

**Minutes**  
**Miramar College Academic Senate**

Location: M-108

October 18, 2011 3:00-4:30pm

**Senators Present:** Daphne Figueroa, Darrel Harrison, David Buser, David Navarro (also proxy for Naomi Grisham), Mark Manasse, Lawrence Hahn, Mark Hertica, Rebecca Bowers-Gentry, Otto Dobre, Peter Elias, Isabella Feldman, Bob Fritsch (also proxy for Wheeler North), Laura Gonzalez, Buran Haidar, Jeff Higginbotham, April Koch, Andrew Lowe, Eric Mosier, Cheryl Reed, Ken Reinstein, Dan Willkie, Ric Matthews

**Other Attendees:** Linda Woods, Tom Schilz, Joe Egidio, Randy Barnes (Interim VPI), Gina Bochicchio, Joyce Allen, Juli Bartolomei

**Absent:** Angela Romero, Yolanda James, Jordan Omens

Meeting called to order at 3:03pm.

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

The agenda was approved unanimously. The previous minutes were approved unanimously with the following changes: April Koch requested that she be listed as “co-chair” instead of chair of the Diversity Committee, and Laura Gonzalez requested some wording changes to her report on e-Waste and the Terracycle Program Writing Brigade.

**B. Senate Reports**

- i. Treasurer – David Buser reported a balance of \$968.70. He said that it should be enough for scholarships and the faculty share of the Holiday BBQ but thinks it would be a good idea to have more of a cushion for carryover and anything else that comes up during the year, as has occurred in the past. He also wanted to give recognition to Student Services faculty for being the only department with 100% participation in dues payment.
- ii. President – Daphne reported on:
  - a) Faculty Still Needed to Serve on Technology Committee, 4<sup>th</sup> Tuesdays, 2:30pm – Thanks to B. Fritsch and R. Halliday for stepping up to fill vacancies on CGC and SDC, respectively.
  - b) Board Meeting at 5pm, SDCCD/SDUSD @ ECC – Is meeting this afternoon; alignments and partnerships will be discussed. This is an open meeting and all are invited to attend.
  - c) Area D Meeting, Saturday, Oct 22<sup>nd</sup> – Daphne and all SDCCD AS Presidents will be attending. All resolutions for the State Plenary session will be reviewed. Daphne will be emailing these resolutions to the DL tomorrow. There will be an opportunity at the next AS meeting to discuss these resolutions.
  - d) Board of Governors Nominations Due Oct 24<sup>th</sup> – This has been sent out.
  - e) Board Meeting at Mesa College, Oct. 27<sup>th</sup> – College President has sent out several emails on this. There will be a discussion of the High Speed Rail Proposal at this meeting. High levels of attendance at this meeting will be invaluable in demonstrating community interest.
  - f) Spring Plenary Session, Nov 3-5 in San Diego – Daphne, Dan Igou, Buran Haidar, Cheryl Reed, Lawrence Hahn and Bob Fritsch will be attending. The State AS website lists sessions, and Daphne invites anyone interested in information from any of the sessions to notify her or her fellow attendees; they will be happy to collect information from the session(s) of interest.
  - g) Accreditation Visit, Nov 7<sup>th</sup> – There will be a revisit. Additional details on the structure of this meeting are forthcoming. They will be on campus for 4 hours. Those who have been involved with this process may be given short notice to meet with members of the Committee. Substitutes will be provided.
  - h) Integrated Planning Posters Coming Your Way!
- iii. Past President – Darrel Harrison began to talk about committee change requests that have gone through the College Governance Committee and are pending Senate approval; he postponed the remainder of his report until item D.i., College Governance Recommendations. Daphne mentioned that she is working on the updated College Governance Organizational Chart and will send it out via email; in the meantime, do not use the one on the webpage because it is inaccurate.

**C. Special Reports**

- i. SLOAC Progress Toward Proficiency (2012 deadline) – Buran Haidar reviewed and clarified: 1) the history of addition of SLOs to the accreditation standards in 2002, 2) initial faculty resistance due to confusion about the distinction between objectives and outcomes, perceived workload increase and role for faculty participation rather than student SLO results as a component of faculty evaluation, 3) the steps of the SLOAC Cycle emphasizing analysis of SLO student results for identification of learning gaps and implementation of instructional changes, 4) importance of documentation as the basis of the development of SLOJet, the Miramar College course SLOs tracking database, 5) SLOJet access levels of general faculty or lead faculty, department chairs and SLO Coordinator, with 66 faculty who

currently access the database information for analysis either as lead faculty or department chairs through personal password protected accounts. She also presented a SWOT analysis and the SLO assessment status of course, program degrees and certificates, including the challenge of SLO completion of two SLO assessment cycles by Fall 2012, and highlights of her Sept 2011 “Progress Report on SD Miramar Action Plan: SLO Timeline to Proficiency by 2012” to the College. She emphasized critical areas in need of attention to meet the expectations: a) inclusion of course SLOs on syllabi, for which she projected the ACCJC-annotated Spring 2009 Accreditation notes “Where Do Course SLOs Live?”, and b) availability of useful student achievement outcomes data from the District Office of Institutional Research and Planning (OIRP) for assessment of program degrees and certificates, which were recently received from the OIRP. She also presented an example of the program certificate outcome assessment using previous data, and invited representatives of two programs to share separate examples about their experience with:

1. Completing the course SLO assessment cycle “closing the loop” at the course level – Lawrence Hahn presented a summary of the coordinated efforts and dialog of four BUSE 100 adjunct faculty, about SLO assessment, analysis, identification of learning gaps, and development of a plan to improve student learning, even though BUSE and Business Management program have no contract faculty.
2. Outcome-based course refinement – Mark Manasse presented a summary of the Basic Skills approach and the research-based evidence for improvement of student retention and success rates in ENGL 49 and in its subsequent course, ENGL 101.

#### **D. Committee Reports/Information**

- i. College Governance Recommendations – Darrel Harrison had already given a preview of his College Governance Report in his Past President Report, so he opted to have Daphne go through the proposed committee changes. Academic Affairs requested minor changes, including School name updates and committee goals (passed unanimously). Graduation Subcommittee requested a name change to Commencement Subcommittee, since it more accurately reflects what they work on, and also wanted some membership changes (passed unanimously). Staff Development requested a Classified co-chair, since half of the membership is Classified, and minor goal changes (passed unanimously).
- ii. Staff Development/FLEX Report – Tom Schilz discussed how staff development money is distributed. The Academic Senate elected to divide money by department according to FTEF. The money is allocated (generally) each October. Prior to the Department allocation (22 years ago), money was put into a single pot. This system has generally worked well, except with ongoing change (especially retirements); this has to be recalculated annually. (Brett Bell’s office recalculates this each summer.) There are two college committees involved in travel: [1] Travel Task Force (President Hsieh) deals with procedure and interpretation of travel rules, [2] Staff Development deals with requests for money from Departments. In March, all of the money is placed back into a single pot and, therefore, there has been a problem with allocating funds after the end of the semester. After June 30, the State wants the money back if the funds have not been allocated by the college. Some faculty members are concerned that this allocation “is not fair,” and have expressed a desire to return to a single pot. Rebecca Bowers-Gentry has requested that a new committee composed exclusively of faculty be created to distribute travel funds. Tom Schilz discussed a variety of reasons why an “all-faculty” committee is inadvisable. Tom Schilz emphasized that the ongoing investigation of SDCCD travel by the SD Union-Tribune is among the reasons changing the current model of distributing travel funds is inadvisable. There was a discussion of the pros and cons of moving back to a “single pot” system and how that would impact the process of allocating travel funds. Darrell Harrison voiced a concern over the scheduling of travel and the disbursement of funds.
- iii. Basic Skills Update – Mark Manasse mentioned the Teaching Institute and reported that there was a great turnout at the last meeting and encouraged attendance.
- iv. District Classroom Standards Committee Update – No report.
- v. PLACe Update – No report.
- vi. ACCJC Recommendation Progress & Update – No report.
- vii. Chairs Committee – Linda Woods reminded senators that there would be an Academic Affairs meeting as well as a Faculty (Contract) Hiring meeting on Thursday, October 20<sup>th</sup>.

#### **E. New Business**

- i. Resolution: Reaffirming Exclusive Faculty Access to Miramar’s Course SLO Tracking Database, SLOJet (First Reading) – Buran Haidar presented the resolution “*Resolution on Affirming Exclusive Faculty Access to Miramar’s Course SLO Tracking Database, SLOJet*”. The second reading will take place at the next Academic Senate meeting.

- ii. Lottery for Part-Time Faculty State Plenary Scholarship – Only one senator, Rebecca Bowers-Gentry, turned in a nomination for the Part-Time Faculty State Plenary Scholarship; the nominee for the scholarship will be Lisa Selchau, adjunct chemistry faculty from the Physical Science department.

**F. Old Business**

- i. (None)

**G. Announcements**

- i. Joint SDCCD & SDUSD Board Meeting, at ECC Today, October 18<sup>th</sup>, 5pm
- ii. SDCCD Board Meeting with Resolution on High Speed Rail, at Mesa College, October 27<sup>th</sup>, 5pm
- iii. Accreditation Follow-Up Visit, Monday, November 7<sup>th</sup>, 8am
- iv. David Navarro mentioned that there was a District Student Services meeting with Lynn Neault on October 7<sup>th</sup> at which numerous changes to student services processes and petitions were discussed. At this meeting, counselors also heard an update from Cynthia Rico Bravo, Mesa Counselor, who is a member of the statewide Student Success Task Force.
- v. Rebecca Bowers-Gentry reported that the Miramar College women's soccer team beat the number one team in the state and that they are wearing pink in honor of Breast Cancer Awareness.

The meeting was adjourned at 5pm. The next meeting will be on November 1<sup>st</sup>, from 3:30-5:00pm in M-108. Please submit agenda items by 10/26/11.

Respectfully submitted,  
Angela Romero and Juli Bartolomei