

Senators Present: Marie McMahon, Laura Murphy, Mary Kjartanson, Shayne Vargo, Mara Sanft, Jason Librande, Daniel Gutowski, Josh Alley, Kandice Brandt, Barbara Clark, Mark Dinger, Patricia Flower, Kevin Gallagher, Anne Gloag, David Halttunen, 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 Clarke, Gina Bochicchio, Lisa Brewster (proxy: A. Koch), Otto Dobre, Darrel Harrison, Patty Parker, John Salinsky

Other Attendees: Patricia Hsieh, Daphne Figueroa, Naomi Grisham, Xi Zhang, Andy Lowe, Rick Cassar, Juli Bartolomei

Meeting called to order at 3:33pm.

A. Approval of Agenda and Previous Minutes

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

The previous minutes were unanimously approved unchanged. (Omens/Landicho)

B. Special Reports/Information

i. Administration – P. Hsieh

Hsieh provided an introduction to “Guided Pathways” and invited faculty, classified staff and students to join in an up-coming college-wide dialogue. Hsieh congratulated McMahon, Murphy and the AS for their efforts in bringing the Miramar Contract Faculty Hiring Resolution to the Board. Hsieh reaffirmed the need for full-time faculty in the classroom. Hsieh reported that the Chancellor supported the proposal for additional funding for contract faculty, adding that the Chancellor’s proviso was that, if Miramar receives additional positions, the newly hired faculty should remain in the classroom and not engage in other assignments.

ii. Classified Staff – None

iii. Associated Students – None

iv. AFT – None

C. Old Business

i. Resolution: SDCCD 12-month Contract for AFT President (**2nd Reading**) – M. McMahon

McMahon provided the second reading and solicited faculty input. McMahon reported that, at the request of the AS, she contacted Mahler to provide information or feedback on the following questions:

1) How would the 12 months be accounted for?

Mahler replied that the contract would be similar to an 11-month Department Chair contract with additional duty days.

2) List of AFT President duties.

Mahler replied that “if you don’t already know what I do...” In other words, we should all know this by now.

3) Differentiating time/work for SDCCD and Grossmont-Cuyamaca.

Mahler also replied that the work would be similar to the work that he is currently doing in these capacities.

Faculty discussion ensued. Kjartanson suggested that Mahler be invited to attend the next AS meeting in order to address faculty questions and confusion about duties and accountability and concerns. Motion to have McMahon relay the request to have Mahler provide a list of AFT President duties or speak to them in an AS meeting unanimously approved.

(North/Murphy)

ii. Website Upgrade Project: Focus Group Report – M. McMahon

McMahon reported on the website update. McMahon reasserted that surveying faculty, classified staff and students would provide meaningful feedback and be beneficial to the desired improvements to the website. McMahon further reported on the details of the ‘Faculty Focus Group’ meeting on Tuesday, Nov 7th, at 11:00am that was attended by three faculty – Marie McMahon, Laura Murphy and David Halttunen. This meeting was useful in letting the “Website Team” know that many faculty were very frustrated with the new website and the lack of service the team has been providing in response to significant concerns raised. The faculty members outlined the many functional problems with our current college website and reiterated our suggestions for improvement. At the conclusion of the meeting, they asked that we, again, itemize more specifically our new and old suggestions and indicated they would send out meeting notes.

McMahon reported that, at that meeting, faculty present spoke to the following organizational planning issues as they pertained to all faculty concerns that were submitted to her on behalf of the Academic Senate:

- Migration vs Maintenance of Content – McMahon reported that, at the ‘focus meeting,’ it was strongly pointed out that Maintenance of Content is not a faculty duty and that no faculty member should agree to this obligation, since it is not a faculty responsibility even though, in the past, some have been asked to perform this duty and agreed to do it. The argument presented at the meeting for faculty doing this task was that emailing back and forth to the webmaster with details that might be missed probably took longer than just doing it yourself. This was

countered with the argument that Miramar College has a 1.0 (Full Time) webmaster whose duties clearly include the maintenance of the college website. Therefore, this is the person who is responsible for this duty.

- Process for Reporting Errors and Requests – In direct relation to the item regarding maintenance of website content, at the meeting, it was recognized that there had previously been a system in place to keep track of requests and get direct feedback on the status of requests; it was an electronic form that was filled in with important details, and this was determined to be the Process for Reporting Errors and Requests for the website content. This system appears not to be in use, perhaps for some time, and no one present seemed to know why. The faculty present recommended that this or an improved system be reestablished, such that a process was in place to ‘complete the loop’ in terms of requests being made and the tasks being completed.
- Timeline for feedback and addressing requests – Again, if the Process for Reporting Errors and Requests that the college has had in place in the past was actually being used, it would likely address the large problematic issue of a lack of appropriate feedback when trying to address website content changes, and with regard to addressing the needs of faculty with respect to the functioning of the website overall.
- Drop-down Menus – Why did they all disappear? It seems highly unusual for a website to have essentially no drop-down menus and, from faculty feedback, this lack of drop-down menus makes navigating the website very difficult when it could be much more intuitive and less confusing and time consuming.
- Many links repeated in various places in a non-predictable way.
- Organizationally move away from the “Pathways” that are currently being used, as it seems very few users of the website find them meaningful or useful – This is where survey information would become helpful.
- Directory Issues: Categorical titles, accuracy, searching capabilities, display of results – These are still significantly lacking.

McMahon reported that we are making some progress, but that our input and monitoring of the website upgrade project continues. Our goal is to have a more functional and user-friendly college website, not just for one group of users but for all who need to utilize this website.

iii. Viability Review of Instructional Programs – L. Murphy

Murphy reported on the Viability Review of Instructional Programs. Murphy will provide a more substantive report after Academic Affairs Committee review on 11/16/17. Murphy solicited input from faculty.

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

i. College Governance Committee – L. Murphy

Murphy reported that a workshop is in development for Spring 2018 in lieu of convocation.

ii. Professional Development Committee – M. Moore and M. McMahon

The Professional Development (PD) Committee is in the process of fusing two forms (currently there is one form for travel and one for campus events) into a single form and will be adding the professional development aspects to both facets of the PD Committee funds. McMahon reported on the newly evolving PDC and how some committee members are uncertain and resistant to creating an updated form, which will include aspects of identifying that the activity you are doing is in alignment with the strategic goals of the college, has "deliverables", and identifying a basic plan for bringing those benefits back to the college or district from the activity. McMahon mentioned that the modifications suggested to the forms are based on requirements in order to meet accreditation standards, adding that many other local colleges have these components in their PD forms already and that it should not be a challenging or restrictive component of the form or access to funds.

E. New Business

i. BRDS New Discretionary Resource Allocation – B. Bell

Bell reported on the \$80,000 from net increase in FTES. Bell reported that we had \$71,000 in priority one requests. The budget will move to CEC by 12/05/17. Motion to suspend the rules to consider approving the allocation unanimously approved. (North/Gutowski) Motion to approve the Discretionary Resource Allocation unanimously approved. (Kjartanson/North)

ii. BRDS RFF Allocation – B. Bell

Bell reported on the piloted project from last year when Taskstream and BRDS were merged. The merging of BRDS and Taskstream were replicated and fine-tuned this year. Bell spoke to the multidisciplinary team and processes that the committee utilized in vetting and prioritizing requests.

- Unrestricted: \$53,000 funded 14 requests
- PPIS-Instruction and Equipment: \$38,000 funded 5 requests
- Lottery-Instruction < \$200.00: \$265,000 funded 24 requests

Motion to suspend the rules to consider approving the allocation unanimously approved. (North/Vargo) BRDS RFF Allocation unanimously approved. (Gutowski/Halttunen)

- iii. Miramar Research Agenda – X. Zhang
Zhang reported on the Research Agenda, which archives requests that serve activities and initiatives that support broader campus functions. Zhang outlined the three major changes in the research agenda: 1) Reporting cycle changed from an annual to three-year document to provide better alignment with the Strategic Plan, Educational Master Plan and Division Plans, 2) Evaluation plan for the Integrated Plan, 3) College-wide SLO Survey.
Zhang spoke to changes initiated by managers and the Classified Senate, including removal of the vacant position of the AD of Student Equity and Academic Success and rearranging the first two introductory paragraphs to promote clarity. Zhang solicited faculty input. McMahon agreed to bring the Research Agenda back to the next AS meeting.
- iv. District Student Services Committee: Feedback on Pending Approval for 9th and 10th Graders to Attend College Classes (2 course limit) – R. Cassar
Cassar reported on the plan to open the College to allow 9th and 10th grade students to enroll in classes without petitioning to do so. The students will be limited to two classes per semester. Cassar explained that past practice has been that the student had to petition to attend these classes if they were 9th or 10th graders. Faculty discussion ensued. It was noted by faculty that, since some students' petitions had been not approved in the past, coupled with concerns about such young students in class, that this current system of using petitions was advantageous. Cassar requested that Senators return to their departments to discuss with faculty. This item will come back to the Academic Senate.
- v. Proposed 2017-18 Faculty Contract Hiring Committee Priority Ranked List (**2nd Reading**) – M. Kjartanson
Kjartanson presented the 2017 Faculty Contract Hiring Committee Priority Ranked List as generated by the Faculty Hiring Committee at its last meeting. Kjartanson explained that the BUSE position would be redacted from this present list, as their position was currently being filled from the 2016-2017 Faculty Contract Hiring Committee Priority Ranked List (the currently active list from the previous year) from a faculty vacancy that just occurred. Kjartanson reiterated that Business voluntarily redacted their position from the 2017-2018 List as they were no longer in need of the position. The 2017-2018 Faculty Contract Hiring Committee Priority Ranked List was unanimously approved. (Murphy/Landicho)
- vi. Clarification of Guided Pathways – L. Murphy and M. McMahon
Murphy reported on Guided Pathways and the redesign of structures used to guide and support student success and completion. Murphy outlined the four pillars of support. Murphy asserted that faculty need to be integral in the exploration, assessment, planning, development and implementation of Guided Pathways. Murphy reported on the \$1million, 5-year grant, outlining where Miramar is in the process. Faculty discussion ensued. Murphy solicited support for faculty involvement in the genesis of a cross-functional workgroup.
- vii. Creation of AS Guided Pathways Workgroup – L. Murphy and M. McMahon
Murphy called for formation of a workgroup for thoughtful review by a cross-functional team. Motion for AS Exec Committee to create a proposal to consider how we would move forward with GP unanimously approved. (North/Vargo)
- viii. AS Donations to Miramar College Food Bank and C2AMP Program – M. McMahon
McMahon solicited an AS donation of \$250 for the C2AMP Program and \$50.00 for the Food Bank. Unanimously approved. (Landicho/Vargo)

F. Senate Reports

- i. Adjunct – J. Librande or D. Gutowski – No report.
- ii. Treasurer – S. Vargo – Reported a balance of \$1753.79.
- iii. President's Report – M. McMahon reported on:
 - a) McMahon reported that the ASCCC Plenary was a very positive experience for the Miramar faculty who were able to attend. A more detailed report will be provided when time permits – hopefully at our next meeting.
 - b) McMahon reported on the requirement of faculty to engage two equivalency committees when applying for Minimum Qualifications Equivalency. The first equivalency committee involves the department – composed of three faculty members, including the dept. chair and at least one discipline expert; the second equivalency committee is the AS equivalency committee, which involves three faculty members who are not members of the discipline or department involved in the request for the equivalency.
- iv. Vice President – L. Murphy – No report.

G. Announcements

- i. Omens reported that the Classified Senate Winter Holiday Party is being held at MCAS Miramar Officers Club on Friday, December 8th.

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

Respectfully submitted,
Mary Kjartanson and Juli Bartolomei