



AI in Action:

Strategies and Considerations from Faculty
Across the Curriculum

Friday, November 8 | 12:30-1:30pm
Zoom: sdccd-edu.zoom.us/j/2521937659

This will be a space where faculty can chat openly about AI with colleagues from across the college. The intention is to gather in community, share strategies, concerns, and learn from one another.

Hosted by DESC



SAN DIEGO
MIRAMAR
COLLEGE

SAN DIEGO
MIRAMAR
COLLEGE | MENTAL HEALTH
COUNSELING

Laughing Together

IMPROV COMEDY SHOW

WHERE COMEDY, EDUCATION, AND MENTAL HEALTH INTERSECT!

Comedy isn't just funny; it brings people together. **Join Miramar Mental Health** for a three-person interactive improv comedy show!

Together, we will build & strengthen critical social skills, practice collaboration & problem solving, strengthen non-verbal communication, all while learning in a fun and supportive environment!

NOV 6, 2024 | 12:30 - 2 PM

LOCATION: TBD | OPEN TO ALL STUDENTS
& EMPLOYEES!
LIGHT REFRESHMENTS

SCAN TO REGISTER:



For questions and accommodations, please email
Julia Kamp at jkamp@sdccd.edu

laughingtogether.org



G.I.F.T.S. GREAT INFORMATION FOR FACULTY & TEACHING SUCCESS

CONDENSED 15-MINUTE ROUNDTABLE TOPICS INCLUDING:

- NAVIGATING ADJUNCT TEACHING EVALUATIONS
- HEALTHCARE & RETIREMENT FOR ADJUNCTS
- ONLINE ACCESSIBILITY BEST PRACTICES
- 10+1 IN SHARED GOVERNANCE
- PAY SCALE ADVANCEMENT
- 411 ON AI IN EDUCATION



TACO BAR



FLEX CREDIT



CELEBRATE
ADJUNCT
FACULTY

08 Nov, 2024
12:30 - 2 PM

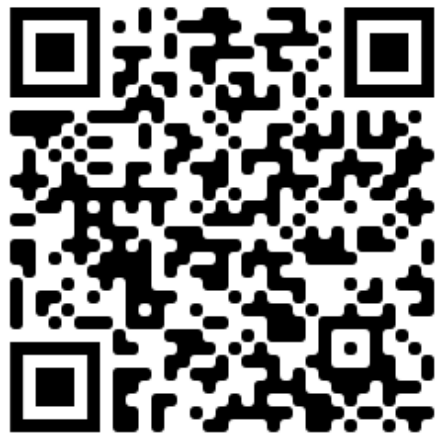
Rm K1 - 107

asre@sdccd.edu

RSVP by Nov 6 for chance
to win a \$25 gift card



San Diego Miramar College Academic Senate Meeting



(QR Code for A.S. Webpage)

November 5, 2024
2023-24 Academic Year

*Cultivating Community:
Making the invisible visible*

Attending for Flex credit? Email rgomez001@sdccd.edu or jbartolo@sdccd.edu

2. Agenda Overview

1. Call to Order
2. Approval of Agenda & Consent Calendar
 - a. [DRAFT minutes from 10/15/24](#)
3. Land Acknowledgement
4. Public Comments
5. Action Items
 - a. NA
6. Discussion Items
 1. Curriculum Committee Updates
 2. Resolution: Equivalencies and FSAs
 3. Resolution: Technology Issues
 4. Resolution: A.I. Use in Courses
5. Mesa's Student Evaluation Form Draft
6. Student Request for Title IX Compliance and Support
7. General Counseling Concerns (POSTPONED)
7. Reports:
 - a. Executive Committee Reports
 - i. [AS Resource Document](#)
8. Announcements
9. Adjournment

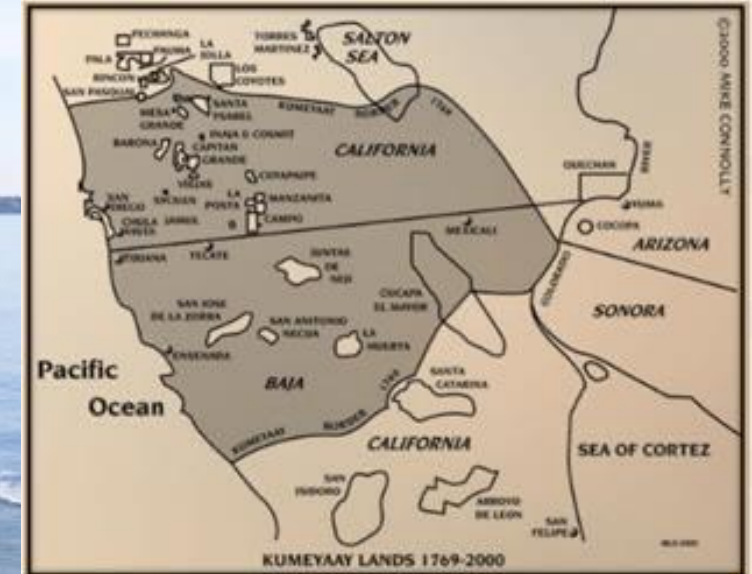
[See the complete A.S. Agenda here](#)

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. Public Comments (10 min)

- Limited to 10+1 items that are not on the agenda
 - Public Comments on agenda items will take place before the A.S. body discussion begins but after any relevant presentations.
- 2 min. per speaker, 10 mins. per topic
 - Individual speakers may not yield their time to another speaker or spokesperson
- To be continued at the end of the meeting if necessary

5. Action Items (Second Reads)

NA

6. Discussion Items (First Reads)

- 6.1. Standing: Curriculum Committee Updates - Darren Hall (10 mins.)
- 6.2. Resolution Differentiating Equivalencies and Faculty Service Areas - Pablo Martin (5 mins. + 5 mins Q+C)
- 6.3. Resolution on Technology and Planning Issues Fall 2024 - Lisa Muñoz (10 mins + 5 mins Q+C)
- 6.4. Resolution Regarding the Use of Artificial Intelligence in Courses - Rodrigo Gomez (5 mins. + 5 mins Q+C)

6.5. [Draft of \[Mesa College's\] Proposed Student Evaluation Form Updates](#) - Pablo Martin (5 mins)

6.6. Request for Enhanced Information and Resources on Title IX Compliance and Support - Aulden Burns, Student (5 mins.)

- The [Title IX Main](#) and [Get Help](#) pages have information and resources for SDCCD students and employees who may have experienced sex-based discrimination, harassment, or violence.
- This [brochure](#) provides a list of community and District resources that are available as well.
- This [Title IX flier](#) is also helpful, although it's still in draft form.

6.6. Request for Enhanced Information and Resources on Title IX (cont.)

Sample Statement:

Know your Rights, YOU have the right to feel SAFE and ACCEPTED:

If you have experienced or witnessed sexual misconduct, you are encouraged to report the incident to the Title IX office or any faculty member who is required to forward reports to the Title IX Coordinator. Confidential resources, such as campus counselors or health services, are also available for support.

For more information on Title IX policies, procedures, or to file a report, please contact the Title IX Coordinator: [Name, Email, Phone Number]; Office Location: [Address]; Website: [URL]

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](#) for today's meeting. 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 also invited to complete the [A.S. Anonymous Feedback Form](#).

1. Contingent faculty are invited to attend the ASRE's GIFTS Event on 11/8/24 from 12:30-2pm in K1-107 to provide access to an array of professional development education. Lunch will be provided ([please RSVP](#)), AFT reps are bringing swag, and FLEX credit is available.

7.3.1: President's Report (cont.)

2. We recently received input on our anonymous feedback form:
 - a. The concern was that faculty volunteers who are not selected for screening committee appointments are not always informed of this decision. They asked that this be addressed.
 - b. To clarify, the Committee on Committees (ConC) does not appoint faculty to screening committees. The ConC only gathers and then forwards the names of all interested faculty to the Dean coordinating the screening committee.
 - c. This process was created by the ConC and approved by the A.S. body in Fall 2022. ([You can find those documents here, on the ConC Website](#)).
3. Update on progress toward installing paper towel dispensers in the bathrooms on campus: installations have begun and should be completed by the end of November.

7.3.1: President's Report (cont.)

4. In preparation of her future visit to Senate, Melanie Baeza, Miramar's Work-Based Learning Coordinator, would like to share the following resources with us: [Miramar's WBL website](#). You can find links to these and other important WBL items on the website: Districtwide Definitions of WBL Activities and Reporting Framework, WBL Lesson Plan Database (created and housed by Region 10/SDIC), and the WBL Progress Report (highlighting achievements and data reported thus far).
5. Updates and the video from the 10/11/24 meeting of [College Council](#) can be found in the [SDMC Academic Senate Resource Doc](#) for today's meeting.

7.3.1: President's Report (cont.)

District:

1. The four SDCCD ASPs resumed their regular meetings with the Vice Chancellor of Educational Services (Susan Topham). See:
 - a. the “[Academic Senate Presidents and VCES Meeting Notes 110424](#)”
 - b. the “[1.5 AB 789 Communication Requirements](#)” referenced therein
 - c. and “[SDCCD's Educational Services Newsletter, Fall 2024](#)”
2. [Common Course Numbering Updates](#): Although courses are submitted to the state Chancellor's Office by District Instructional Services; Shelly Hess, Dean of Instructional Services and District Articulation Officer, is sharing this information with us as it also includes information regarding the local course outlines of records and the templates.

7.3.1: President's Report (cont.)

State:

1. The ASCCC's Fall Plenary is this week: 11/7-11/9. Please provide your feedback on any of the resolutions in the "[RESOLUTIONS PACKETS](#)" on this ASCCC page being considered to our delegate (Pablo Martin, pmartin@sdccd.edu) by Friday, 11/8/24.
2. The following materials were shared at our most recent ASCCC Area D Meeting-they are very informative:
 - a. [ASCCC FALL 24 AREA D MEETING AGENDA](#)
 - b. [ASCCC Update - Fall 2024 Area Meetings](#)
 - c. [AREA MEETINGS PRESENTATION Disciplines List First Hearing](#)
3. Links to the ASCCC's upcoming webinars and Resolutions Process Virtual Office Hours can be found in the [SDMC Academic Senate Resource Doc](#) for today's meeting.

7.3.1: President's Report (cont.)

4. As a reminder, the Academic Senate for California Community Colleges (ASCCC) is hosting a number of [Phase II Common Course Numbering \(CCN\) faculty events \(virtually\)](#) to address 23 courses across 12 disciplines this fall. We are invited to nominate up to two faculty members per discipline. Please contact pmartin@sdccd.edu if you are interested.
 - a. Biology (3 courses), Chemistry (3 courses), Math (4 courses), Astronomy (1 course) meet on November 18, 19, 20, & 21 from 1:00 - 4:00 PM. The nomination cutoff is 10/28.
 - b. Anthropology (1 course), Communication Studies (1 course), Sociology (1 course), and Child Development (1 course) meet on December 2, 3, & 4 from 1:00 - 4:00 PM. The nomination cutoff is 11/12.
5. The Chancellor's Office invites you to participate in a [statewide study on online education](#). They want to better understand faculty experiences with online education and support structures (open until 11/15/24).

7.3.1: President's Report (cont.)

6. In addition to the “Exemplary Program Award” announced previously, the ASCCC is accepting nominations for the [Hayward Award for “Excellence in Education”](#). This award honors community college full-time and part-time faculty who demonstrate the highest level of commitment to their students, college, and profession. Completed applications must be received by the ASCCC office by 11:59 p.m. on December 15, 2024. Please contact pmartin@sdccd.edu or any of the A.S. Executive Officers or Administrative Assistant if you are interested in making a nomination.

But wait, there's more! Please see the [AS Resource Document](#).

7.3.3-8 Executive Committee Reports

Vice-President - Carmen Carrasquillo (see following slides)

Secretary - Rodrigo Gomez

Treasurer - Dawn Diskin (see following slides)

Contract Member-at-Large - Olivia Flores

Contingent Faculty Member-at-Large - Desi Klaar

Chair of Chairs - Kevin Petti

Report: Vice President

I. Review of President's Hiring Process

- **The Dean, Department Chair, or the Committee on Committees will solicit faculty interest campus-wide** in order to broaden and diversify the pool of volunteers. Faculty will have 10 business days (i.e. Monday through Friday) from the date of solicitation to express their interest. The solicitation will include the due date.
- If the **Dean or Department Chair** have made the solicitation, they will **forward their final selection** to the Committee on the Committees Chair. If the ConC Chair solicited interest, they will forward all faculty interest requests to the Dean and Department Chair. ******[The Committee on Committees does not select the screening committee members.]**
- On the date of solicitation, the **Committee on Committees Chair** will also **forward the DEI List** to the Dean and Department Chair.

Report cont.: Vice President

- In establishing the screening committee roster, **Department Chairs and Deans will review both the faculty interest requests and the “DEI List” of faculty volunteers when making their selection.**
- **The Dean/Department Chair will then forward their selected roster to the Committee on Committees Chair.**
- **The Committee on Committees Chair will then forward the roster and form to the College President for final approval.**

Report cont.: Vice President

I. Search Committee Notification Language

Thank you for volunteering to serve on this search committee. Should you be appointed, you will be contacted by the search lead, [Name of Lead]. If you have any questions or have not received any notification, please contact the search lead.

Report cont.: Vice President

Thank you!

Please reach out if you have any questions or suggestions.

Treasurer Report

- I. Account Balance \$1,057.97
- II. Academic Senate Dues
 - I. Purpose
 - i. Student Scholarships (\$600 scholarships contribute by 12/31/24 to Foundation to benefit from matching funds by donor)
 - ii. Donate to EOPS Sponsor-a-Student/Family
 - iii. Other efforts to build community
 - i. \$100 Donation to Community Day Sept 2024
 - I. How much?
 - i. Full-time faculty \$20, Part-time \$10 (encourage contract faculty to support adjuncts)
 - II. How to support?
 - i. Check to Academic Senate
 - ii. Auto Payroll Deduction

Step One:

- Login to the SDCCD portal
- <https://myportal.sdccd.edu>
- Select “Employee Dashboard”

The screenshot shows a web browser window with the URL myportal.sdccd.edu/psc/IHPRD/EMPLOYEE/EMPL/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?. The page header includes the mySDCCD logo and the text "Welcome to mySDCCD". Below the header, there are three dashboard icons: "College Faculty Dashboard", "Employee Dashboard", and "Finance Dashboard". The "Employee Dashboard" icon, which depicts a person and a document with a star, is highlighted with a red rectangular box. The Windows taskbar at the bottom shows the search bar and several application icons.

Step Two:

- Under the “Employee Quicklinks”, select “My Paychecks”

My Homepage x +

myportal.sdccd.edu/psc/IHPRD/EMPLOYEE/EMPL/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?

Apps

Employee Dashboard

Employee Dashboard

My Pay

Benefit Details

My Time

My Personal Info

My Forms

College Faculty Dashboard

Employee Dashboard

Finance Dashboard

Deadlines for August

Employee Deadline to Enter Time:

Read More

Employee Quicklinks

MY PAYCHECKS

TIMESHEET

BENEFITS SUMMARY

PERSONAL DETAILS

86°F Sunny

Step Four:

- A new page will load in the main window
- Select the “Add Deduction” button

The screenshot shows a web browser window with the URL `myportal.sdccd.edu/psc/IHPRD/EMPLOYEE/EMPL/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?`. The page title is "Employee Dashboard". On the left is a navigation sidebar with the following items: "Employee Dashboard", "My Pay" (with a sub-menu containing "View Paycheck", "Direct Deposit", "Voluntary Deductions", "W-4 Tax Information", "W-2/W-2c Consent", "Compensation History", "View W-2/W-2c Forms", and "Paycheck Modeler"), "My Benefits", "My Time", "My Personal Info", and "College Faculty Dashboard". The "Voluntary Deductions" item in the sidebar is highlighted with a green background. The main content area is titled "Voluntary Deductions" and shows the user's name "Josh LeGrand Alley" and employer "San Diego Comm College Dist". Below this is a table with columns: "Deduction Type", "Start Date", "Stop Date", "Status", "Deduction", "Goal Amount", and "Goal Bal". An "Add Deduction" button is located below the table and is highlighted with a red rectangular border. The Windows taskbar is visible at the bottom of the screen.

Step Three:

- Select “Voluntary Deductions”

The screenshot shows a web portal interface for payroll management. The browser address bar displays the URL: `myportal.sdccd.edu/psc/IHPRD/EMPLOYEE/EMPL/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?`. The page title is "Payroll".

The main content area contains several tiles:

- Paychecks**: Shows a check icon and a table of payroll details.

Pay Date	08/10/2022
Net Pay	\$3,788.96
Taxes	\$536.51
Deductions	\$573.41
Total Gross	\$4,898.88
- W-2/W-2c Consent**: Shows a W-2 icon with a checkmark and the text "Consent received".
- W-2/W-2c Forms**: Shows a W-2 icon and the text "2021 W-2 Form available".
- Voluntary Deductions**: This tile is highlighted with a red border. It shows a hand holding a coin icon and the text "1 Deduction".
- Direct Deposit**: Shows a large number "1" and the text "Account" and "Updated 12/21/2015".
- Tax Withholding**: Shows a pie chart icon.
- Paycheck Modeler**: Shows a monitor icon with a check icon.
- Compensation History**: Shows a calendar icon with a checkmark.

The Windows taskbar is visible at the bottom of the screen, showing various application icons.

Voluntary Deductions

Add Voluntary Deduction

Employee Name

San Diego Comm College Dist

*Type of Deduction 

*Select whether Deduction is a Flat Amount or Percent

*Enter Amount or Percent to be deducted

Take deduction until I reach this Goal Amount

*Enter Deduction Start Date  (example: 12/31/2000)

Enter Deduction Stop Date  (example: 12/31/2000)

Current Balance 0.00

Submit

* Required Field

[Return to Voluntary Deductions](#)

Step Five:

- Select the “Type of Deduction”
- Click on the magnifying glass



Voluntary Deductions

Add Voluntary Deduction

San Diego Comm College Dist

Look Up *Type of DeductionX

Help

Cancel

Search Results

View 100 First 1-18 of 18 Last

- Deduction Description
- ACCCA
- Academic Senate Dues-City
- Academic Senate Dues-Mesa
- Academic Senate Dues-Miramar
- City College Foundation
- Classified Senate Dues-Mesa
- Classified Senate Dues-Miramar
- College Plan for NE
- Continuing Ed Foundation
- Faculty Assoc of CA Comm Coll
- KSDS Radio Foundation
- LCFT-Cope Illinois
- Latino Coordination Council
- Management Association Dues
- Mesa College Foundation
- Miramar College Foundation
- SPAA Dues
- San Diego Promise

Step Six:

- A popup will appear
- Select “Academic Senate Dues—Miramar”

Submit

* Required Field

Return to Voluntary Deductions

_WRK1_DESCR_DED\$prompt\$0);



Voluntary Deductions

Add Voluntary Deduction

Employee Name

San Diego Comm College Dist

*Type of Deduction Academic Senate Dues-Miramar

*Select whether Deduction is a Flat Amount or Percent

*Enter Amount or Percent to be deducted

Take deduction until I reach this Goal Amount

*Enter Deduction Start Date (example: 12/31/2000)

Enter Deduction Stop Date (example: 12/31/2000)

Current Balance 0.00

Submit

* Required Field

[Return to Voluntary Deductions](#)

Step Seven:

- Fill out the Required Fields
- The suggested dues for faculty are:
 - Full-time: \$20/academic year
 - Part-time: \$10/academic year
- It's encouraged for full-time faculty to "sponsor" adjuncts—a larger contribution would do that

Voluntary Deductions

Add Voluntary Deduction

Employee Name

San Diego Comm College Dist

*Type of Deduction Academic Senate Dues-Miramar

*Select whether Deduction is a Flat Amount or Percent Amount

*Enter Amount or Percent to be deducted 2.00

Take deduction until I reach this Goal Amount

*Enter Deduction Start Date 10/20/2020 (example: 12/31/2000)

Enter Deduction Stop Date (example: 12/31/2000)

Current Balance 0.00

Submit

* Required Field

[Return to Voluntary Deductions](#)

Step Eight:

- Click Submit!



Voluntary Deductions

Add Voluntary Deduction

Employee Name

San Diego Comm College Dist

Review, add or update your voluntary deductions information.

Voluntary Deductions						
Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance
Academic Senate Dues Miramar	10/20/2020		Currently	\$5.00		0.00



Add Deduction

Afterwards you will be taken back to the Voluntary Deductions page.

If you wish to edit your contribution, then simply click the Edit button.

CR_DED\$0');



Miramar College Foundation Update

- Last May - Lisa Cole-Jones was hired as Director of Development and Entrepreneurship
 - Position was created by the District to bring parity across the colleges
 - Focus is on increased fundraising efforts
- Revisiting the Foundation By-Laws
 - Change language to a minimum of 11 directors, 5 College Directors and 6 Public Directors with voting privileges
 - 1 appointed by the President
 - Director of Development and Entrepreneurship
 - President of the Academic Senate or designee
 - President of the Classified Senate or designee
 - President of the San Diego Miramar College Associated Student Government or designee
 - President and PIO are ex-officio members
- Fundraising to support the Impact Fund - emergency grants for students supporting basic needs
 - Invest of Success Event on Success Event on Saturday, October 26, 4 - 8 pm, Bali Hai Restaurant, \$75/person, \$125/couple
 - <https://sdmiramar.edu/EventInformation>



8. Announcements

1 min. time limit each

9. Adjournment

The next meeting of the SDMC Academic Senate is:
Tuesday, 11/19/24 from 3:30-5:00 pm in M-110 and on [Zoom](#).

Senators wishing to attend remotely can learn more via the [A.S. Senator Remote Attendance Form](#). Senators wishing to change their attendance to in person should contact rgomez001@sdccd.edu.

