

Minutes
Miramar College Academic Senate

Location: L-309

Apr 07, 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, Rebecca Bowers-Gentry, Lisa Brewster, Rick Cassar, Isabella Feldman, Ann Gloag, Naomi Grisham, Rich Halliday, Mary Hart, Mark Hertica, Jennifer Leaver, Andrew Lowe, Laura Murphy, Wai-Ling Rubic, Shayne Vargo, Dan Willkie, M. Patricia Beller, Sharai Forbes, Shawn Hurley, Valri Nesbit, Thong Nguyen

Absent: Sean Bowers, Otto Dobre, Cynthia Gilley (proxy: L. Woods), Wheeler North, Wendy Wilson

Other Attendees: Duane Short, Linda Woods (proxy for C. Gilley), Daniel Miramontez, Mary Kjartanson, Juli Bartolomei

Meeting called to order at 3:35pm.

A. Approval of Agenda and Previous Minutes

The agenda was approved unchanged.

The previous minutes were approved with an edit for item C1 (2016 Accreditation Self-Evaluation Faculty Editor).

B. Special Reports

College Administration ~ Daniel Miramontez updated on the statewide Institutional Effectiveness Partnership Initiative (IEPI). Colleges have been asked to adopt a framework of eighteen indicators of institutional effectiveness that are mostly already in our Strategic Plan, with additional new financial data elements. We are expected to set goals for the eighteen indicators, but for 2014/15 we are to set goals for only four: Accreditation Status, Successful Course Completion, Fund Balance and Audit Findings. The last two goals are set at the District level. (*See the New Business Item E3 for the Academic Senate action*).

C. Old Business

1. Resolution on Co-chairs for Contract Faculty Hiring Committee (Second Reading) ~ The item was pulled off the consent calendar by Rebecca Bowers-Gentry to seek clarification about the process followed in appointing discipline faculty to hiring committees and the role of the Academic Senate. Buran clarified that the Academic Senate President approves the appointment of faculty to all faculty hiring committees. A request for two edits to the second whereas statement were requested: changing "appointed" to "approved" and adding the word "President" after "Academic Senate". A third request to replace the "hiring committees" with "search committees" was discussed. Lisa Brewster pointed out that could create confusion, since these committees have been called "hiring" for so long. Buran proposed referencing to these committee as "hiring/search committees" in the resolution. Daphne as the mover of the resolution consented to the three edits. Marie McMahon raised the issue of the workload of the faculty co-chair of the hiring/search committees and it was suggested that could be discussed at the Faculty Hiring Committee. A motion to approve the edited resolution was passed by unanimous consent. (*The approved resolution is included at the end of the minutes*)
2. CGC Recommendations (Second Reading) ~ The Senate approved the governance handbook changes of the following: Website Subcommittee, Curriculum Committee, Staff Development Committee, per the consent calendar.

D. Committee Reports/Information

1. Honors Subcommittee ~ Carmen Jay reported on the Honors program at Miramar: a) There are about 200 students each semester doing honors courses and contracts, with 37 faculty from 12 disciplines doing honors contracts, b) New honors courses are Honors Personal Growth and Honors Anthropology, c) UCLA site visit commended our program leadership and coursework and recommended more honors science course and a permanent office space for the Honors Program, and d) one of our honors students, Colin Skinner, was being honored in Sacramento. Carmen informed that City and Mesa both have designated space for their Honors Programs and about discussion with the Lou Ascione, Dean of the School of Liberal Arts, and the Facilities Committee about possibility of allocating space in the I-building. She shared that interest in creating more honors courses in the sciences exists, but the issue is the smaller caps of such courses and that administration would like to offer high enrollment courses. Naomi reported that eligible transfer honor students were having a hard time getting their needed 15 honors contract units, and she emphasized the importance and need for faculty members to consider signing honors contracts with their transfer students, as there is a significant difference in transfer rate of students with honors contracts and those without. She informed that in her role as the District Honors Transfer Coordinator she works with Honors Transfer Council for California (HTCC) group, they make connections discuss issues including signing agreements with other colleges. Through HTCC, they can bring other universities (i.e. Columbia University) to the campus. Discussion ensued about honors contracts, honors courses, and FTEF allocation for honors courses.

2. Chairs Committee/Chair of Chairs Election ~ Marie McMahon discussed the Chairs Committee and its current place in the governance structure. Daphne said that there have been Brown Act violations with the current practices and that the Chairs Committee should not be part of governance and should or could be an Academic Senate committee instead, due to the fact that it is comprised solely of faculty members. Dan Willkie pointed out that the Chairs Committee is not a decision-making body and that the committee chair attends the Deans Council meetings and shares information from those so the department chairs can be well-informed at Academic Affairs. Mark Hertica suggested they change their name to “Chairs Council”. Lisa Brewster pointed out that the chairs need to filter information down to department members, not just up go up, so it should stay a formal committee rather than ad-hoc. Gina expressed concern that the Chairs Committee meeting is a closed meeting that elects the Chair of Chairs at a secret meeting that no one can attend. She pointed out that the elected person chairs two Brown Act governance committees, so voting for that position should take place at a transparent venue. Further discussion covered the importance of having a chair elected to the position in an open meeting from the serving department chairs, holding the elections at the beginning of the fall semester, rationale for having the Chair of Chairs also chair Academic Affairs and Faculty Hiring, and how the process of the Chairs Committee conducting its meetings as a governance committee that was followed in September 2012 was changed to a closed meeting by end of spring 2013. Marie made it clear that the newly elected chairs have been invited to the next meeting that will be held in May.
3. Academic Support Forum (Update) ~ Buran shared information presented at the Forum about the Place for Academic Support in the student experience and the steps of the deliberative participative decision-making. She indicated that the Forum accomplished the first step of exploring the divergence of opinion starting with divergent thinking, to be followed by a facilitated navigation of the “groan zone”, before the final development of convergent thinking about Academic support. She reported that input of 30 individuals who are involved in many aspects of academic support was collected about what all know about: students we serve, their learning needs, current support provided and gaps, and proposed vision. She also presented a PowerPoint Presentation with a quick summary of responses to the SurveyMonkey Academic Support Survey questions that will be further reviewed and discussed along with the compiled comments of participants to inform the next step. Buran informed that she is in consultation with the College President about the next step that will require external facilitation.
4. Area D Meeting & ASCCC Spring 2015 Plenary Resolutions ~ Buran informed that she attended the Area D meeting and asked that all to provide input about any resolution to either herself or Marie who will be attending the upcoming State Academic Senate plenary session. She pointed out a change that will move the faculty minimum qualifications for DSPS from Title 5 to the discipline list, and informed that she has reached out for input from the Counseling department and Kandice Brandt.

E. New Business

1. Accreditation Standard 2A Requirement for SLO Documentation ~ Curriculum Chair, Duane Short, presented the old and new wording in updated Accreditation Standard 2A, with “consistent” being the key word regarding Student Learning Outcomes. It has been changed to “from” instead, which means we need to have SLOs in the Course Outline of Record. This is causing issues because the COR is shared across the District, but each college has its own set of SLOs. CIC has come up with a set of recommendations that have been endorsed by our Curriculum Committee. Recommendations one and two are telling everybody about it and putting SLOs in the syllabi, and number four says we have to give syllabi to students, all of which are done. The suggestion for recommendation three is not to change the public Course Outline but to add the SLOs to the Curriculum Report (CR), which is binding but not public. This creates the maximum flexibility for each college. He said that, using the TaskStream transfer to CurricUNET option, the workload would go to the District, not the college. He is seeking input to bring back to the committee. This will be brought back to the next meeting for a second reading.
2. Catalog Update to District Requirements 3 & 4 ~ Duane Short discussed the fact that, traditionally, they were able to exempt certain students via petition from the Health Ed and Physical Education activity requirements based on experience and clearance via their programs (i.e. paramedic, police and fire). The District has shut down petitions, which is causing issues for some students who are trying to graduate. The Curriculum Committee is suggesting the catalog be changed to add these categories of students to the list for auto-clearance without petitions: Paramedic for Health Ed and Firefighter/Police for Physical Education activity. Mary Kjartanson asked about EMT not being included. Duane explained that there has been no precedent set through past approvals for EMT, as had been done with Fire and Police, and also that our own EMT training course does not clear the requirement. He suggested that we first propose that our EMT course clear the requirement and then add EMT to the list. A motion was made to move this item forward as is and it passed by unanimous consent.
3. PIEC Recommendations: a) 2015/16 Planning Calendar (First Reading) postponed until next meeting. b) Institutional Effectiveness Partnership Initiative (IEPI). Daniel Miramontez informed that Miramar was selected to receive a Technical visit from the IEPI team that was initially scheduled for this spring but has been changed to the fall, to be

coincide with Mesa's and City's IEPI Technical visits. There are three visits: the first for needs assessment, the second is to develop an action plan and receive funds, and the third is a follow-up to check progress. The last visit will be in the fall and the time-frame is over one or two semesters. PIEC is recommending forming a Miramar team to interface with the IEPI visiting team. The Senate will be discussing the proposed team composition at its next meeting. Daniel asked the Senate to adopt the IEPI 18 eighteen indicators of institutional effectiveness and the 2014/15 goals for Course Completion as 73%, which has been developed by our Strategic Plan assessment workgroup, Accreditation status goal for "reaffirmation", and remaining two goals are set by the district not individual colleges. Miramar's stated goal for fund balance is that it "will contribute to the State-mandated district-wide 5% of revenue", and Miramar will do the same for audit findings of "unmodified opinion". A motion to approve adoption of the 18 IEPI indicators and the 2014/15 goals for course completion, accreditation status, fund balance, and audit findings by acclamation was passed.

4. Resolution on Information Technology (First Reading) ~ Mark Hertica shared that last spring he brought forward the issue of faculty having little to no input in the selection of software, hardware or the deployment of those things. He gave recent examples of resulting problems that included: interruption of class instruction in the H building, caused by limited wireless access, which has since been resolved by working with the district IT, as well as the recent Blackboard deployment. Mark also pointed out that the classified staff members have experienced IT problems and he presented a rough draft of a resolution to be perfected with input of faculty and staff before it comes back for a second reading. It was recommended that Mark take the resolution to the Classified Senate and he confirmed that he was going to do discuss that with the Classified Senate leadership. Lisa Brewster added that cost seems to be the primary factor for decisions about software instead of usefulness. We need something that allows us to make better informed decisions. Buran asked Kurt Hill, who was in attendance, about what he knows about the district level decisions. Kurt confirmed that there are different areas and that the district IT and campus IT are different entities. He added that faculty had to have had input in some choices but, clearly, not everyone knew or had input. Lisa Brewster shared recent discussions she had about "Turnitin" and that she was told that the Senate rejected it based on cost considerations. Freddie Carr pointed that formalized channels for vetting and for better informing the Senate and faculty seem to be lacking. Mark pointed out that we need to be better informed as to what decisions entail, which is one of the things he hopes the resolution would achieve.
5. Hours of Service: Mailroom, Stock Room, PDC ~ Item was postponed to the next meeting.
6. 2015-16 AS Exec Committee Election: Election Committee & Opening of Nominations ~ Buran announced the opening of nominations for the four elected Senate Exec positions: Treasurer, Secretary and two At-Large Members (contract or adjunct). The recommendation is for Exec members to have served at least one year as a senator. The following faculty volunteered to serve as members of the Elections committee: Daphne Figueroa, Gina Bochicchio, Dan Willkie, Frederica Carr and Wai-Ling Rubic. The chair of the Election committee will be elected by the Academic Senate at the next meeting.

F. Senate Reports

1. Treasurer ~ Due to time constraints, there was no report.
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. ASCCC Plenary, Spring 2015: April 9-11.

The meeting was adjourned at 5:06pm. The next meeting will be on April 21st. Please submit agenda items to both Buran Haidar and Juli Bartolomei.

Respectfully submitted,
Gina Bochicchio and Juli Bartolomei



Miramar College Academic Senate

10440 Black Mountain Road, San Diego, CA, 92126

15.03.03 Resolution on Co-Chairs for Contract Faculty Hiring Committees

Mover: Daphne Figueroa, Past President; Executive Committee Member

Seconded: Buran Haidar, President; Academic Senate

Whereas, the hiring of contract faculty members is of utmost importance to the long term vitality and viability of programs and disciplines; and

Whereas, the composition of contract faculty hiring/search committees typically includes discipline faculty, approved by the Academic Senate President, and the discipline dean or designee, appointed by the College President; and

Whereas, the interviews with candidates who are finalists typically include the College President, Vice President of Instruction or Student Services, and the administrative co-chair of the contract faculty hiring committee; and

Whereas, the interviews with candidates who are finalists often involve questions pertaining to the candidates' knowledge of faculty roles in college governance, accreditation, and curriculum and/or program development;

Therefore, be it resolved that the San Diego Miramar College Academic Senate recommends that all contract faculty hiring/search committees should have both a faculty and an administrative co-chair; and

Be it further resolved that both the faculty and administrative co-chairs should be present with the College President and appropriate Vice President during the interviews with the candidates who are finalists.