

Minutes – Miramar College Academic Senate
3:30-5:00pm **Feb 16, 2021** Location: Zoom

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

Absent: Francois Bereaud, Jordan Omens (proxy: D. Mehlhoff), Monica Demcho (proxy: L. Gonzalez), Laura Sweeney

Other Attendees: Angela Romero, Beatriz Ramirez, Brett Bell, Donnie Tran, Leslie Marovich, Lisa Brewster, Mara Sanft, Marc Hollman, Mardi Parelman, Molly Fassler, Wesley Lundburg, Wheeler North, Juli Bartolomei

Meeting called to order at 3:30pm.

I. Adoption of Agenda

- The agenda and Consent Calendar were unanimously adopted unchanged.

II. Executive Committee Reports

A. President - L. Murphy

- VPI Search
 - Position is currently open and closes on 2/22.
- Chancellor Search
 - Four candidates are being considered. Please attend the open forums, starting this week, and provide feedback. A lot of weight will be given to the opinions and information that will be requested from attendees.
- Website
 - It is important that we at least provide input on the navigational aspects of the website, even if all of the information hasn't been migrated over.
 - Feedback due by Friday, 2/19.
- District Police Review Taskforce
 - One member will need to be reappointed. Once that happens, the committee will move forward.
- Faculty Appointments and Screening Committee Updates
 - Names of those appointed were shared: 5 of 10 volunteers chosen for Dean of Public Safety screening committee, 3 of 6 for EOPS counselor, 2 of 2 for the Equity Alliance workshop, and 4 of 4 for the Facilities Master Plan Architect screening committee. There were no volunteers for the Academic Senate Executive Committee appointment, so Murphy reached out to D. Mehlhoff (School of Public Safety), who accepted.
- Professional Development and State Service Opportunities
 - Watch for emails regarding opportunities to join CA Guided Pathways webinars, A2MEND 14th Annual African American Male Summit, and Equity Grounded Counseling - Serving Black Students webinar series.
- SD-AAWCC Honoring Dr. Constance Carroll, A Legacy of Female Leadership
 - Wed, 2/24, 11am
- Taskforce to Develop Code of Conduct for Academic Senate Meetings
 - One volunteer so far: Josh Alley. Please let Murphy know if you are interested in volunteering.
- Update on Naming of Room at Miramar College for Constance Carroll
 - Only one room/building in the district can be named per person, so this will be a Board decision.
 - Send suggestions to Murphy for another way to honor Chancellor Carroll on our campus.

B. Past President - M. McMahon

- Presents Administrative Procedures (AP) for Human Resources: AP 4200.1 Employment of Faculty and AP 4200.6 Employment of Manager, as they relate to the agenda item on screening process.

C. Treasurer - J. Alley

- Alley reported a balance of \$330.97.

D. Adjunct Representative - W. Kinsinger

- No report.

III. Consent Calendar

A. Academic Senate Meeting Minutes from 02 Feb 2021

IV. Business: Action Items

A. Screening Committee Statement (1st Reading) - L. Murphy

- ASCCC resolution to support infusing anti-racism/no-hate education in Community Colleges. Part of this has to do with hiring, so the AS Executive Committee is asking the AS body to endorse a screening committee statement that would enhance our charge and our direction to screening committee members "to review the screening process for potential bias and restrictions, to make improvements to alleviate potential bias in the process, and improve the quality and equity of outcomes" of those hiring processes.
- The onus is on individual members. If they see higher (District) level issues, a change in that process can be looked into.

- Gonzalez says that there is material available for people to use before serving on a committee and recommends coordinating with the EEO rep. Makes recommendation to provide self-study materials or, before candidates come in, work through outside expert materials.
- Murphy says that we need to abide by the process outlined by the District regarding steps we need to go through.
- Booth recommends equity training prior to service on a screening committee.
- Sanft asks about taking it one step further and really digging into the District process, to integrate this into the screening process, rather than leaving it up to individuals.
- Arancibia suggests that EEO training actually affirms implicit bias and has become an obstacle in terms of gathering diversity, as opposed to getting a diverse pool of candidates.
- Please take back to your department for feedback. This will come back for a second reading.

B. Workflow Process for Screening Committees (1st Reading) - L. Murphy

- Please reference AS meeting materials for details and bring back to your departments for feedback.
- This is about how the screening committee is developed, not their charge in terms of writing questions and such once they are established.
- The processes for each will be slightly different, based on the AP at the District level. Want to get on same page about what the steps are to get there.
- Question was asked about protocols for positions other than faculty (like management) and why we are being asked for feedback there. Response was that, to enhance transparency, faculty are being asked for input on all categories. Also, because faculty sit on many hiring committees, input from faculty is valuable.
- Questions about the job posting and questions/screening criteria. Answer from Murphy: the first is mostly guided by the job description. The latter is developed, in most part, by the screening committee itself.
- Codifying protocol for how committee is created.
- This will come back for a second reading.

C. Guided Pathways Scale of Adoption Report (1st Reading) - L. Clarke

- Update from last year's self-assessment scale of adoption. A couple years ago, we were at full scale, and we have started fresh again.
- Three areas for improvement: mapping pathways to student and goals, providing information on the college's website on the employment and further education opportunities by program, and programs are clearly mapped.
- Calling for participants/volunteers. Possibly some ESUs? Contact Brewster, Clarke, Booth or Kjartanson.
- Motion to suspend the rules to approve today passes. [Kinsinger/McMahon]
- Motion to approve three items and move forward to Nova passes. [Kjartanson/McMahon] Friendly amendment made to have it go to AS Exec for final approval after some editing and then move forward to Nova.

D. Recommendation to Adopt Guided Pathways Program Mapper (1st Reading) - L. Brewster

- Booth presents for Brewster.
- Presented at Classified Senate already and Associated Students this Friday.
- There have been 48 responses to survey, with 100% "yes, adopt."
- Sanft expresses concern about overlap on the website. Booth says that they have not been in touch with web design since July. Booth says recommendations were ignored, and Miramontez is aware that the GP committee is not happy with the Sand Box version.
- Booth shares that the GP committee is taking it to the campus and is hoping to work with Curriculum, SEEM and other committees.
- Please take back to your departments and complete the survey.
- This will come back to the next meeting for a second reading.

V. Business: Discussion Items

A. Equity Dialogue - All

- ASCCC Diversity, Equity, and Inclusion Survey
 - Murphy reached out to DIEC for collaboration with Senate Exec to work on this charge.
 - Watch for a Google Doc from Murphy this week, designed to gather input from everyone (narrative responses), and please complete it within 7-10 days to allow time for consolidation.
 - Surveys will drive ASCCC resources.
 - Survey is due to ASCCC by March 22nd.
 - This is an inquiry-based survey and will not be used to judge or rate a college's status. Reflectively look at where we are and use it to provide resources to help us get further than we are now. ASCCC recommends dialog on campus about it to develop a more holistic picture of what is happening on campus.
- Faculty Coordinator for Educational Equity
 - Still in process.
- Update from Ethnic Studies Taskforce
 - Murphy asks for updates from DIEC's Ethnic Studies Taskforce. Sanft reports that the taskforce is no longer convening and that we are taking the lead from the CSUs at this point.
 - Discussion is continuing at DIEC, and everyone is encouraged to attend.

- Update on College Equity Definition Taskforce
 - Collaborated on Google Doc and shared ideas on the process and clarified what their role is. They will meet one more time to figure out a recommendation to report to CEC. Will present a spreadsheet and input to CEC on 2/23.
- D. Tran and A. Boyd are collaborating to host some events this semester. Please watch for announcements for these events.

B. Funding and Allocation Update for CARES, COVID-19 Block Grant, MSI, and Process for New HEERF II Stimulus - L. Murphy

- Following up on discussion from last week.
- Bell and Lundburg are in attendance.
- Some movement on approval of allocations; schools are reevaluating requests and reimbursements for approval.
- Bell will send out a spreadsheet that details each school's requests and approvals. Reach out to Deans for answers.
- New process introduced at CEC to supply funding line item (~10-15K) to schools and departments. Faculty are instructed to contact Deans with requests and do not have to use the CARES Google Doc form.
- Liberal Arts: Initial dialogue of a blanket denial of requests was reviewed. Dean and Chairs held meeting last week. Requests for allocation being reviewed again for approval. Dean is working with Bell on resubmitted requests.
- President's Cabinet took two days of meetings in early January to go through every single request. No blanket decisions were made--all were looked at individually. Working with Deans to discuss list and make sure processes were followed and rationales were made clear. Deans were approved to spend on January 14th. In Liberal Arts, there were two approved requests out of ten; doing additional review of the other requests. Lundburg has expanded President's Cabinet to include all managers, so they all have the same access to information. An improvement moving forward will be to ensure that communication and messaging is consistent throughout the schools.
- Some requests were too vague.
- Lundburg notes that some requests (for example, cameras) at other campuses were withdrawn when the people found out the item would become college property.
- Block grants: Federal (spent all of that on direct student aid) and State (\$470K expires in 2022, and they are holding that for possible future needs).
- HEERF: Have to go through manual reallocation process at District to help students in non-credit and also District needs.
- In response to questions about Miramar's timeline, approvals, clarity for criteria and denials for CARES funds, and the disparity in approvals across disciplines/faculty, Bell said he would research this and provide that information from his office.
- More to come, and Murphy and Bell will follow up at another meeting.

VI. Reports

A. Student Access to Tutoring and Academic Support Services - D. Tran

- Students can access Student Support Services by clicking on the Student Support Hub in Canvas, on the toolbar on the left. Online tutoring is on the list; click to access all classes that are supported.

VII. Announcements and Public Comments

The meeting was adjourned at 5:03pm. The next meeting will be on March 2nd. Please submit agenda items to both Laura Murphy and Juli Bartolomei.

Respectfully submitted,
Alex Mata and Juli Bartolomei