

Minutes – Miramar College Academic Senate
3:30-5:00pm **Oct 20, 2020** Location: Zoom

Senators Present: Laura Murphy, Marie McMahon, Josh Alley, Alex Mata, Alex Sanchez, Wendy Kinsinger, Lisa Clarke, Wheeler North, Nicholas Aramovich, Adrian Arancibia, Francois Bereaud, 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, 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: Channing Booth, Mary Kjartanson, Larry Pink (proxy: W. North), Wai-Ling Rubic (proxy: D. DiMarzo)

Other Attendees: Dawn DiMarzo, Donnie Tran, Duane Short, Joan Thompson, Judy Patascil, Mara Sanft, Juli Bartolomei

Meeting called to order at 3:31pm.

I. Adoption of Agenda

- Hearing no objections, the agenda and Consent Calendar were unanimously adopted unchanged.

II. Executive Committee Reports

A. President - L. Murphy

- Changes to Title 5 regulation, Section 55052.5 CLEP and IB
 - International Baccalaureate and College Level Examination Program Examinations. Murphy sent course materials to Senators.
- VPI Search (Update)
 - Job is posted and will close on November 2nd. Timeline from last meeting is still in effect.
- Website Implementation Timeline (Update)
 - Extending the contract with ImageX, and GP is getting their own contract. Implementation: April 2021.
 - Question from Senator as to whether we will know if or when any of our suggestions have been implemented. Senator asks if we can use McMahon's tracing sheet to create transparency. Murphy will share with Gamboa.
- District Police Review Taskforce (Update)
 - First meeting was Oct 15th. Great meeting and a lot of great ideas and considerations were shared. Working on a recommendation (still in the beginning stages) to move forward.
- Competency-Based Education (CBE) Collaborative
 - WCBE Collaborative is the Chancellor's Office direct assessment CBE degree pilot.
 - Received notice from CCCCCO for interest survey on Oct 16th, due on Oct 26th.
 - Murphy is working with Gamboa. Please send any input to Murphy.
- Labster Renewal
 - Please share with faculty who are currently using it and contact R. Bowers-Gentry if you would like to advocate for continued use.
 - Messages have been sent to departments that use it now.
- Other: Upcoming Events
 - Miramar Student Voices: 10/22
 - The Future of Distance Education: 10/23
 - Challenges and Opportunities Regarding Camera Use in Synchronous Instruction: 10/29
 - Fine Arts, Performance and Technology: 10/30

B. Past President - M. McMahon

- Attended Chairs meeting. Concerns regarding evening duty requirement for Chairs. We need to join forces and try to support each other.
- We have a lot of work to do regarding the class schedule for the spring. Hearing from students and faculty. We must communicate effectively with the District, reaching out to take action and make changes when necessary.
- Nice to see Chairs working with AS, to help us unite and get the message across effectively when it is a district-wide issue. Please share concerns with Chairs, but they should also come through AS.

C. Treasurer - J. Alley

- Reports that we still need contributions.
- Still needs to access campus to pick up checks.
- Created an AS Venmo account and created a PowerPoint that was linked in the chat for how to make a payroll deduction via your portal. Please share with your departments.
- Standard dues of \$20/year for contract and \$10/year for adjuncts expected from all faculty to help support scholarships, holiday party, adjunct appreciation and other things that come up.

D. Adjunct Representative - W. Kinsinger

- Attended the ASCCC Area D meeting over the weekend, and there was work on language for Ethnic Studies and a lot of discussion about rewriting the pledge against racism.
- Resolution on trying to direct AS to look at synchronous and asynchronous issues. Developing resources to help people sort it out and get a better understanding.
- Papers on transfer, academic freedom, Math and English placement.

- There are resolutions on Guided Pathways and seminars coming up. The money for GP will eventually run out, so we should be planning for how to move forward with that (rolling it over into existing spending plans).
- Murphy recommends that faculty seek Professional Development funding to attend the ASCCC Plenary in November.
- Kinsinger has the form for adjunct faculty to be compensated for committee service. She will email it to adjuncts.
- For anyone who wants to join the LatinX caucus, C. Carrasquillo shares email from a participant from MiraCosta to contact.

III. Consent Calendar

- A. **Academic Senate Meeting Minutes from 06 Oct 2020**
- B. **Administrative Procedures AP 5235: Credit for Prior Learning**

IV. Business: Action Items

- A. **Accreditation Midterm Report (1st Read) - M. Palma-Sanft**
 - In 2017, we completed a self-study (under Faculty Co-Chair L. Murphy) that allowed us to meet accreditation standards. We are now responsible for creating a progress report at the halfway mark.
 - We needed to work on eight elements per the ACCJC Visiting Team recommendation.
 - In regard to our work plan and timeline, half are complete and half are still in progress.
 - We have three more years to execute, but we need to create and decide how to meet these recommendations.
 - Please look over, share with departments, and give feedback to Palma-Sanft directly.
 - Senator shares that these conversations should be happening CEC. Murphy confirms that they should.
 - This will come back to the next meeting for approval.
- B. **College Governance Handbook Draft #2 (2nd Read) - M. McMahon**
 - Feedback and input are coming in from many directions. All input will be shared by M. McMahon with CGC for final consideration and edits to the draft.
 - A common question has been about term limits and how we enforce those without losing experience and institutional memory that is vital to the committees. The plan is to stagger rotation on a three-year cycle.
 - A master calendar is being created to help coordinate meetings and events to ensure we do not double-book key meetings. District meetings are being incorporated as well.
 - Discussion ensued.
 - McMahon shares new flowcharts and timelines. McMahon will share all three items with entire campus via email.
 - We still have time, so please send feedback to McMahon so she can forward to CGC.
 - Vote will occur at the next full AS meeting on Nov 3rd, with additional feedback that is incorporated after the CEC meeting on October 27th. Please review, share with departments, and be ready to vote.

V. Business: Discussion Items

- A. **CARES Funding Allocation Process/Forms and Process for Compensation for HTC Courses - L. Murphy**
 - Murphy was expecting that we would have a process and form that had already been distributed to the campus, but it still hasn't been distributed. Murphy has been asking routinely since spring 2020.
 - Mesa and City have processes they have been using, and they have been distributing funds (unclear on processes for reimbursements).
 - It has been challenging to receive any information about who has been reimbursed or for how much.
 - Senator asks if there is still a \$200 limit on items purchased for reimbursement. Murphy is not sure, but has not heard that there has been a change to those standard limits.
 - A senator shares that, in the standard process, no single receipt can be worth more than \$200, but you can get itemized receipts and turn those in as separate items.
 - Can we get limit increased for technology purchases? Murphy is looking into that and pushing that exception. District supposed to be working on that (currently not).
 - Recommendation made to take it to DGC and raise the issue about \$200 limit.
 - We cannot ask for pre-approval because a process was not in place and still has not been circulated for use.
 - Some money has been spent on PPE, software, etc.
 - Murphy does not know if administrators have been held to the same \$200 limit or if they have been allowed to use the funding.
 - The definition of "hard to convert" is being left deliberately vague, so contact your chair and dean for clarification.
 - Murphy confirms that Mesa and City libraries have been receiving CARES Funding since the spring. Miramar is the only credit campus that has not had individual faculty access to requesting funding.
 - Right now, all Murphy can share is that we have been directed to use the form and process, whenever it comes out, and request reimbursement for those purchases made in spring and summer.
 - These funds need to be distributed by December, so we need movement on this ASAP.
 - Murphy will continue to give updates as she gets them.
- B. **COVID-19 Block Grant - L. Murphy**
 - Received on August 3rd.
 - Federal deadline: Dec. 2020. State deadline: June 2021.
 - Funds are to be used to support students and faculty. Similar allowable expenditures as CARES, but not exactly the same.

- Need to develop a process and get it moving.
- AS will continue to follow up as budget and resource development processes are AS purview.
- This was discussed briefly at CEC on Oct 13th.
- Proposal made to move COVID-19 Grant Federal Funds to student's direct aid and convert the CARES funds back to institution.
- Send input to Murphy.

C. SDCCD Proposed Calendars for 2021-22 and 2022-23 - L. Murphy

- Sharing in response to last year's comments about last year's calendar approval.
- AFT is only one party involved on large committee. AFT did not receive any feedback.
- Look at them closely and send input to Petti so he can collate and send to Mahler.

D. Ongoing Modifications to Strategic Plan Directions - L. Murphy

- Managers are proposing additional modifications.
- Send suggestions to Murphy, and she will keep us up-to-date.

E. Theme for February 2021 Miramar Board of Trustees Meeting - L. Murphy

- The BOT meeting rotates. Our campus has a chance to do an hour-long presentation.
- Any suggestions, ideas, departments or students you want to showcase? Send to Murphy ASAP.
- Recommendation made to celebrate "cool things" that have been going on.

F. USC Equity Alliance E-Convenings - L. Murphy

- Quick review: Three-year commitment. College can send a team of five people (two faculty) to meetings. Have had two so far.
- Need to develop proactive schedule of attendees.
- Take back to your departments and please contact Murphy and L. Gonzalez with interest by November 1st.

G. Equity Dialogue - L. Murphy

- Constituency leaders meet 10/22 to discuss next steps
 - We have a year to define "equity"; it is important that we all understand what it means. Discussed at CEC; constituency leaders are meeting to discuss the next steps. Might use outside consultant.
 - Please send feedback by Thursday to Murphy to help start the discussion with constituency leaders. A decision is not being made in two days, but feedback before that meeting will be helpful to get this discussion started at that meeting.
- Update on Faculty Equity Coordinator
 - Moved forward to CEC. Other constituency groups took a look and were generally in agreement and support.
 - Approval of the idea of having this position. The language was not approved, nor worked on by the committee.
 - Was there any discussion about to whom that person would report or through what budget they would be funded? Murphy says it was brought up, but not decided on. AS President and College President must agree on funding for release positions.
 - Is there a timeline for when this would be approved? Murphy hopes for the spring but thinks Fall 2021 is more likely.
 - There is discussion that we should advocate for this position to get significant release time/funding, as it deserves the attention and funding that would communicate its value to our campus.
- Update on Ethnic Studies degree on campus
 - A lot of movement and discussion. Progress continues.
 - There is another meeting for this taskforce on Friday. Look to your email for the Zoom link if you want to attend this meeting.
 - Taskforce working closely with Curriculum Committee and Articulation Officer.
- Update on Cultural Competence Language
 - Please see email from D. Short with updates from Curriculum Tech Review. Tech Review will create a proposal and send that to Curriculum and then to AS.

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

VII. Announcements and Public Comments

- D. Tran postponed his announcement on Academic Support in the continued remote learning environment until November.
- A. Mata announced that we need to support our student services and student programs, like The WELL. These programs count on student participation for funding, and we want to keep them alive and active so we do not lose them while we are teaching remotely.

The meeting was adjourned at 5:03pm. The next meeting will be on Nov 3rd. Please submit agenda items to both Laura Murphy and Juli Bartolomei.

Respectfully submitted,
Alex Mata and Juli Bartolomei