

Minutes – Miramar College Academic Senate
3:30-5:00pm **Sept 15, 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, Laura Gonzalez, MaryAnn Guevarra, David Halttunen, Mary Hart, Shawn Hurley, Brit Hyland, Carmen Jay Carrasquillo, Mary Kjartanson, Andy Lowe, Isabelle Martin, Pablo Martin, David Mehlhoff, Ryan Moore, Kevin Petti, Claudia Cuz-Flores, Laura Louie, Melissa Martinez, Genadi Radiul, Kyleb Wild, Mary Woo

Absent: Alex Sanchez, Rodrigo Gomez, Darrel Harrison, Larry Pink (proxy: W. North), Wai-Ling Rubic

Other Attendees: Ben Gamboa, Daniel Miramontez, Donnie Tran, Duane Short, Elaine Eng, Gail Warner, Jesse Lopez, Judy Patacsil, Lesley Pearson, Lisa Brewster, Mara Sanft, Juli Bartolomei

Meeting called to order at 3:33 pm.

I. Adoption of Agenda

- The agenda and Consent Calendar were unanimously adopted unchanged.

II. Executive Committee Reports

A. President - L. Murphy

- Chancellor Search (Update)
 - No news yet.
- VPI Search (Update)
 - Tentative timeline shared. Start date tentatively set for January 1. Orientation: Before 9/26, will send Doodle. Post job: 9/18. Interviews: 11/16-18 (19 & 20, if needed). Second interviews: 11/30-12/3.
- Software: Proctoring, Cranium Café, and Unmudl
 - Faculty should review the proctoring software options to provide input to District. Asked senators if Friday is a good day for demos. Will send announcement for demos/presentations shortly.
 - Cranium Café and Unmudl: CC is a meeting platform similar to Zoom. Senator shares that District is considering purchasing as a multi-year contract. Amount not disclosed. Unmudl is another platform that has been brought up as a possible contract/purchase. There were many questions.
 - Murphy notes that faculty should be aware and informed about costs and impacts.
- Other
 - Spring 2021 Planning: 9/11 email from Chancellor confirmed that we will be planning for mostly online again in the spring. Some approved hybrid classes will be back on campus. Work with Chairs and Deans to utilize supply budgets to create lab kits. Murphy encourages everyone to attend District discipline meetings.
 - ASCCC Academic Academy: Oct. 8-9
 - ASCCC Fall Plenary: Nov. 5-7
 - New Faculty Empowerment and Leadership Academy: See email from Murphy sent earlier today for details and application. Designed to mentor, especially traditionally underrepresented faculty in higher education.
 - Faculty Online Mentor position: Extended due to lack of interest.
 - College-Wide Outcomes and Assessment Facilitator position is still open.

B. Past President - M. McMahon

- See email (sent 9/14) from McMahon regarding PeopleSoft.
- We have spent millions of dollars customizing this platform to suit our needs. Still a work in progress, so we need to provide input. Please see the opportunity to address any issues you have via the referenced email.
- Thanks to Hurley for taking Senate issues to department meeting to help advocate for faculty issues and concerns. All senators encouraged to do the same.

C. Treasurer - J. Alley

- On behalf of Alley, Mata reported a balance of \$1,294.47.
- Alley created a Venmo account for dues and will send an email with instructions and details.

D. Adjunct Representative - W. Kinsinger

- Kinsinger is compiling a list of opportunities for adjuncts on various committees, as well as other opportunities for adjuncts to participate in, and will present that at a future Senate meeting.

III. Consent Calendar

A. Academic Senate Meeting Minutes from 01 Sept 2020

B. Approval of Equity Theme for 2020-2021: Building a Shared Space: Moving Together Toward Equity

C. Support of ASCCC's Call to Action

D. Approval of Guided Pathways Interest Areas

IV. Business: Action Items

A. DIEC Subcommittee Recommendation for Faculty Equity Coordinator (2nd Read) - A. Arancibia

- Input: Positive and supportive feedback. Recommendation for a classified professional to be a co-coordinator.
- Arancibia was told that there is already a classified employee (working under Teresh in the Equity Office) doing some of the duties proposed, so there is potential overlap, should another position be created.

- Counselors had a meeting this morning and are in support of this tenured faculty position and would like to add some additional details, to include, but not limited to, advocacy on behalf of impacted groups in regard to ethnic and racial disparities and “works collaboratively with all departments and the student body” (to include students).
- Questions raised regarding funding. Would require long-term commitment to permanent position (institutional).
- Senator suggests that this role should be in coordination/collaboration with Guided Pathways. Arancibia confirms that it is and will be, moving forward.
- Motion made to approve moving forward the proposal for a Faculty Equity Coordinator position, accountable to the duties presented in first reading plus duty recommendations made today. This does not include recommendation for and details surrounding a co-coordinator; that can be discussed and voted on down the road. [Kjartanson/Carrasquillo] Motion passes unanimously.

B. CARES Act Funding Request Process (2nd Read) - L. Murphy

- Form modeled after BRDS Resources Request Form. Murphy shares edits she has received.
- Senator asks if there is a list of what CARES funding can be used for. Murphy confirms that there is a list.
- Not looking at what money is used for, just looking at process for how to decide (because it is different than usual allocation process). How are we going to prioritize?
- Senator notes that changing this process can be problematic from an operational standpoint, because there is not necessarily a guideline for who that faculty member is or how “faculty input” could be gathered. Discussion regarding the complexities of this new process ensues.
- Senator recommends that the approval process goes to Senate. Discussion about sending to AS and Classified Senate.
- Murphy notes that we do need a process for allocating these funds very soon and encourages Senators to approve a process before the next meeting to ensure funding can be dispersed to those in need of it.
- Motion to alter language to specify AS and CS instead of just “faculty rep.” Discussion about how to word this ensues.
- Motion to send this to Senate Exec for final wording and approval passes unanimously. [Kinsinger/Carrasquillo]

C. Annual Planning Calendar (1st Read) - D. Miramontez

- Covers program review allocation and implementation of these resources. Only updates are those dates, denoted in red.
- Senators note they had not seen the document. Document will be shared via email.
- This will come back to the next meeting for approval.

D. Strategic Planning Key Performance Indicators (KPIs) (1st Read) - D. Miramontez

- KPIs (metrics) measure the health of our organization and then are reported in a scorecard (strategic plan assessment scorecard). What is being brought to Senate is the final piece of the strategic planning process--vetting and approving the KPIs--that will measure the strategic direction of the college.
- Once approved, they will go back to the PIEC Committee, and a subgroup will create benchmarks. These benchmarks will help guide college-wide priorities. Some priorities get rolled over when benchmarks are not met.
- A suggestion for another venue to review these and/or answer questions was made. Miramontez agrees to hold one if there is interest, as the KPIs can spark a lot of discussion.
- Please review KPIs and send feedback to Miramontez.

E. Revision of Board Policies and Administrative Procedures (1st Read) - D. Short

- Short reviewed the background of the process. A Board Policy is big picture direction the Board approves and sends to the district to carry out certain functions. The Administrative Procedures are the details of how we go about carrying out these BPs.
- Proposed BP changes: “Credit by exam” to become “credit for prior learning.”
- Proposed APs: These are brand new and come from already approved State policies. Adding instructional materials fees and contract education. Deleting Military Education.
- Many questions on this matter. Murphy recommends a separate Zoom venue for this issue, so Short can answer all of the questions.
- This will come back to the next meeting for approval.

V. Business: Discussion Items

A. College Governance Handbook and Process - M. McMahon

- CGC took over this task when CIA was dissolved.
- Categorized concerns and documented action on them.
- McMahon shares the feedback format that will be posted on the website by this week. All feedback will be documented so that there is transparency and accountability.
- A to-do list was also created.
- Timeline: Draft #2 should be out to everyone this week.

B. Guided Pathways - L. Clarke

- (Removed from agenda.)

C. Website Improvement Project: Status and Next Steps - B. Gamboa

- Started with regional presidents. Approved in Spring 2019. Started work in Spring 2020.
- Became integrated with GP and worked with leads on changes.
- Design overhaul, but most are like-for-like from current to new design. New features built by ImageX.
- Easier to contact faculty or counselors.
- Also presenting to classified and students this week.

- Gamboa shares some pages, noting design elements. Though not final, the deadline is approaching quickly (end of October/beginning of November).
- Look for two emails from Gamboa on Friday (first with a link to a survey that asks for feedback/input, and the second asks for faculty to share with students).
- Murphy asks for clarity about how much feedback we can still give and how, at this point. Gamboa says that feedback can still be received and everything is still up for discussion. Also, feedback can be gathered asynchronously, possibly using the model McMahon created for the College Governance Handbook.
- Senator shares a concern that many of the changes requested back in June have still not been implemented.
- Senator asks if we can extend the deadline. Gamboa shares that the deadline is set in consideration for spring registration. Some senators agree that we should move the release to after spring registration, if the website is not ready (no need to rush). Gamboa emphasizes that the contract with ImageX expires in November, so we will have no vendor beyond that date.
- Gamboa asks what route the AS suggests taking, moving forward. Senators suggest going to each department to gather feedback and facilitating an open forum where a body can share and agree to a format. Email and sandbox will not be sufficient means to gather and implement the feedback needed for this endeavor.
- Please watch for the emails from Gamboa. Please share with your departments and encourage them to send feedback.

D. Accreditation Midterm Report - M. Palma-Sanft

- Postponed in the interest of time.

E. Environmental Stewardship Report - P. Martin

- Postponed in the interest of time.

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

VII. Announcements and Public Comments

- A. Demcho reported that the counselors had a robust discussion about the Equity Theme. Questions arose regarding the word “shared”, the context, and making sure that it is actually put into practice. Murphy will forward to the groups that are going to try to move this into action.

The meeting was adjourned at 5:25 pm. The next meeting will be on Oct 6th. Please submit agenda items to both Laura Murphy and Juli Bartolomei.

Respectfully submitted,
Alex Mata and Juli Bartolomei