

Minutes – Miramar College Academic Senate
3:30-5:00pm **Feb 18, 2020** Location: M-110

Senators Present: Marie McMahon, Josh Alley, Alex Mata, Alex Sanchez, Wendy Kinsinger, Wheeler North, Nicholas Aramovich, Mark Dinger, Darrel Harrison, Mary Hart, Patricia Hunter, Shawn Hurley, Brit Hyland, Carmen Jay, April Koch, Isabelle Martin, Pablo Martin, Alanna Miller, Ryan Moore, Patty Parker, Kevin Petti, Nam Sinkaset, Melissa Wolfson, Valerie Chau, Leslie Marovich, Melissa Martinez, Kathy Pickham, Laura Sweeney

Absent: Laura Murphy (proxy: M. McMahon), Lisa Clarke, Lisa Brewster (proxy: M. Hart), Kevin Gallagher, Rodrigo Gomez (proxy: J. Alley), MaryAnn Guevarra (proxy: P. Martinez), David Halttunen, Mary Kjartanson, Jordan Omens (proxy: D. Mehlhoff), Larry Pink (proxy: W. North), George Kallas

Other Attendees: Donnie Tran, David Mehlhoff, Wai Ling Rubic, Dan Igou, Mara Sanft, Lou Ascione, William Wyatt, Juli Bartolomei

Meeting called to order at 3:36 pm.

I. Adoption of Agenda

- The agenda was unanimously adopted, with changes made to postpone the approval of the previous meeting minutes and items IV.A and V.C.

II. Executive Committee Reports

A. Adjunct Report – W. Kinsinger

- Still working on how adjuncts will get paid for committee service. This can apply to those adjunct faculty serving as one of the six (6) official voting adjunct senators on AS. The pool of funds from the AFT may be utilized in a similar way to adjunct paid office hours. As an adjunct professor, the first step is to send AS President Murphy and your dean an email with the hours that you will be attending AS meetings this semester. Ascione stated that they were working on a process (since this is new) and the process should be in place by the end of today (Feb 18th, 2020).

B. Treasurer – J. Alley

- Alley reported a balance of \$680.47.

C. Past-President – M. McMahon

- McMahon merged her report with the President's report.

D. President – L. Murphy

- McMahon reported the following on behalf of Murphy:
 - McMahon thanks the faculty who participated in interacting with the Board members.
 - At the Board of Trustees (BOT) Meeting at Miramar College on Feb 13, 2020, AS President Murphy presented the AS Resolution for Faculty/Budget Equity at Miramar College during the Academic Senate Report.
 - Murphy requested a plan of action and collaboration with the District to attain equity for Miramar College. There was no real answer from the Board, except their agreement that we all want more funding from the State – as a reminder, we were asking for equitable distribution within our District and better planning to ensure that, which has nothing to do with the State process. There has been no plan made available by Chancellor Carroll or the BOT at this time.
 - Solution might need to be reallocation of assets within the District. It is not an easy conversation, as no one wants to force people to go to other places, but we need to start a conversation and continue to request details of the 'plan' that has been promised by Chancellor Carroll to redress this situation.
 - During the "Public Comments" of the BOT meeting, an important issue came from four current Miramar College students in the audio production program who gave impassioned comments about their concerns regarding the lack of access they have to their state-of-the-art audio production lab due to a lack of staffing – with only one full-time faculty member for the entire music department, the lab is often locked and unavailable to students in that program.
 - Suggestion was made to better schedule on-campus Board meeting at Miramar College so it does not fall right before a long weekend, to yield better attendance. It was also noted that faculty can go to any BOT meeting.
 - ASCCC Plenary: April 16-18 (Oakland) Foundation Scholarships still available.
 - Scholarships for full-time and part-time faculty are available, which pay for registration and travel to the Spring 2020 ASCCC Plenary in Oakland, CA. All are encouraged to apply.
 - District Academic Senate Council Updates
 - 1) The AS President from each of the four SDCCD institutions are planning to form a Guided Pathways (GP) Council. This will not be a District group and, at this stage, is only faculty, but it could expand to include others in the future. For immediate purposes, it is informal and limited to faculty.
 - 2) Another important topic of discussion was working to improve the alignment between District and College Governance, getting the structure and function at the various institutions and the District more in accordance with one another to ensure the process in place can be more successful.
 - 3) The per-diem meal allowance for travel was increased about 6 months ago, but it appears it is still not in effect. This is being looked into.

- Reminder: Vice Chancellor HR and EOPS Counselor Search Committees
 - Murphy sent an email with due dates and details for serving on search committees.

III. Consent Calendar

A. Academic Senate Meeting Minutes from 04 Feb 2020

- Postponed until next AS Meeting (03/03/20)

IV. Business: Action Items

A. GP Scale of Adoption Self-Assessment (SOAA) (2nd Reading) – L. Clarke and L. Brewster

- It was reported that VPSS Gonzales is still working on the draft GP SOAA due at this AS meeting for a first read. Once Gonzales is done, it's due to Clarke and Brewster as GP facilitators. However, we (the AS) do not have the document to share with senators. This document is due to the State on March 1st, but the only AS meeting we have between now and then is the Feb 25th AS Exec meeting. Senators considered that, if there are no serious detrimental consequences to the college for submitting the GP SOAA a little behind schedule, it would be better to vet the document properly, as our process requires, than strain to make a deadline without full body involvement. The earliest opportunity to review it as a full body before its due date would be the next full AS meeting on March 3rd. The body motioned, seconded and supported the recommendation that we ask VPSS Gonzales to send the AS the final draft of this for consideration as soon as possible so that we could possibly vote on this at the March 3rd full AS meeting.

V. Business: Discussion Items

A. "Office Hours" Definition for Students – W. Wyatt

- ASG senator Wyatt shared discussions on how the understanding of the concept of faculty "office hours" may be different or unclear for some students, and can be an equity issue for students on our campus. Some students think office hours are the opposite of what they are, making the assumption that it is when professors need uninterrupted time. Wyatt is not asking for a policy change, but asking faculty to consider how students might interpret "office hours" and to be aware of the limits of assumed knowledge, asking how to better present what "office hours" are and how it translates to opportunities for students to visit or talk to their professors and make better connections. Also may look into creating a student survey to identify other examples of assumed knowledge of issues that might have a disconnect. This topic will be brought to the GP committee in looking for better ways to connect with students.
- Suggestion made to change the name, but the term "office hours" is in the collective bargaining argument (CBA).
- It was suggested that more attention could be paid by faculty about this concept with students and take more time to explain what it really means.
- Adjuncts can hold office hours in the Professional Development office (L-114H).
- Any additional comments or suggestions from the ASG to the AS are always welcome.

B. Program Viability Review Process – M. McMahon

- The program viability process (which used to be called program discontinuance) was developed to meet accreditation needs during our last cycle, and the implementation of the program viability review process was established in May 2018. This was "for all cases of program initiation, program modification and improvement, and to program discontinuance." This is an academic and professional matter (10+1). In the past, not having a process and/or not following process has been problematic at our college. Also, any new programs/modifications may impact the entire college, and strong workforce funds are college funds. For all of these reasons, this process is very sound and discussions have come up about the Resource Entrepreneur Center (REC) and using this process for vetting of this at our college.
- McMahon mentioned this is not about blaming anyone, though the VPI and area Dean should have been aware of the process and should have used it. That did not happen; instead this concept was presented (at CEC) in Fall 2019 after plans were already significantly in the works. It is not to say this is not a great idea, as it may be; all the AS is asking is that we, as an institution, get into the practice of following processes by vetting these issues on campus.
- The REC will also involve a community center, unlike anything we have had on campus before; thus, for the sake of collaboration and transparency, the campus community should have an opportunity to know about these proposals.
- Some senators commented that, because grants are often limited and the timeline for applying and accepting is so rushed, the process can be hard to follow and, therefore, could stifle innovation and application of the granted funds. McMahon indicated that there will be a Grants and Initiatives committee in the updated college governance structure to help account for such instances in the future. McMahon echoed that we'd never want our college processes to hinder innovation, but we need a good balance between vetting and meeting the needs for the grants/initiatives.
- Koch asks where the plan for the REC proposal stands. McMahon says that efforts are being made by AS President Murphy to work with the others involved to get this proposal on an expedited track with the approved process.

C. Accreditation Mid-Term Review Process – M. McMahon

- Murphy will be appointing faculty to teams.

D. SPAS Update and Proposed Strategic Goals (Fall 2020-Spring 2027) – D. Miramontez

- Presentation of PIEC recommendations for update of the SPAS and Strategic Goals.
- 7-year strategic plan, which measures the health of our institution, ends this term. Scorecard measures health of institution using 5-year stats.

- Out of our six college priorities, we were able to meet three (10000 FTES, degrees and certificates). The ones we did not meet included outreach activities, transfer rates and the student equity plan. What PIEC is working on, moving forward, is considering which KPI's (Key Performance Indicators/Metric) to keep/roll over and what new goals and strategies to include in future planning cycles. Miramontez will bring these back at a later date.
- Miramontez presents Fall 2020 - Spring 2027 proposed goals and KPIs: 1) pathways 2) engagement 3) organizational health 4) relationship building and sustainability. Goals need to be finalized by all constituency groups.
- Miramontez asks that feedback be routed to him through Murphy by March 20th.
- Ultimately, this only needs to be approved by the College, not the District.

E. CIA and Governance Committees – W. North

- Update on the roll-out of the new College Governance Handbook (CGH) and restructure efforts.
- There will be some new committee structures and reporting. For example: The College Council (replacing the College Executive Committee) will be a bigger umbrella organizing body with many participatory committees under it. The College Council will report directly to the College President. Some committees were condensed, some change names, etc. Hopefully, this new structure will help make the processes for reporting and decision making more clear and transparent.
- The changes that have been suggested are close to being ready to share with the campus for feedback.
- Senator asks when we will be able to see the work of the committee so that we can give meaningful feedback soon. McMahon replied that the final draft would be presented to CGC next week. After that, the draft will be sent out for feedback and then the entire College Governance Handbook (CGH) will be vetted through the approved process, which would include coming to the AS and other constituencies, then going to CEC. McMahon will be contacting committee chairs to encourage them to agendize the topic of examination of the CGH for their specific committees.
- The AS has asked at CEC that a dedicated website space be created to be used as a repository for information, giving broader access and transparency to the process.
- AS must participate in this process, since many committees will be under the AS in the revised CGH. Any feedback can go directly to AS President, and then be shared at the AS, and then to CEC.

F. Spring 2020 Planning Summit – L. Clarke

- Clarke was not present, so McMahon reported that the summit on March 13th will be interactive, hands-on, and you might get a present.

VI. Committee Reports (AS Standing Committees and Governance Committees)

VII. Announcements and Public Comments

- A. D. Igou announced that the Career Center and Anthropology will be having an event on 2/20 at 11:10am in K1-107.

The meeting was adjourned at 4:53 pm. The next meeting will be on March 3rd. Please submit agenda items to both Laura Murphy and Juli Bartolomei.

Respectfully submitted,
Alex Mata and Juli Bartolomei