

## **SUMMARY: SEPTEMBER 3RD MEETING**

Welcome back to another exciting semester! Below is my first summary as the new secretary, noting key items discussed at our recent Academic Senate meeting, including first reads and action items that will return for a vote soon.

### **FIRST READS:**

#### **6.2. Seeking Constituent Feedback on the 2024-2027 Program Review Outcomes Assessment Functional Plan**

Patti Manley presented the updated plan, which now includes a focus on equity and desegregating data. This "high-level" document will be reviewed by all constituency groups. Training and guidance will be provided. Specific feedback can be sent to Manley, Miramontez, ASP Martin or any member of the A.S. Executive Committee. Suggestions include collaboration with the LEAD Office and adding more explicit goals related to BRDS and funding. The plan will return for a vote next month.

#### **6.3. First Call & First Read: Discuss Updating ASC&B Language on Public Comments**

Based on the recommendation from Jim Mahler, AFT President, that we update our ASC&B Language on Public Comments, the body arrived at the following at the 9/3/24 meeting:

- Based on the discussion, we agreed to treat this as a first read—Senators will need to report back to their constituents and be prepared to discuss adding the proposed language (below) to the A.S. Constitution.
- This language is based on discussions during the meeting and may be modified before being voted on if Senators and their constituents wish to.
- Recall, we can amend our Constitution and Bylaws if there is 2/3 approval.
- **New Language:**

Public Comments that relate to 10+1 items (outlined in California Title V) that are not on the agenda will be limited to 2 mins. per speaker, 10 mins. per topic. Public Comments on agenda items will take place before the A.S. body discussion begins but after any relevant presentations.

- Speakers must indicate their desire to address the body before the meeting is called to order by: emailing the A.S. President, Secretary, or Administrative Assistant or informing any of the A.S. Executive Officers in person (or via Zoom's chat or other messaging system) immediately before the meeting.
- Individual speakers may not yield their time to another speaker or spokesperson. However, if someone wishes to address the body on one issue at length, they are invited to communicate with the A.S. Executive Committee and ask that their issue be placed on an upcoming agenda.
- If the total time for Public Comment (on items not listed on the agenda) goes beyond 10 minutes, in order to accommodate two or more topics, the body will resume public comment after the agenda has been completed. Only the A.S. President would need to remain to hear these comments, all Officers and Senators would be free to go after the conclusion of all agenda items.

### **ACTION ITEMS:**

#### **5.1. A.S. Donation to Support Fall 2024 Miramar Community Day**

Pablo Martin presented a request for a \$100 donation to support the event, which will be held on September 13th. This donation will not impact scholarships and was approved unanimously. [Booth/Arancibia]

### **OTHER ITEMS:**

#### **7.2.1. Distance Education Experience Survey**

Brian Weston and Stephen Bass shared results from the Fall 2023 survey. Findings show a preference for online classes, with 63% of Miramar students favoring online over in-person learning. Faculty and student experiences with online

education vary by age, ethnicity, and educational goals. The presentation also touched on accessibility improvements and concerns about AI resources. For more details, see the survey in the meeting slideshow.

## **ANNOUNCEMENTS:**

- The deadline for adjunct faculty nominations is September 4th at noon.
- BRDS funding requests should be updated in Program Review ASAP.

## **Meeting adjourned at 4:59pm.**

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

**Draft Minutes – Miramar College Academic Senate**  
3:30-5:00pm      **Sept 03, 2024**      Location: M-110 and Zoom  
(\*See [agenda](#) for remote locations)  
[Associated Documents](#)  
[Meeting Slide Show](#)

**Senators Present:** Pablo Martin, Carmen Carrasquillo, Rodrigo Gomez, Olivia Flores, Desi Klaar, Adrian Arancibia, Alex Sanchez, Ali Gonzalez, Amy Alsup, Anne Gloag, Brit Hyland, Channing Booth, Cyndie Gilley, Dan Smith, David Halttunen, Donnie Tran, Julia McMenamin, Kandice Brandt, Leslie Marovich, Mardi Parelman, Marian Edelbrock, Martin Gonzalez, Mary Kjartanson, Michael Lopez, Otto Dobre, Randy Claros, Wahid Hamidy

**Absent:** \*Dawn Diskin, \*Kevin Petti, \*Darren Hall, \*Patti Manley, Scott Moller, \*Stefanie Johnson-Shipman (proxy: A. Arancibia)  
\*attended as a guest

**Other Attendees:** Dawn DiMarzo, Joe Young, Brian Weston, Stephen Bass, Juli Bartolomei

1. **Call to Order**
  - The meeting was called to order at 3:35pm.
2. **Approval of Agenda and Consent Calendar**
  - 2.1. Meeting minutes from 5/7/24
    - The agenda and Consent Calendar were approved with no objection after a change to move item 6.1 to before Public Comments. [Arancibia/Carrasquillo]
3. **Land Acknowledgment**
  - Viki Eagle is the new Director of the Native American Student Support and Success Program.
4. **Public Comments**
  - Question about proxies: Current senators can act as proxies for other senators.
5. **Action Items (*this includes second reads*)**
  - 5.1. A.S. Donation to Support the Fall 2024 Miramar Community Day – Pablo Martin
    - This item came up after the last A.S. meeting in the Spring.
    - The event will be on Sept 13<sup>th</sup> and they need to know if the A.S. will be donating by Fri, Sept 6<sup>th</sup>.
    - This will not impact the A.S. scholarships, as we have over \$900 and will collect more between now and Spring. [It was later clarified that our balance has an outstanding \$200 check for a scholarship, which would bring our balance to \$745.]
    - Motion to approve \$100 passed unanimously. [Booth/Arancibia]

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

- 6.1. Abbreviated A.S. Orientation and Refresher ([slides](#) & [video](#)) – Pablo Martin
  - Martin presented an abbreviated A.S. orientation and refresher. See [meeting slideshow](#) for details.
  - 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](#)
  - A student-centered Participatory Governance Academy will be held on Fri, Sept 13<sup>th</sup>.
- 6.2. Seeking Constituent Feedback on the [2024-2027 Program Review Outcomes Assessment Functional Plan](#) – Patti Manley
  - The Plan is updated every three years.
  - They are infusing more equity into the plan and focusing on desegregating data.
  - This is a first read and will come back next month, after it is discussed with the Chairs Committee.
  - This is a “high-level” document. All campus constituency groups will have the opportunity to provide feedback.
  - The College would provide guidance and training.
  - Recommendations were made to collaborate with the LEAD Office on the document itself, to include more specifics, and to add another goal that addresses BRDS and funding more explicitly.
  - Send questions and suggestions to [Manley](#), [Miramontez](#), [ASP Martin](#) or any member of the A.S. Executive Committee.
- 6.3. First Call: Discuss Updating ASC&B Language on Public Comments – Pablo Martin
  - AFT President, Jim Mahler, recommended that the A.S. put our policy in writing, either in the Code of Conduct or the ASC&B.
  - An initial idea is two minutes per speaker, ten minutes per topic, and time would be limited to individual speakers (rather than “yielding time” to someone else). Items presented can be brought back to future meetings as agenda items for further discussion. Folx were also invited to ask that items be placed on a future agenda.
  - To make a change to the ASC&B sooner than Spring, it would need 2/3 of the body to pass.
  - Motion to extend time by one minute passed with no objection. [Booth/Carrasquillo]
  - This will come back to the next meeting as an Action Item for a vote.
  - Martin noted that the language discussed today would be provided in the summary to prepare Senators for a vote on 9/17/24.

## 7. Reports

### 7.1. Committee Reports

#### 7.1.1. NA

### 7.2. Special Reports

#### 7.2.1. [Distance Education Experience Survey](#): District updates regarding online learning – Brian Weston, Dean of Online & Distributed Learning; Stephen Bass, Institutional Effectiveness and Research

- The survey was sent in Fall 2023 to students and faculty involved in online classes. (Note: The survey was distributed **only** to students enrolled online, and was only able to be completed in an online format, so bias is likely present among survey respondents. Note that nearly 3/4 of Miramar’s students were enrolled in an online course at the time.)
- Overall, students prefer online classes (at Miramar, 63% preferred online and 16% preferred on-campus classes), and students and faculty have positive experiences in them. These preferences and experiences vary by college, age group, ethnicity, and educational objective. See [meeting slideshow](#) and [survey document](#) for more details.
- They are trying to increase accessibility because it helps *everyone* in online classes, like captioning does. Miramar’s Accessibility contact is [Denise Maduli-Williams](#).
- Concerns were shared about AI and the onus being put on instructors. They are working on expanding resources on that.
- Send questions to [Weston](#) or [Bass](#).

### 7.3. Executive Committee Reports

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

- Please see the [AS Resource Doc for 09/03/24](#) or the [A.S. Slideshow for 09/03/24](#) for details
- Until our faculty technology liaison returns in Spring, please share any classroom or curricular technology needs or challenges with [Martin](#).
- To help everyone embrace and embody the ongoing theme, we need to address instances of incivility, discrimination, and hostility through processes outlined by policy. If we truly want to improve our culture and “Create a Culture of Care: Making the Invisible Visible,” we must be willing to: report such behavior, and participate in any resulting investigation. See contact info in the resource doc or on the [Employee Relations website](#).
- Please contact [Martin](#) if you wish to join the Budgeting Process Workgroup.
- The A.S. needs to appoint two faculty to the on-campus Board of Trustees workgroup by the end of Sept.
- The College’s per item supply budget has increased from \$200 to \$500.

- Please share the [Academic Support Center Fall 2024 services](#) with students.
- There is a need for EEO Representatives to serve on screening committees. Please see emails to that effect.
- An anonymous donor is willing to match all new gifts to the Miramar College Foundation. Please contact [Lisa Cole-Jones](#) or visit the [MCF webpage](#) for details.
- All faculty (FT/PT, classroom/non-classroom) are welcome to serve on committees. If adjunct faculty are experiencing pushback on this, please communicate that to [Martin](#) or the ConC Chair, [Carrasquillo](#).
- The [2024-2025 Major Events Calendar](#) can now be found on the President's Office website. Consider adding it to your web browser favorites.
- The deadline to submit a College Governance Handbook (CGH) Change Request is Fri, Sept 27<sup>th</sup>, by close of business ([process document](#) and [fillable form](#)).
- Facilities will be re-installing paper towel dispensers this semester.

#### 7.3.2. Vice President – Carmen Carrasquillo

- The ConC went through 42 requests at its first meeting. There are approximately ten vacancies left. After the third call, vacancies can be filled by anyone (aka: not limited to school designation). Watch for email from Carrasquillo.
- GAIA (Gender Advocacy, Inclusion and Advancement): Watch for more details about the upcoming in-person gathering led by Alsup.

#### 7.3.3. Secretary – Rodrigo Gomez

- No report.

#### 7.3.4. Treasurer – Dawn Diskin

- The current balance is \$945. There is a \$200 scholarship check that has not yet been cashed.
- Diskin will send information on automatic deduction soon.

#### 7.3.5. Contract Member-at-Large – Olivia Flores

- No report.

#### 7.3.6. Part-Time Member-at-Large – Desi Klaar

- No report.

#### 7.3.7. Chair of Chairs – Kevin Petti

- The committee is working on changes to the evaluation process. The first Chairs meeting of this semester will be on Sept 19<sup>th</sup> at 1pm. Petti will give a brief update at a future A.S. meeting.
- There will be an open AFT meeting with pizza on Sept 19<sup>th</sup>, prior to the Chairs meeting, to answer any questions people may have.

#### 7.3.8. Curriculum Chair – Darren Hall

- [Policy and Procedures](#) – CRC first read is 9/18 and then the first read and vote at A.S. will be in October.
- [Program Viability](#) – Informational only, no vote is needed as this is merely a template to compliment the hard work by the Miramar Program Viability Committee.
- The CRC is working through 81 proposals in time for the Fall 2025 catalog deadlines. Change requests for Fall 2026 should be brought to the committee soon to get a head start.
- Hall will bring up questions about AI policy at the next Policy and Procedures meeting and will report out at the following A.S. meeting.

## 8. Announcements

- Reminder from the A.S. Elections Committee: Deadline for adjuncts to be nominated is noon on Sept 4<sup>th</sup>.
- BRDS Request for Funding: Now is the time to review and update requests in Program Review.
- Check email for the first Community Voices in a couple years. Kudos to everyone who helped create it.

## 9. Adjournment

- The meeting was adjourned at 4:59pm.

The next meeting will be on Sept 17<sup>th</sup>. Please submit agenda items to both Paul (Pablo) Martin and Juli Bartolomei.

Respectfully submitted,  
Juli Bartolomei and Rodrigo Gomez