

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

Location: H-105

March 05, 2013 3:30-5:00pm

**Senators Present:** Daphne Figueroa, Buran Haidar, Gina Bochicchio, Erica Murrietta, Mark Manasse, Lawrence Hahn, Peter Elias, Clara Blenis, Otto Dobre, Isabella Feldman, Naomi Grisham, Rich Halliday, Mark Hertica, Jeff Higginbotham, April Koch, Andrew Lowe, Eric Mosier, Wheeler North, Jordan Omens, Wayne Sherman, Dan Willkie, M. Patricia Beller, Frederica Carr, Kathy Pickham

**Other Attendees:** Duane Short, Terrie Hubbard, Nina Jacobs, Linda Woods, Fabienne Bouton-Sander, Rick Cassar, Jerry Buckley (VPI), Juli Bartolomei

**Absent:** Joan Thompson (proxy: E. Murrietta), Sean Bowers, Rebecca Bowers-Gentry (proxy: L. Woods), Dawn Burgess (proxy: P. Elias), Angela Romero, Sandra Slivka, Johnny Gonzales

Meeting called to order at 3:36pm.

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

The agenda was approved without changes. The previous minutes were also approved without changes.

**B. Senate Reports**

- i. Treasurer – Erica Murrietta reported a balance of \$857.82. Once the \$600 in scholarship funds are awarded, \$257.82 will remain to carry over to next year.
- ii. President’s Report – Daphne reported on:
  - i) Committee Vacancies: College Governance – 1 faculty; Curriculum – 1 MBEPS faculty; Diversity & International Education – 1 faculty; Student Services – 1 instructional faculty; and 2 vacancies for adjunct Senators.
  - ii) The Academic Senate Election Meeting is March 19<sup>th</sup> – Volunteers are needed for the Senate Election Committee to help take nominations, get the ballots ready, etc. Mark Manasse, Clara Blenis and Jeff Higginbotham volunteered. Mark Manasse will chair the committee. Thanks to all who volunteered.
  - iii) College-wide retreat: March 22<sup>nd</sup> at the Scripps Ranch Library. Please come and please RSVP by this Friday, March 8<sup>th</sup>.
- iii. President-Elect – Buran Haidar had no report.

**C. Special Reports**

- i. None

**D. Committee Reports/Information**

- i. Instructional PR/SLOAC – Duane Short, committee chair, reported on the changes and updates to the annual program review. The biggest change is to move to a 3-year cycle with an annual update. The program review itself would occur every three years, but there would be an annual component, allowing faculty to update goals and strategies. The annual update would be based on the “Needs” section of the current document. One change is that instead of the breakdown being by committee, it will be broken out by program goal. The annual update will be integrated into the college planning process. There will be a “resource needs” list. The PR/SLOAC committee will send out each program’s resource need to the appropriate committees. Duane solicited questions and comments. Wheeler pointed out that CTE programs were mandated by Education Code to do some kind of program review every two years. Buran asked for clarification regarding the CTE program review, pointing out that they already fill out program review for external review. Buran also asked about whether the resource needs would be prioritized before being sent to the various committees. Dan Willkie wondered if the committees themselves could not prioritize the requests. Mark Manasse asked if this process would eventually be online, and Duane answered in the affirmative. Daphne suggested we bring this draft back to the departments and Duane return for further discussion at the Senate meeting on April 2<sup>nd</sup>.
- ii. Staff Development – Rick Cassar and Terrie Hubbard, committee co-chairs, reported a balance of \$741.59 in unencumbered funds. This is an improvement over previous years, where there was often a balance of several thousand in unspent staff development funds. Rick said that the committee has approved 31 requests to date. The spreadsheet showing the details was included in the Senator materials for this meeting. In some cases, travelers may not liquidate the full amount requested, so there may be some additional funds. He asked the Senate for direction on what to do with the money left over, as outstanding requests require more than is left. Daphne suggested it should remain “first come, first served”, since that is how the system was advertised. Funding for 2013-2014 will be available after July 1<sup>st</sup>, 2013. Rick suggests that prospective summer travelers submit requests before the last meeting of the Staff Meeting Committee on May 10<sup>th</sup>. This will allow the committee to approve the travel using next year’s funding, without having to convene an emergency meeting during the summer, when meetings are harder to set up.

Buran asked if there was any analysis done on a comparison of the old and new system of distributing the travel funds. Daphne asked that Rick and Terrie do that at some point in the near future.

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

- i. Hiring Resolution (First Reading) –Daphne put the draft resolution up on the screen for all to read. This resolution was moved by the Academic Senate Executive Committee. Wheeler North volunteered to second it. Daphne introduced the resolution by reminding faculty of the 5-year hiring freeze and of the fact that several programs are dangerously low on contract faculty (some have none!). A couple of faculty members expressed confusion over the wording of the resolution. Would the vacated position funds go to the discipline that lost the faculty member? Daphne emphasized that the position would be filled according to the Contract Faculty Hiring Committee’s Annual Prioritized List. Right now, Math is at the top of the list, so if we got the money today, we would plan to hire a new Math faculty member. Wheeler asked if this would mean a continuing policy of returning vacated positions to the college and Daphne answered in the affirmative. Linda Woods reminded members that the Hiring Committee’s list is only valid for this fiscal year, and not beyond. Daphne said that we could remove the reference to the present fiscal year, since the prioritization process is done on an annual basis. Wheeler expressed concern that, if all the other colleges are included, the District might decide to give out resources based on their interpretation of which entity has the greatest need. As a result, Miramar might not obtain adequate funding to fill our vacated positions. Daphne agreed that was a risk and tasked Wheeler and Linda Woods, as co-chair of the Contract Faculty Hiring Committee, to work along with her to develop some friendly amendments to the resolution. A revised version will be discussed at the April 2<sup>nd</sup> Senate meeting.
- ii. ACCJC Annual Report – Jerry Buckley, our VPI, put this report up on the screen. This year, ACCJC is instructing the colleges to establish benchmarks based on achievement data. ACCJC has been mandated to do this by upcoming changes in federal law. The actual benchmarks and standards are to be selected by the college. Initially, Miramar will develop draft benchmarks for course completion rates, persistence rates, and awards conferred (both degrees and certificates). These can be locally-approved awards. The college will also set the standards for these benchmarks. Another separate requirement of the ACCJC is the existence of a URL linked to the college website, where prospective students can find assessment results for Program SLOs. However, for the benchmarks, we will use the more traditional success and retention data. The initial plan is to use the last 5-year average to set standards for the benchmarks and the same time period for comparisons. This plan will be reassessed, if necessary, after our first iteration. Wayne asked about what would happen if we had a really bad semester or two during a 5-year period and fell short of our benchmark. Jerry said that probably would not be an issue. Wheeler expressed the opinion that ACCJC probably would not “ding” us for falling short; they are only interested in seeing that we are actually conducting the assessment.
- iii. Senate Election – Opening of Nominations – Mark Manasse, newly-appointed Election Chair, opened the nominations. Daphne nominated Gina Bochicchio for secretary. Isabella Feldman nominated Erica Murrietta for treasurer and Joan Thompson for Senate Executive Member At Large. Lawrence Hahn nominated Frederica Carr for Senate Executive Member At Large. Nominations will be accepted via email until the election meeting on March 19<sup>th</sup>. Hopefully, the nominee will have been contacted in advance!
- iv. Recommendation to Increase Senate Scholarships to \$350 each – Daphne made this recommendation, as there is a surplus of over \$100 in the Senate Treasury. It was moved, seconded and approved.

#### **F. Old Business**

- i. Second Reading: Preliminary District Strategic Goals – Daphne put them up for all to read. If anyone has comments or suggestions, they should send an email to Daphne, Jerry Buckley or Joyce Allen by March 21<sup>st</sup>.

#### **G. Announcements**

- i. Wheeler announced that he attended the Chancellor’s Advisory Committee on Common Core Standards. These standards have been adopted by California Department of Education for K-12. The Committee is discussing how to align our assessment testing to reflect these standards.
- ii. April Koch announced that she and Clara Blenis were facilitating a Discussion on Women’s Literature meeting this Thursday in H-105 at 2:30pm. This is in honor of Women’s History Month. She encouraged all to participate.

The meeting was adjourned at 4:54pm.

The next meeting will be the Election on March 19<sup>th</sup>. The next regular Academic Senate meeting will be on April 2<sup>nd</sup>. Please submit agenda items by 03/20/13 to both Daphne Figueroa and Juli Bartolomei.

Respectfully submitted,  
Gina Bochicchio and Juli Bartolomei