NEW ADJUNCT FACULTY WELCOME

SPRING 2025

AGENDA

- I. WELCOME WESLEY LUNDBURG, PRESIDENT & MICHAEL ODU, VICE PRESIDENT OF INSTRUCTION
- II. ACADEMIC SENATE PABLO MARTIN, ACADEMIC SENATE PRESIDENT
- III. AFT JESSICA THOMPSON, AFT REPRESENTATIVE
- IV. CENSUS ROSTERS & GRADE REPORTING DANA STACK, ADMISSIONS & RECORDS DIRECTOR
- V. FACULTY EVALUATIONS KEN REINSTEIN, FACULTY EVALUATIONS COORDINATOR
- VI. FLEX ALLEN ANDERSEN, FLEX COORDINATOR
- VII.TECHNOLOGY SERVICES BILL PACHECO, MULTIMEDIA SPECIALIST
- VIII.STUDENT CONDUCT & ACADEMIC HONESTY CHERYL BARNARD, DEAN OF STUDENT AFFAIRS
- IX. LIBRARY SERVICES MARY HART, LIBRARIAN/CHAIR
- X. DSPS KANDICE BRANDT, DSPS COUNSELOR
- XI. JET FUEL RESOURCE CENTER SHELLY PARKS, BASIC NEEDS COORDINATOR
- XII.ACADEMIC SUCCESS CENTER DONNIE TRAN, ACADEMIC SUCCESS CENTER COORDINATOR
- XIII.MESA (MATH ENGINEERING SCIENCE ACHIEVEMENT) PROGRAM LINDA WOODS, DEAN
- XIV.JOB PLACEMENT SERVICES ALEX ORTEGA, JOB PLACEMENT COORDINATOR
- XV.ACADEMIC & CAREER PATHWAYS LISA BREWSTER, GUIDED PATHWAYS COORDINATOR

XVI.Q&A/CLOSING

WELCOME



P. Welsey Lundburg, PhD
President
wlundburg@sdccd.edu

WELCOME



Michael Odu
Vice President of Instruction
modu@sdccd.edu

https://sdmiramar.edu/services/instruction-svcs

San Diego Miramar College Academic Senate Adjunct Orientation

2024-25 Academic Year

Who are we?

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)

The Academic Senate is composed of Senators who represent all Departments on campus (1 senator for every 4 contract faculty in a department; 7 adjunct senators represent adjunct faculty).

A Senator takes info back to the faculty they represent, deliberates and discusses, and then comes back to the Academic Senate carrying their suggestions, questions, and recommendations.

What is 10+1?

- 1. Curriculum, including establishing prerequisites
- 2. Degree and certificate requirements
- 3. Grading policies
- 4. Educational program development
- 5. Standards or policies regarding student preparation and success
- 6. College governance structures, as related to faculty roles
- 7. Faculty roles and involvement in accreditation processes.
- 8. Policies for faculty professional development activities
- 9. Processes for program review
- 10. Processes for institutional planning and budget development
- 11. Other academic and professional matters as mutually agreed upon

3

Collegial Consultation

Collegial consultation means that the district governing board shall develop policies on academic and professional matters through either or both of the following:

- Rely primarily upon the advice & judgment of the Academic Senate.
- 2. Reach mutual agreement with the Academic Senate by written resolution, regulation, or policy.

Note: Consultation at Miramar is with the College President, as they are the designated representative of the Board of Trustees (BOT) in our district.

What are we committed to?

Miramar's Academic Senate is committed to openness, transparency, and public access to information and will therefore ...

- Follow the <u>Brown Act</u>
 - 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.

What are we committed to?

Miramar's Academic Senate is committed to openness, transparency, and public access to information and will therefore ...

- Follow Robert's Rules of Order
 - Balance discussion and debate with decision making.
 - Do our best to maintain fair processes in whatever modality or environment we meet.

What are we committed to?

Miramar's Academic Senate is committed to openness, transparency, and public access to information and will therefore ...

- Honor the Code of Conduct
 - 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 your personal interests and valued agenda items may or may not be the same as others in the Senate, and all have the right to be treated respectfully.
 - Embrace the spirit of diversity and inclusion.

Committee Work

Adjunct faculty can be paid for their committee work.

- Learn how to volunteer for a committee on the Committee on Committees (ConC) website.
- To be paid, you must complete the "SDCCD & AFT Adjunct Shared Governance Process Guidelines."

AMERICAN FEDERATION OF TEACHERS (AFT)





Jessica Thompson aftrep.jessica@gmail.com

AMERICAN FEDERATION OF TEACHERS (AFT)

- Union Negotiated Adjunct Faculty Benefits
- Pay for Office Hours
- POA Job Security
- Fully Paid Medical, Dental, and Vision Benefits
- Unemployment Benefits
- And much more!
- For more info visit: aftguild.org/adjunct-issues-andbenefits

Dana Stack

Director, Admissions & Records

<u>dstack@sdccd.edu</u>

619-388-7579

STUDENT SERVICES

Spring 2025 Class Roster Changes

Potential Fraud Students Identified:

A new column (\$40 Hold) has been added to the class roster, allowing faculty to identify students flagged for possible fraud. This enables faculty to proactively engage with these students to confirm they are an authentic student participating in the online class and assist them in resolving the issue by directing them to contact the office outlined in their SDCCD - Supplemental Verification email, usually you can send students to the Admissions Office, but if there is also a FED indicator on the student, then direct them to the Financial Aid Office.

If a student in your class has an \$40 and there is no participation nor any communication from that student, it is quite likely that the student should be dropped prior to Census to allow room for a waitlisted student into the class.

Last Known Academic Activity (LKAA):

To maintain accurate reporting for Federal guidelines for both Veterans and Financial Aid recipients, a new Last Known Academic Activity page has been developed. Since these values need to be reported for these specific students, indicated by the FED indicator on the roster, a single page has been created to capture the date for both Class Roster and Grade Roster dates.

A Job Aid has been created and uploaded onto the mySDCCD Info Hub: Entering Last Known Academic Activity (LKAA) When Dropping/Reinstating Students

Dana Stack

Director, Admissions & Records

<u>dstack@sdccd.edu</u>

619-388-7579

STUDENT SERVICES

OFFICIAL GRADE AND ATTENDANCE ROSTER

The Official Grade and Attendance Roster, located in Faculty Portal, is the permanent record of attendance for all students registered in regular college classes.

Important: Rosters are legal documents that may be subpoended by the court.

Whose responsibility is it to drop?

Faculty are required to clear rosters of inactive enrollment by the census date. The census date is the "snapshot" the State uses for funding purposes. It's calculated at approximately 20% of the class meetings.

Note: Faculty must submit drops no later than noon the day of census.

To comply with the Department of Veterans Affairs reporting requirements, faculty must report drops/withdrawals within 22 calendar days from the student's last known academic activity.

Dana Stack

Director, Admissions & Records

<u>dstack@sdccd.edu</u>

619-388-7579

STUDENT SERVICES

OFFICIAL GRADE AND ATTENDANCE ROSTER

When are grades due?

The online grade sheet is available one week prior to the class end date. The deadline to submit grades is seven calendar days following the end of the session.

Having trouble navigating the system?

Check out the "Help and Support" link, located in the lower right corner of your Faculty Portal.

Need assistance? Please call or email me.

Ken Reinstein Faculty Evaluations Coordinator kreinste@sdccd.edu

FACULTY EVALUATIONS

- Purpose: To assess effectiveness, encourage professional growth, help with making informed decisions
- **Timeline**: Within first year, and at least once every six semesters
- Process: Faculty peer/SME visits class at agreedupon time; follows up with meeting to review observations and go over Faculty Evaluation appraisal form

Ken Reinstein Faculty Evaluations Coordinator kreinste@sdccd.edu

FACULTY EVALUATIONS

- Student evaluations: First semester and once every three semesters. Forms for evaluation will be sent to you either via campus mail or electronically
- For more information: Go to AFTguild.org
 - Article XV (15.2: Adjunct Faculty Evaluations) of the AFT guild CBA (Union Contract)
 - College Faculty Appraisal Guide
 - Miramar Faculty Evaluations page >>



Allen Andersen Flex Coordinator aanderse@sdccd.edu

WHAT IS "FLEX"?

Adjunct Orientation (2 Hours!) Flex #26361



All faculty who teach class must complete Instructional Improvement (Flex) hours. (Generally, your assigned FTEF times 15 ex: 0.2 x 15= 3hrs)

2 Hours 3 Hours 5 Hours

Once you complete your required hours, you have met your Flex obligation

Independent project proposals must be submitted by April 21,2025 Flex hours must be marked as complete by Noon, May 27, 2025

After May 27, the District will dock paychecks for all uncompleted Flex hours.

Allen Andersen Flex Coordinator aanderse@sdccd.edu





Adjunct Orientation (2 Hours!) Flex #26361



Access your Flex Contract through your MySDCCD Portal:

- 1. College Faculty Dashboard
- 2. Faculty Quicklinks
- 3. Flex

(The Flex Handbook is here too!)

FLEX 2025

Register for workshops no later than the day of the activity.

Missed registering for a workshop that you attended? Contact your Flex Coordinator, to be put on the roster retroactively.

Don't Forget: Go into your Flex Contract to confirm Completion/Attendance (This is NOT Automatic.)

TECHNOLOGY SERVICES

- IT HELP DESK
- https://www.sdccd.edu/departments/it/it-servicedesk/index.aspx
- (619)-388-7000
- Instructional Computing Support (8am 4pm)
- -miramar.ics@sdccd.edu
- -(619) 388-7387
- Website Services
- -mmweb@sdccd.edu
- -(619)388-7348
- Multimedia Services (8am 6pm)
- -avmira@sdccd.edu
- -(619) 388-7317

Technology Services Director – Kurt Hill, khill@sdccd.edu



https://help.sdccd.edu for any campus technology assistance

TECHNOLOGY SERVICES AUDIO VISUAL

AV Services (L-111) Overview

- Faculty/Staff Technology Training
- Multimedia Services

Contact https://help.sdccd.edu for technology-related issues or, for Media services, contact avmira@sdccd.edu





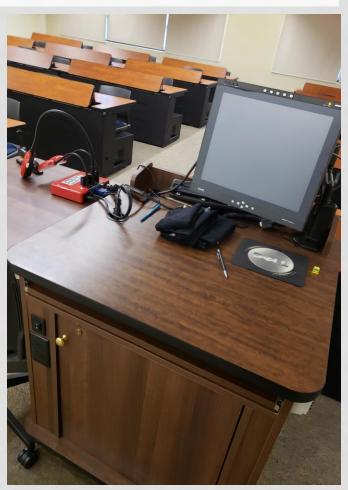
TECHNOLOGY SERVICES AUDIO VISUAL

Faculty/Staff Technology Training

- Smart classroom faculty technology training
- FLEX credit eligible

AV Technology training should be completed prior to using the classroom audiovisual equipment.
Schedule a training appointment with us ASAP

Contact https://help.sdccd.edu for technology-related services or support, or, for media services, contact us directly at avmira@sdccd.edu



TECHNOLOGY SERVICES AUDIO VISUAL

Multimedia Services

- Special Event Assistance
- Equipment Checkout
- Faculty Media Checkout
- Audiovisual Production
 Services
 - Instructional Videos
 - Marketing Videos
 - Other production requests



Contact https://help.sdccd.edu for technology-related services or support, or for media services, contact us directly at avmira@sdccd.edu

Dean of Student Affairs cbarnard@sdccd.edu

STUDENT SERVICES

Policy 5500 Violations Plagiarism Removal of a Disruptive Student Students of Concern

Cheryl Barnard
Dean of Student Affairs
cbarnard@sdccd.edu

K1-210 x7313

Dean of Student Affairs cbarnard@sdccd.edu

STUDENT SERVICES

Board Policy 5500 Violations

- **BP 5500** STUDENT RIGHTS, RESPONSIBILITIES, CAMPUS SAFETY AND ADMINISTRATIVE DUE PROCESS
- This policy outlines the rights and responsibilities of all District Students.
- It also outlines the District's commitment to a safe learning environment for all students

Dean of Student Affairs cbarnard@sdccd.edu

STUDENT SERVICES

What do I do when a student cheats or plagiarizes?

- If there is an incident of academic dishonesty, collect evidence. Meet with the student and share the evidence. If student accepts responsibility, faculty needs to determine appropriate academic sanction (lowering of grade, zero given on assignment/test, re-do work or re-take exam).
- Complete the Faculty Academic Sanction Form (found under employee resources). Send a copy to Department Chair, Dean of the School and Dean of Student Affairs.
- If incident involves more than one student and/or is severe in nature, consider referring the incident to the Dean of Student Affairs by submitting an Incident Report form (found under employee resources).

Dean of Student Affairs cbarnard@sdccd.edu

STUDENT SERVICES

What do I do when a student disrupts the classroom and discipline is required?

- Fill out the <u>Removal of Disruptive Student</u> Form & provide to Dean of Student Affairs immediately.
- You may remove the student for up to 2 class sessions for classes that meet
 2 times per week, and 1 class session for a class that meets once a week.
- If the level of disruption is severe enough and there is a level of threat, call Police Dispatch at (619-388-6405)

Dean of Student Affairs cbarnard@sdccd.edu

STUDENT SERVICES

What do I do if I have a concern about a student's well-being?

- The College has a Behavioral Intervention Team which meets twice a month
- This inter-disciplinary team meets to review and respond to reports of student behavior that are concerning and at the present time do not meet the criteria for a student conduct violation or an immediate threat to the community (immediate threat call College Dispatch X6405)
- Contact Student Affairs or complete form on the BIT Webpage
- When in Doubt, Please Reach out!

Mary Hart
Librarian
mhart@sdccd.edu

LIBRARY SERVICES

Library Services

http://sdmiramar.edu/library

Spring Session Library Service Hours (Beginning February 3rd)

- Monday-Thursday from 9:00am to 6:00pm
- Friday from 9:00am to 1:00pm
- Closed Saturday and Sunday

Mary Hart Librarian mhart@sdccd.edu

LIBRARY SERVICES

Contact Info

- For general library information, call <u>619-388-7310</u>.
- For research help during business hours, call the Reference Desk at
- <u>619-388-7611</u>.
- For additional research help options, see our <u>Reference Assistance</u>
 <u>Page</u>.

Important Documents

- <u>Library Orientation Request Form</u>
- <u>Faculty Reserve Request Form</u>
- Collection Purchase Request Form
- Lending Policy Circulating Books
- Lending Policy Library Use Only (LUO) Reserve Books

Mary Hart Librarian mhart@sdccd.edu

LIBRARY SERVICES

Library Research: Tools & Assistance

- OneSearch (find articles, books, videos, and more)
- Articles & Databases
- Multi-Subject Article & Reference Databases
- Databases by Subject
- A-Z Databases
- A-Z Journals
- eBook Collections
- Open-Access Collections
- Streaming Video Collections
- Get Research Assistance from a Librarian
- Research Guides



Presenter: Kandice Brandt

DSPS Counselor/Learning Disability Specialist

Website: <u>www.sdmiramar.edu/dsps</u>

General Email: <u>Miradsps@sdccd.edu</u>

Proctoring Email: <u>MiramarDSPSProctor@sdccd.edu</u>

Locations: K1-204, DSPS Counseling Office

L-102, High Tech Center

L-103, Test Proctoring Center

Program Coordinator: Kandice Brandt

X 7604

Kbrandt@sdccd.edu



- DSPS authorizes academic accommodations for students with a variety of permanent and temporary disabilities.
- Accommodations reduce disability impacts and allow access to facilities and instructional materials.
- Accommodations provide opportunities for students to participate fully in our institution and to demonstrate their knowledge.



Students Apply for DSPS Services Online

https://mydsps.sdccd.edu/user/intake/

*link is on the DSPS website

- Submit Verification of Disability
- Learning Disability Testing (*under limited conditions)
- One application to DSPS for all of SDCCDdistributes to each college the student selects.



Sharing Information about DSPS with your students

- Recommended syllabus statement:

 Students with disabilities who may need academic accommodations should contact me as soon as possible. You and I will work with the Disability Support Programs and Services (DSPS) department to identify your appropriate academic accommodations for this course. DSPS is located in the K1 Student Services building, room K1–204 and can be reached at (619) 388–7312 or by email at miradsps@sdccd.edu. To register or to learn more about their services, please visit their website at www.sdmiramar.edu/dsps.
- Request a live or virtual class visit from a DSPS counselor
- Share a video about DSPS services with your class

*Live or embed in your canvas shell!



MyDSPS Student and Faculty Portals https://sdmiramar.edu/studentportal https://sdmiramar.edu/facultyportal

Students Can:

Apply for DSPS Services
Request and view accommodation letters
Request Test Proctoring Appointments

Faculty Can:

View Accommodation Letters
Submit exams and testing parameters



DSPS Consultation Services for Faculty

- Consultation on how, when, and the need to provide accommodations
- Strategize with faculty about individualized methods/approaches to support a student's learning
- Guidance with inclusive teaching strategies
- Student/Professor mediation
- Provide training on disability topics at department meetings
- Provide strategies for behavior management
- Outreach-classroom visits and presentations
- Technology training and the High Tech Center
- Reinforce/reiterate agreements and/or recommendations you have provided to the student
- Assist with identification of essential elements in a course and provide options for appropriate accommodations
- Faculty Resources

Basic Needs Coordinator Shelly Parks

Sparks@sdccd.edu

JET FUEL RESOURCE CENTER

Food Assistance

- Mon-Tues Noon-3PM; Wed-Thurs 9AM-3PM
- Must be enrolled in at least one class at Miramar
- •Students are allotted 1 visit per day

The Really, Really Free Farmer's Market

- 9AM- While supplies last; In-front of K1 Building
- First and Third Wednesday each month





CalFresh Connection

- •Stop by the Jet Fuel Pantry to be connected to Miramar's CalFresh liaison
- Students can also sign up through <u>Feeding San Diego</u>
- Referrals to external <u>food pantries</u> through the San Diego Food Bank

Resources also available for emergency funding, housing, transportation, clothing, hygiene items – please refer directly to Shelly

Donnie Tran
ASC Faculty Coordinator
dtran@sdccd.edu

Francine McCorkell
Instructional Support Supervisor
fmccorke@sdccd.edu

ACADEMIC SUCCESS CENTER (ASC)

ASC X(Twitter), FB, & IG Account: @MiramarASC

Location	Monday-Thursday	Friday
ASC (L-101)	9 am-6 pm (space) Tutoring: 10 am-6 pm	9 am-1 pm (space) No tutoring
Math Lab (M-210)	9 am-6 pm (space) Tutoring: 10 am-6 pm	Tutoring: 9 am-2 pm
Writing Lab (H-103)	10 am-5 pm (space and tutoring)	Closed
STEM Center (S6-110)	10 am-6 pm (space and tutoring)	10 am-5 pm (space)
NetTutor & STAR-CA	Check availability in this Canvas course: https://sdccd.instructure.com/enroll/MEAEEJ (self-enrollment)	
Assignment Drop-Off	https://sdccd.instructure.com/enroll/4MM7GL (self-enrollment)	

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dtran@sdccd.edu

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fmccorke@sdccd.edu

ACADEMIC SUCCESS CENTER (ASC)

ASC X(Twitter), FB, & IG Account: @MiramarASC

Services for Students (Highlights)

- One-on-one tutoring on a drop-in and by-appointment basis in English, math, biology, chemistry, physics, & other subjects
- Individual, and group study spaces
- Reserve rooms for workshops, and group study
- Access to resources: Pay-for-print stations, scanners, computer lab, and anatomy models
- Embedded Tutors in English and math X-courses & Career Education courses
- Writing support for lab reports

Donnie Tran
ASC Faculty Coordinator
dtran@sdccd.edu

ACADEMIC SUCCESS CENTER (ASC)

Francine McCorkell
Instructional Support Supervisor
fmccorke@sdccd.edu

ASC X(Twitter), FB, & IG Account: @MiramarASC

MyWCO

All students will need to create an account to access tutoring services

Services for Faculty

- Class Orientations at ASC Bring your students for a tour to learn about all available services
- Class Visits Similar to an orientation, but an ASC representative will come to your classroom
- Student Attendance at ASC Include ASC visits in your syllabus
- Embedded Tutors Request if a tutor can be assigned to your course
- Access to Learning Resources Your students will have access to textbooks, manipulatives, and models. You can donate or loan materials to the ASC.
- Office Hours You can hold your office hours at the ASC. Just let Donnie know your days and times.

MIRAMAR MESA PROGRAM



Program
Coordinator
Damaris Bravo



CONTACT US



Website sdmiramar.edu/mesa





Email
MiramarMESA@sdccd.edu







https://sdmiramar.edu/mesa

WHO WE ARE

Mission:

Propel diversity and achievement in STEM by supporting economically and educationally disadvantaged STEM students in their journey to a bachelor's and beyond.

Over 50 Years of Fostering Success in STEM:

- 1970: Founded at an Oakland High School
- 1973: Expanded into universities
- 1984: Expanded into middle schools
- 1993: Expanded into community colleges



https://sdmiramar.edu/mesa

WHAT WE DO

Supportive Student Community

- Small Cohort Events
- Miramar STEM & MESA Events

Academic Support

- Dedicated MESA counselor
- Regular academic check-ins
- Loans: calculators, lab coats, goggles

Transfer & Career Preparation

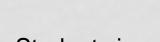
Events for transfer & graduate school

WHO WE SERVE

- Students in calculus-based STEM major who:
 - Plan to transfer
 - No prior Bachelor's degree

Priority:

- Academic Considerations:
 - First-gen, foster youth, underperforming High School, etc.
- Financial Considerations:
 - low-income, financial need, etc.







SHARE THE PROGRAM

Visit our website: sdmiramar.edu/mesa

Email us: MiramarMESA@sdccd.edu

Syllabus/Canvas Blurb



Alex Ortega Job Placement Coordinator <u>aortega001@sdccd.edu</u> 619-388-7335

JOB PLACEMENT SERVICES

- Focus on the immediate "In-Field" job opportunities
- Build caseload of students looking for careers in their field of study
- Work with faculty in confirming student aptitude
- In collaboration with Miramar's Employer Relations Liaison, enhance and create talent pipelines for Miramar Students and Alumni

ACADEMIC & CAREER PATHWAYS



Advanced Transportation & Applied Technology



Business & Entrepreneurship



Humanities, Arts, Languages, & Communications



Health Sciences



Public Safety

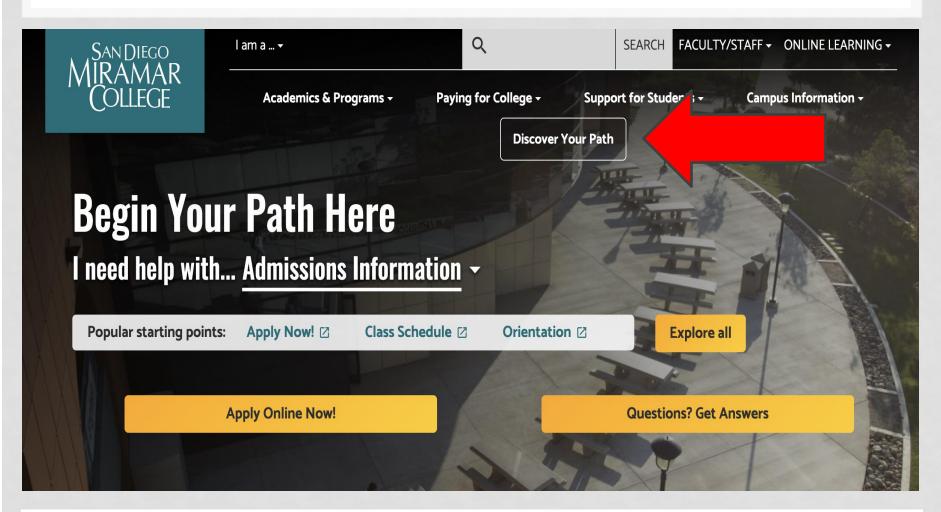


Science, Technology, Engineering, & Math



Social & Behavioral Sciences & Education

JOIN YOUR ACP CANVAS SHELL





Humanities, Arts, Languages, Communications

Do you enjoy creative writing, art, and/or music?

Do you prefer to be imaginative and develop your own original ideas? Do you like to learn new languages?

Learn more about this pathway

Explore Program Maps

Join Canvas Shell

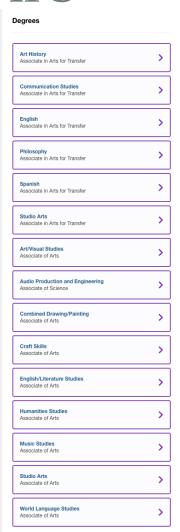
Programs and Degrees

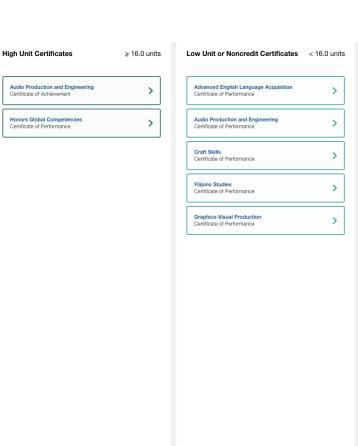
SAMPLE

PROGRAM MAPS

 2 year maps for all degrees and certificates

PLEASE share with your classes





CANVAS SHELL

Use the tools here to get connected with the many opportunities Miramar has to offer you.

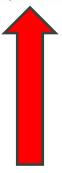


Please Share with Students

CANVAS SHELL

Home

Campus Resources



Recent Announcements

Miramar College Humanities, Arts, Languages and Communications



Welcome to the Academic and Career Pathway (ACP)

Humanities, Arts, Languages and Communication!

CAMPUS RESOURCES

Miramar Campus Resources

PAYING FOR COLLEGE

ACADEMIC ASSISTANCE

SUPPORT PROGRAMS ON CAMPUS

STUDENT LIFE

SUCCESS STRATEGIES

CAMPUS INFORMATION

MyCOACH



• Financial Aid □

Here you will find information and resources on applying for Federal Student Aid (FAFSA), applying through the Dream Act for undocumented students, and applying for Scholarships available. You will also be able to chat directly with a Financial Aid representative, watch helpful videos, and access financial aid forms and documents.

• Scholarship ⇒

Please check back with us periodically for any updated scholarships information. Also, visit the the scholarship applications page for information on outside scholarships.

Special programs like EOPS, CARE, and CALWORKS are available to students who qualify and can provide financial assistance! For

Q&A/CLOSING

Thank you for what you do for our students.

Have a great semester!

#makingtheinvisiblevisible
#buildingcommunity
#miramarlove
#studentreadycollege

SCHOOL & DEPARTMENT MEETINGS

Please contact your Dean's Office or Department Chair for information on School and Department meetings