

Minutes
Miramar College Academic Senate
Location: M-108
December 6, 2011 3:30-5:00pm

Senators Present: Daphne Figueroa, Darrel Harrison, Angela Romero, David Buser, David Navarro, Mark Manasse, Lawrence Hahn, Mark Hertica, Sean Bowers, Rebecca Bowers-Gentry, Isabella Feldman (also proxy for Naomi Grisham), Bob Fritsch, Laura Gonzalez, Buran Haidar, Yolanda James, April Koch, Andrew Lowe, Eric Mosier, Wheeler North, Cheryl Reed, Dan Willkie, Ric Matthews, Joann Um

Other Attendees: Joan Thompson, Rob Fremland (Mesa), Tiffany Yarling (United Way), Brett Bell, Denise Kapitzke, Gina Bochicchio, Tom Schilz, Juli Bartolomei

Absent: Naomi Grisham, Otto Dobre, Peter Elias, Jeff Higginbotham, Jordan Omens, Ken Reinstein, John Egidio, William McJilton

Meeting called to order at 3:37pm.

A. Approval of Agenda and Previous Minutes

The agenda was approved after a reordering to allow Tiffany Yarling from United Way to speak immediately following the Treasurer and Past President reports. The previous minutes were approved unchanged.

B. Senate Reports

- i. Treasurer – David Buser reported a balance of \$1284.70. \$400 will go toward the BBQ; \$600 will go to two \$300 scholarships; \$98 has been allocated by the Senate Executive Committee in the event Miramar College hosts the Regional SLO meeting. Senators are still encouraged to speak with their department colleagues regarding Senate dues.
- ii. President's Report – Daphne reported on:
 - i) The Senate Executive Committee's Action Items: (a) Travel - \$350 for B. Haidar, Accreditation Institute.; (b) BBQ - \$400 (max); (c) Nominated Lawrence Hahn for PT Scholarship for Academic Academy; (d) Approval of Spring 2012 Academic Senate Calendar; (e) Hayward Award Nomination - M. Manasse.
 - ii) BOG (Board of Governors) Meeting: SSTF (Student Success Task Force) Changes; SB 1440 (transfer degrees). Daphne will be sending related information to the Miramar College DL.
 - iii) Senate President/AFT Meeting Items: Daphne pointed out that Miramar College has very strong support for its reassigned time and that there is discussion of the need to connect the grant writing process to long-term concerns regarding curriculum and program creation. There will be further discussions of this in the Spring.
 - iv) Spring Senate plans: The meeting schedule will remain the same (AS will meet on the 1st and 3rd Tuesdays of the month at 3:30pm; Senate Executive Committee will meet on the 4th Tuesday at 3:15pm). Spring 2012 agenda items to look forward to include presentations on the new cafeteria and Student Services building (February 7th); Andrea Henne will discuss the Online Faculty Certification course that has been created by SDCCD (February 21st). In March, Duane Short will give a presentation on Veterans' issues and services.
- iii. Past President – No report.

C. Special Reports

- i. United Way – Tiffany Yarling began by asking Senators what change for the better they would like to see in the community. Discussion followed. Tiffany explained what it is United Way does – it speaks to members of the community to address needs that include, but are not limited to: free IRS tax advice; education, especially literacy to address fact that 1 in 3 San Diego 4th graders do not read at grade level; homelessness; and job re-training. Please consider donating through (or to) the United Way. It was noted that donations can be done via payroll deduction and can be directed to the cause of your choice.

D. Committee Reports/Information

- i. College Governance Committee Recommendations – Daphne reported:
 - i) BRD (Budget and Resource Development) Subcommittee's recommended changes to their Governance Handbook page were approved by the CGC. These recommended changes were approved by the Academic Senate.
 - ii) PIE (Planning and Institutional Effectiveness) Committee recommendations were approved by the CGC. Related documents are in the Senate materials for 12/06/11. These recommended changes were approved by the Academic Senate.

- ii. Staff Development/FLEX Report (AFT Travel Proposal) – Tom Schilz reported on three plans that the SDC forwarded to the Academic Senate for recommendations and directions.
Plan A: Maintain the current system, with money (which is released by the District in October) divided according to FTEF by department.
Plan B: Set the Single Pot back to the beginning of the Spring semester in January; Fall would remain as is with FTEF division by department. Summer rules (set by the Business Office) would remain in place.
Plan C: A Single Pot system beginning in October. Limit per person \$1000.00 per year and travel must relate back to their academic field as a justification. No more than two dips into the money pool. First come, first served; when the money is gone, that's it. Summer rules (set by the Business Office) would remain in place.
A lengthy discussion ensued. A Plan "D" was put forward that suggests a single pot system divided into 9-12 equal segments. This plan is available for faculty to review (contact Gina Bochicchio). Daphne proposed that this discussion be continued in the Spring, with the Business Office presenting information on the financial parameters of this, and then faculty speaking as to the pros and cons of each plan.

--The following reports were postponed ---

- iii. Basic Skills Update – Mark Manasse
- iv. District Classroom Standards Update – Dan Willkie
- v. PLACe Update – Daphne Figueroa
- vi. Chairs Committee – Linda Woods

E. New Business

- i. Civility and Mutual Respect Policy – Due to a lack of time, Daphne proposed this be postponed until the next Academic Senate meeting.
- ii. Senate Calendar for Spring 2012 – Academic Senate meetings will continue to be held on the 1st and 3rd Tuesdays of each month and Senate Exec on the 4th Tuesday of each month. The election for Executive Committee members (including President-Elect) will be on April 10th.
- iii. State Academic Academy (Anaheim - 24-25 Feb) – The Academic Senate has funds available to pay the registration only for two faculty members. Interested faculty should submit their name to Daphne, and the Senate Executive Committee will hold a lottery at their next meeting (Dec 13th).

F. Old Business

- i. Resolutions from Mesa (Second Reading) – Rob Fremland (Chemistry, Mesa College) spoke on behalf of the Resolution on Facilities Services. He cited the example of the accumulation of waste in the chemistry labs at Mesa. The Mesa Academic Senate is asking that, if and when Facilities is going to reduce or eliminate services, that they first consult with the DGC in order to foster collaboration in how this (and other) cutbacks may affect the learning environment (the latter is what makes this an Academic Senate issue). Mesa's Academic Senate has adopted this resolution and is seeking support of this resolution from City and Miramar Colleges in an effort to improve dialogue between Facilities and faculty. Discussion ensued. It was pointed out that Miramar College's practice is to encourage faculty attendance at the Review of Services Committee meetings. A move was made to support the resolution, and the resolution was approved.

Resolution on Curriculum and Schedule Balance – Since the author of the resolution, Jonathan McLeod (Mesa), was unable to attend the meeting, attendees were referred to an email to Daphne from him (included in Senator materials for 12/6/2011) explaining that the purpose of the resolution was to start conversation at Mesa College on the way to proceed with curriculum balance and scheduling in a shared governance context. Some issues raised on the Curriculum Balance resolution from Miramar College's Academic Senate were: How do we maintain curriculum balance and maintain loads for contract faculty? Would curriculum balance be determined campus by campus or district-wide? (This could impact institutions, like Miramar, with more CTE programs.) A brief discussion about the definition of "curriculum balance" ensued. It was noted that the resolution (as written) asks for balance and not faculty input (which seems to be the intent); discussion of how the wording of the Mesa resolution did not convey this followed. There will be further discussion of this resolution, and Wheeler North, Buran Haidar, Mark Manasse and Ric Matthews will be working to craft a parallel resolution from Miramar College in support of Mesa's resolution.

G. Announcements

- i. David Navarro – Student wait times at Counseling are currently 2.5 - 3 hours.

The meeting was adjourned at 5:01pm. The next meeting will be on February 7th, from 3:30-5:00pm in M-108. Please submit agenda items by 02/01/12.

Respectfully submitted,
Angela Romero and Juli Bartolomei