

Minutes
Miramar College Academic Senate
Location: M-108
September 04, 2012 3:30-5:00pm

Senators Present: Daphne Figueroa, Buran Haidar, Gina Bochicchio, Joan Thompson, Mark Manasse, Lawrence Hahn, Peter Elias, Francois Bereaud, Clara Blenis, Isabella Feldman, Naomi Grisham, Rich Halliday, Mark Hertica, Jeff Higginbotham, April Koch, Andrew Lowe, Eric Mosier, Wheeler North, Jordan Omens, Angela Romero, Sandra Slivka, Dan Willkie, Frederica Carr

Other Attendees: Brett Bell (VPAS), David Navarro, Duane Short, Nina Jacobs, Khrystyn Pamintuan, Gerald Ramsey (VPSS), Juli Bartolomei

Absent: Erica Murrietta (proxy: D. Navarro), Sean Bowers, Dawn Burgess, Otto Dobre, Nam Sinkaset (proxy: G. Bochicchio), Dan Gutowski, Ric Matthews

Meeting called to order at 3:37pm.

Introduction of SDICCA interns Nina Jacobs (English) and Khrystyn Pamintuan (Transfer Center).

A. Approval of Agenda and Previous Minutes

The agenda was approved after a reordering of items so that Naomi Grisham would be able to present both of her items back-to-back. The previous three sets of minutes were approved unchanged. A. Koch moved and J. Omens seconded the motion for approval of the minutes.

B. Senate Reports

i. Treasurer – Dave Navarro reported for Treasurer Erica Murrietta that the present balance in the Senate Treasury is \$464.62. He reported that 21 faculty members have paid, reminded faculty to pay their dues, and pointed out the option to do so using payroll deduction. Dues are \$20 for contract faculty and \$10 for adjunct. Daphne suggested contract faculty pay a bit more if their situation allows and/or sponsor an adjunct. Academic Senate dues are used primarily for scholarships and the annual holiday barbecue.

ii. President's Report – Daphne Figueroa reported:

- i) Actions of the Senate Executive Committee during the summer recess:
 - (1) Made recommendations to the VPI and College President regarding the SLOAC Facilitator & FLEX Coordinator position announcements and descriptions. Faculty are reminded that they should be able to submit their FLEX requests as usual in the interim and to contact Daphne if there is any problem.
 - (2) Approved Buran Haidar as the Senate representative for SLOJet management & data at this critical time.
 - (3) Tasked the Academic Senate President with conferring with the College President to request a technical visit for the college, with the objective of improving collegial consultation between faculty and administration. This issue will be discussed further at the Senate Exec meeting at the end of September and the full Senate meeting scheduled for October 2nd.
 - (4) Approved \$3000 for President and President-elect to attend and serve as delegate and alternate delegate to ASCCC plenary sessions and \$2000 for two attendees to the June ASCCC Leadership Institute.

ii) Committee Vacancies

- (1) Student Services – 1 instructional faculty
 - (2) Instructional PR/SLOAC Sub-committee of the Academic Affairs Committee (AAC) – 1 MBEPS faculty and 1 faculty-at-large
 - (3) Research Sub-committee of PIEC – 1 faculty-at-large
 - (4) Academic Standards Sub-committee of AAC/Curriculum Committee (CC) – 1 counselor, 1 CTE faculty

iii. President-Elect – Buran Haidar reported on the following:

- i) Gave an update on course SLO assessment for all disciplines.
- ii) Said that summative reports for Schools and whole college to be included in the Fall 2012 draft report to ACCJC.
- iii) Reported on the population of the 2012/13 PR reports with updated SLO information as of July 20, 2012.
- iv) Reminded all faculty to publish SLOs on syllabi.
- v) Explained that course SLOs will be published in Curricunet this fall, in coordination with the District. Faculty will have a chance to update them before this occurs; this should be arranged with the Department Chair before September 30th.

C. Special Reports

- i. SB 1440: The Counseling Perspective – Naomi Grisham reported on AA-T/AS-T degrees. These degrees align with those at the CSUs and improve a student's chance for transfer to one of the CSUs. San Diego State, our most common transfer institution, has approved nine of these degrees so far. A statewide committee has been formed to advise students on the SB 1440 degrees and to provide consistent training materials for all stakeholders. Naomi showed the website with the information: <http://www.sb1440.org/Counseling.aspx>. The first priority for dissemination of information is to the counselors, so they will be ready to advise students for the spring semester. The transfer center will be offering workshops for students on the AA-T/AS-T program for those interested in transfer to CSU. They will also offer individualized training to students. Training for the counselors is ongoing and several students have applied for transfer in the spring. Right now, Miramar has AA-T degrees in Sociology and Communications, with several more going through the process. This summer, a “Train the Trainer” workshop was held here at Miramar. Two members from each community college in the area attended, as well as reps from the CSUs and the UCs. The UCs are not yet involved, but are interested in the process. Naomi finished with a brief case study to illustrate the process for a student who wants to study communications at CSULA.

D. Committee Reports/Information

- i. Basic Skills Update – Mark Manasse reported that he helped to create and led a conference called *Writing for College & Career Readiness -- Fostering Partnerships Among High School, College and University Instructors*, which brought together two professional development organizations: The San Diego Area Writing Project and 3CSN. The objective was to have high school, college and university instructors work together to better align course work and prepare students for the progression through these academic levels. Participants were varied across the curriculum and also included non-academic participants such as administrators and librarians. There may be more of these in the future. He also announced that the Teaching Institute starts this Friday, 9/14, from 9am to noon, room TBA. This is a good way to connect with faculty colleagues and learn new teaching techniques. 1-2 units of college credit are available for attending.
- ii. College Governance Committee Recommended Changes to Curriculum Committee (CC) Membership – Daphne reported that the change is to add 2 new faculty as permanent members of CC: 1 Math and 1 English. In addition, it was recommended that the library faculty position be expanded to include any non-teaching faculty. W. North made a motion to suspend the rules regarding a second reading and R. Halliday seconded. The motion was approved. F. Carr moved that we approve the recommended changes, J. Omens seconded and the motion was passed.

E. New Business

- i. Human Resources Plan Review – Daphne Figueroa explained that we would like the HR Plan to be approved by all entities by the time the ACCJC receives it as part of the evidence for the Final Accreditation Follow-up Report (FAFR). April Koch reported that the Diversity Committee was in the process of updating the Cultural and Ethnic Diversity Plan. Daphne introduced Brett Bell, who discussed the contents of the plan:
 - i) Much of the HR report is not new, having appeared in the 2011 Follow-up Accreditation Report. The following has been added to address more recent concerns of the ACCJC:
 - (1) Resource Allocation Formula (RAF), agreed to by the separate meet, confer and bargaining units.
 - (2) Review of the Staffing Study, including long-term critical classified hiring needs across the district.
 - ii) The format of the report includes both long term and short-term timeframes.
 - iii) The Staffing Study compares pre- and post-2008 data to show the impact of the hiring freeze. It also delineates critical classified staffing needs that are necessary to obtain a balance throughout the district.
 - iv) Other long-term issues include Prop S and N future costs and faculty hiring from the Educational Master Plan when Miramar grows to 25,000 students.
 - v) Short-term issues include implementation of Program Review, Classified and Faculty Hiring Priorities, and those positions from each that were actually filled (i.e. math faculty and athletic trainer).
 - vi) The HR Plan also outlined the process of short-term hiring prioritization and listed the most recent ranking effort from the Contract Faculty Hiring Committee.

A discussion ensued on whether the Diversity Committee should update the Cultural and Ethnic Diversity Plan before the draft. Brett suggested adding a paragraph to the HR Plan, indicating which sections may be updated in the future. Buran suggested that, if the new plan is ready by the ACCJC site visit, then we should give it to them as an addendum. The decision was to do both. W. North made a motion to suspend the rules regarding a second reading, which was approved. He then made a motion to approve the HR Plan with the suggestions outlined above. J. Thompson seconded and the motion passed.

- ii. ASU Guaranteed Admission – Naomi Grisham reported on a TAG with Arizona State University, the largest public university in the country. They will accept the IGETC or the CSU GE, guaranteeing admission to students who have finished these tracks. ASU participates in the Western Undergraduate Exchange (WUE – that's pronounced Wooey!), which gives cheaper than non-resident tuition. ASU's costs are comparative with those of UCLA, and their programs are not as impacted, so it's a good alternative to the public universities here in California. ASU is coming to meet with the College President next week. Once again, W. North made a motion to suspend the rules regarding a second reading and it was approved. He then made a motion to support the ASU Guaranteed Admission Program, J. Omens seconded, and it was approved.
- iii. Commencement 2013: Change in Day and Venue – Daphne Figueroa reported that the College President would like to change the venue to the MCAS Bob Hope Theater and change the date to the Friday before finals week. This would be May 17th, 2013. The College President conferred with the Associated Students and the Classified Senate over the summer, and they were in favor of the change. The discussion that followed centered around base security, issues for foreign-born students and family, and the documentation needed.
- iv. 2012 Holiday BBQ – Daphne Figueroa reported that the Chancellor would like us to consolidate our BBQ (1st week in December) with the President's holiday luncheon on November 26th. This item will be further discussed at the next meeting, Sept 18th.
- v. Co-sponsoring Board of Trustees "Hail & Farewell Celebration" – Daphne explained that this would involve having the Academic Senate listed as a co-sponsor, but would not involve any Senate funds. The purpose of this event is to say goodbye to outgoing member(s) and to greet the incoming member(s). The Senate supported this by consensus.

F. Old Business

- i. None

G. Announcements

- i. The LLRC Grand Opening is 9/5/12.
- ii. The Board of Governors (BOG) meeting will be held at City College on 9/10-9/12, starting at 9am in the Seville Theatre.
- iii. Employee Satisfaction Survey briefing will be held on 9/18/12, at 2pm in M-110. Daniel Miramontez will present results.
- iv. Invest in Success auction and banquet is 9/22/12; RSVP's needed as soon as possible for this event, which supports scholarships. Cost is \$100 per person or \$150 per couple and is tax deductible.
- v. Miramar is officially a smoke-free campus. An e-mail announcement was sent out by the College President.

The meeting was adjourned at 5:01 pm. The next meeting will be on September 18th. Please submit agenda items by 09/12/12.

Respectfully submitted,

Gina Bochicchio and Juli Bartolomei