from the Miramar Foundation.
- Demcho is planning to vote “yes,” unless she is advised otherwise.
- Motion to endorse the Miramar Foundation financial support for the 2024 bond in the amount of \$10K passed unanimously. [Mehlhoff]

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

6.1. [Revisions to AP 3000.3: Academic and Progress Standards](#) – Darren Hall

- [AP 3000.03 Student Academic Standing](#)
- [Memo re. AP 3000.03 Student Academic Standing](#)

- The term “disqualified” is changing to “dismissal,” and there is an additional layering of counseling support for students who are basically at risk. This policy aligns with what the Chancellor's Office has requested under Title 5.
- The term “probation” is up for discussion at the State level. Students on probationary status will be directed to meet with a college counselor before they register for more classes. At dismissal status, they will be *required* to meet with a counselor.
- There are efforts to implement Restorative Justice best practices into this policy.
- Discussion ensued.
- Recommendation made to ask the Office of Instruction for information on how many students face this predicament each semester.
- This will come back to the next meeting.

6.2. Exploring District and College Budget Allocations – Channing Booth

- Program review and budget are 10+1 items; faculty need to stop simply advising and start using data to drive action.
- Academic school annual budgets: Deans request what they need every year, but they are not digging very deep. Faculty need to start pointing out where they need to dig and how deep, using program review data.
- The College President has the budget pen; decisions and cuts are made by the VP and College President.
- Motion to extend time by two minutes approved with no objection. [Gallagher]
- Ask is to form a workgroup to “talk about what we can inform the Dean's program review report and how that can also inform the decision making of our school annual budgets.”
- Discussion ensued in person and in the [Zoom chat](#).
- Faculty salaries are not included in this annual budget, but it does include lab tech salaries.
- The numbers are based on real numbers from the District and the College.

- Motion to extend time by two minutes approved with no objections. [Demcho]
 - BRDS does not deal with this issue (ongoing budget needs), only one-time purchases. Recommendation made to continue the conversation offline and form a workgroup in the Fall or at the end of Spring.
 - Send questions to [Martin](#).
 - There will be another budget presentation by VPAS Bell at an upcoming A.S. meeting.
- 6.3. [Resolution: The Hiring of General Counselors](#) – Kevin Gallagher
- This resolution is based on one from City College.
 - Gallagher explained issues from the past few semesters where General Counseling (GC) has not been included as much as would be optimal in the hiring, training and evaluation process related to those past issues.
 - There is no formal framework to establish having General Counseling involved in the hiring, training and evaluation process for specialized counselors being hired by other departments. Their intent is to create that needed framework.
 - The resolution proposes that General Counselor positions needed by programs outside of General Counseling be selected from the GC Department. If hiring needs to come from outside of the GC Department, the GC Chair (or designee) will be included in the hiring process. And General Counselors hired outside of the GC Department will go through the same training and the GC Chair (or designee) will be included in their evaluation process.
 - Discussion ensued.
 - Motion to extend time by two minutes passed with no objections. [Mehlhoff]
 - Senators were advised to share their concerns with the Counseling department.
 - This will be coming back for a second read at the next meeting.
- 6.4. [Resolution: Freedom of Speech](#) – Najah Abdelkader and Heather Paulson
- Postponed.
 - (Faculty were invited to join Najah and Heather on a workgroup to draft a resolution (from Miramar faculty).)
- 6.5. Seeking Support to Re-install Paper Towel Dispensers – Alex Sanchez
- Sanchez reported that this was being discussed at department meetings.
 - Paper towels are necessary for health reasons, as well as for menstrual issues.
 - Martin reached out to Bell, who indicated that the dryers are now being cleaned and that the College intends to keep the hand dryers and not reinstall paper towels.
 - A slide was shared to show bacteria collected from various locations in a bathroom last semester, with the highest number of bacteria being on the hand dryer vents.
 - Martin will discuss this with Bell and find out who has been included in making the decision on this.
 - Discussion ensued in person and in the [Zoom chat](#).
 - Recommendation made to discuss this with the Environmental Sustainability Committee and have them present their thoughts on it to Bell.
 - Senators were also invited to bring this back to the next A.S. meeting.

7. Reports

7.1. Committee Reports

7.1.1. Standing: Technology Committee – Lisa Muñoz

- Muñoz and Kurt Hill have been working on support and training for the software that is available to the campus.
- HyFlex training is available through AV, but they are also working on doing it from a pedagogical perspective. They will also be creating a webpage for that.
- Funding is also being discussed, along with ways to limit any wasting of resources.
- (Note: Muñoz sent an email to the DL with a link to the [resource page](#) she created for Outlook 365 training tools.)

7.2. Special Reports

7.2.1. A.S. Election for Fall 2024 through Spring 2026 Nominations Open – Josh Alley

- Alley announced that nominations are now open for all A.S. Executive Committee positions for the two-year term of 07/01/2024 through 06/30/2026. The election will be held during the 4/16 meeting.
- Send questions about the positions to [Alley](#), [Laura Gonzalez](#) or [Amy Alsup](#) or any current Exec members.
- Send nominations to all three members of the Election Committee by Fri, 4/12 at 5p.

7.2.2. Phase One of the Office of Instruction Reorganization: Dean of Academic Services Topic – VPI Odu

- VPI Odu provided an update on the first phase of the Instructional reorg.
- We currently have four schools: BTCWI, LA, MBEPS and PS. Reorg will result in five schools: PS, LA, MBEPS, Business & ATT, and Academic Services. This has been approved by the Chancellor's Office.
- They will be adding a Dean and a Dean's Assistant for the newly created School of Academic Services, with offices somewhere in the Library area.
- Funding is coming from the general fund at the District.
- Once funding is identified, they can move on to the next phases.
- Motion to extend time by two minutes passed with no objections. [Demcho]
- Discussion ensued regarding Personal Growth being under Academic Services instead of Counseling, since faculty who teach those courses are counselors and Counseling wants oversight.

- Send questions to [VPI Odu](#) or [Martin](#).

7.3. Executive Committee Reports

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

- The Writing Lab is open. It is located in Room H-103.
- The Teams phone migration is happening this week—please review the 03/28/24 email from IT Director Kurt Hill for details.
- San Diego City, Mesa, and Miramar Colleges are becoming California Virtual College (CVC) Exchange Teaching Colleges. This transition increases students' access to higher education statewide by streamlining the registration process for our online classes, ultimately bolstering enrollment figures. (See the email “CVC Teaching College Announcement” from Vice Chancellor Topham sent 04/01/24 for details.)
- Reminders from the Program Review/Outcomes Assessment Facilitator:
 - a. Instruction's Comprehensive Program Review is due 4/15. The Comprehensive Program Review closes the loop on the current 2021-2024 assessment cycle and establishes a plan and action steps for the Program's 2024-2027 assessment cycle.
 - b. There is one more Program Review Training for Spring '24 being held on 4/4 from 1-3pm in M-103.
- See the [resource doc](#) for more.

7.3.2. Vice President – Carmen Carrasquillo

- Carrasquillo shared the recommended edits to the A.S. Constitution and Bylaws, including the addition of the newly approved Adjunct Success, Retention and Equity Committee to the list of A.S. Committees.
- This will be brought back to the next meeting for a first reading.

7.3.3. Secretary – Josh Alley

- No report.

7.3.4. Treasurer – Monica Demcho

- The current balance is \$1033.47.

7.3.5. Contract Member-at-Large – Heather Paulson

- Paulson invited others to join her and Abdelkader in working on the Resolution for Academic Freedom.
- AFT meeting this Thursday at 3pm in room BT-312 at City College.

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

- No report.
- Everhart shared in the chat: Adjunct Faculty Success, Retention and Equity Committee meets this Thursday, 3:30-4:30pm on Zoom. Email [Everhart](#) if you have questions.

7.3.7. Chair of Chairs – Kevin Petti

- No report.

7.3.8. Curriculum Chair – Darren Hall

- Ongoing training for [CurricuNet](#) Meta on Friday mornings at 10:30am.
- Reach out to [Duane Short](#) or [Hall](#) with curriculum changes.

8. Announcements

9. Adjournment

- The meeting was adjourned at 5:00pm.

The next meeting will be on April 16th. Please submit requests for agenda items to both Paul (Pablo) Martin and Juli Bartolomei.

Respectfully submitted,
Juli Bartolomei and Josh Alley