

Minutes – Miramar College Academic Senate
3:30-5:00pm **October 17, 2017** Location: M-110

Senators Present: Marie McMahon, Laura Murphy, Mary Kjartanson, Shayne Vargo, Mara Sanft, Jason Librande, Daniel Gutowski, Josh Alley, Kandice Brandt, Lisa Brewster, Mark Dinger, Otto Dobre, Patricia Flower, Kevin Gallagher, Anne Gloag, David Halttunen, 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, Laura Louie, Melissa Wolfson

Absent: Gina Bochicchio (proxy: D. Igou), Barbara Clark (proxy: K. Gallagher), Darrel Harrison, John Salinsky, Rodrigo Ranmali

Other Attendees: Patricia Hsieh, Duane Short, Daniel Miramontez, Lou Ascione, Lynne Ornelas, Daphne Figueroa, George Kallas, Ana Dowey, Christopher May, Tonia Teresh, Juli Bartolomei

Meeting called to order at 3:31pm.

A. Approval of Agenda and Previous Minutes

The agenda was unanimously approved. (Vargo/Omens)

Hearing no objections, the previous minutes were approved. (McMahon)

B. Special Reports/Information

i. Administration – P. Hsieh

President Hsieh introduced the new Dean of Student Development and Matriculation, Dr. Tonia Teresh. Hsieh reported on State funding based on FTES versus performance-based funding. Hsieh said that California is moving in the direction of performance-based funding. Dr. Bonnie Dowd has been directed by the State Chancellor to meet with administrators from Tennessee, Virginia and the state of Washington to discuss performance-based funding. Hsieh said that the goal is to maximize what we currently have and continue to be fully funded.

ii. Classified Staff – None

iii. Associated Students – None

iv. AFT – None

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

i. Resolution: SDCCD AS Reassign Time Compensation

This item was pulled from the consent calendar for discussion by request. (Igou)

In anticipation of questions about how reassigned time is both distributed across the SDCCD Academic Senates and within each separate Senate, McMahon provided an overview of basic Academic Senate President duties (see D.iv) and provided a table that was shared with the Senate about two years ago, showing all SDCCD Academic Senate reassigned times. They (Senates) receive about 1.0 FTEF reassigned time from the District (Mesa has 1.15), plus an additional 0.60 FTEF from the AFT since Spring 2016. This additional 0.6 FTEF can only be used to support existing AS Exec roles. As such, the Miramar AS Exec has been restricted in its use of these funds compared to the other colleges because of the composition of the AS Exec Com on our campus. Currently, the Miramar AS President, President-Elect/VP and Secretary use 0.5 of the 0.6 FTEF from the AFT, leaving 0.1 FTEF unused for the past two years. These are currently the only AS Exec positions that receive AS reassigned time on our AS Exec. However, the other colleges in the SDCCD have additional positions on their AS Exec, including Chair of Acad. Affairs, Chair of Prof. Dev., Chair of Chairs, SLO Coordinator and Program Review Chair, all of which may receive some FTEF, either from the AS or AFT or other college allocations. This resolution is asking that all SDCCD Academic Senates receive a 3.0 FTEF allotment from the District for each college's Academic Senate body. Each Academic Senate can then decide how this FTEF is distributed for AS duties on that campus. McMahon said that the resolution was crafted in concert with the Academic Senate Presidents and Jim Mahler, in recognition of a need to ensure adequate support for the important roles of AS and strengthening that involvement. The resolution will allow for the expansion of the Senates and evolved from the need to offer encouragement of succession in Senate leadership buttressed with adequate support, as the prospect of inspiring future AS leaders can be challenging. Discussion ensued. Motion to approve the resolution passed with two oppositions. (Murphy/Landicho)

D. Old Business

i. Guidelines for Pregnancy Accommodations: Q and A Session – C. May

Chris May, Title IX Coordinator, provided answers to faculty questions regarding accommodations for pregnant students. Since 1972, pregnancy has been protected under Title IX. Recently, the District has been revisiting evolving accommodations for pregnant students. May explained that we are required, under federal law, to provide reasonable accommodations to students experiencing medical issues related to pregnancy and childbirth on par with students experiencing short-term or temporary disabilities. May stated that we are required to excuse all absences related to medical issues pertinent to pregnancy and childbirth. We are required to provide reasonable accommodation, enabling students to return to class. In regard to class participation, May asserted that we are required to make reasonable accommodation up

to, but not fundamentally altering, the nature of the course as it is stated in the course outline of record. May stated that, in the event of a student grievance, the complaint would be directed to the US Department of Education Office of Civil Rights. May stated that the student is required to register with DSPTS to authorize an accommodation. In the event that the instructor of record takes issue with the DSPTS accommodation, the issue will be forwarded to May's office. Documentation will lie with DSPTS. May spoke to the issuance of an "incomplete," stating that we are moving towards utilizing a more liberalized message enabling a justifiable reason for issuance. Due to time constraints, McMahan solicited additional questions from faculty that she would forward to May for further edification.

- ii. Proposed Instructional Policy 4023 (**2nd Reading**) – D. Short
Short reviewed concerns, primarily regarding the word "incentives." Discussion ensued regarding the meaning of "incentives." North suggested that, if faculty were taking advantage of incentives, there would be a mechanism to whistle-blow. Discussion ensued. Motion to insert "personal financial" preceding the word "incentives" passed with two oppositions and one abstention. (Gallagher/Gutowski) Short will provide feedback and bring this back to a future meeting.
- iii. Educational Master Plan: Fall 2014-Spring 2021 (**2nd Reading**) – D. Miramontez
Miramontez presented the Educational Master Plan, before it moves on to CEC. Plan blessed with unanimous approval. (Kjartanson/Vargo)
- iv. Resolution: SDCCD 12-month Contract for AS Presidents (**2nd Reading**) – M. McMahan
McMahan presented the resolution proposing the negotiation for a 12-month contract for AS Presidents. McMahan spoke to the additional workload of 18 days/month per 11-month contract and a 36 days/month per 12-month contract in order to cover for regular and unforeseen additional duties. The issue of conducting business when Academic Senates are not in session (e.g. during the summer) was brought up again, and much of the additional duties are during the academic year and Senate is conferred with. As an example, the AS president received input from senators regarding resolutions during the Area D meeting on Sat, Oct. 14th, 2017. In response to questions about what the specific duties of an Academic Senate President currently are, McMahan presented an overview. The items were listed with approximate time spent per week with preparation and travel time being additional and not itemized here. On-campus Meetings: Academic Senate and AS Exec Com (1.5hr); College Executive Com (CEC) co-chair (1.5hr); Faculty Hiring Com member (0.5hr). SDCCD (District) Meetings: District Governance Council (DGC) (1hr); All College AS Presidents Council (0.5hr); Board of Trustees (BOT) Meetings (0.5); Events with the District/Chancellor (1hr). Recommended Committee Meetings on Miramar Campus: Academic Affairs (0.5hr); College Governance Com (CGC) (0.5hr); Other Duties and Obligations with significant travel required. Attend ASCCC Plenary Sessions (3 days/sem); Attend Area D Meetings (1 day/sem); ASCCC Leadership Academy (2-3 days/summer); Other Regional Meetings (1+ days). The following are ongoing activities: Assign Faculty to College and District Governance Committees/Workgroups; Approve or appoint Faculty to College Search Committees; Attend Accreditation Meetings and Participate in Processes; Convocation and Commencement duties, plus participation in several other taskforces, workgroups and councils; and Email Communications on behalf of faculty constituency. McMahan related that AFT President Mahler is in support of the resolution and that, in terms of future negotiation for faculty involved in Senate work, it would be more powerful if all the SDCCD AS presidents were unified in adopting resolutions about additional reassigned time for the entire Senate body and a 12-month contract for AS presidents. McMahan indicated that Mesa and City Academic Senates had already approved these resolutions and that this approach may provide an incentive for increased involvement in the Academic Senate leadership. Discussion ensued. Motion to approve the resolution passed with three oppositions. (Kjartanson/Sanchez)
- v. The 2017-19 SSSP, SEP and BSI Integrated Plan (Update) – M. McMahan
No discussion.
- vi. Website Upgrade Project (Update) – M. McMahan
McMahan provided a consolidated list of website issues. McMahan shared faculty sentiment that the site would be more effective if commonly used tabs could be readily accessed on the landing page of the college website rather than having to click two or three times to get to a resource, in addition to having to scroll down various pages that are heavily dominated by large photographic images and very few functional tabs. There also appears to be a complete absence of drop-down menus from the entire site which, again, hampers the usefulness and ease of navigation for any user within any webpage. McMahan solicited input from faculty. Murphy queried proceedings in the focus group. Miramontez said that the focus would be on specific issues from faculty. Miramontez assured faculty that his office is listening and responding. McMahan will send an email regarding the focus group meeting.
- vii. ASCCC Foundation Scholarship for Fall Plenary 2017– M. McMahan
There were no nominations for the adjunct scholarship.
- viii. Resolution: Increasing Number of Contract Faculty at Miramar College (**2nd Reading**) – L. Murphy
Murphy reported on the revised resolution, requesting parity in FTEF to our sister credit colleges to reach the District's FON. Murphy strengthened the argument for soliciting an increase in FTEF through additional language and data:

Whereas, AB 1725 states: "...at least 75 percent of the hours of credit instruction in the California Community Colleges, as a system, should be taught by full-time instructors [contract faculty]," recognizing that student success is highly dependent on having more opportunity for contact, mentoring and engagement when they have access to faculty outside of the classroom and during office hours; Whereas, the success of Miramar College is highly dependent on having sufficient faculty to participate not only in student learning and assessment but also outside of the classroom in governance and governance assessment, accreditation, institutional planning, resource development and allocation, development and maintenance of curriculum, equipment and facilities, advisory processes and other community and industry partnerships, grants and other state sponsored efforts, and processes for matriculation and articulation between our academic sector partners, as reflected in ACCJC eligibility requirements 14, 15 and 17 and most of the Accreditation Standards; Resolved, that the Academic Senate of Miramar College urge The Board of Trustees and its designees to increase the number of contract faculty positions allocated to Miramar College, to reach parity in the distribution of contract faculty between the three credit colleges that is required to reach the District Faculty Obligation Number (FON) and to achieve the goal that at least 75% of credit instruction hours should be taught by contract faculty, and to reflect the significant growth of our institution and allow our students access to the same opportunities afforded to students at other colleges in the District.

Murphy reported on the following data, corroborating the need for increasing contract faculty:

	City	Mesa	Miramar
Actual FTES 2016-2017	10,486.24	15,257.84	9308.28
Target FTES 2017-2018	10,420	15,244	10,004
Full-Time FTEF Fall 2017	192	271	126
Number of FTES per Full Time FTEF	54.27	56.25	79.40

The resolution was unanimously approved. (North) McMahon and Murphy will take the resolution to the Board on Tuesday, October 24, 2017.

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

- i. College Governance Committee – L. Murphy (Postponed)
- ii. Professional Development Committee – M. Moore and M. McMahon (Postponed)

F. New Business

- i. ASCCC Exemplary Program Award: Nomination of MLTT Program – A. Downey and M. McMahon
Downey reported on the inception and progress of the MLTT program. The MLTT program can provide the model that Miramar College and other colleges could use to align student services with instructional services at institutions with guided pathway funding. McMahon reported that the Senate would send a letter endorsing the program for the ASCCC Exemplary Program Award nomination.
- ii. Resolution: SDCCD 12-month Contract for AFT President (**1st Reading**) – M. McMahon
McMahon presented the resolution and solicited input from faculty that would be reviewed at the next AS meeting.

G. Senate Reports

- i. Adjunct – J. Librande or D. Gutowski – None
- ii. Treasurer – S. Vargo
Reported a balance of \$1801.04.
- iii. President’s Report – M. McMahon had no report.
- iv. Vice President – L. Murphy
Murphy reported on ACCJC President’s 10/16/17 forum on SLOs. Murphy reported that the sole standard that is in the process of redaction is the one that addresses SLOs in the faculty evaluation. Murphy reasserted that we still have to do SLOs, including disaggregation. Murphy also stated that, according to Mahler, the increase in Chair reassigned time was allocated to compensate for all of the Chair duties including, but not specifically earmarked for, SLOs. Departments decide who does SLOs. Igou, Kjartanson and Naomi Grisham were attendees at the forum.

H. Announcements

- i. McMahon attended the Area D meeting and will send resolutions to be voted on at the ASCCC plenary session. McMahon is soliciting feedback.
- ii. McMahon requested to continue supporting the two \$300.00 Academic Senate scholarships. Motion to continue the scholarships unanimously approved. (Landicho/Sanchez)

The meeting was adjourned at 5:05pm. The next meeting will be on November 7th. Please submit agenda items to both Marie McMahon and Juli Bartolomei.

Respectfully submitted,
Mary Kjartanson and Juli Bartolomei