

Minutes
Miramar College Academic Senate

Location: L-309

Mar 17, 2015 3:30-5:00pm

Senators Present: Buran Haidar, Marie McMahon, Joan Thompson, Gina Bochicchio, Carmen Jay, Frederica Carr, Daphne Figueroa, Dan Igou, Josh Alley, Clara Blenis, Rick Cassar, Otto Dobre, Isabella Feldman, Cynthia Gilley, Ann Gloag, Rich Halliday, Mark Hertica, Jennifer Leaver, Andrew Lowe, Laura Murphy, Wai-Ling Rubic, Shayne Vargo, Dan Willkie, M. Patricia Beller, Valri Nesbit, Thong Nguyen, Wendy Wilson

Absent: Sean Bowers, Rebecca Bowers-Gentry (proxy: N. Sinkaset), Lisa Brewster, Naomi Grisham (proxy: R. Cassar), Wheeler North (proxy: D. Figueroa), Sharai Forbes, Shawn Hurley

Other Attendees: Mara Palma-Sanft, Daniel Miramontez, Namphol Sinkaset (proxy for R. Bowers-Gentry), Juli Bartolomei

Meeting called to order at 3:36pm.

A. Approval of Agenda and Previous Minutes

The agenda was approved with addition of item D1 (Resolution on Co-chairs for Contract Faculty Hiring Committees) that was missing from the published agenda, and modification of the information item E2 to include the Chairs Committee information and postponement of reporting on the Chair of Chairs election until the next meeting. Marie McMahon motion to postpone both to the next meeting was seconded and discussed and did not pass (roll call vote: 14 nays, 10 nays and 6 abstentions).

The minutes from 02/17/15 were approved unchanged.

The minutes from 03/03/15 were approved with a wording change to item C4 (Program Review Template in Taskstream).

B. Special Reports

1. College Administration ~ Daniel Miramontez gave a brief report on the state-wide Institutional Effectiveness Partnership Initiative. A call was put out by the State Chancellor's Office to the District for the colleges to receive technical assistance and each of our district campuses has forwarded a letter of interest. An IEPI workshop will be held at Mesa College on Friday, March 20th, from 10am-2pm.

C. Old Business

1. 2016 Accreditation Self-Evaluation Faculty Editor ~ Buran reported that at the request of the Senate, a productive meeting was held on March 12th between the Academic Senate Exec and the Accreditation Steering Committee co-chairs, Daniel Miramontez and Linda Woods and that a consensus proposal was reached. She also informed that prior to that meeting factual clarifications were made regarding the position of the Senate, the roles and responsibilities of faculty representing the Senate, and that the drafts of the faculty editor and job announcement and responsibilities are matters for "collegial consultation". The initial ones forwarded to the Senate were reviewed and discussed by the Senate Exec and were moved forward without objection. She also shared that the purpose of that meeting was clarified as a discussion with the steering committee co-chairs about potential unforeseen impact of the amended proposal on the revised accreditation self-evaluation timeline, as well as any additional responsibilities for the faculty editor that have not been considered. Buran reported that since the outset of the meeting the steering committee co-chairs had no objection to having a faculty editor and the timeline. But, that Linda brought copies of marked and edited job announcement and responsibilities of the faculty editor that are ordinarily the subject of "collegial consultation", without sending them to the Senate Exec for consideration ahead of the meeting. After initial apprehension, discussion took place and consensus was reached. Buran projected Linda's heavily marked edited versions and she reviewed sections representing areas of consensus that were reached at the meeting, including: a) the selection process of the faculty editor that will include a screening committee consisting of a group of Senate Exec members and the Accreditation Steering committee co-chairs, that will be charged with reviewing the strengths and weakness of candidates to be forwarded to the College and Academic Senate Presidents for final decision, before notification of the successful candidate, 2) a proposed addition to the responsibilities of the faculty editor: "Assist with writing the Introduction and Quality Focus essay of the self-evaluation report". She pointed out that the edited responsibilities include language for a responsibility that is not restricted to the faculty editor, as it applies to all involved in the preparation of the self-evaluation report, pertaining to the requirement to provide relevant data and evidence when new information. Buran suggested that be included as "footer" on all other documents. A motion was made and seconded to approve the consensus proposal agreed to at the March 12th meeting between the Senate Exec and the steering committee co-chairs.

Daniel Miramontez shared his opinion that the line about sending the final list of candidates to both the College and Academic Senate presidents for final selection was contingent upon the steering committee consulting with the College President. Buran asserted that no such mention or discussion about that occurred at the meeting with the

Senate Exec. Daniel also related that after the end of the meeting with the Senate Exec, the steering committee co-chairs went back to the College President who did not accept that line, and that she insisted that the final decision rests with her, citing wish to maintain consistency with other faculty hires where it was solely the College President who made the final decision. Buran asserted that independent actions of the steering committee co-chairs after the end of the meeting with the Senate Exec were not part of the discussion, and she reaffirmed that the March 12 meeting ended with her stating more than once in the presence of the Senate Exec that it was very productive and that consensus was reached. After some discussion, Daphne Figueroa recommended amending the wording be changed to say, "... to the College and Academic Senate presidents for collegial consultation prior to the final decision," with the clarification that the College President would make the final decision after said collegial consultation with the Academic Senate President. Motions to amend and to approve the amended language were both passed by unanimous consent.

2. Academic Senate Forum: Academic Support & Student Success ~ Buran reported that a meeting of the planning group on March 10th that was attended by Daphne, Marie, Carmen and the VPI, Roanna Bennie. The classified and student representatives were unable to attend but the latter provided written input. The intention of the forum will be to develop a vision informed by input and discussion of elements of Academic Support and other considerations. A survey is being created to solicit input. The forum will be on Tuesday, March 24th, from 3:30-5pm. There was a discussion about having it in room L-309, since it is an open Academic Senate meeting of the membership and that other constituencies are invited to participate. It was agreed that the Forum will be held in room K1-107. Details and a link to the survey will be sent via email.

D. New Business

1. Resolution on Co-chairs for Contract Faculty Hiring Committee (First Reading) ~ Daphne Figueroa presented a resolution to have a faculty co-chair on all contract hiring committees and Buran agreed to second. She explained that this had been the practice in the past, but that it had seemingly eroded over time to the current exclusion of any faculty presence in some final interviews. She proposed two things: 1) that there be a faculty co-chair on every faculty hiring committee and 2) that faculty co-chair is present at all interviews. This was a first reading and will be brought back for a second reading and vote at the April 7th meeting.
2. Basic Skills Coordinator Announcement ~ Buran presented the 2015-16 Basic Skills Coordinator announcement and explained that, contrary to established practices, this announcement was never seen, vetted or reviewed by the Academic Senate President. The last communication between the College President and the Senate leadership about the Basic Skills Coordinator position occurred in April 2014. Email communications showed the clear expectation that the old job description of 2009-10 was to be used in 2014-15 for one year only. A new description was to be developed for use in 2015-16. Buran reviewed changes included in the new announcement that include: a) changing the one-year term with two (2) ESUs paid for summer work to a two-semester appointment, b) replacing the PLACe with tutoring as one of the areas for the selected individual to be closely working with, and c) changing the composition of the search committee leaving out the Academic Senate President or designee out of the selection process. A motion to amend the selection process to contain the same wording as the Faculty Editor announcement, stating that there should be collegial consultation between the College and Academic Senate presidents before the final selection is made. Discussion ensued and Daphne expressed concern that it was never reviewed by the Basic Skills Subcommittee or Academic Affairs for their recommendations, as it had been suggested and previously agreed upon. The motion to amend the last step of the selection process for the search committee to "recommend one or more finalists to the College and Academic Senate Presidents for Collegial Consultation before the final decision" passed by unanimous consent.
3. 2015 ACCJC Annual Report: Outcomes and Assessment Sections ~ Laura Murphy had to leave, so Daniel Miramontez explained that the draft was sent out that day for input that is due to be finalized and presented at CEC on Tuesday, March 24th. Senators were asked to please send all input about the Output and Assessment sections to Buran or Daniel by Friday, March 20th.
4. C-ID Resolution ~ Mara Palma-Sanft gave an explanation of articulation vs C-ID, noting that C-ID is statewide and has to be a 100% match/equivalency to be considered, whereas articulation agreements consider comparability of courses. The resolution being presented is due to challenges with the State mandate. The issue of concern is the lack of timelines and how much time the process takes. They are hoping for a refined process and distinct timelines because, as it is, it creates a lot of difficulty for students who are trying to graduate and/or transfer and impacts transfer to the CSUs. A motion was made to suspend parliamentary procedure to allow a vote on a first reading. Upon passing by unanimous consent, a motion to move the resolution forward to the State Academic Senate Area D meeting was passed by unanimous consent.
5. CGC Recommendations (First Reading) ~ Marie McMahon went through the proposed changes for the Website Subcommittee, the Curriculum Committee and the Staff Development Committee. Website currently reports to both Technology and Marketing & Outreach. Because Marketing & Outreach (M&O) doesn't meet often enough, they

would like to drop them as a parent committee and only report to Technology. It was noted that the PIO is the chair of M&O and also a set position on the Website Subcommittee, so M&O would still be informed about what occurs at Website meetings.

The Curriculum Committee is recommending the addition of the Faculty Committee Chair as a member of the committee separate from faculty representatives of areas. The Staff Development Committee is recommending decreasing the membership of the faculty and classified staff members from 4 to 3 members each.

All CGC recommendations will be brought back for their second reading to the next Senate meeting.

E. Committee Reports/Information

1. Honors Committee ~ Carmen Jay requested that this item be postponed to the next meeting in the interest of time and due to Naomi Grisham's absence.
2. Chairs Committee/Chair of Chairs Election ~ To address faculty requests for clarification about the place of the Chairs Committee in our governance, Buran presented the governance chart showing the Chairs Committee with its exclusive faculty membership as a distinct college governance committee. She pointed out that all governance committees are bound by the Brown Act. The Curriculum Committee with its predominant faculty membership, is listed as an Academic Senate committee. Chair of Chairs election will be brought back to the next meeting for further discussion.
3. Academic Senate Budget ~ Buran reported that the recent request to the College president to consider increasing the Senate's travel and conference budget, to develop faculty leadership commensurate with the increase faculty members, was denied. She showed a summary of the 2010-2015 annual AS Travel and Conference/supplies budget and expenditures that she received from the College President. Buran pointed out that in 2006 the AS budget was 9000; it was dropped to 6400 in 2010 and has been at that level since. The College President's justified the denial in an email communication and that no further discussion has taken place, yet.
4. Institutional Effectiveness Partnership Initiative (IEPI) Letter of Interest ~ See Administration Report B.1.
5. Course Waivers (update) ~ Buran briefly pointed out concern that even though the development of a novel policy for course waivers is ongoing at the CIC, the Vice Chancellor of Instruction has pursued an effort to send a letter to the State CCCCCO to seek direction about the legality of course waivers.

F. Senate Reports

1. Treasurer ~ Adjunct Appreciation Day pizza party cost was \$179.76, well under the Senate-approved \$300 allowance.
2. President's Report ~ Due to time constraints, there was no report.
3. President-Elect ~ Due to time constraints, there was no report.

G. Announcements

1. Academic Senate Scholarships ~ Gina Bochicchio reported that they received 18 applications for the two \$300 scholarships. Senate Exec volunteers are in the process of going through the applications.
2. Academic Senate Forum: Academic Support & Student Success: March 24, 2015
3. Carmen Jay announced that Miramar Honors student, Colin Skinner, will be going to Sacramento for recognition.

The meeting was adjourned at 5:05pm. The next meeting will be on April 7th. Please submit agenda items to both Buran Haidar and Juli Bartolomei.

Respectfully submitted,

Gina Bochicchio and Juli Bartolomei