

**Minutes – Miramar College Academic Senate**  
3:30-5:00pm      **September 19, 2017**      Location: M-110

**Senators Present:** Marie McMahon, Laura Murphy, Mary Kjartanson, Shayne Vargo, Mara Sanft, Jason Librande, Daniel Gutowski, Josh Alley, Gina Bochicchio, Lisa Brewster, Barbara Clark, Mark Dinger, Patricia Flower, Kevin Gallagher, Anne Gloag, David Halttunen, Darrel Harrison, Mary Hart, Dan Igou, April Koch, Jennifer Leaver, Ryan Moore, Wheeler North, Jordan Omens, Wai-Ling Rubic, Alex Sanchez, Nam Sinkaset, Paty Beller, Liz Hubert, Shawn Hurley, Soodeh Nezamabadi, Rodrigo Ranmali

**Absent:** Kandice Brandt, Otto Dobre, John Landicho, Patty Parker, John Salinsky, Amy Jennings

**Other Attendees:** Sara Haddad, Meredith McGill, Duane Short, Lou Ascione, Laura Louie, Xi Zhang, Gerald Ramsey, Brett Bell, Daniel Miramontez, Melissa Wolfson, Juli Bartolomei

Meeting called to order 3:34pm.

**A. Approval of Agenda and Previous Minutes**

The agenda was approved after a reordering to move F.vi to the top of New Business and D.iii to before Special Reports. (Vargo/Gutowski)

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

**B. Special Reports/Information**

i. Administration – D. Miramontez

Miramontez reported on IEPI for Hsieh. The IEPI team assisted in bolstering and supporting our efforts. The IEPI team met on 9/13 with the Miramar IEPI Taskforce members to review projects. Miramontez reported that the meeting went well.

ii. Classified Staff – None

iii. Associated Students – None

iv. Academic Senate President’s “Intro to Senate 101”

McMahon shared some basic rules regarding how Senate meetings are conducted, as delineated by our AS Bylaws and Robert’s Rules. McMahon reminded senators that prioritizing the agenda items, balancing discussion and debate for the topics, and ensuring that we effectively move through the agenda are all responsibilities of the AS President. McMahon identified that keeping the topics to the allotted time is often the greatest concern when running the meetings, and asked senators and guests to please not be offended if a presentation or discussion is asked to finish up due to time constraints.

**C. Consent Calendar (With the Option to Pull and Discuss)**

Consent Calendar unanimously approved, after items C.i and C.ii were pulled and tabled to the next meeting. (Omens/Murphy)

i. Proposed Instructional Policies (a-1) – D. Short

Pulled from Consent Calendar. Short reported that the District has allotted more time to review the instructional policies. Short suggested that he would bring them back to the next AS meeting after a more detailed review by the Curriculum Committee. Motion to table item for next meeting unanimously approved. (North/Omens)

ii. Proposed Instructional Procedures (a-f) – D. Short

Pulled from Consent Calendar. See C.i.

iii. CGC Recommended Changes for Professional Advancement Com – L. Murphy

**D. Old Business**

i. Website Upgrade Project: Update from Feedback – L. Murphy

Murphy revisited issues with the new website. Murphy suggested that content issues be directed to department leads, Kurt Hill and D. Miramontez’s office. Murphy recommended that broader faculty issues with the website be collected to present to the website team. McMahon solicited feedback from faculty on website issues. Discussion regarding significant issues and concerns about the functional aspects of our website ensued. Sanft reported that she has been informed that migrating content from the old to the new website is the responsibility of the faculty and classified staff. North stated that the website content and management is an Accreditation requirement and that it is the College’s responsibility as an institution to provide a functional website for college infrastructure information. Miramontez reiterated that the focus of the website was to be student-centered. Miramontez said that the team is working on a remedy to provide easier access to information as well as a faculty pathway. Rubic suggested an additional faculty tab be added to ease access. McMahon solicited feedback from faculty that will then be presented to D. Miramontez.

ii. SLO Job Description Update – M. McMahon

McMahon stated that she met with the College President, as directed by the AS, in order to address the fact that the original posting of the job announcement for the SLO Facilitator cited a duty of being a member of the Planning and Institutional Effectiveness Committee. This is not in the College Governance Handbook and would need to go through the College Governance process prior to becoming a duty for this position. The College President agreed that it should not have been added before going through the CGC and it has been redacted in the updated job description.

iii. High School MOU (Dual Enrollment) Current and Future Plans – F Bereaud, L. Ascione, G. Ramsey, P. Hopkins

Ramsey reported on the difficulties in faculty reconciling rosters and students being unable to access Blackboard due to late enrollment of high school students. Ramsey assured faculty that there would be administrative point- personnel to assist in a more ordered and efficient registration process in the future. Ascione reported that issues with faculty training will be improved next year by having the training on our campus and on a schedule for faculty to attend. Bereaud asserted that conditions should improve as we continue to pressure high school administration to provide for classrooms and technology to support college-level instruction. Short inquired about the appointment of a Miramar dual enrollment coordinator position. Ramsey stated that the acting VPI, in consult with the College President, is drafting a faculty level position on the instructional side and a school relations officer position to oversee the dual enrollment student cohort. Brewster related additional issues involving faculty attendance at open house and high school events and block schedule issues. McMahon will forward issues to Ramsey for review.

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

i. (None)

**F. New Business**

i. The 2017-19 SSSP, SEP and BSI Integrated Plan (**1<sup>st</sup> Reading**) – D. Miramontez, G. Ramsey, X. Zhang

Ramsey reported on the 2017-19 SSSP, SEP and BSI Integrated Plan, characterizing it as a braiding of funding sources to leverage resources across programs. Ramsey solicited input from faculty. Discussion ensued. Murphy requested data substantiating the claims of improvement in student outcomes. Miramontez stated that the data was not included in the plan, as it focuses on integration, not outcomes, but that the data is available on the website. McMahon stated that faculty would be interested in being directly provided with the data that substantiates identified student improvement, rather than trying to find it by searching through long reports. Murphy commented that the plan claims overall success and that this claim must be based on data. She also commented that the plan is required to identify an activity that has led to substantial improvement for the college, so this claim must be based on actual data. Faculty, again, requested a summary of the document to promote ease in review. Murphy stated that, when providing a high-level summary, data should be inclusive. Murphy suggested pulling the data for faculty review. Zhang reported that the project leaders have data. Faculty requested a copy of the plan that included a column with numbers to substantiate the improvement claims. Miramontez agreed to provide the documentation containing the data that was used to substantiate success. This item will come back to the next meeting for a second reading.

ii. Resolution for SDCCD Academic Senate Reassign Time Compensation (**1<sup>st</sup> Reading**) – M. McMahon

McMahon presented the resolution and highlighted that 1.0 FTEF reassigned time is awarded to the AS President by the college and an additional 0.6 FTEF from the AFT to nominated AS executive committee members. McMahon related that the resolution was crafted by all four of the District's AS presidents and the president of the ATF, Jim Mahler. North stated that the current 1.0 reassigned time was negotiated by the union and is not within the AS purview to change. McMahon reiterated that the resolution is a request, ultimately, to the Board of Trustees to increase the reassigned time to 3.0 FTEF for each of the institutions within the SDCCD in order to adequately compensate faculty for the expanding duties and to encourage new leadership in the senate. McMahon explained that Miramar AS is currently constrained somewhat due to the specific limitations of our current Academic Senate executive committee structure. McMahon will provide information to senators about other colleges use of reassigned time and will inquire whether the AFT 0.6 FTEF would no longer be provided. This item will come back to a future meeting for a second reading.

iii. Resolution for SDCCD 11/12 month Contract for Academic Senate Presidents (**1<sup>st</sup> Reading**) – M. McMahon

McMahon shared a resolution from the four District AS presidents regarding an 11 or 12-month contract for AS presidents. McMahon stated that from experience as an AS president, she was not in favor of the 12-month contract. She explained that all of the AS presidents attend some meetings over the summer and indicated that an 11-month contract would allow an AS president or designee to promote/conduct AS business over the summer session. However, she expressed significant concern about doing business over summer when the Academic Senate is not in session. Even if an AS president is compensated for working over the summer, the lack of ability to consult with the faculty Senate means they may not be able to truly represent the Senate during that time. North questioned if the AS president with an 11-month contract is subject to the same additional duties as other faculty with 11-month contracts, such as evening dean duty. Discussion ensued. McMahon solicited feedback from senators' constituencies. A recommendation was made to choose *either* 11 or 12 for the body of the resolution. This item will come back to a future meeting for a second reading.

- iv. **Supporting Faculty Attendance at Curriculum-related Professional Development Activities – M. Sanft**  
Sanft reported that, last semester, we discussed professional development opportunities from ASCCC. Sanft stated that it is difficult to obtain funding for such events. Sanft solicited support for teams to attend the PD activities. McMahon stated that the Senate was looking for additional funding for AS-related professional development in which Senate members could become more involved, including more members attending plenary sessions. A recommendation was made to create a resolution to increase AS travel funds. North commented that there is a Board Policy that directs how much the AS should receive.
- v. **Target FTES and Hiring of Contract Faculty: Discussion of strategies to move forward – L. Murphy**  
Murphy reported in the disparity in numbers of contract to adjunct faculty coupled with the strategic goal of meeting 10,000FTES. Murphy explained the following pieces of legislation:
  - o 50% law (Ed Code Section 84362) “there shall be expended each fiscal year for payment of salaries of classroom instructors by a community college district, [at least] 50 percent of the district’s current expense of education.”
  - o AB 1725 and 75/25 (Ed Code Section 87482.6) “at least 75% of the hours of credit instruction in the CCC, as a system, should be taught by full-time instructors.”
  - o Faculty Obligation Number (FON) was developed as a mechanism to reach the 75% goal. Librarians and counselors count towards our FON.

Murphy provided a comparison of the ratio of contract filled/total classroom FTEF:

- o Miramar: 38%
- o Mesa: 43%
- o City: 49%

Murphy stated that the 3.55 reassigned time has not changed at Miramar for a number of years. She related that the other colleges have more reassigned time. Murphy suggested that we pass a resolution at the District level to move to the State level to pressure for legislation to increase the budget for contract faculty. North said that we need to take a look at the percentage of release time allotted to Miramar. North stated that we would have greater leverage if we influenced District planning. McMahon solicited a call to garner more support for the critical need to increase full-time faculty. Kjartanson invited faculty to attend Academic Affairs to listen to B. Bell speak about funding for contract faculty hiring. This item will be brought back to the next meeting for further discussion.

- vi. **Guidelines for Pregnancy Accommodations – M. Kjartanson**  
Koch spoke to the Guidelines for Pregnancy Accommodations. She asserted that it is contrary to current practices. Koch stated that the accommodations show preference to a certain group of individuals. Discussion ensued. Ramsey stated that this is a Title IX requirement and is not optional. He added that administrators are still reviewing the requirement. A recommendation was made to have the District’s Title IX representative present on the subject. Ramsey will forward to L. Neault.

## G. Senate Reports

- i. Adjunct – J. Librande or D. Gutowski – No report.
- ii. Treasurer – S. Vargo  
Reported a balance of \$1576.14. Solicited dues from senators.
- iii. President’s Report – M. McMahon  
McMahon made her report via Announcements.
- iv. Vice President – L. Murphy – No report.

## H. Announcements

- i. Spring 2018 Convocation: Topic is College Governance.
- ii. ASCCC Awards:
  - a) [2018 Exemplary Program Award](#) Application Deadline: November 6, 2017
  - b) [2018 Hayward Award](#) Application Deadline: December 22, 2017
  - c) [2017 Norbert Bischof Faculty Freedom Fighter Award \(NBFFF\)](#) Application Deadline: February 1, 2018
  - d) [2018 Stanback-Stroud Diversity Award](#) Application Deadline: February 5, 2018
- iii. Textbook Affordability Taskforce (District). The district is starting up this taskforce again, and our AS will appoint one faculty member. More info to follow.
- iv. BP’s and AP’s Cycles and Schedules: Turn-around time for board policies is too abbreviated to provide faculty review.

The meeting was adjourned at 5:02pm. The next meeting will be on October 3<sup>rd</sup>. Please submit agenda items to both Marie McMahon and Juli Bartolomei.

Respectfully submitted,  
Mary Kjartanson and Juli Bartolomei