

Minutes – Miramar College Academic Senate
3:30-5:00pm **April 07, 2020** Location: Zoom

Senators Present: Laura Murphy, Marie McMahon, Alex Mata, Josh Alley, Wendy Kinsinger, Lisa Clarke, Wheeler North, Lisa Brewster, Mark Dinger, Mary Hart, Patricia Hunter, Shawn Hurley, Brit Hyland, Carmen Jay, Mary Kjartanson, Isabelle Martin, Pablo Martin, David Mehlhoff, Alanna Miller, Ryan Moore, David Navarro, Patty Parker, Kevin Petti, Larry Pink, Nam Sinkaset, Melissa Wolfson, Valerie Chau, Leslie Marovich, Melissa Martinez, Elizabeth Nguyen, Kathy Pickham, Laura Sweeney
Absent: Alex Sanchez, Nicholas Aramovich, Kevin Gallagher, Rodrigo Gomez, MaryAnn Guevarra, April Koch
Other Attendees: Mara Sanft, Chris Pell, Angela Romero, Sharon Coe, Mardi Parelman, Joe Young, Gail Warner, Channing Booth, Wai-Ling Rubic, Donnie Tran, Andy Lowe, Joan Thompson, Liz Hubert, Juli Bartolomei

Meeting called to order at 3:30 pm.

I. Adoption of Agenda

- The agenda and Consent Calendar were unanimously adopted unchanged.

II. Executive Committee Reports

A. Adjunct Report – W. Kinsinger

- No report

B. Treasurer – J. Alley

- Not able to see balance, as everything is on campus and inaccessible at this time. However, it should be the same as last month (notes from minutes show \$680.47).

C. Past-President – M. McMahon

- No report

D. President – L. Murphy

- College President Search (Update)
 - Search has been postponed for a while, but Murphy just got an email from Pam Luster saying we will be moving forward with remote interviews. Timeline will be delayed, but planning to move forward.
 - Senator asks if the interim president is allowed to or will be extending her position with Miramar. Senator shares that Adrian Gonzalez announced in a meeting that interim president is currently “on loan” from Grossmont and that she might not be able to extend her stay with us. The law allows for interims to remain for one year, plus one with CCCCCO approval.
 - Multiple senators share concerns about moving forward remotely for such an important position. Senators ask to convey to Murphy (who dropped off the call during this discussion) that we are concerned with remote interviews and would like the interview committee (on which some senators sit) to discuss these concerns further.
- ASG Elections
 - Please share with your students that ASG is holding elections online.
- Academic Senate Purview over 10+1
 - Please reach out to your departments and ensure that any curriculum issues and academic and professional matters are moving through the Academic Senate.
 - All recommendations from Miramar standing committees must still move through the Academic Senate before implementation.
 - Multiple senators note that the communication during this crisis is confusing, and the messages are conflicting; no uniform message is being sent out. Also noted was that AS is not being included in important decisions during this crisis.

III. Consent Calendar

A. Academic Senate Meeting Minutes from 03 March 2020

IV. Business: Action Items

A. 2020-21 AS Exec Committee Election – L. Murphy

- Spring elections are scheduled for the 2020-21 AS Executive Committee positions (President-Elect, Secretary, Treasurer, At-large (2)).
- Due to this crisis, current AS Executive Committee members are willing to extend their term for one year, if desired by the AS body.
- North motions to consider the options (to extend existing positions for one year, hold elections in fall, or hold them this semester) at our next meeting. Motion passes with 27 votes in favor.

V. Business: Discussion Items

A. Modification of Timeline for Implementation of College Governance Handbook and Structure – M. McMahon

- Timelines, events and quorums are postponed for now.
- Murphy suggests we continue with feedback so that we do not lose momentum. Feedback will still need to go to CGC.
- McMahon emphasized that feedback is good and still being accepted. McMahon also let everyone know that there is no work or progress being done behind closed doors. Zoom meetings are possible, in place of open forums.

- There will be a webpage for faculty to give input.
- Committees will continue to exist as is.
- McMahon will resend the handbook to DL to facilitate comments.
- Sean Young is responsible for webpage; link and handbook will be sent as soon as webpage is launched.

B. Campus Closure and Online Instruction – Academic Senate Executive Committee

- A question/concern is brought up about conducting the fall semester online. Discussion ensues. Major comments that are shared include: we should insert ourselves in the discussions now to ensure faculty have a voice; plan for the worst and hope for the best; and it may be challenging to even have a conversation at this point, because there are so many unknowns.

- o One senator comments on the socioeconomic divide that this crisis has uncovered (students that are unable to engage in classes due to a lack of access to computers, internet, etc). Murphy comments that budgetary issues (like buying/issuing laptops) should be moving through a process to ensure the money allocation is used appropriately, which is to support student needs first. Some Foundation money and Promise funds, as well as State and Federal money, are being used for online access for students.

1) Where do the decisions for online teaching belong from this point forward? Is it the discretion of the District/College/School/Department/Discipline/Instructor?

- Faculty purview: Recommendations need to come up from discipline to department to Curriculum to the AS.
- A question regarding online instruction and formal online training/approval was brought forward. For example, one senator was told she had to complete her online training from Canvas before she would be allowed to teach online this summer or into the fall. Murphy has not heard anything like this and will follow up.
- A senator shares that, if students do not have a campus email address, they are struggling to get access to the free resources online (ebooks and activities from publishers, for example). We are working through Red Shelf to get around that (every faculty member now has access to Red Shelf, and their students have access to up to 7 books).
- A concern is shared regarding pressure to offer all classes online from this point forward. Sanft notes that DE is a formal approval -- so if disciplines want DE approval, they must go through a formal process. Therefore, it is important to note that temporary remote is an emergency response to this crisis; it does not automatically permit a class to be a DE course.
- Concern expressed that lab students are falling through the cracks. Senator recommends diverting more campus funding/resources to lab-specific classes for this summer and fall, since those courses will be so heavily impacted with students returning to do the hands-on portions of their curriculum/training.

2) Contingency Plans for courses that require labs/face-to-face time

- Some deans are telling faculty that everything needs to go online. No discussions being had about alternatives and contingency plans.
- Senator recommends that we address summer/fall courses based on student needs in the following order: students who are supposed to graduate/transfer in Fall 2020, students who are supposed to transfer in Spring 2021, and so on.
- Sanft was on a call this week with other Articulation Officers who shared that their Academic Senates are making recommended lists for fall offerings; she recommended we do the same.

3) Need for greater consultation and information on decisions that are affecting students, instruction, and learning

- Senators note concern about IPs not being able to transfer to a 4-year institution.
- CSU is OK with students taking make-up classes over summer.
- Petti shares an email from Mahler, saying that summer is being pared down to the bare minimum and that non-essential courses may also be cut in the fall.
- Kinsinger shares concerns that cuts will impact adjuncts first, but notes that unemployment compensation could be collected as a temporary relief.
- Kjartanson asks that we streamline the Incomplete process, particularly for instructors who will need to assign Incompletes across the board (i.e. one form per class rather than per student).
- Senator asks what courses will be offered online and what do we know as of right now? Murphy shares that she is not getting much information at this time. Two chairs share that they have already created and staffed their summer classes. Other departments share that they have foregone summer courses and pushed them into the fall, while others have cut courses to a bare minimum. There is no uniform message being shared across the college.
 - o We should be offering appropriate and online-ready courses.
 - o North recommends we create a recommendation as a body for online courses moving forward.

4) Date for when faculty can return to campus

- North notes that some faculty need to return to campus to gather essential instructional materials to finish out the semester. As of now, nobody is allowed back on campus. CTE will not be able to finish semester without access to equipment. Propose staggered access for essential needs.

5) Allocating resources based on course and needs

- We should be ensuring resources/funding is going to the students and through our approved process.

- Deadlines for which classes will be offered put forth to chairs by deans. Navarro said April 20th is when the summer schedule is supposed to be posted online, so decisions must have already been made. Murphy said there is a meeting on Fri to finalize. Departments should only be offering necessary classes and those completely ready for DE.
- In the next 2-3 weeks, AS needs to have conversation about options and priorities for fall. Exec Cmte should come up with draft. Navarro says there is a May 26th deadline.

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

VII. Announcements and Public Comments

- A. Donnie Tran shares Academic Success Center's Remote Help resources.
 - There is a shell on Canvas that students can access by self-enrolling. There are tutors available and a Q&A feature. Alisa sent an email to the DL with directions.
 - Students can access by going on the ASC Help Page and clicking on the link to enroll.

The meeting was adjourned at 5:07 pm. The next meeting will be on April 21st. Please submit agenda items to both Laura Murphy and Juli Bartolomei.

Respectfully submitted,
Alex Mata and Juli Bartolomei