

Minutes – Miramar College Academic Senate
3:30-5:00pm **Sept 01, 2020** Location: Zoom

Senators Present: Laura Murphy, Marie McMahon, Josh Alley, Alex Mata, Wendy Kinsinger, Lisa Clarke, Wheeler North, Nicholas Aramovich, Adrian Arancibia, Francois Bereaud, Channing Booth, Monica Demcho, Mark Dinger, Otto Dobre, Kevin Gallagher, Cyndie Gilley, Rodrigo Gomez, Laura Gonzalez, MaryAnn Guevarra, David Halttunen, Darrel Harrison, Mary Hart, Shawn Hurley, Brit Hyland, Carmen Jay Carrasquillo, Mary Kjartanson, Andy Lowe, Isabelle Martin, Pablo Martin, David Mehlhoff, Ryan Moore, Kevin Petti, Wai-Ling Rubic, Claudia Cuz-Flores, Laura Louie, Melissa Martinez, Genadi Radiul, Kyleb Wild, Mary Woo

Absent: Alex Sanchez, Larry Pink (proxy: W. North)

Other Attendees: Lisa Brewster, Dan Igou, Gene Choe, Elizabeth Nguyen, Beatriz Ramirez, Angela Romero, Daniel Miramontez, Jesse Lopez, Ben Gamboa, Gail Warner, Mara Sanft, Elaine Eng, Donnie Tran, Rachel Halligan, Javier Gonzalez-Meeks, Judy Patacsil, Adrian Gonzales, Angela Boyd, Rebecca Bowers-Gentry, Mardi Parelman, Wesley Lundburg, Laura Sweeney, Juli Bartolomei

Meeting called to order at 3:32 pm.

I. Adoption of Agenda

- The agenda and Consent Calendar were unanimously adopted unchanged.
- College President Lundburg introduced himself and clarified to faculty that he is willing to attend Academic Senate meetings, but he also respects space and won't attend if faculty would prefer that he not.

II. Executive Committee Reports

A. Secretary - A. Mata

- Zoom rules and protocols were reviewed. Please remember, only senators can vote.

B. President - L. Murphy

- Review of Academic Senate Charge and Role in Governance
 - 10+1 reviewed:
 - 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
 - “Consult Collegially” means the district governing board develops policies on academic and professional matters through either or both:
 - 1) Rely primarily upon the advice & judgment of the Academic Senate.
 - 2) Reach mutual agreement with the Academic Senate by written resolution, regulation, or policy.
 - Miramar’s Academic Senate is committed to openness, transparency, and public access to information and will follow the Brown Act and Robert’s Rules of Order.
 - The Senate is committed to respectful communication and will ask that of all members.
- Chancellor Search
 - Screening Committee met over summer and established criteria and profile.
 - Target date for applications is November 15, 2020.
 - Finalists selected by late January 2021 (proposed).
 - Open Forums to follow.
- VPI Search
 - Screening Committee has been established and members are EEO certified.
 - Attempting to find date/time for first meeting.
 - Please forward any opinions or recommendations regarding VPI criteria and profile to Murphy.
- DGC Police Review Taskforce
 - The taskforce will review the history, policies, and practices pertaining to San Diego Community College District College Police. The taskforce will develop recommendations for consideration by the District Governance Council and the Chancellor.
 - Review to be concluded by December 8, 2020.
 - Membership from administration, faculty, classified and students was presented. Miramar has a heavy presence on the taskforce, and our college president is the chair and the only college president in the district on the taskforce.
- District Instructional Software Taskforce and Proctoring Software Demos
 - Taskforce formed during summer to discuss district-wide recommendations regarding instructional software.

- Miramar Representatives: Laura Murphy, Ben Gamboa, Rechelle Mojica, Cheryl Reed, Denise Maduli-Williams.
- Currently evaluating criteria for accessibility, ethics, privacy, legality, student learning experience, etc.
- Working with Brian Weston at the District to set up demos for Proctor U, Respondus, Proctorio, Examity.
Requesting feedback from those with experience with any of those, so it can be shared with taskforce.
- COVID-19/Quarantine Items
 - Laptop Refresh and Distribution: First round went out to administrators, the next went to administrative support staff, and now it is being rolled out to faculty.
 - Faculty Online Mentor Position: Start date 09/18/20; 0.2 reassigned time for Fall '20 and Spring '21; 4 ESUs in summer.
 - College-wide Outcomes and Assessment Facilitator Position: Start date 10/19/20; 5 ESUs for Fall '20; 0.6 reassigned time for Spring '21.

C. Past President - M. McMahon

- If you can serve on a committee or taskforce, please consider doing so. We need your voices.
- Please bring information back to your departments, get feedback and bring to Senate.
- Website Improvement Project is moving forward and doing well. Positive progress is being made.
- Please watch for and ask departments for updates regarding: instructional software/online Issues, rosters, waitlist, class schedule, FLEX (PeopleSoft), Canvas, Zoom, websites, Padlet, etc. Sharing ideas of what works, assessment integrity and course design.
- We can adapt and change as is needed, based on faculty needs.

D. Treasurer - J. Alley

- Alley reported a balance of \$1,294.47. This is higher than usual because we did not give out the scholarships we usually do in the spring because of our reaction to COVID-19.
- Discussion about how to pay dues from a distance. Paycheck withdrawal, Venmo, and PeopleSoft were recommended.

E. Adjunct Representative - W. Kinsinger

- If you are an adjunct, please remember that you are voting on behalf of all adjuncts, not your department.
- You are entitled to compensation for serving on this committee. Kinsinger is working with Ellyn Fulton at the district for e-signature forms. Pay will appear on January checks.

III. Consent Calendar

A. Academic Senate Meeting Minutes from 19 May 2020

IV. Business: Action Items

A. Equity Theme for 2020-2021 (1st Read) - L. Murphy

- Presented Equity Theme for 2020-2021: Building a Shared Space: Moving Together Toward Equity.
- Please bring Equity Theme and resolution back to your departments so that we can move forward with this item at the next meeting (amend and vote).
- Request to support ASCCC resolution.
- Cross-constituency collaboration to formally recognize the need for equity and engage campus in equity work at all levels. Murphy reviews three resolves of “ASCCC Resolve.”
- Please refer to full document from ASCCC “Special Message from the President” email.
- Senators share that they are in support of these resolves and this conversation on our campus.

B. DIEC Subcommittee Recommendation for Faculty Equity Coordinator (1st Read) - A. Arancibia

- Proposed position: As opposed to hiring a third party with no campus knowledge to come in and help with college-specific issues, it would be more beneficial to hire a faculty coordinator -- someone who understands campus issues and can work at the ground level on campus. Hopefully, this position would be permanent.
- With the help of administrators and faculty members, this position will be committed to addressing issues of equity on campus.
- Decisions about position and duties still need to be made with the input of the Academic Senate and other constituency groups; this will be a collaborative effort. Feedback and collaboration are welcome and encouraged from senators.
- Senator asks if this is open to all faculty. McMahon shares that usually a contract, tenured faculty member is sought after for a position like this because they are protected.
- Please take to your departments for feedback. This will come back to the next meeting. Other constituency groups are also currently discussing.

C. Strategic Plan and Upgraded Planning Framework (2nd Read) - D. Miramontez

- Senators asked whether we should be approving plans that are projecting so far ahead when we are in a time of so much adjustment and change. Miramontez explains that these plans are high-level and that the goals are lofty enough to be able to weather any type of situation we are in.
- McMahon asks if we can rework this plan, as some of the elements may be outdated. Also, could we simplify?
- Miramontez reminds senators that they are approving strategies and figures (framework), not all of the plans in the framework, which need to be adjusted. After the planning process is completed, they will move on to the Educational Master Plan, which will be more germane to what is happening on campus with equity, etc.
- Clarke motions that we approve the plan. Motion carries. Note that we would like to revisit the graphics.

D. Guided Pathways Interest Areas (1st Read) - L. Brewster

- Brewster: There are six interest areas, displayed as badges. Asking for approval of interest areas.
- Clarke: Vetting course sequencing through the faculty now. Please take some time to check these documents for your areas. Please encourage your department to review and give input in their respective areas.
- Both items will come back to the next meeting.

E. CARES Act Funding Request Process (1st Read) - L. Murphy

- Two pots: Students and Institutional
- CORE Team developed broad categories in the spring under Gable for allocation of institutional CARES funding.
- Process for requests was shared by administration at CEC on 08/11/20.
- Form being developed is modeled after the BRDS Resource Request Form, but it is more streamlined.
- Process proposed:
 - Using the google form, please submit your request for funding. You will need to demonstrate impact from COVID-19 that directly affects students and/or your work environment.
 - Your request(s) will be prioritized by your manager/dean and will be forwarded to President's Cabinet for final prioritization and approval. Please consult with your manager/dean before you make a funding request.
- Senator notes that we do not have a consistent process for how funds are used or distributed. Process is a 10+1 issue, and all constituency groups should be involved in planning for and spending resources.
- Feedback: Can we take the decision making process out of the hands of the deans and put it into the hands of faculty (i.e. departments decide)? Since some deans have multiple programs, can deans assign priority to more than just one request? Some schools have a very democratic process and others less so. Recommendation made to add "in consultation with department chairs."
- Please take back to your departments and then send feedback to Murphy.

V. Business: Discussion Items

A. Formation of "Campus Access Process Taskforce - L. Murphy

- Taskforce to review and edit procedures for on-campus access, based on a document compiled from campus, district and county sources.
- Murphy has worked with administrators on membership. Breakdown of membership is 6 administrators, 6 faculty, 5 classified, 1 student. Contact Murphy if interested in serving.
- Murphy noted that there was strong opposition to an official union rep being on the taskforce, but they are hoping to put someone knowledgeable, if not official, on it. Recommendation also made to include an adjunct faculty member.
- Want it up and going quickly. Organizational meeting on Friday, 9/4, 2-3 pm.
- Whatever recommendations come out of the taskforce meetings will move through the normal process for approval.

B. California Community College Equity Leadership Alliance - L. Murphy

- Miramar (and other SDCCD colleges) have joined the USC Race and Equity Center's CCC Equity Leadership Alliance.
- Three-year program with a cost of \$25K/year. We need to make sure we are utilizing it to the fullest extent possible.
- Cross-constituency teams to attend equity workshops: 5 people, 12 workshops.
- The first e-convening will be from 1-5pm on Thursday, 9/10. The topic will be Fostering and Sustaining Inclusive Classrooms for Students of Color.
- Looking for people interested in attending workshops. Please watch for email from Murphy for call for participation.

C. Career Education Advisory Committee Handbook - W. North

- Programs have to form advisory committees. This handbook is an update to the longstanding required handbook, with no substantial changes.
- Looking for review and input.
- Murphy will send link to faculty. Send feedback to Murphy.

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

VII. Announcements and Public Comments

- A. Booth requested that meetings start 5 minutes past to allow people time to sign on, take a break between meetings, etc. Murphy agrees that this is a good idea and will try to accommodate.
- B. Lowe raises concern: "I'm not faulting anyone, but I don't see how the campus access procedures is not an operational matter rather than 10+1." Murphy explains that taskforce creation is something on which the Senate weighs in, in terms of the roles of faculty members in those groups. Murphy is advocating for faculty input.

The meeting was adjourned at 5:08 pm. The next meeting will be on Sept 15th. Please submit agenda items to both Laura Murphy and Juli Bartolomei.

Respectfully submitted,
Alex Mata and Juli Bartolomei