

Minutes

Miramar College Academic Senate

Location: L-309 Dec 03, 2013 3:30-5:00pm

Senators Present: Buran Haidar, Daphne Figueroa, Gina Bochicchio, Erica Murrietta, Frederica Carr, Mark Hertica, Peter Elias, Clara Blenis, Rebecca Bowers-Gentry, Marilyn Espitia, Isabella Feldman, Patricia Flower, Bob Fritsch, Rich Halliday, Jeff Higginbotham, April Koch, Eric Mosier, Wheeler North, M. Patricia Beller, Johnny Gonzales, Lawrence Hahn, Shayne Vargo

Other Attendees: Laurie Vasallo-Dusa, Rick Cassar, Brett Bell (VPAS), Juli Bartolomei

Absent: Joan Thompson (proxy: J Higginbotham), Sean Bowers, Dawn DiMarzo (proxy: P Elias), Otto Dobre, Naomi Grisham (proxy: J Higginbotham), Andrew Lowe (proxy: P Flower), Jordan Omens, Wayne Sherman, Dan Willkie, Shawn Hurley, Lisa Selchau

Meeting was called to order at 3:42pm.

A. Approval of Agenda and Previous Minutes

The agenda was approved after a reordering to allow Brett Bell to present item Ei, the BRDS Prioritized List for RFF Funding, to immediately follow Senate Reports. The previous minutes were approved unchanged.

B. Senate Reports

1. Treasurer – Erica Murrietta reported a balance of \$943.82, in addition to the \$75 collected for the Miramar Holiday Ball.
2. President's Report – Buran Haidar reported on:
 - i. The updated ASCCC resolutions from the 2013 Fall Plenary can be viewed at: <http://www.asccc.org/resources/resolutions>.
 - ii. The Miramar College 2014-2015 Prioritized Classified Need List, for a total of 59 positions, has been finalized and presented to the CEC earlier today. The prioritization was done by the Vice Presidents of our three divisions. In the event that the funding becomes available, this is the list that will be used.
 - iii. Board of Trustees Meeting will be held at Miramar College on March 27, 2014. The Program will showcase the use of technology in instruction and marketing. Public Safety will present some of the advanced technology it uses for instruction and CTE will showcase their web-based initiatives. There will be presentation and student testimonials. Dean George Beitey and Sandi Trevisan, Public Information Officer, are the point persons for coordinating this event.
 - iv. Implementation of Accountability Management System/Taskstream: Miramar has formed a task force with representatives of all constituencies. The task force is presently undergoing online training, and Taskstream won't be ready by the end of the year. As a result, the evidence for the 2014 ACCJC Annual Report regarding SLOs and their assessment will be completed using SLOJet. It is important that everybody submit their course SLO assessments entry and analysis as has been done in the past. Laura Murphy, SLO Facilitator, recently contacted ACCJC to ask how we did on our previous SLO report. Their response was that we were among the top schools in SLO assessment. Buran reminded the group that the faculty have primary responsibility for getting together to dialog about the analyses and to brainstorm for improvements.
 - v. The Academic Senate Holiday Barbeque has been postponed to spring semester. The thought was that it would be preferable to wait until the new hires could be included.
3. Past-President's Report – Daphne yielded her time to Freddie Carr. On behalf of the Academic Senate, Freddie presented purchased a gift card for Westview Mall and its decorative mug, as a door prize for the 2013 Miramar Holiday Ball.

C. Special Reports

1. Spring 2014 Convocation and New Faculty Orientation – Buran explained that a group consisting of faculty, staff and administrators, has been formed for the purpose of organizing activities for the new hires. The first day this cohort will report to work is Monday, January 13th, which is the official first day of the semester. On that day, there will be a short breakfast to provide an official welcome to Miramar College. The following days will be spent having the deans introduce the new hires to their respective schools. The spring convocation, held on Thursday, January 23rd, will be structured around introducing the new hires to certain elements of the college. The organizing group is planning a fun, and morale-building activity, modeled on "speed dating". The group headed by Dean Lynn Ornelas is also planning a series of 4 monthly meetings for the new faculty, over the spring 2014 semester.
2. Student Success and Support Program Strategies – Rick Cassar, on behalf of Gerald Ramsey, presented Miramar strategies regarding funding associated with AB 1456 (The Student Success Act of 2012). The document "Miramar College Student Success Themes Mapped to District Objectives (Fall 2013) AND District Strategic Plan Goals" that was distributed to the Senators with other materials prior to the meeting and that it was already presented to the CEC by Student Services. It is to be used to inform how the college plans to use the funds, with implementation approaches/themes that map to the College goals and Strategic Plan, in alignment with the District goals and objectives. A question was raised about the wording in Miramar Theme #4: "Using personal growth courses as a tool to assist with assessment, orientation and advisement", which seemed to imply that the students would be used to assist with these functions, which is the reverse case. Therefore, it was recommended to change the wording of that particular approach/theme. Rick explained the intent and how Personal Growth classes are related to orientation, education plans and assessment. He also explained that there was \$700,000 in these AB

1456 funds earmarked for Miramar, 40% of which would be guaranteed. The rest is contingent upon performance in areas of student assessment and completion of educational plans. Daphne asked if the purpose was to increase the number of Personal Growth classes, in which case it should be stated as such on the document. It was pointed out that, currently, Miramar offers fewer Personal Growth classes than the other campuses in the district. Some discussion ensued about large cuts in matriculation funding in previous years, the loss of adjunct counselors, and the controversy surrounding the idea of hiring bachelor's level "paraprofessionals" in the counseling office.

D. Committee Reports/Information

1. Staff Development Travel Funds – Rick Cassar presented information on our travel fund expenditures over the past year. Last year, the college was allotted approximately \$18,000. These funds were available until late May. He showed a spreadsheet with a breakout of expenditures. This showed that, as anticipated, the larger schools (e.g. Liberal Arts and MBEPS) spent more than the smaller ones. There were no concerns regarding the "one-pot system" so it will be used for the following year.
2. Cultural Climate Survey – April Koch represented the Diversity/International Education Committee that expressed some concerns about the upcoming Cultural Climate Survey to be conducted by the district. The committee had concerns about the length and repetitiveness of the survey, the lack of an "I don't know" category, questions that cannot be answered by the people who take the survey unless they are experts in the areas addressed by those questions, and a low response rate. April pointed out that the committee expressed such concerns last year as well, but no changes were made. The committee has directed its concerns to the Miramar Research Subcommittee, with suggestions for improvement. April noted that the Diversity/International Education Committee suggested six additional questions. The committee suggested having the survey done at the departmental meetings after Convocation, since a large number of faculty are present. A discussion ensued and the Academic Senate supported the suggestions of the Diversity/International Education Committee.

E. New Business

1. BRDS Prioritized List for RFF Funding – Brett Bell, as a member of this committee, thanked Sadayoshi Okumoto, the BRDS Chair, for a complete and thoughtful job. Brett explained how the requests for funding came through departmental ranking procedure, which is part of the Program Review process. He added that BRDS uses its ranking system for the prioritization of the funding requests, which takes into account: elements of safety certification and accreditation requirements, school prioritization, and BRDS committee members' ranking. He presented the BRDS prioritized list, which was among the meeting materials distributed to senators prior to the meeting. Daphne reminded that BRDS is a subcommittee of PIEC and informed that the parent committee has already approved the list, along with the other constituencies. Daphne made a motion to suspend the parliamentary rules, for this list to be approved at this meeting. The motion passed. Subsequently, the Senate approved the 2013/14 Prioritized List for RFF Funding.
2. Fall 2013 – Spring 2019 Strategic Plan – Daphne, co-chair of the PIEC, presented the draft of the Miramar Strategic Plan revision, which was among the meeting materials distributed to senators prior to the meeting. It is written as part of a six-year cycle so that it matches the six-year accreditation cycle. She summarized changes that included: reducing the number of strategic goals from six to five and aligning each goal with strategies, adding indicators and measures of outcomes, and activities for implementation. The Senate voted to suspend the parliamentary rules, so the draft could be voted on without a second reading. It was then moved and seconded and the Senate approved the Fall 2013-Spring 2019 Miramar College Strategic Plan.
3. Program Initiation and Institutionalization Processes (First Reading) – Buran reminded that last year, the MLTT Program was institutionalized after being initiated with external grant funding. There was confusion regarding the process and need for developing clear College processes for program initiation and Institutionalization was expressed by the Senate. The Senate asked the CEC to form a taskforce to draft a College program initiation and institutionalization approval process. She shared that this has been accomplished and the draft process does not discourage parties from seeking grant-funding in the future. Buran asked the senators to take the document to their departments for input. It will be brought back for a second reading at the first Senate meeting in spring 2014.

F. Old Business

1. (None)

G. Announcements

1. Miramar College Holiday Ball: Dec 7, 2013
2. College Retreat: March 7, 2014 (Mark your Calendar)
3. Board of Trustees Meeting: March 27, 2014 (Mark Your Calendar)
4. Becca Bowers-Gentry announced that women's soccer made it to the Elite 8 but then lost. Congratulations to Coach Sean Bowers for another impressive season!

The meeting was adjourned at 5:03pm. The next meeting will be on February 4th. Please submit agenda items to both Buran Haidar and Juli Bartolomei.

Respectfully submitted,
Gina Bochicchio