

**Minutes – Miramar College Academic Senate**  
3:30-5:00pm      **May 05, 2020**      Location: Zoom

**Senators Present:** Laura Murphy, Marie McMahon, Josh Alley, Alex Mata, Wendy Kinsinger, Lisa Clarke, Wheeler North, Nicholas Aramovich, Mark Dinger, Kevin Gallagher, Mary Hart, Patricia Hunter, Shawn Hurley, Brit Hyland, Carmen Jay, Mary Kjartanson, Isabelle Martin, Pablo Martin, David Mehlhoff, Alanna Miller, Ryan Moore, David Navarro, Kevin Petti, Larry Pink, Nam Sinkaset, Valerie Chau, Leslie Marovich, Melissa Martinez, Elizabeth Nguyen, Kathy Pickham, Laura Sweeney

**Absent:** Alex Sanchez, Lisa Brewster, Rodrigo Gomez, MaryAnn Guevarra, April Koch (proxy: C. Jay), Patty Parker, Melissa Wolfson

**Other Attendees:** Dan Igou, Mara Sanft, Channing Booth, Patti Manley, Duane Short, Lou Ascione, Andy Lowe, Liz Hubert, Wai-Ling Rubic, Donnie Tran, Judy Patacsil, Mardi Parelman, Juli Bartolomei

Meeting called to order at 3:31pm.

**I. Adoption of Agenda**

- The agenda and Consent Calendar were unanimously adopted unchanged.

**II. Executive Committee Reports**

**A. Adjunct Report – W. Kinsinger**

- Compensation for voting adjunct senators will be sorted out in the next week. Instructions will be given out soon via email.
- Please complete the Guided Pathways survey. Booth updated the survey to make it easier, based on feedback. Survey closes on May 13<sup>th</sup>.

**B. Treasurer – J. Alley**

- Alley submitted our donation to the emergency fund, specifically for student relief, yesterday.

**C. Past-President – M. McMahon**

- Website Improvement Project (SWP)
  - Focus on Career Tech Education.
  - \$150K from Strong Workforce Grant.
  - In discovery process. Third party vendor can't redo website for CTE without impacting whole website.
  - Feedback from ImageX: We need to put Guided Pathways front and center. Meeting was successful. Next phase is testing to see how users interact with it. Rollout is planned for Fall 2020.

**D. President – L. Murphy**

- College President Search (Update)
  - Interviews with screening committee concluded last week. Chancellor interviewing candidates this week. Open forums planned for May 12 and 13. Information to the BOT on May 15. No date given yet for site visits.
  - Senator asks how forums will be administered, i.e. will it be open to free-form questions or do we submit ahead of time? Murphy notes that she believes constituencies will be asked to submit questions ahead of time and then candidates will answer in forum. Committee was tasked with choosing which questions they believe the constituents will want to hear answers to the most.
  - Chancellor will forward two finalists for forums, with one individual answering questions each day. Each candidate would get the same questions, and the audience will be asked to listen rather than interact. Senator notes that this sounds more like a forum. Another senator notes that this is less desirable than being able to see how candidates extemporaneously answer questions in a more "open" setting. One senator notes that, in previous meetings, it was shared that perhaps moderators could field feedback live to help this feel more "open." Senator notes that this is similar to the venue used in previous hiring practices at Miramar.
  - Information about two finalists should be coming soon, but no set dates yet.
- VPI Interim Search (Update)
  - President Gable and constituency leaders to develop screening committee this week. President Gable to appoint Acting VPI to start June 16<sup>th</sup>. Screening committee will perform search for both interim and permanent VPI under the new College President.
- Spring Semester End Date: June 1<sup>st</sup>
  - We should not be asking our students or adjunct faculty to be engaging in classroom activities after June 1<sup>st</sup>.
  - Faculty can accept work until June 30<sup>th</sup>, but no assignments due after June 1<sup>st</sup>.
- Student Survey to Aid in Fall Planning
  - Original COVID-19 Student Need Survey: The survey was launched on March 26<sup>th</sup>, 2020, and closed at the end of the day on Thursday, April 2<sup>nd</sup>. A total of 1,282 students responded.
  - Faculty have asked for a follow-up survey to also assess student perspective on what is working or not working in online instruction and to assist in Fall planning. Working with Research on this.
- Full AS Meeting or AS Exec on May 19
  - Kinsinger motions to hold a full AS meeting on the 19<sup>th</sup>; P. Martin seconds. Motion passes unanimously.

### III. Consent Calendar

- A. **Academic Senate Meeting Minutes from 21 April 2020**
- B. **Instructional Policies and Procedures for AS Review**
- C. **Extension of Instructional Program Review Deadline to August 14, 2020**
- D. **Fall 2020 Academic Senate Meetings Calendar**

### IV. Business: Action Items

#### A. **Suspension of Program Viability Review Process (2<sup>nd</sup> Reading) - D. Igou**

- Academic Affairs recommendation to suspend the Program Viability Review Process for A) new programs and B) changes or modifications to existing programs.
- Senator asks how we will maintain equity across programs -- those that are allowed to move forward without process and those that will still need an official process. Who will look at these proposals? Senate or Academic Affairs? It is noted that Senate and Curriculum will still be evaluating program viability, even with suspension.
- New proposals will be handled on a case by case basis.
- Everything will be status quo in the fall.
- No specific dates for when this suspension will end, but the aim is mid-fall.
- New proposals won't go through without being approved by AA or AS.
- Many in AA not comfortable with language about meaning of "program" and "program modification." Need to craft language around that.
- Senator notes that this is dangerous ground.
- Kjartanson motions to suspend program viability review process to allow them to review it and bring it back at some point in the fall; Kinsinger seconds.
- Discussion about deadline. Kjartanson says sometime in the fall semester. Motion passes.

#### B. **Resolution to Join CVC-OEI Consortium (1<sup>st</sup> Reading) - D. Igou**

- Recommendation: The Miramar Distance Education Committee acknowledges the OEI rubric as a valid pedagogical tool. The rubric is currently integrated into the SDCCD online faculty certification program. However, under the current circumstances and the move to emergency remote instruction, the Committee does not recommend taking action on further proposed alliances with the California Virtual Campus/Online Education Initiative (CVC/OEI) at this time.
- Potential alliances may be revisited at a later date.

#### C. **Professional Development Plan for DE Emergency Addendum - L. Murphy**

- Temporary DE Blanket Addendum: Different from our Spring 2020 emergency waiver. Memorandum sent from CCCCCO on March 30<sup>th</sup> to all.
- Specific conditions apply, must be submitted for each semester, and must include plans for both professional development AND for local approval of ALL courses on the waiver.
- We must submit separately for summer (deadline: May 20<sup>th</sup>) and for fall (deadline: July 1<sup>st</sup>).
- Lou Ascione is leading a workgroup, with Denise Maduli-Williams, Cheryl Reed, Dan Igou, Darren Hall and Gina Bochicchio, at this time.
- Senator asks what the "local approval process" means. Murphy clarifies that this means that whatever we submit as our plan, we must follow through for each of these deadlines. Murphy continues to point senators to focus specifically on #6 of the plan itself, which is what we need to work on as the AS. How will we provide DE to faculty and staff for converting to online courses?
- Short says they are discussing it at CIC and that approval would be for permanent emergency-only (so it would already be approved in any future emergency).
- Academic Senate Purview: Do other key individuals need to be involved? Do we want to suggest a structure or additional participants (classified professionals, students)? What is the timeline for approval process? Senator suggests we have a representative from each department serving on this committee. This memorandum was sent out in March, though we are only hearing about it/discussing it at AS now. A lag in information coming down to faculty in a timely manner does not allow for timely responses.
- Professional Development and anyone else interested need to get on it now, especially departments most heavily impacted. Academic Affairs recommended that interested Chairs get involved.
- North motions for the AS to form a workgroup to determine which voices need to participate in summer and fall professional development; need definitive ideas on how to get a plan approved by May 20<sup>th</sup>. Kinsinger seconds. Motion carries.
- The VPI has said that there will be funding available for individuals involved.

#### D. **Pass/No Pass Grading Options - W. North**

- Does the Executive Order allow an extension of the deadline to apply for P/NP or for it to be applied to any/all courses, even if they aren't approved for P/NP?
- Though the District has approved this, students might not understand the long-term repercussions of a P/NP on their transcripts. Because this could adversely impact our students and it is a 10+1 issue, the Senate should look at this more closely.
- Short adds: "The course approval criteria (not teaching plan) for emergency DE teaching is the same, but some of the tools and techniques might be different. For example, it might make sense that some courses would only be taught in a

synchronous format. Or maybe some courses could be offered online, but only with the use of specialized software (like a 'virtual physics lab' or something like that). We're still trying to work out the details."

- Sanft notes that, if a student is really struggling, the consensus is that students should have the option, since they did not sign up for a remote class and, therefore, might not be prepared to perform in that class. This was put in place to help the students. The responsibility, therefore, lies on the student. Short adds that students are encouraged to talk to a counselor or a faculty member before making a decision.
- How should AS be involved in the recommendation? North motions for AS President to identify what is happening at the District, while at the same time creating a workgroup to manage this. P. Martin seconds. Motion carries.

#### **E. Academic Planning and Strategic Enrollment Management (SEM) - L. Murphy and W. North**

- Develop taskforce to monitor, address, and make recommendations regarding instructional and enrollment management issues due to COVID-19.
- Fall classes will likely be online. Need a concrete plan for hard-to-convert (e.g. first responders, CTE, laboratories) portions of classes on campus. What courses are hard-to-convert or "essential training"? How do we develop a concrete plan to offer the above courses given on-campus social distancing requirements? How to best inform students, faculty, and staff on changing policies at Miramar, including IP, P/NP, changes in UC/CSU admissions and decisions, etc? How to strategically manage future changes to FTEF/FTES? Waiting for Chancellor to go into details.
- Please volunteer if you are interested and available. Share with your departments.
- Kjartanson volunteers herself and a plan she has developed for Fire/EMT to meet face-to-face. Anyone interested is encouraged to reach out to North.
- Need to make sure we have personal protective gear necessary to do on-campus; Kjartanson is trying to move through the process and needs help from the AS President. North will be printing PPEs (might even make it a class project). Could use CARES money for PPE.
- Senator points out sources of funding that are out there and that we could find to help support this conversion.

#### **V. Business: Discussion Items**

##### **A. CARES Act Funding and Request for Input at Miramar College – L. Murphy**

- Miramar will receive \$1,511,369 for direct student aid. This is 22% of the District funds for direct student aid (\$6,869,860). Still waiting to have this money released.
- The remaining discretionary amount has yet to be allocated (unsure what percentage of remaining funds we will receive).
- Stimulus Taskforce met on April 24<sup>th</sup> and collected ideas for needs/resources in general categories: Infrastructure, Faculty Focus, Student Focus.
- List to be presented at DGC on Wed, May 6<sup>th</sup>, for identification of district-wide needs. PPE will be added to the list.
- Continued need for additional ideas and process to prioritize requests to be funded at Miramar to "defray expenses for institutions of higher education, such as lost revenue, technology costs associated with a transition to distance education, and grants to students for food, housing, course materials, technology, health care, and child care."
- Senator asks that we focus on equity. McMahon notes that there was a survey conducted by Miramontez's team, and the findings were very informative. We could continue this and ask about the fall.
- Need more meetings for more ideas. Many senators send Murphy ideas and suggestions in chat for future investigation.

##### **B. Extension of Timeline for the College Governance Handbook Feedback and Implementation - M. McMahon**

- Still waiting to hear back from CGC; constituency leaders are fine tuning things.
- Many suggested we take this time to slow down and receive feedback. McMahon has been working on organizing feedback to help with future forums. Input will be collected until June 1<sup>st</sup>.
- A virtual governance restructure update and also CGC forum are being planned.
- CIA/CGC joint meeting being planned.

##### **C. Accreditation Midterm Report Update - M. Sanft**

- Moving forward with second draft. Will be done by May 15<sup>th</sup>.

##### **D. Guided Pathways and Course Sequencing – L. Clarke and L. Brewster**

- Clarke urges everyone to fill out the survey that was sent out and provide feedback.
- Survey results are coming back, with mostly positive comments and suggestions. This will be brought forward to the AS at our next meeting.
- Need title, summary and badge/image approved for use on website.
- Working on course sequencing and need feedback from Chairs.

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

#### **VII. Announcements and Public Comments**

The meeting was adjourned at 5:06pm. The next meeting will be on May 19<sup>th</sup>. Please submit agenda items to both Laura Murphy and Juli Bartolomei.

Respectfully submitted,  
Alex Mata and Juli Bartolomei