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## College Council Meeting Minutes

### San Diego Miramar College

12/10/24 • M-110/[Zoom](#) • 1:00 pm – 2:30 pm

**Co-Chair:** Wesley Lundburg, College President (non-voting)

**Co-Chair:** Pablo Martin, Constituency member from faculty, classified professionals, or students.

**Committee Members:**

<b>Administrators (3)</b>	<b>Classified Professionals (3)</b>	<b>Faculty (3)</b>	<b>Students (3)</b>
Vice President of Instructional Services: <b>Michael Odu</b>	Classified Senate President: <b>Malia Kunst</b>	Academic Senate President: <b>Pablo Martin</b>	ASG President: <b>Hailey Hua</b>
Vice President of Student Services: <b>Adrian Gonzales</b>	Classified Senate Vice President: <b>Carol Sampaga (Proxy: Malia Kunst)</b>	Academic Senate Vice President, or President Elect: <b>Carmen Carrasquillo</b>	Designee: <b>X Ruiz</b>
Vice President of Administrative Services: <b>Brett Bell (Proxy: Daniel)</b>	Classified Senate, Senator At-Large: <b>Vacant</b>	Chair of Chairs: <b>Kevin Petti</b>	Designee: <b>Blaize Fonseca (Proxy: Claudio Nevells)</b>
Alternates (1): <b>Daniel Miramontez</b>	Alternates (1): <b>Vacant</b>	Alternates (1): <b>Vacant</b>	Alternates (1): <b>Sindhu Narasimha</b>

**Quorum:** 50% +1 of each constituency group's members (i.e., 2 per constituency group)

**Guests:** Nessa Julian, Cheryl Barnard, Sonny Nguyen, Olivia Picolla, Jeanette Moore, Laura Pecenco, Amy Alsup, Kurt Hill, Linda Woods, Lisa Cole-Jones, Judy Patacsil, David Castañeda, Jennifer Pena, Claudia Estrada-Howell, Jackie Hester

**2024-2025 Theme:** *Cultivating Community: Making the invisible, visible.*

- A. **Call to Order** – The meeting was called to order at 1:06 pm.
- B. **Permission to Record Meeting** – The meeting was recorded by consensus.
- C. **Approval of Agenda** – **Odu** made a motion to approve the 12-10-24 meeting agenda. Seconded by **Petti**. There was no discussion. There were 11 yay votes, 0 nay votes, and 0 abstentions. The motion carried.
- D. **Approval of Minutes** – **Carrasquillo** made a motion to approve the 11-12-24 meeting minutes. Seconded by **Odu**. There was no discussion. There were 11 yay votes, 0 nay votes, and 0 abstentions. The motion carried.
- E. **Public Comment** – There was no public comment.
- F. **Committee Reports/Other (2-3 minutes)**
  - **President's Report** – **Lundburg** shared that we had an administrative transfer to City College and to backfill that position, we were given a position. **Petti** added that he and **Martin** were notified. CFHPC discussed. Have approved list (redoing list, but not ready). Current list has Biology as next. He discussed with chairs and A.S. all good there. Advised that VPI and Dean work together. **Lundburg** – we are moving forward. He added, on the bond, district positioned to be first issuance and we are on track from \$850M. This will help us secure the best interest rate. Also makes us first in line for construction. Kudos to the District. There were some concerns, at some point, that there were plans locked in on building/spaces. We are not anywhere near that point. Input will be broad. More to come. He also shared that we have two new Board of Trustee members and will be sworn in next week. Don't always know what to expect, but seem like good people. Good news: enrollment is up, FTES up 26% (compared to last spring). Headcount is up as well. Very mindful of how we are stretched.

**Odu** added that we have a base FTEF and made an ask for an additional 20 FTEF. Waiting for okay from VC Topham. Petti asked a question. **Lundburg** within striking distance of 10K, have to decide if that is what we want to do. **Odu** – we can do it, but we need to keep them.

**Martin** – where is the 20 FTEF coming from? **Lundburg** – supported by FTES (unused FTES from sister colleges). Don't care if we hit 10K but looks like we need to grow based on population.

- **AS Report** – **Martin** shared that the last meeting was 11/19. Had 5 votes, 4 passed. FSA areas – want to ensure district is following ed code, evaluated by discipline experts. New FSAs, separate process. Good end result. Technology – formed workgroup to review/revise and bring back. Student Eval form has not been updated/edited in 35 years. Mesa putting something forward. Approved the idea. Creating a workgroup. Great conversation. Title IX language in Syllabus – on the agenda. Want students/faculty to know where to go.
- **Carrasquillo** - let her know of any committee vacancies (even if temporary). Lots of new faculty looking for a role.
  - o Resolution: Equivalencies and FSAs (passed, [see attached](#))
  - o Resolution: Technology Issues (workgroup to review and bring back the resolution)
  - o Mesa's Student Evaluation Form Draft (approved the idea/process to revise)
  - o A.S. Recommendation: Adding Title IX Language in Syllabi (passed, [see Syllabus Statements \(Fall 2024\)](#))
- **CS Report** – Thank you for attending Sam's event.
- **ASG Report** – last meeting was 12/6. Wrapped up study jam and hot chocolate nights. Training in January for resolutions. Senator sunshine – highlighting their great work. Secret Santa for ASG members.
- **Other** – There were no other reports.

**G. Old Business:**

#	Item	Initiator
1	<i>Equity, Justice, Inclusion, and our role in moving things forward (standing item)</i> <b>Julian</b> – CREATE program cohort one just wrapped up, as well as cohort 2. Application for cohort 3 just closed, taking place during spring. Create Symposium – Fri. April 11 <sup>th</sup> . Dr. Laura R. will be keynote. Feature faculty who participated and share out. Hoping to connect some workshops from NCORE and Colegas. LEAD – working on PEARL pilot (part of AANAPHI funds) – pairing between English 205 and Music 103. NASSSP – working on how we will support K-12 pipeline for students. Viki Eagle is doing a great job at connecting with local bands. Working on some events for spring. More soon.	<i>Julian</i>
2	<i>Grants &amp; Initiatives Subcommittee (standing item)</i> There is no update.	<i>Bell</i>
3	<i>Restorative Practices (standing item)</i> <b>Moore</b> – COP just ended two weeks ago. Great group of people. Some ideas for next steps. Thank you Dr. Lundburg for your responses. Agreed to set up training for administrators. <b>Moore will connect with Kunst.</b> <b>Lundburg</b> – thank you for continuing this work (without compensation) while we work through some of the details. <b>Pecenco</b> – very excited about next steps and thank you to the participants. <b>Martin</b> – the COP was really great, learned a lot – RP is all about relationships and building relationships. <b>Lundburg</b> – thank you for that, going to the person with whom you are having difficulties is the hardest part.	<i>Pecenco/ Moore</i>
4	<i>Website Advisory Committee/Group (standing item)</i> <b>Hill</b> – shared that the group has been meeting and have accomplished a lot. There were a few external things out of our control (like integration with CCCApply). Last meeting (11/13) focused on what do we want this group to look like? He and <b>Bell</b> are working on drafting what this will look like in the future. <b>Lundburg</b> – thank you to <b>Hill</b> and <b>Bill T. Smith</b> for all you do. <b>Martin</b> – challenge with students finding materials/broken links. <b>Hill</b> – broken links has been addressed. <b>Martin</b> – have content editors been informed. <b>Hill</b> – will check, but can send something out either way. <b>Petti</b> – is it obvious? <b>Hill</b> – yes. <b>Lundburg</b> – can run a report anytime, right? <b>Hill</b> – yes, there are outside parties that could do that but could tie the report to a content editor. <b>Martin</b> – access to solutions and support for students? <b>Hill</b> – Don't recall an issue phrased that way. Working on identify global software inventory. Resources for training. Added a number of videos. <b>Martin</b> – will send an email to committee. <b>Hill</b> – on the website, also working closely with district. <b>Martin</b> – faculty webpages, important docs? <b>Hill</b> – as we reshape this task force, good to put in charter a regular interface with the senate(s). <b>Carrasquillo</b> – videos? <b>Hill</b> – on website. <b>Kunst</b> – link here: <a href="https://sdmiramar.edu/services/website-services/videos">https://sdmiramar.edu/services/website-services/videos</a>	<i>Lundburg/Bell /Hill/ Pareman (pending)</i>

5	<p><i>Anonymous Screening Process</i></p> <p><b>Lundburg</b> shared that he is meeting with HR tomorrow – still working through this. Everyone is committed. <b>Keep this on the agenda.</b></p>	Lundburg/ Kunst/Martin
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**H. New Business:**

#	Item	Initiator
1	<p><b>Action:</b> Fall 2024 CGH Change Requests – approval of college governance handbook changes requests for fall 2024.</p> <p><b>Attachment:</b> <a href="#">CGH Change Request Summary</a></p> <p><b>Carrasquillo</b> made a motion to approve the Fall 2024 College Governance Handbook Change Requests. Seconded by <b>Ruiz</b>. There was no discussion. There were 11 yay votes, 0 nay votes, and 0 abstentions. <u>The motion carried.</u> <b>Kunst will update the handbook accordingly.</b></p>	Kunst/Martin/ Lundburg
2	<p><b>A.S. Resolution:</b> A.I. Use in Courses (passed)</p> <p><b>Attachment:</b> <a href="#">Resolution on AI Language at Miramar 241119</a></p> <p><b>Martin</b> – lots floating around in the District and Academia in terms of AI. A.S. Resolution has been approved. Encourages faculty to have statement on AI in their syllabus. Also encourages the college to provide professional development around AI. <b>Lundburg</b> – 10+1, my role is to endorse. We will explore PD and funding sources. Thank you. <b>Martin</b> – classroom is 10+1. Many employees feel that the District should have a policy, whatever that is/looks like. <b>Odu</b> – district is having this conversation.</p>	Martin
3	<p><b>Miramar Educational Plan (PIERC Recommendation)</b></p> <p><b>Attachment:</b> <a href="#">Planning Cycle Align Chart</a>; <a href="#">Miramar Educational Plan (PIERC Recommendation 10.11.24)</a></p> <p>Miramontez shared that this plan states “how” – reminder that this is not a new plan, replaces master plan. Now that we have sun shined here, <b>this can go out to constituencies for vetting.</b> Here today to show alignment amongst plans. He noted he needs to update the title of this plan on this chart. Red line in middle – is the mid-point of our cycle. Now in the latter half. End in spring 2027. Ed plan is staggered. Two rounds of program review cycle. Runs concurrently. Overlays with Accreditation. Not moving into new cycle, starting this fall to spring 2031. Gives a high-level view of how things work together. <b>Martin</b> – thank you. Equity plan? <b>Miramontez</b> – when you look at the ed plan, ties in plans like SEP, SEM, and GP. <b>Lundburg</b> – visual is very helpful. <b>Estrada-Howell</b> – how will this graphic/chart be shared? Can we add an asterisk? <b>Miramontez</b> – will have the graphic/chart as an appendix. <b>Carrasquillo</b> – may want to consider adding “equity” for titles. Seen other colleges doing this. <b>Miramontez</b> – Discussed at PIER and couldn’t come up with anything, decided to see if the constituencies made a/any suggestions. <b>Lundburg</b> – this group could decide in the spring. <b>Martin</b> – liked that idea of asking constituencies for ideas on this and CC can decide. <u>Consensus.</u></p>	Miramontez
4	<p><b>ACCJC 2024 Standards</b></p> <p><b>Attachment:</b> <a href="#">ACCJC 2024 Standards 10-14-24</a></p> <p><b>Miramontez</b> – shared at the forum yesterday. Wanted to share here. Very high-level. Standards have shifted from institution-focused to student focused and process-focused to outcomes-focused. Standard two has the biggest change. “Equitable Student Success” didn’t see that in the old standards. Now under these new standards. What does this mean for us? We need to update our agendas. Committee chairs will need to know about this implementation piece for spring 2025. <b>Carrasquillo</b> – unique educational journeys – also applies to our data. Helps our qualitative data as well. <b>Moore</b> – learning support programs – do we include technology support for students? <b>Miramontez</b> – included in standard 3.9. <b>Moore</b> – checking out laptops to students to support online test taking, student evals, etc. even doing this at high school level. Are we looking at how we are keeping technology equitable? <b>Lundburg</b> – not going to tell you want to do or how to do it, that is up to us and then they look at that. <b>Nevels</b> – students that need help (DACA, AB 540). <b>Gonzales</b> – Dreamers office aware, wrapping up targeted efforts for our dreamers. Keep an eye out for that information and refer students to that office. <b>Lundburg</b> – district looking at this too, want to ensure our students feel safe and supported. Chancellor committed, all the way up to civil disobedience. <b>Miramontez</b> – feel free to invite him to a meeting if we want to discuss further.</p>	Miramontez
5	<p><b>Campus Safety – Broader discussion on district/campus policies, procedures, and processes</b></p> <p><b>Attachment:</b> <a href="#">GAIA Presentation for 12-10-24 College Council</a></p> <p><b>Carrasquillo</b> – update from what we presented last time. See campus safety as a shared responsibility. Progress –Lundburg advocated at District. Chief Ramos – compassionate follow up. Greater communication and awareness. Undocu-allies webpage – broken link which is bring fixed. Title IX syllabus statement passed by A.S.</p>	Carrasquillo/ Alsop

	Invited to submit a proposal for women’s resource center for the new multi-cultural space. Idea Committee – voted at last meeting to support a women’s empowerment week, and exploring PUENTE and UMOJA. Gaia is looking at what we can do in the spring. Narrowed it down to “women’s empowerment week” to educate. Explore how to expand or strengthen the safe walk service. Panic button in H111-112. <b>Alsup</b> – spreading awareness and expanding campus resources. Trainings and leadership opportunities. COIs and COPs. Encourage shared responsibility. Improve – promote transparency, clarity and dialogue. Sends message that we care. Reporting form on website. <b>Moore</b> – thank you!! Convo with title IX coordinator, shared great posters/resources. <b>She will share with Lundburg, Carrasquillo, and Alsup.</b> <b>Lundburg</b> – please do, we can print/post in every building. <b>Carrasquillo</b> – can we have people volunteer to be a safety ambassador? <b>Lundburg</b> – on board, but caution. <b>Moore</b> – can we partner with police academy? <b>Hester</b> – would love that but restricted to POST requirements.	
6	<i>Placements of Agendas on Campus</i> – ASG had brown act training – out of compliance regarding the posting of agendas in a public ally accessible space. Agendas to be posted in bulletin board outside of L-Building. The Business Office has keys that can be used to access the bulletin board. Additionally, the President’s Office has a set of keys.	Ruiz
7	<i>IDEA Committee Podcast (informational item)</i> –An overview of the podcast will be provided and is proposed to begin in the spring semester. <i>Attachment: IDEA Podcast Presentation</i> Time did not permit for this item. <b>It will be carried over to the next agenda.</b>	Patacsil/ Castañeda
8	<i>Brief overview of 2025 – 2028 Student Equity Plan – State Chancellor’s office is tentatively scheduled to release template on 12/18/24.</i> Time did not permit for this item. <b>It will be carried over to the next agenda.</b>	Julian

**I. Action Items:**

- **Moore** will connect with **Kunst** to coordinate a Restorative Practices training in the spring for administrators.
- **Kunst** will carry forward “Anonymous Screening” as an agenda item.
- **Kunst** will update the College Governance Handbook with the approved changes.
- **Constituent Leaders** will bring the Miramar Educational Plan to their bodies for feedback/input as well as any ideas regarding the name of the plan. College Council will decide on the name in the spring.
- **Moore** will share Title IX poster with Lundburg, Carrasquillo, and Alsup. Lundburg will ensure they are printed and posted in buildings.
- **Kunst** will carry forward “IDEA Committee Podcast.”
- **Kunst** will carry forward “2025-2028 Student Equity Plan.”

**J. Announcements:** There were no announcements.

**K. Adjourn:** The meeting adjourned at 2:36 pm.

**L. Next Scheduled Meeting:** Tuesday, February 11<sup>th</sup>, 2025 from 1:00 pm – 2:30 pm in K1-202/Zoom

**Link to recording:** <https://sdccd-edu.zoom.us/rec/share/mff5fYgBT0NQkqN0J6ejnARo7MIPoCotfeoxif68onX83OEqKqUcfTdE79hPY8Va.y9qkPrWUw6ljDBIG>