

Minutes – Miramar College Academic Senate
3:30-5:00pm **September 05, 2017** Location: M-110

Senators Present: Laura Murphy, Shayne Vargo, Mara Sanft, Jason Librande, Daniel Gutowski, Josh Alley, Gina Bochicchio, Kandice Brandt, Otto Dobre, Patricia Flower, Anne Gloag, Darrel Harrison, Mary Hart, Dan Igou, April Koch, John Landicho, Jennifer Leaver, Ryan Moore, Wheeler North, Jordan Omens, Patty Parker, Wai-Ling Rubic, Alex Sanchez, Nam Sinkaset, Paty Beller, Liz Hubert, Shawn Hurley, Soodeh Nezamabadi, Rodrigo Ranmali

Absent: Marie McMahan, Mary Kjartanson, Lisa Brewster, Barbara Clark, Mark Dinger, Kevin Gallagher, John Salinsky, Amy Jennings

Other Attendees: Duane Short, Roger Olson, Daniel Miramontez, Kurt Hill, Laura Louie, Melissa Wolfson, Juli Bartolomei

Meeting called to order at 3:34pm.

A. Welcome and Academic Senate Goals

Murphy reviewed the student-centered charge of the Academic Senate, the 10+1 areas, and using the Academic Senate as a means of prioritizing goals for faculty to advance. Murphy introduced the members of AS Exec. Murphy discussed items that were identified by the AS Exec:

1. Advancing faculty roles in accreditation.
2. Maintaining involvement in assessments and evaluation in college governance committees.
3. Redefining/restructuring of the Professional Development Committee.
4. Improving college-wide communication and interconnectedness.

Murphy solicited additional input from senators.

B. Approval of Agenda and Previous Minutes

The agenda was unanimously approved unchanged. (North/Vargo)

The previous minutes were approved unchanged, with one abstention. (Gutowski/Omens)

C. Special Reports/Information

i. Administration – P. Hsieh

Hsieh discussed increasing resources for the College in the context of our growth to 10,050 FTES. The discretionary fund will increase from \$90/FTES to \$100/FTES. Hsieh extended her appreciation to faculty for their hard work.

ii. Classified Staff – None

iii. Associated Students – None

Murphy stated that Alana Bermodes has been elected as ASC President. Election of other members is in progress.

D. Old Business

i. Three Year Rolling Technology Plan 2.0: Fall 2017 to Spring 2020 (**2nd Reading**) – D. Miramontez and K. Hill
Miramontez related no major changes to the Technology Plan since the first reading. The sole change was to *Accreditation Recommendation 7*. The recommendation was to have better coordination between the District and College Technology Plans. Parts of the District plan have now been incorporated into the second draft reading. Murphy questioned whether there were substantive changes from the first reading. Miramontez said “no.” North posed the question, with the District’s Technology Plan changing, will Miramar’s plan change? Miramontez responded that the District would encumber Miramar’s plan and the District is tasked with forming a centralized technology committee as well. Miramontez added that this process is labor intensive and will take time to develop and implement. Bochicchio questioned if Thin Client Model remains in the plan. Hill replied in the affirmative, adding that it would not be in the near future. A motion was made to approve the Three Year Rolling Technology Plan 2.0 and passed with two abstentions. (North/Omens)

ii. Academic Senate Accreditation Work Group (Update) – L. Murphy

Murphy reported that the Program Discontinuance Plan remains in the review process by administration and will then move to Academic Affairs. Murphy reminded senators of the accreditation mid-term report due on March 22, 2021. Faculty involvement in the AS Accreditation Workgroup was solicited by Murphy. Bochicchio challenged the transparency and legitimacy of the accreditation workgroup, citing work on the AS SLO Statement being commenced outside of the confines of the AS meeting times. Murphy stated that the invitation to take part in the workgroup was extended to all constituencies. She added that the work in drafting the document would have been time prohibitive. Bochicchio moved to confine the drafting of SLO-related documents to AS meeting times and dates. North stated that the item is identified on the agenda as an update and not an action item. He added that the item requires agendaizing as an action item prior to Senate and motions. Murphy added that the AS SLO statement was voted down by the Senate. Murphy stated that an agenda item defining purview of workgroups would be added to the next AS agenda.

iii. High School MOU (Dual Enrollment) – M. McMahon

Vargo stated that there have been no major changes at Scripps Ranch High School, especially in regard to training. Gloag stated that Mira Mesa High School has improved in reviewing emergency procedures. Vargo voiced concern over MOU procedural breaches. Gloag related that there is online training for dual enrollment instructors, but is unsure if all instructors have access. Murphy solicited input for senators to add this as an action item. Short added that Mira Mesa has a Dual Enrollment Coordinator. Short supported the creation of a Dual Enrollment Coordinator position at Miramar. Gloag said that instructors were “thrown” at counselors and the counselors were unable to assume the additional workload. North suggested the development of an academic master plan on handling dual enrollment, including the involvement of administrators. North suggested that the AS President and College President meet to discuss dual enrollment MOUs and teaching faculty. Motion to direct the AS President to start discussions on MOU with the College President was unanimously approved. (North/Lever)

Faculty discussed FERPA and the procedure for sharing high school student information. Vargo and Gloag cited poor communication as the major issue.

E. **Committee Reports/Information (Academic Senate or Shared Governance Committees)**

i. (None)

F. **New Business**

i. Proposed Instructional Policies (a-l) (**1st Reading**) – D. Short

Short informed the Senate that the policies were sent to faculty. He added that BP 4300: Field Trips and Excursions, and BP 5151: Military Services and Education are being pulled by the District as they are not ready for review.

ii. Proposed Instructional Procedures (a-f) (**1st Reading**) – D. Short

Short noted that AP 5300.2 and 5300.4 are in the process of deactivation. Short outlined the process for approving items, adding that the proposed instructional policies will move to CEC after feedback from faculty constituency groups. Short reviewed AP 5325: Credit by Exam (CBE). Short provided information on CBE. Murphy asked if a letter grade will be given for credit by exam. Short confirmed. North added that CR/NC will show up in lieu of a letter grade, depending on how the course is graded. Harrison questioned whether a single faculty can create this exam, and if an easy exam might set the standard for all courses. Short addressed the process later in his presentation. Short discussed articulation of high school courses. Senators discussed the pros and cons of high school CBE articulations. Short explained that CBE is done infrequently in our district. Short outlined two processes that are used for CBE: 1) District-wide concurrence on the exam and is coordinated by the district office, and 2) Individual department faculty administer the exam. Short stated that, theoretically, CBE may be applied to any course. Short explained the process:

1. CBE course must be approved through the curriculum process.
2. Discipline faculty develop and approve the specific exam.
3. Administration of the exam.
4. Coordination of the process.

Faculty discussion ensued. Murphy requested that the policies and procedures be reviewed by faculty and concerns be brought forward to the next AS meeting.

iii. Librarian Appraisal Form Revision (**1st Reading**) – R. Olson

Olson informed senators that librarians from all three campuses met to review and update the Librarian Appraisal Form and came to a consensus on changes. The form was sent to J. Mahler. Mahler advised the group to send the form to their respective AS for approval. Olson compared the current appraisal form with the revised form. Columns were added to the revised form to include a N/A box, acquiring and collecting materials were combined, an integrated library system administration criteria was added, and contract/adjunct faculty were combined. Murphy asked if senators would like to take this back to their departments. North motioned to suspend the rules to approve the revised form. Faculty discussion ensued related to suspending the rules. Motion to suspend the rules approved with two nays and four abstentions. (North/Bochicchio) Motion to support the revised Librarian Appraisal Form for negotiations by the union unanimously approved. (North/Hart)

iv. Librarians Appraisal Guide (**1st Reading**) – R. Olson

Olson explained that the guide was updated to include current library technologies. Motion to suspend the rules to approve the Librarians Appraisal Guide passed unanimously. (Murphy/Vargo) Motion to approve the Librarians Appraisal Guide was unanimously approved. (Vargo/?)

v. The 2017-19 SSSP, SEP and BSI Integrated Plan (**1st Reading**) – G. Ramsey

Ramsey was absent. Motion to table 2017-19 SSSP, SEP and BSI Integrated Plan unanimously approved. (North/Vargo) Murphy encouraged the AS to scrutinize the plan prior to the next AS meeting.

vi. SLO Job Description – L. Murphy

Murphy explained that the SLO job description has been historically developed by the Dean of PRIELT and the AS President. She explained that there has been a continued increase in the service time incommensurate to reassigned time.

Murphy asserted that an additional mandate to serve on the PIEC has been included without following the college governance process. Murphy stated that this addition has not been brought to CGC for discussion or approval. Motion that the AS President inform the College President that all parties must follow the set procedures in the College Governance Handbook for changing governance structure unanimously approved. (North/Landicho)

vii. CGC Recommended Changes for Professional Advancement Com (**1st Reading**) – L. Murphy

Murphy said that the Professional Advancement Committee has requested the CGC to recommend a change to the Professional Advancement Committee's membership page. The PAC requested to amend the membership, adding an additional faculty to Student Services, and also removal of committee goal # 3, as that is the charge of another committee. The two changes were supported at CGC, are moving forward for approval and will be brought back to the AS for a second reading. Murphy also noted the need for title changes of school names (example: School of Library/Technology to School of PRIELT).

viii. Website Upgrade Project: Faculty Impressions and Feedback – L. Murphy

Murphy solicited faculty input. North reminded of faculty responsibility for service on the Website Subcommittee. This item will be brought back to the next meeting.

G. Senate Reports

i. Adjunct – J. Librande or D. Gutowski

Librande welcomed new adjunct senators.

ii. Treasurer – S. Vargo

Vargo reported a balance of \$1438.14. Vargo solicited dues from AS members.

iii. President's Report – M. McMahan reported on:

a) None

iv. Vice President – L. Murphy

a) None

H. Announcements

i. None

The meeting was adjourned at 5:02pm. The next meeting will be on September 19th. Please submit agenda items to both Marie McMahan and Juli Bartolomei.

Respectfully submitted,

Mary Kjartanson and Juli Bartolomei