

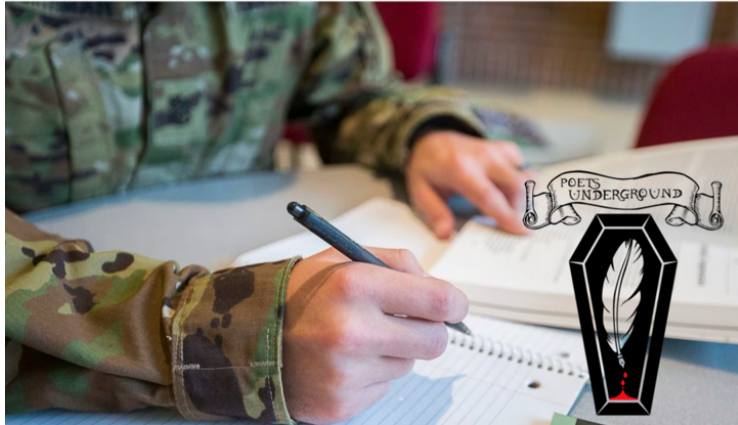
In celebration of our campus theme,  
“Making the Invisible Visible,”  
college leadership wishes to extend their  
appreciation to us and our teams.

They want to recognize the incredible efforts we  
pour into our work *every day* to serve students  
at Miramar College. Folx are invited to shine a  
light on our contributions toward fostering  
student success in this

**[CELEBRATE YOUR IMPACT SURVEY](#)**

# INK AND ARMOR

## POETRY HEALS EVENT WORKSHOP FOR MILITARY HEROES



MIRAMAR COLLEGE CELEBRATES  
MENTAL HEALTH AWARENESS MONTH  
\*SPONSORED BY THE IDEA COMMITTEE\*

FRIDAY MAY 10TH  
2-5PM

FREE AND OPEN TO THE PUBLIC

LOCATED IN THE MAIN CAMPUS AUDITORIUM NEXT  
TO VETERAN SERVICES (ROOM I-110A)

PRESENTERS : PROFESSOR LISA MUNOZ  
PROFESSOR BEAR WOLF

OWNERS OF POETS UNDERGROUND: SUNNY AND ANTHONY AZZARITO  
AMERICAN LEGION CHAPLAIN ELLIS SPEAGLE

SAN DIEGO  
MIRAMAR  
COLLEGE

 For any disability accommodations  
contact [bwolf@sdccd.edu](mailto:bwolf@sdccd.edu)



# POETRY FOR PALESTINE

MAY 14 @ 5PM PST VIA ZOOM

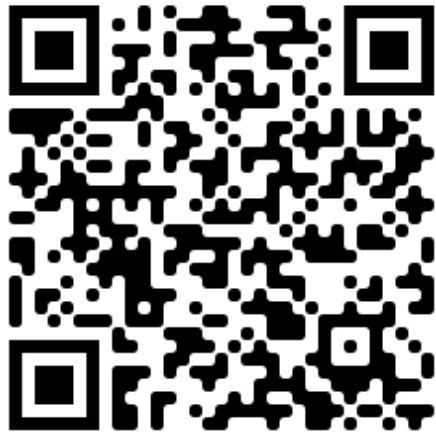
Join us on Zoom for a captivating spoken word  
event that will ignite your senses and leave you  
inspired as we raise money for Doctors without  
Borders.

Service learning/Honors project for English 249 B Intro to  
Creative Writing.

<https://tinyurl.com/PoetryPalestine>



# San Diego Miramar College Academic Senate Meeting



(QR Code for A.S. Webpage)

May 7, 2024  
2023-24 Academic Year

*Cultivating Community:  
Making the invisible visible*

Attending for Flex credit? Email [jalley@sdccd.edu](mailto:jalley@sdccd.edu) or [jbartolo@sdccd.edu](mailto:jbartolo@sdccd.edu)

# 2. Agenda Overview

1. Call to Order
2. Approval of Agenda & Consent Calendar
  - a. [DRAFT minutes from 4/16/24](#)
3. Land Acknowledgement
4. Public Comments
5. Action Items
  - a. Proposed Revisions to the [ASC&B](#)
  - b. Resolution: [Hiring General Counselors](#)
  - c. Resolution: [Freedom of Speech](#)
  - d. Resolution: [from the ASRE Committee](#)
  - e. [Seeking to Increase Travel Funding](#)
  - f. Approving [A.S. Calendar for 2024-25](#)
6. Discussion Items
  - a. NA
7. Reports:
  - a. Committee Report: Technology
  - b. Special Reports: NA
  - c. Executive Committee Reports
    - i. [AS Resource Document](#)
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).

# 4. A.S. Function & Public Comments - A Refresher

The following slides provide a brief overview of how our senate operates. For more details, please see our [SDMC A.S. Primer: An Overview of How We Operate](#).

The **Academic Senate (AS)** is a faculty organization whose primary function is to make recommendations to the **Board of Trustees** on **10+1** aka “academic and professional matters.” (*Title 5, Section 53200*)

Miramar’s Academic Senate is committed to **openness, transparency, and public access to information** and will therefore:

- Follow the [Brown Act](#)
- Follow [Robert’s Rules of Order](#)
- Honor our A.S. [Code of Conduct](#)

## Following the Brown Act means that we:

- Publicly post notice of meeting 72 hours prior.
- Include information on place, time, and agenda items with brief descriptions.
- Record all motions and votes for public record.

## Following Robert's Rules of Order means that we:

- Balance discussion and debate with decision making.
- Do our best to maintain fair processes in whatever modality or environment we meet.

If we have a Parliamentarian, they only interact with the Chair, in this case the A.S. President.

- If anyone wishes to challenge a ruling of the Chair, they can do so by way of a motion. That motion needs 50%+1 to pass.



Following our A.S. [Code of Conduct](#) means that we:

- Operate as an open venue for all ideas, thoughts, and personal perspectives, with consideration for the boundaries established in the Code of Conduct.
- Remember that our personal interests and valued agenda items may or may not be the same as others in the Senate, and that all of us have the right to be treated respectfully.
- Embrace the spirit of diversity, equity, and inclusion.

## Managing time and using the Zoom chat feature:

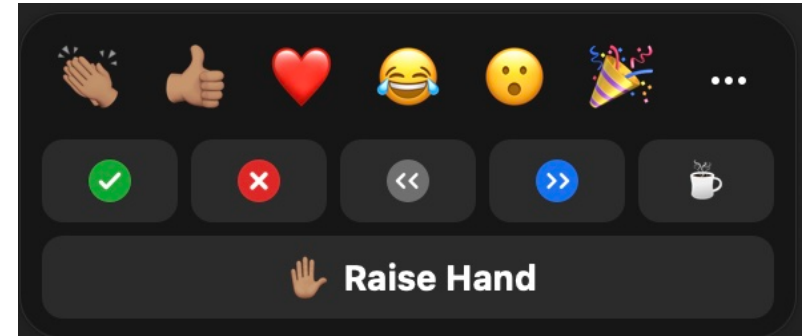
- i. Time: we will have a time-keeper who will let speakers know when their time to speak is up
- ii. Chat: we want to limit the use of chat for those who need it (due to a noisy background or speaking anxiety)
  - a. However, if a senator or guest has a comment to make, or a question about a motion, they can send a “direct chat” to the agreed upon member—currently Vice-President
  - b. A.S. Executives will review and announce the chat in the meeting as needed

## Clarifying time management regarding Public Comments:

- i. Our current rule is that “Public Comments” are “Limited to topics not on agenda. 10 min. time limit. 3 min. per speaker, continuing at the end of the meeting if necessary.”
- ii. According to Jim Mahler, AFT President, by default this rule applies to all public comments on any item, including agenda items.
- iii. If total time for “Public Comment” would go beyond 10 minutes, in order to accommodate two or more topics, we would resume public comment after the agenda has been completed. (Senators would not need to stay at the meeting beyond 5:00 if the agenda is complete.)

## Voting procedures:

- i. Senators will be asked for objections and abstentions first, giving Senators 30 seconds to cast their vote.
- ii. We will only ask for “yay” votes if there are objections (so that the required roll call vote can simply be “unanimous” when possible).
- iii. Remote Senators will use the following “Zoom Reactions”: the green “yes” button, the red “no” button, the “raise your hand” button to abstain, and Senators voting by proxy will indicate their vote in the chat (i.e. “Pablo Martin votes yes/no/abstains”).



## 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
- If total time for public comment would go beyond 10 minutes, in order to accommodate two or more topics, we would resume public comment after the agenda has been completed. (Senators would not need to stay at the meeting beyond 5:00 if the agenda is complete.)

# 5. Action Items

## 5.1. Proposed Revisions to the A.S. [Constitution](#) and [Bylaws](#) – Carmen Carrasquillo (5 mins. + 5 mins. Q&C)

This committee will study and recommend all amendments to this Constitution and its Bylaws. This committee shall consist of the Executive Committee, excluding the President, the Chair of Chairs, and the Curriculum Committee chair, and shall be chaired by the Vice President. This committee may opt to utilize the President or a legal or administrative advisor as needed but retains sole authority for any recommendations to amend this Constitution and its Bylaws.

# Action: Amendments and Bylaws Committee

## Minor Edits

### Proposed Changes to Bylaws:

#### 1. Clarify Election Procedures:

##### **Article IV.2.A.**

During the nomination period, the Election Committee will notify faculty of the upcoming election, to solicit nominations. Faculty members who wish to run for open seats must submit their names and the seat for which they wish to run to the Election Committee during the nomination period. ~~Nominations within that period for these offices will also be accepted from the Academic Senate floor.~~ Nominees should review position requirements and expectations before accepting the nomination.

# Action: Amendments and Bylaws Committee

## Minor Edits

### Proposed Changes to Bylaws:

#### 1. Clarify Election Procedures:

##### Article IV.2.C.

**If, at the end of the nomination period, there are no nominees for an open Executive position, that election will not be held. Instead, the position, with the exception of Academic Senate President, will be filled within two weeks by Academic Senate Executive Committee appointment. If, at the end of the nomination period, there are no nominees for Academic Senate President, a special election will be held before the end of the semester.**



# Action: Amendments and Bylaws Committee

## Minor Edits

### Proposed Changes to Constitution:

1. Clarify Senate Forum language.

#### Article VIII.1.A4.

Senate Forum Committee: This committee is a committee of the whole membership convened by the Academic Senate President to serve as an open forum for any staff, faculty or administrator of Miramar College or San Diego Community College District to advance cultural and community issues. If a quorum of Senators is present, official business of the Academic Senate can be conducted **as long as Brown Act requirements were satisfied.**

# Action: Amendments and Bylaws Committee

## Minor Edits

### **Proposed Changes to Constitution:**

1. Clarify Committee on Committees appointment language.

Article VIII.1A.6ii.

Faculty members who wish to serve on committees, ~~workgroups, and taskforces~~ need to submit a request for appointments to the Academic Senate's Committee on Committees.

# Action: Amendments and Bylaws Committee

## Minor Edits

### Proposed Changes to Constitution:

#### 2. Add the new Adjunct Success, Retention and Equity Committee:

##### Article VIII.1.A7.


This committee of the Academic Senate shall evaluate initiatives, practices and policies that may have a disproportionate impact on adjunct faculty; increase awareness of opportunities to support adjunct faculty success; identify any disparity in adjunct faculty access to professional development; and explore partnerships to help improve resources and compensation available to adjunct faculty.



# Action: Amendments and Bylaws Committee

## Minor Edits

Thank you!

- 
- 5.2 ~~Resolution: The Hiring of General Counselors – Kevin Gallagher (15 mins. Discussion & Vote)~~
- 5.3 Resolution: Resolution to Support Faculty Rights of Academic Freedom - Najah Abdelkader & Heather Paulson (5 mins. + 10 mins. Q&C)

## 5.4 Adjunct Success, Retention, & Equity Committee Resolution: Supporting Adjunct Faculty Equal Rights to Staff Development Compensation - Kristen Bonwell (5 mins. + 10 mins. Q&C)

- I. Provide additional information and further discuss the Adjunct Success, Retention, & Equity (ASRE) Committee's Resolution
- II. Resolution based on Article 18.5 of the current the Collective Bargaining Agreement (CBA) seeks to resolve the issue of lack of compensation for staff development (SD)/professional development (PD), specifically directives related to ongoing, non-exhaustive PD corresponding with broad-based changes related to the strategic plan.

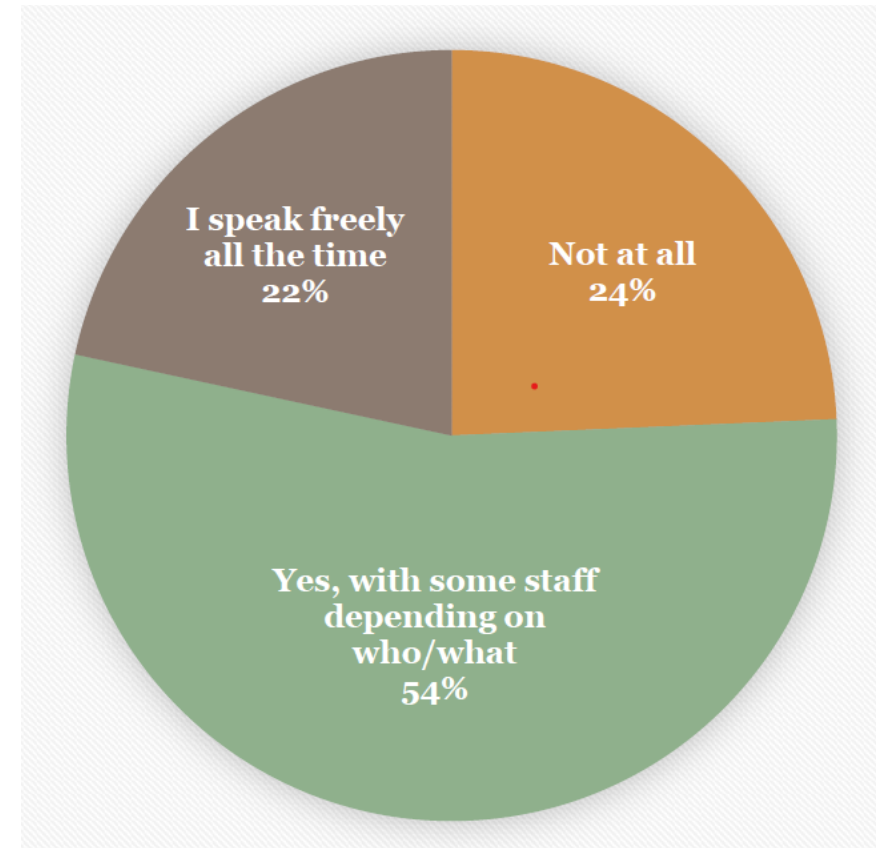
## 5.4 Adjunct Success, Retention, & Equity Committee Resolution: Supporting Adjunct Faculty Equal Rights to Staff Development Compensation (cont.)

- III. We urge the A.S. to support the resolution that strongly encourages the college to:
- (1) follow the guidance provided in the CBA and compensate all adjunct faculty who wish to participate in SD/PD supporting broad-based strategic plans under the ancillary and PD activities section of our Union CBA
  - (2) organize and streamline PD/SD and ancillary activities to ensure access and equity for all adjuncts.

## 5.4 Adjunct Success, Retention, & Equity Committee Resolution: Supporting Adjunct Faculty Equal Rights to Staff Development Compensation (cont.)

### IV. Evidence:

- Resolution is a necessary follow-up to the A.S. sponsored college-wide [adjunct survey results from Spring 2023](#) (n=38)
  - Desire for more support, training/PD besides flex, and additional compensation.
  - Barriers to communicating ideas and concerns with administrators and contract staff.
  - Feeling limited in workhours, overwhelmed, and under compensated.
- [ASCCC paper](#) - Includes the great work done by the ASCCC, including the A.S. President at City College.
  - Survey findings of what is here at Miramar occurs at many CC's but identifies PD and adjunct training as essential for student outcomes
  - Systemic barriers, exploitation, mistruths - adjuncts want to do the work and be engaged but lack access and opportunity





## 5.4 Adjunct Success, Retention, & Equity Committee Resolution: Supporting Adjunct Faculty Equal Rights to Staff Development Compensation (cont.)

### V. Helps Miramar College

- Build community support and awareness of inequity and accessibility issues
- Replaces directives with targeted professional opportunities to include community engagement
- Encourages process development and open-door culture for submitting requests for ancillary compensation
- Assists FT contract faculty by reducing workload demands and providing them with better equipped staff

## 5.4 Adjunct Success, Retention, & Equity Committee Resolution: Supporting Adjunct Faculty Equal Rights to Staff Development Compensation (cont.)

### VI. Next Steps

- Chairs - advocate for adjunct compensation find funding when possible, reflect on extra tasks and workload before asking, utilize voluntary language when appropriate, and create 'best practices' for working with adjuncts guide.
- AFT - work to clarify adjunct scope of work more clearly and offer new chair onboarding.
- Professional Development Committee - work to improve PD accessibility for adjuncts, create a spotlight series of PD to prep adjunct for strategic plan goals, balance training with community/contact engagement opportunities.
- Adjuncts - educate them on the contract, the scope of their job, how to request compensation, process for submitting the ancillary comp. form, and who to contact for clarification.

### VII. Questions?

Kristen Bonwell - [kbonwell@sdccd.edu](mailto:kbonwell@sdccd.edu)

Thanks for your support!

## 5.5 Seeking to Increase Travel Funding Limit - Leslie Marovich (5 mins. + 5 mins. Q&C)

The Professional Development Committee is seeking support to raise the funding limit for AFT Travel Funds to \$1,200 (from \$1,000)

## 5.5 Seeking to Increase Travel Funding Limit - Leslie Marovich (cont.)

- I. The current total AFT Travel Budget is \$33,000
  - I. At the current maximum of \$1,000 per traveler, up to 33 people can obtain the maximum amount.*
  - II. If the maximum is raised to \$1,200 per traveler, up to 27 people can obtain the maximum amount*
  - III. Funding requests are often for much more or much less than the allowed maximum.*

## 5.5 Seeking to Increase Travel Funding Limit - Leslie Marovich (cont.)

AFT Travel Budget:

<b>Fiscal Year</b>	<b>Budget</b>	<b>Actuals @ 6/30/XX</b>	<b>Remaining @ Year End</b>	<b>Count</b>	<b>Average</b>
2016	20,541.00	14,049.49	6,491.51	23	611
2017	24,920.00	24,361.82	558.18	32	761
2018	28,844.00	23,196.69	5,647.31	34	682
2019	29,402.00	27,597.01	1,804.99	36	767
2020	30,792.00	15,972.19	14,819.81	24	666*
2021	30,265.00	5,952.02	24,312.98	7	850
2022	30,560.00	10,481.57	20,078.43	17	617
2023	31,335.00	14,033.35	17,301.65	16	877

\*through March 2020

## 5.5 Seeking to Increase Travel Funding Limit - Leslie Marovich (cont.)

- I. The PD committee is hoping to gain support for this by the end of the semester so that it can go into effect for the next fiscal year (beginning July 1)
  - I. Hoping to vote at the next Senate meeting.

## 5.5 Seeking to Increase Travel Funding Limit - Leslie Marovich (cont.)

- I. The PD committee is hoping to gain support for this by the end of the semester so that it can go into effect for the next fiscal year (beginning July 1)
  - I. Hoping to vote at the next Senate meeting.

## 5.6 Approving [A.S. Calendar for 2024-25 Academic Year](#) - Pablo Martin (5 mins. Q&C)

# 6. Discussion Items

NA



# 7.1: Committee Reports

## 7.1.1. Standing: Technology Committee - Lisa Muñoz (5 mins.)

- I. Technology Report (4/23 Chairs meeting):
  - I. Possible workshop series: discussion in the works with Technology regarding curriculum creation to host workshops throughout Fall 2024-Spring 2025 (sampling of proposed topics: using Microsoft apps, HyFlex rooms, Newlines, Adobe Suite, and other educational software).
  - II. Kurt Hill hosted a training session on the Newline Board installed in M-209 on 5/3, 11:00-12:00, in M-209. Others have been installed in M-207, S5-206, and S5-208.
  - III. We will present the SDI Report and Technology Survey Report in Fall 2024.

# 7.1: Committee Reports

## 7.1.1. Standing: Technology Committee (cont.)

- II. Educational Software Services Workgroup Report (4/18 meeting):
  - I. STAC-STARTE window is open, if there are more software purchasing requests, campuses need to get them in before June!
  - II. Single Sign on for CANVAS for all students, via District, July 15<sup>th</sup>
  - III. Request from workgroup:
    - A. campus stance on AI use
    - B. AI software input
    - C. Call for clear AI statements on all syllabi.

# 7.3: Executive Committee Reports

## 7.3.1: President's Report

*The bulk of my report can be found in the [SDMC Academic Senate Resource Doc 240507](#). 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. Regarding agenda item, AP 3000.3 (Academic and Progress Standards), he and Darren Hall and Dean Shelly Hess asked me to clarify that this draft will go through Student Services. It is for informational only, there is no vote needed. If folx have concerns, please share them with me or Darren and I can voice them at District Governance Council, when this comes forward for discussion and approval, before it goes to the Board of Trustees.

### 7.3.1: President's Report (cont.)

2. The A.S. has yet to appoint a Secretary for the upcoming academic year. I will notify folx once an appointment has been made.
3. The Guided Pathways Steering Committee will be recommending that the ADJU discipline be moved from the Public Safety ACP to the Social and Behavioral Sciences & Education ACP. This has the support of the ADJU department chair and other involved parties. If you have questions or concerns about this recommendation, please reach out to me, Lisa Brewster, or the Guided Pathways Steering Committee, or College Council—who will take a formal vote on this.
4. Every year, PIER puts together the annual planning calendar ([Annual Planning Calendar 2024-2025](#)). Changes are not substantive, and include updating the dates and language in accordance with our reorganizations. (Bring any feedback to me or Daniel. College Council will be voting on this at their upcoming meeting on 5/14/24.)

### 7.3.1: President's Report (cont.)

5. In celebration of our campus theme, “Making the Invisible Visible,” college leadership wishes to extend their appreciation to us and our teams. They want to recognize the incredible efforts we pour into our work every day to serve students at Miramar College. Folx are invited to shine a light on our contributions toward fostering student success in this [CELEBRATE YOUR IMPACT SURVEY](#).
6. There are two calls to serve from our Dean of LEAD and Equity, Nessa Julian: 1) the Equity Coordinator and 2) the CREATE Coordinator position. I hope you will consider applying or encouraging a colleague to do so.
7. The President's Office is hosting an A.S. Appreciation Luncheon for us on Thursday, May 16, from 12:30-1:30. Details to follow shortly. Please RSVP to [pmartin@sdccd.edu](mailto:pmartin@sdccd.edu) by Thursday, 5/9/24 at 5 PM
8. Join us at Alesmith on Miramar Boulevard after Commencement at 1:00 — URBN Coal Fired Pizza's truck will be on site from 12:00-9:00.

### 7.3.1: President's Report (cont.)

9. See email, “INVITATION: Microsoft Teams Training Series (May & June 2024) - Two Offerings!”: 1) Wednesday, May 8, 11:30 AM - 12:30 PM, [Registration Link](#), College FLEX # 21693; 2) Tuesday, June 4, 12:00 PM - 1:00 PM, [Registration Link](#), College FLEX #21694CE FLEX #31554.
10. There will be no automatic drops for non-payment in summer, so the VPSS asked: “Faculty, please clear your roles as soon as possible to ensure the students who are used to auto-drop don’t stay enrolled unknowingly.”
11. Please encourage Participation in FACCC's AB 1705 Survey: “By amplifying student voices, we can collectively address the challenges posed by AB 1705 and create a more inclusive educational landscape that empowers all students to thrive. Please distribute the survey link to your classes and emphasize the importance of student participation. Together, we can drive positive change and ensure that transfer-level education in California truly serves the needs of our diverse student population.”

### 7.3.1: President's Report (cont.)

12. The request to increase the supply budget from \$200 to \$500 has been approved and is effective 7/1/24 (this is CA Lottery Funds).
13. Block-Grant Funds for 2024-25: To be announced soon, it appears we'll have additional discretionary funding, so we need to be ready to spend this come October. To best prepare, I've been asked to share the following:
  - Brett suggests we plan to be judicious/realistic in planning for this potential boost in funding
  - The process on how these requests be made, reviewed, and approved will be similar to that used in the past. That process will be discussed at the [5/8/24 BRDS meeting](#).
  - The Dean of Academic Services, and their Associate Dean and ILT, will be funded from this new money, "off the top."
14. I took the A.S.'s recommendation to install paper towel dispensers in the bathrooms to Facilities. Brett will bring this request to the District.

# 7.3.3-8 Executive Committee Reports

Vice-President - Carmen Carrasquillo

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 (see next page)



### 7.3.8: Curriculum Chair's Report

- New ZTC Tracker <http://ztctracker.com>
- Mapping Articulation Pathway (supports credit for prior learning) <https://map.rccd.edu>
- FYI baccalaureate proposal at Mesa in Physical Therapy Assistant
- A list of all proposed policies will be available for Fall (Batches) to be reviewed, voted, etc. and due back to CIC in December

# 8. Announcements

**1 min. time limit each**

# 9. Adjournment

**This is our last SDMC Academic Senate meeting  
of the 2023-24 Academic Year!**

**Thank you for your service and contribution  
to our shared governance process!**

**If you can attend the A.S. Appreciation Luncheon  
Thursday, May 16, from 12:30-1:30, [RSVP](#) ASAP**

**Our next meeting will take place on Tuesday, 9/3/24  
from 3:30-5:00pm in a HyFlex Room (TBD) and on [Zoom](#).**

