

Senators Present: Marie McMahan, Laura Murphy, Mary Kjartanson, Shayne Vargo, Mara Sanft, Jason Librande, Daniel Gutowski, Josh Alley, Gina Bochicchio, Kandice Brandt, Barbara Clark, Mark Dinger, Otto Dobre, Kevin Gallagher, Anne Gloag, David Halttunen, Darrel Harrison, Mary Hart, Dan Igou, April Koch, John Landicho, Jennifer Leaver, Ryan Moore, Wheeler North, Jordan Omens, Wai-Ling Rubic, Alex Sanchez, Nam Sinkaset, Paty Beller, Liz Hubert, Shawn Hurley, Laura Louie, Rodrigo Ranmali, Melissa Wolfson

Absent: Lisa Brewster, Patricia Flower (proxy: A. Lowe), Patty Parker, John Salinsky (proxy: M. Kjartanson)

Other Attendees: Patricia Hsieh, Duane Short, Becky Stephens, Daphne Figueroa, Clarissa Padilla, Daniel Miramontez, Xi Zhang, Darren Hall, Joan Thompson, Stefanie Johnson Shipman, Juli Bartolomei

Meeting called to order at 3:32pm.

A. Approval of Agenda and Previous Minutes

Two different requests were made to amend the agenda and were dealt with separately. The first request was to reorder the agenda by moving E.iii before C.iii. Motion to approve amendment unanimously approved. (Sanchez/Landicho)

A request was also made and motioned to delete E.vi from the agenda. (Bochicchio/Igou) Discussion ensued. Bochicchio's rationale for deletion was in protestation of the "and" in the item and ultimately requested that the entire item be removed. The motion to remove item E.vi from the agenda failed with three abstentions. Another motion was made to amend item E.vi to separate the SLO statement and reassigned time into two separate agenda items. (Bochicchio/Clark) Murphy stated that she was asked to address the item as written and that was to what she was prepared to speak. Murphy clarified that SLO duties were not a part of the increase in reassigned time. Motion to split item E.vi failed. The agenda, as reordered, was approved. The previous minutes were unanimously approved (the updated version that was sent out, with AS resolutions to be readdressed at a future AS meeting). (Murphy/Omens)

B. Special Reports/Information

i. Administration – P. Hsieh

Hsieh reported that Miramar has a great need for faculty, managers and classified staff. Hsieh informed senators of the budget for 18-19 from the State Chancellor's Office, which is proposing \$75 million for new faculty hires. She reminded faculty to provide good arguments for new faculty positions in the 10/05 Faculty Contact Hiring Committee meeting. Hart questioned if the hires would encumber both sides of the 50% law. Hsieh stated that the issue was being addressed in the Faculty Contract Hiring Committee's rubric, allowing non-classroom faculty to be fully included in the voting process.

ii. Classified Staff – None

iii. Associated Students – None

C. Old Business

i. Proposed Instructional Policies (a-1) (**2nd Reading**) – D. Short

Short reported on the proposed instructional policies that have been making their way through CIC and the College governance process. Short provided feedback from constituent groups and the Curriculum Committee on the following policies:

AP 4106: Nursing Programs – Brief clerical changes were made, including removal of bullet points.

AP 4235: Credit by Exam – The statement "Processes should be applied consistently for all students" was struck and clerical changes were made. An additional recommendation was made in reference to CBE assessments: when existing external accreditation or licensing requirements exist, the administration of the exam must be conducted in accordance with the requirements. Short said that, according to his understanding of the policy, credit by exam could be a nationally recognized exam.

BP 4023: Short provided clarification related to incentives from publishers – "we are not allowed to receive incentives from publishers unless the incentives reduce costs to benefit the student." Discussion ensued. Senators requested pulling of BP 4023 to investigate and further delineate the definition/qualification of the term "incentive." Short will send the policy to faculty for further review and this will come back to the AS for another reading.

ii. Proposed Instructional Procedures (a-f) (**2nd Reading**) – D. Short

Short reported on the proposed changes on the following instructional procedures changes:

BP 4100: Graduation Requirements for Degrees and Certificates – Added SB 1440 and SB 400 as a reference in the document and maintained the 2.0 GPA.

BP 4106: Nursing Program – Clerical changes were made.

Motion to approve all APs and BPs, excepting BP 4023, unanimously approved. (Murphy/Vargo)

- iii. The 2017-19 SSSP, SEP and BSI Integrated Plan (**2nd Reading**) – D. Miramontez, X. Zhang and G. Ramsey
McMahon gave examples of how specific requests from the AS were not satisfactorily addressed. For instance, the AS wanted the Plan to provide specific data pertinent to student outcomes and, repeatedly, this wasn't provided in the responses. As it was currently presented, the Plan did not incorporate AS input or requests. Ramsey reported on the timeline for the document completion and submission. Ramsey reported that the authors of the Plan could not provide faculty with the requested feedback by this meeting time, but will provide a forum for discussion and revision of the Plan by Thursday, 10/05. He cited a short timeline, as the Plan needs to go to the District office by 10/12 and then to the Board. McMahon requested a response to current questions. Ramsey assured the AS questions will be answered. Murphy stated that some faculty members were dropped from the taskforce over the summer and not reinstated; therefore, the vetting process was not validated. Motion made to form workgroup to address the issues that the AS had with the Plan. (Gallagher/Halttunen) McMahon clarified that we could approve the Plan based on the recommendation from the workgroup. North suggested that an amendment be added to transfer the authority to the AS President and the Academic Senate Executive Committee to further vet and approve the Plan. Amended motion unanimously approved.
- iv. Website Upgrade Project: Update from Feedback – M. McMahon
McMahon provided an update on the compellation of issues of concern submitted by faculty with the website upgrade project. McMahon suggested both a student and classified staff survey was needed to assess satisfaction of target users. It may also be useful to track the frequently used pathways by faculty, managers, students and staff as an index of how the website is being used. McMahon highlighted major problematic website issues:
 1. Improved Landing Page Arrangement – wasted photo space, not drop down menus and need to scroll down page.
 2. Faculty “Useful Links” – no faculty tab on landing page.
 3. Directory – incredibly problematic, which undermines it as a useful tool.
 4. School/Dept./Program info
 5. Issue of Content Management – it is not the job of faculty to directly maintain website content.McMahon solicited additional faculty input on the prioritized list of concerns generated by faculty as we move forward. North stated that the Website Committee should have an evaluation process that is already in place. Miramontez thanked the faculty for their input. Miramontez also assured faculty that migration of content is not the job of faculty, but input on content would be appreciated. Miramontez reported that there was a two-part process: redesign and roll-out, which is complete. He added that the implementation is now in process. McMahon requested clarity on the redesign phase, asking if faculty could continue to request changes to the design of the current website. Miramontez assured the faculty that their input could be integrated into the redesign. Faculty requested a timeline for completion. Miramontez stated that the deadline will be extended to include faculty feedback/changes. Miramontez was unable to provide a definitive timeline for implementation of faculty, manager, classified staff recommendations for website changes but estimated within a month. Updates on website progress will be brought back to Senate.

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

- i. Professional Development Committee – M. Moore and M. McMahon
Agenda reordered to return to item as time permits.
- ii. College Governance Committee – L. Murphy
Agenda reordered to return to item as time permits.

E. New Business

- i. Educational Master Plan: Fall 2014-Spring 2021 (Update) – D. Miramontez
Miramontez reported on the Educational Master Plan, explaining that the college has two main plans. Miramontez explained that the Strategic Plan points us in the direction of where the college is headed and the Educational Master Plan is how we will get there. Senators will disseminate the Plan to faculty for review. This item will be brought back to the next meeting.
- ii. Miramar College Environmental Scan Report – X. Zhang
Zhang reported that the environmental study scans information about the events, trends and relationships in the College's external environment. Zhang explained that the report draws on historical, current and forward-looking data to comprehensively describe the external forces of change. She went on to report that the focus of the plan was on four aspects of our environment: demographic, educational information, economic trends, and political and social trends impacting Miramar College. Zhang said that the information will be utilized to inform long-term and short-term planning across the college in order to take action. Zhang explained that the four areas included in the environmental scan were cross-tabbed to the Loss Momentum Framework. Zhang provided examples of how the scan could inform planning. She explained secondarily that the information was utilized to perform a SWOT analysis to predict trends. Zhang explained that live links are provided to access the data mined from the scan. This item was unanimously blessed by the AS.

- iii. Basic Skills Initiative Expenditure Report – S. Johnson Shipman
Johnson reported on expenditures and reconciliation of the BSI budget. Stevens stated that the existing budget (\$185,000) was expended without overspending. Motion to bless this item unanimously approved. (Halltunen/Omens)
- iv. Resolution: Increasing Number of Contract Faculty at Miramar College (**1st Reading**) – L. Murphy
Murphy reviewed the resolution, which looks at projected FTEF and current contract faculty available to teach compared to Mesa and City College. Murphy explained that Chairs and AS felt strongly about the issue and are requesting proportionate amount of contract faculty members commensurate to the other credit colleges. Murphy reiterated that there is currently money in the budget for contract faculty. She said that we would eventually like to move the resolution forward to the Board of Trustees. Discussion ensued regarding Miramar's District-imposed enrollment target. Murphy stated that our goal is to be, ratio-wise, similar to the other two credit colleges in our district. North suggested that Miramar's FON should be determined to ensure specificity of equity amongst the colleges. Some wording changes were suggested. Murphy said that she will work on incorporating changes and disseminate to constituency groups. McMahon said that the resolution will come back at our next Senate meeting.
- v. Request for Report from AFT – D. Harrison
Harrison provided an update on AFT meetings and activities. An anniversary celebration will be held at Sea World (note: according to an email from J. Mahler, this event will actually be held at the San Diego Zoo) on 12/09. Harrison said that the AFT is looking to provide workshops to assist adjuncts in the faculty contract hiring process. He reported on AFT-sponsored professional development credit available – Salsa, Souls, and Spirit: Engaging the Power of Diversity to Enact Equity will start on 10/02 and end on 11/19. Harrison explained the fair-share requirement: union members do not have to join but must pay a fair share. Harrison went on to explain that a new case law, Janus, is almost certain to pass at the Supreme Court level. Harrison encouraged faculty to get adjunct faculty to sign on and strengthen AFT union involvement. Motion to provide for a standing AFT report unanimously approved. (?/Bochicchio) Where the item will be placed on the agenda will be determined.
- vi. SLO Duties and the Additional Reassign Time for Dept. Chairs – L. Murphy
Murphy reported on the official changes in SLO duties as negotiated by AFT. Murphy stated that, per the settlement agreement between the ACCJC and AFT/CFT, the ACCJC has initiated the process for deleting Standard III.A.6, which currently states: "The evaluation of faculty, academic administrators, and other personnel directly responsible for student learning includes, as a component of that evaluation, consideration of how these employees use the results of the assessment of learning outcomes to improve teaching and learning," with an estimated completion date of July 31, 2017. Murphy also reported on her correspondence with Mahler in reference to the 50% increase in department chair reassigned time. She informed that the 50% increase in reassigned time was not tagged to one specific duty and was allotted in recognition of all of the duties being required of departments for these types of compliances [e.g. SLOs in evaluations]. Murphy and Bochicchio both clarified that Mahler stated that there were "no strings attached" with the increase and that it was up to each department to decide for which line items they're responsible. Murphy stated that we are still responsible for completion of SLOs on a regular basis and also that the department chair is the point person for all department matters, including SLOs.
- vii. ASCCC Foundation Scholarship for Fall Plenary 2017– M. McMahon
McMahon will send out information and encouraged all adjunct faculty to apply for this part-time faculty scholarship.

F. Senate Reports

- i. Adjunct – J. Librande or D. Gutowski – No report.
- ii. Treasurer – S. Vargo
Reported a balance of \$1691.14.
- iii. President's Report – M. McMahon – No report.
- iv. Vice President – L. Murphy – No report.

G. Announcements

- i. McMahon announced that the OER group has changed its name to Accessible and Creative Course Materials Group.
- ii. ASCCC Awards: Exemplary Program Award deadline is 11/06.
- iii. Textbook Affordability Taskforce (District): There is an opening to be filled.
- iv. Reminder: The Brown Act requires 72 hours of notice for all governance meetings.

The meeting was adjourned at 5:07pm. The next meeting will be on October 17th. Please submit agenda items to both Marie McMahon and Juli Bartolomei.

Respectfully submitted,
Mary Kjartanson and Juli Bartolomei