

COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, September 22, 2020 • 1:15 p.m. – 2:45 p.m. • Zoom

Members: Lundburg, Bell, Gamboa, Gonzales, McMahon, Murphy, Padilla, Young, Webley, Igou, Azai & Rahmoun

Support: Malia Kunst

The meeting came to order at 1:17 pm.

A. Approval of the Agenda (1 min)

McMahon made a motion to approve the 9-22-20 CEC meeting agenda. Seconded by **Gamboa**. There were 7 yay votes, no opposing votes and no abstentions. Motion carried.

B. Approval of Previous Minutes (1 min)

The 9-8-20 draft meeting minutes were displayed. There was one change submitted by **McMahon**. **Igou** clarified that the Chair of Chairs is not a member of Dean's Council but is invited to attend. **Kunst** made that change to McMahon's edit. **Lundburg** asked if there were any other changes or if there was a motion to approve the minutes. **Igou** made a motion to approve the 9-8-20 meeting minutes with the changes. **Murphy** seconded. There were 8 yay votes, no opposing votes and no abstentions. Motion carried.

C. Guests/Introductions (1 min)

Dawn Diskin, Channing Booth, Nessa Julian, Cheryl Barnard, Wheeler North, Carmen Carrasquillo Jay, Daniel Miramontez, Linda Woods, Gail Warner, Lisa Clarke, and Donnie Tran.

D. Public Comment (3 min)

There was no public comment.

E. President's Update (3 min)

Lundburg reported that Miramar College has been recognized by NC3 as a "School on the Rise." This announcement will be made tomorrow. He continued to report that colleges in the state, on average, are down 6.7% in terms of enrollment. Miramar College is down 7%. He noted that we do have the highest fill rate in the district, which has increased by 2% compared to last year. He announced that the San Diego Promise campaign is underway. The official giving day is October 22nd but you don't have to wait until that day to donate. The email came out yesterday, which has a link. He encouraged everyone to consider donating via the link or through the payroll deduction option. **Lundburg** continued there has been discussion at Chancellor's Cabinet as to whether or not we should provide students with a .edu email address. There are two options; we can provide a .edu email to all students OR we can have students opt in/out of the email address. He stated he is in favor of providing students with the email because in his opinion it puts us at risk of violating FERPA if we don't. He stated that today is National Voter Registration Day and there is voter registration campaign underway. The cut off to register or re-register is 10-19-20. He encouraged everyone to register and if you plan to vote via mail ballot to plan ahead as there could be a potential slowdown in the mail service. As for COVID-19 plans, there is nothing new. We want to return to campus but we are nowhere near being able to make that decision due to continued health risk. The District is continuing to watch state and county guidelines. Lastly, **Lundburg** stated that he and the Vice Presidents are looking at the organizational structure that does not fall within shared governance. There are a lot of meetings with some overlap and he would like to streamline communication and funnel information appropriately. He asked if there were any questions, being none, he noted he is always happy to take questions and comments by email.

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Goal 2: Engagement-Enhance the college experience by providing student-centered programs, services, and activities that close achievement gaps, engage students, and remove barriers to their success

Goal 3: Organizational Health -Strengthen Institutional Effectiveness through planning, outcomes assessment, and program review processes in efforts to enhance data-informed decision making

Goal 4: Relationship Cultivation - Build and sustain a college culture that strengthens participatory governance, diversity, inclusion, and community partnerships

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F. Action Items

#	Item	Initiator
1	<p>Adoption of Equity Theme for 2020-2021; “Building a Shared Space: Moving Together Toward Equity”: Murphy stated this theme has been approved by the Academic Senate. Azai stated that ASG motioned to amend the theme to include “unity.” The senators felt this was important and should be included somewhere but did not note where specifically. There was a suggestion to have it read “Building a Shared Space: Moving Together Toward Equity and Unity” or “Building a Shared Space: Moving Toward Equity in Unity.” Young made motion to amend the Equity Theme for 2020-21 to “Building a Shared Space: Moving Together Toward Equity and Unity.” Seconded by McMahon. There were 9 yay votes, no opposing votes and no abstentions. <u>Motion passes unanimously.</u> Murphy motioned to approve the amended Equity Theme for 2020-21. Padilla Seconded. There were 10 yay votes, no opposing votes and no abstentions. <u>Motion passes unanimously.</u></p>	<p>Lundburg/Murphy /Young</p>
2	<p>Guided Pathways Interest Areas: Murphy stated that the Guided Pathways Interest Areas were reviewed twice at the Academic Senate. There were two minor editorial changes and was approved to move forward to CEC. Young confirmed that the Classified Senate has also reviewed and approved the interest areas. Azai confirmed that the Associated Student Government has reviewed and approved the interest areas. There was discussion around the editorial changes that were made and what next steps were needed. It was suggested that the Guided Pathways Co-coordinators present at the next CEC. Clarke asked for clarification. After further discussion it was decided that this was not needed because the interest areas have been reviewed and approved at all constituencies. Gamboa made a motion to approve the Guided Pathways Interest areas with the changes. Seconded by McMahon. There were 9 yay votes, no opposing votes and no abstentions. <u>Motion carried.</u></p>	<p>Murphy</p>
3	<p>CARES Act and COVID-19 Block Grant Funding Request Process: Murphy stated this came forward after we received the institutional CARES funds last spring. As this was outside of our normal budgeting process, we needed to develop a methodology or general process for budgeting and allocating these funds. This came to CEC several weeks ago and she had brought it back to the Academic Senate. It was primarily going to be used for the CARES Act funding but now there is also a COVID-19 Block Grant and it made sense to look at the process and determine how it can be applied to both and any future funding that falls into this emergency category in order to prevent having to do this again. The faculty did have input on this process, which is the attachment. It was forwarded to the managers and classified professionals and has now come to CEC for discussion. Bell had one initial comment in regards to paragraph three that states “Request will be prioritized for each department by the Chair in collaboration with the Department and the Manager/Dean...” he is in full support of this and stated it was his oversight in not including it to begin with but it was not intentional. He continued that he would like to strike the section requiring the prioritization go through senates and also strike the section about the final prioritization is the College President with consideration for the recommendations from the senates. He believes purchasing decisions are made at the management level and not at the governance level. Padilla agreed with Bell. McMahon asked if it was similar to when a process is approved and the results come back to the bodies for approval. She recalled it was meant in that spirit. Bell responded if the intention is that at end of the process there is a summary</p>	<p>Murphy</p>

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	<p>report shared, similar to BRDS RFFs that is appropriate. However, this reads as though input on the prioritization from the senates is required. Murphy recommended the wording be revised to imply a check and balance prior to moving forward. She asked if a taskforce should be assembled. Bell made a recommendation to refer reviewing this process to the COVID-19 Block Grant taskforce so that this could be applied to all future emergency funding. Lundburg stated this would then come back to CEC. Murphy stated her concern is that money has been spent outside of an established process while there are requests waiting to be submitted. Bell clarified that some of the funds have been spent on salaries for faculty converting spring courses, PPE needs, Audio Visual equipment for classrooms, and 10 licenses for telephone software at key student services but majority of the funding has not been spent. He agreed that we need to get moving on this process so that the needs can be met. Gamboa shared the same concern as Murphy. There are instructional needs that are past due. He wants to make explicit what happens next and a timeline. He asked if this is going to go to the COVID-19 Block Grant Taskforce for consideration and review and then come back to CEC or to the constituency groups. Lundburg suggested that the constituent leaders and Vice Presidents meet instead to revise the process as soon as possible. All were in agreement.</p>	
4	<p>Approval of Strategic Plan Strategies and Planning Framework: Miramontez stated the strategic directions and planning framework have gone to the management, faculty and student constituencies and have moved it forward. He believed that classified had feedback to share. It was not included as an attachment so Young shared the document with the classified senate’s feedback stating it had more to do with the directions than framework. He stated there were no changes to the goals themselves. The changes or additions that have been recommended are highlighted in yellow. He gave everyone a few moments to review and asked if anyone had questions. Murphy stated the recommended changes are significant and need to go back to the Academic Senate for consideration. Miramontez made a point of clarification that non-instructional implied student services. He also expressed concern over adding the term policies in the directions because the college does not have this authority, only the board does. Lundburg recommend using the term “processes” as a solution. Miramontez noted that the more grammatical changes are fine but we do need to be mindful of how the content based changes will be measured. Padilla stated we need to focus on the direction that we want to move in as a college especially with recent events. There has been a lot of support in terms of changing and updating practices so that we are better serving our students who are disproportionately impacted and experience racism in the community or other disadvantages. The Classified Senate recommends that this be prominently in the strategic directions. She added that when the conversation starts to lean towards evaluating or measuring it should be centered in PIEC or the research committee. Miramontez stated that KPIs have been provided on how to measure these. There are some additions on here that we don’t know how to measure because some of the conversations are premature not just on our campus or in our district but state-wide as well. At this point in time, there would be no way to begin having conversations on how to measure these. Lundburg asked if someone involved in these recommended changes could speak to the value added by strategic direction three under Engagement. Padilla responded that students are more likely to be engaged in their classes when their professors and material look like and reflect them and it would be more beneficial to engage in these practices as a campus for our students in order to validate our students of color. Murphy stated that more conversation is need and that the strategic directions could not be approved with the recommended changes.</p>	Miramontez

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<p>Lundburg agreed. He said one way to do it is to withdraw these changes and revisit it later in order to move the rest of it forward. Young made a motion to pull this. Igou seconded. There were 9 yay votes, no opposing votes and no abstentions. Motion carried. Murphy stated she will take it back to senate but that everyone should be looking at it including students and managers. Webley asked for a copy of this to be sent out. Young confirmed. Miramontez noted the planning framework needs a vote. Murphy stated that the Academic Senate has reviewed and approved it with the recommendation that some editing continues to happen on the figure. Miramontez stated that all constituencies have approved it at this point. Murphy made a motion to approve the planning framework. Seconded by Bell. There were 10 yay votes, no opposing and no abstentions. Motion carried.</p>	
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G. Discussion Items

#	Item	Initiator
1	<p>Student Concerns with Online Classes: Azai stated that some of her fellow students have expressed concerns and struggles with the online teaching format. The first common issue was regarding the meeting times of classes. For example, when classes were on campus the portal would not allow students to enroll in classes that had conflicting times. However, since many classes during the fall enrollment period had meeting times listed as “to be determined” students were allowed to enroll. Professors decided on the meeting times of the live sessions afterwards. This has caused many students to have courses that overlap with one another. Another similar issue, is that some professors that did have set meeting times listed during enrollment, have not stuck to those times. Again, this has caused scheduling conflicts especially for the international students. Azai expressed that the students felt there should be better guidelines for enrollment. For example, clearly stating whether the classes will have live sessions or be asynchronous and also to be sure that professors stay true to these times. The last issue is the use of 3rd party sites. She stated that some professors are requiring students to use three apps for one course which makes it confusing for students. There should be a standardization throughout the different departments on which 3rd party sites they can use. This would allow students the ability to become familiar with them instead of struggling to manage so many 3rd party sites for one class on top of managing their online classes in general. Murphy suggested that this item be taken to Academic Affairs because all the deans and chairs are on this committee. She thanked Azai for bringing this forward because it is important for future scheduling and enrollment management. Webley stated that he did bring this up in the Chairs and Academic Senate meeting last week. Gamboa thanked Azai and apologized for the confusion that the students are experiencing. He agreed with Murphy that this should be brought to Academic Affairs and stated he would get the meeting information to Azai, if she is able to attend, or the ASG Senators can bring it forward as well. He also stated he would like to know if it was a common area/department or if she had recommendations for how to improve. These conversations are also happening at the district level and would be very timely. He also stated he would like to attend the next ASG meeting to join in on these conversations and personally address some of the issues.</p>	Azai
2	<p>Coordination of Equity Efforts (standing item): Lundburg and Murphy proposed that this item be skipped due to time. There were no objections.</p>	Lundburg/Murphy /Young
3	<p>USC Equity Leadership Alliance: Carrasquillo Jay stated she had the pleasure of attending the USC Fostering Inclusive Classroom for Students of Color workshop with</p>	Murphy

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	<p>Murphy, Young, Julian, and Gonzalez. She stated the theme was how to re-culture our classrooms and academic environments in such a way that we are affirming the learning experiences for students of color. There have been 15 years of studies/work and ten thousand undergrads, which they have based their insights and recommendations for campuses on all of this qualitative research. There were ten main topics that came from the research. Due to time, she only noted a few, which are:</p> <ol style="list-style-type: none"> 1. The idea of curricular erasure, which means students aren't really seeing themselves, their interests, or their identities in the text and readings that are assigned in class. This is about inclusion rather than exclusion. Something we can do as a campus is continue to diversify the curriculum. 2. The idea that when students of color do see themselves in the curriculum, it tends to be deficit oriented. Unfortunately, what you see would be readings that amplify only the worst of a particular population. For example, neglecting to point out the positive attributes of Native Americans. 3. The idea that students say they don't see themselves reflected enough in various segments of the college community. They notice a racial stratification and they don't see enough diversity among the fulltime faculty, department chairs, deans, union leadership, senate leadership, president's cabinet level, etc. Students say this is something that could help them to succeed. 4. The idea of classroom management techniques. For example, learning how to pronounce students' names and not asking them to choose an American name. 5. The idea that we need professional development so that we can develop an expertise in how to manage issues in the classroom like not addressing racist comments because we want all of our students to succeed. <p>Next steps would include continuing to diversify our curriculum and campus-wide activities. She has also suggested an equity retreat where we bring in experts that can help us develop or hone these skills as well as engaging faculty of color. She concluded her report by emphasizing the idea of re-culturing our environment across the campus. Murphy stated that this group needs to determine how this information is communicated to the college as there are 12 of these workshops. She also recommended that the group decide how participation is solicited. Gamboia asked if she had any specific next steps that should be considered as we move forward. Carrasquillo Jay recommended that this conversation be put on the next CEC agenda and that the conversation continue in each constituent group. She also suggested that the full schedule of eConvenings be shared and that perhaps a taskforce be assembled to get the job done. Lundburg stated that we are just about out of time but he would like to add this to the next agenda with "Next Steps?" so that the conversation can continue. Murphy made a request for the committees that exist and are charged with this work be rolled into the conversations especially DIEC and perhaps lead it in order to avoid silos. Carrasquillo Jay stated that DIEC is involved but there needs to be more coordination of how to roll this information out in an institutionalized way so that DIEC's efforts can be broadened across the campus.</p>	
4	<p>DIEC Recommendation for Equity Coordinator (attachment): Lundburg suggested that the group, in the interest of time, read the attachment for this item on their own which could serve as the 1st reading and then bring to the next meeting for a second read. The group had no objections to this.</p>	Murphy
5	<p>College Governance Handbook: Lundburg asked Murphy if there was anything new to report. She responded that the College Governance Committee is meeting today at 3:00 pm</p>	Murphy/McMahon

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	and will continue to work on draft two of the new handbook. There will be more information at the next CEC meeting.	
6	“On-Campus” Board of Trustee’s Meeting – Thursday, February 11th: Lundburg stated the on-campus Board of Trustees meeting is coming up on February 11 th . It was brought here for discussion and there is plenty of time to plan for this. He encouraged everyone to start thinking about potential topics.	Lundburg
7	Proposed DGC Taskforce to Review Policies and Procedures regarding Campus Police: Lundburg announced that John Bromma has been identified to serve as the co-chair alongside him. He also stated that there will be an appointee from the National Center for Conflict Resolution to the committee. Once that appointment is made the committee will be able to hold its first meeting. He will keep everyone here apprised.	Lundburg
8	Accreditation Mid-term Report Update (attachment): Miramontez stated there were two slides included in today’s attachments. He asked everyone to review them and if they had any questions to send him an email.	Miramontez
9	2020/21 Annual Planning Calendar: Nothing new to report.	Miramontez

H. Announcements (1 minute each)

- **Academic Senate – Murphy** had nothing new to report.
- **Classified Senate – Young** had nothing new to report.
- **Associated Student Government – Rahmoun** will report at the next meeting.
- **District Governance Council** – Skipped due to time.
- **District Strategic Planning Committee** – Skipped due to time.
- **Budget Planning and Development Council** – Skipped due to time.
- **College Governance Committee** – Skipped due to time.

I. Adjourn

The meeting adjourned at 2:48 pm.

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