

Minutes
Miramar College Academic Senate

Location: L-309

May 05, 2015 3:30-5:00pm

Senators Present: Buran Haidar, Marie McMahon, Gina Bochicchio, Carmen Jay, Frederica Carr, Daphne Figueroa, Dan Igou, Josh Alley, Clara Blenis, Rebecca Bowers-Gentry, Lisa Brewster, Rick Cassar, Otto Dobre, Isabella Feldman, Cynthia Gilley, Ann Gloag, Naomi Grisham, Rich Halliday, Mary Hart, Mark Hertica, Mary Kjartanson, 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: Joan Thompson, Sean Bowers, Wheeler North, Wendy Wilson

Other Attendees: Mara Sanft, John Salinsky, Sheryl Gobble, Gerald Ramsey, Linda Woods, Darrel Harrison, Juli Bartolomei

Meeting called to order at 3:33pm.

A. Approval of Agenda and Previous Minutes

The agenda was approved with moving items D1 (2015-16 AS Exec Committee Election) and E1 (Academic Support Forum Report) ahead of C.1 Committee Reports/Information.

The previous minutes were approved with a minor amendment to include two additional sentences to item E4 (Committee Reports/ Information: Chair of Chairs Elections) that was forwarded by Marie McMahon before the meeting.

B. Special Reports

1. College Administration ~ Vice-President of Student Services, Gerald Ramsey, reported on behalf of President Hsieh about: Campus-wide online orientation process and the weekly enrollment reports that show the District above target with 2%. Over the past weeks the reports continue to show that Miramar is doing extremely well with 3% increase above target with our sister campuses at zero or in the negative. Finally, he conveyed thanks from the President to Adela and the rest of the campus as about 100 people will be dressed up to participate in the Commencement.

C. Committee Reports/Information

1. Administrative Turn-over (Concerns) ~ Marie McMahon presented the issue of administrator turnover using a document that she had prepared showing the factors that impact the success of the VPI office at Miramar College as a mathematical equation. She summarized the four areas as: Administrative Support for This Role, Support Staff for VPI Office, Selections Process, and Faculty Interface with Administrative Leadership. (*The document is appended at the end of the minutes*)

Marie elaborated on the issues of the outgoing VPIs exit interview. During the 2010 Accreditation, the importance of having exit interviews for departing administrators was brought up, as it would provide information about why they are leaving. On the issue of search committees she expressed her opinion that analysis of the process for recruiting people to be on search committees is needed, noting what she perceives as lack of openness and transparency in the process of coming up with the composition. She also expressed concern about consistency of the number of serving members and for forwarding process in general, based on her experience with searches for other positions. A discussion ensued. Finally, she said that the Chairs invited the College President last semester to a meeting and asked what they could do to help ensure the success of the new VPI, but the discussion was not very dynamic or satisfying.

Darrel Harrison addressed the fact that administrative turn-over is more than a campus issue and that it is a District issue. As co-chair of Standard IV of the Accreditation report, he is concerned with how to go about moving this to the District level to evaluate what their responsibilities are and to maintain uniformity. There is a need for information from the District regarding exit interviews, the Employee Satisfaction Survey, and other things pertinent to our Accreditation report, and we are currently in a position to request that information. More discussion ensued.

Darrel who had forwarded a preliminary resolution to the Senate Exec regarding the VPI selection process, informed that he would like to discuss it further and formulate additional questions and, thus postpone it to a later date. Buran asked if, in the meantime, we should proceed with the hiring committee formation. A discussion about individual choice of faculty to participate in the search committees and and Senate's responsibility regarding the formation of search committee ensued. The time allotted for this item expired, so Darrel agreed to send something out later, requesting input from faculty on what questions they would like to be asked.

Marie continued the discussion by asking about the new VPI search committee and the delay in faculty assignment to it. Buran explained that there was discussion with knowledge of the Senate Exec members that the search might be boycotted until we get answers [pending what the Senate wanted to do with Darrel's resolution]. Further discussion ensued, and Buran emphasized that the College President cannot proceed without faculty representation. More discussion was requested, but time had long since expired, and this issue was not an agenda item, and other business items on the agenda still needed to be discussed.

D. Old Business

1. 2015-16 AS Exec Committee Election ~ Daphne Figueroa announced the nominations for the elected positions: Lisa Brewster and Dan Igou for the position of Secretary, Rick Cassar and Valri Nesbit for the two At-large positions, and Joan Thompson for Treasurer. Marie McMahan asked about the write-in candidates and Daphne explained that there was space available on the ballot under each position for write-in candidates. Daphne opened the floor to any candidates who wanted to make statements before voting started. Lisa Brewster and Dan Igou gave brief statements explaining why they were seeking the position of Secretary, Rick and Valri did not, and Joan was not in attendance due to another commitment. Daphne announced that she received a single absentee ballot. A roll call was taken and ballots were handed to all senators present, with one senator having voted absentee. No proxies were being accepted: one person, one vote. The Election Committee collected all ballots and left the room to count the votes and regular business resumed, continuing with Old Business.

Results of the 2015-16 Election: Treasurer- Joan Thompson, Counseling/EOPS (33 votes), Secretary, Dan Igou, History (24 votes), and the two At-large members: Rick Cassar, Counseling (31 votes) and Valri Nesbit, Adjunct – Political Science (22 votes). Congratulations to the new AS Exec Committee!

2. PIEC Recommendations: 2015-16 Planning Calendar (Second Reading) ~ Daphne Figueroa was out of the room counting ballots, so Buran Haidar presented the modified 2015-16 Annual Planning Calendar, amended to include the Faculty Editor on anything related to accreditation self-evaluation. Buran asked if the Program faculty leads need to be included along with the Department Chairs for inputting Program Review reports into Taskstream. Laura Murphy explained that this is a department decision and had no objection to the way that section appeared. The motion to approve the amended Annual Planning Calendar passed with unanimous consent.
3. Hours of Service: Mailroom, Stock Room, PDC ~ Buran informed that she received information from Brett Bell and she reported that the hours for the mailroom will be 7am-10pm Monday-Thursday and until 5pm on Fridays, starting in the summer. They are still working on opening the PDC and stock room at 7am starting in the Fall 15, as the issue about those is little more complicated than the mailroom due to staffing issues.
4. Faculty Service on Committees and Workgroups ~ Buran Haidar explained the process for faculty service on committees and workgroups, as delineated in our College Governance Handbook that was approved by all constituencies. She emphasized that: a) Standing committee membership for the following year will be appointed by each constituent group's senate and shall be determined during the Spring semester, in accordance with the bylaws of each constituency, b) It is the responsibility of each committee chair/co-chair to update the constituency leaders about the membership, years of service, and to provide membership recommendations regarding additional interested participants to their respective senates in a timely fashion, c) The respective Senates will provide membership appointments for all committee positions prior to the end of the Spring semester, d) committee chairs will report non-attendance of its members to the respective constituent group for member replacement by each respective constituent group. Non-attendance is defined as failure to attend three consecutive meetings. This may be waived in extenuating circumstances, such as a sabbatical or medical leave. In the event someone resigns from a committee, that person will be replaced by their constituent group. The new person will complete the term of the original member. Buran noted that we have new faculty who need to serve and to be incorporated into the governance process. There are faculty members who have been on the same committees for 10+ years and we need to get new people on committees to inform and involve more people in the discussions and deliberations. She also pointed out the new section about succession planning and its importance for smooth transition and continuity of the committees' work that is independent of the person who serves as the Committee Chair. She pointed out the valuable guidance that David Buser and Linda Woods provided as her predecessors as co-chairs of BRDS, years ago.

Darrel asked if the information about attendance would be collected and available for faculty evaluations, since committee service is contractual. Buran said that while that is not the intent of recording attendance, the information is available and it can be provided. From the perspective of the Senate, the purpose is to balance input for decision-making, instead of having one area weigh more heavily on decisions.

The composition of the IEPi team forwarded to the Senate will be discussed by PIEC again, so there is no need for the Senate to weigh in, at this time.

E. New Business

1. Academic Support Forum Report ~ Buran pointed out that her report is very short since all already received the unfiltered information about the timeline and all input received. She presented information that was shared with the Senate Exec last week about where we are in the process of the deliberative group decision-making about Academic Support, [ahead of the planned meeting of the organization workgroup]:
 - i. Academic Senate Forum I and the survey
 - ii. Facilitated discussion by an external expert to explore options and discuss and deliberate for convergence.
 - iii. Academic Support Plan or program will come after which direction that we will collectively decide upon.

She pointed out that all input received was compiled without any analysis and that Forum I was very successful with wide participation. Buran also clarified the distinction of the Academic Senate as a democratic organization not an administrative unit, and her continued advocacy for grass-roots input for the Senate that doesn't have a directive leadership. She explained that the [deliberative participative] process works when polarization and different perspectives exist about which direction we need to go, which was the intention. She welcomed all input and pointed out that she has no role in any facilitation of the exploration.

Lisa Brewster expressed that she still has grave concerns about: a) not following the process of the Research and Planning (RP) group of California for creating a culture of inquiry, and the steps that are needed to revamp large programs like Academic Support are not being followed, b) a small group of people collecting data, c) that an expert has been hired outside the conversation of having key stake holders, who is being paid for by the Academic Senate, from her dues and that of other senators without input, and d) that faculty and staff whom she personally contacted and who would be impacted were not included in the conversation, other than Daphne who is rightfully involved. She concluded that we are moving way too fast to bring about solid change to academic support that we admitted is not working through the survey. Lisa expressed that one survey and one forum are not sufficient to move on forward with hiring an expert that was vetted through the Board of Trustees; that the expert consulted is a Board of Trustees member. Her big concern is that a Board Trustee is going to be a facilitator who would help us develop a plan for an academic support program. She expressed her opinion that we need to slow down, get more people involved, and look at the RP inquiry process.

Buran responded to correct that: a) nobody was hired or paid for and that the expert under consideration is not a Board member, b) on the issue of the RP group, our whole campus planning led by Daniel Miramontez is based on the RP group process and the current effort is intended to augment and not to replace that process, c) the student leadership is excited about opening the discussion and more students will be involved. She reminded that the Senate-directed effort was needed since all the current planning didn't address the issues under discussion, and that other tested processes don't follow the democratic process.

Daphne made two points: a) as co-chair of the PIEC that uses the RP process, the theme that emerged from the Planning Summit is moving towards instructional support and student services support coming together and academic support blends them together, b) the basic skills subcommittee had a discussion yesterday focused on academic support and how to broaden that committee to forward a proposal to our governance structure to possibly make it an academic support committee. She said that she doesn't understand why anybody would say we are rushing anything.

Further points were raised by individuals that Buran responded to. Marie McMahon asked to go back to Buran's PowerPoint slide, where it was clearly indicated there is a plan stated for bringing in an "External Expert" facilitator, and that this was never presented to or passed by the entire Academic Senate. Marie shared her opinion that she believes that stakeholders the Academic Senate would want to be present were not included in the planning for Step II and that her requests to have them added were flatly denied by the AS President. Buran reminded that the organization workgroup and its composition were determined at the Senate Exec and it was broadened out to include constituency representatives, and that its work is ongoing. Lisa Brewster remarked that she was asked to serve in this capacity and that she was not included. She asserted that she received an email on Friday night to answer by Saturday morning, which Buran denied and corrected as unfair. She informed that Lisa did not respond to her email communication seeking help with the survey that was sent after the Senate meeting, which forced her to scurry to work on it with members of the organization workgroup. Linda Woods remarked that she attended the first forum and that she was not aware of a plan for what is next. She was confused to hear about Step II. Buran expressed that she probably did not pay attention to the process that was presented at the first forum. Rebecca Bowers Gentry added that nothing was mentioned about Step II at the last two Senate meetings. Buran reminded that the Senate was informed about her communication with the College President seeking funds to support an external facilitator to move forward.

Dan Willkie made a motion to suspend this item until next semester and the motion was approved by unanimous consent. Buran informed that she reserves the right to correct facts through a separate communication.

2. Faculty Recognition ~ Daphne Figueroa suggested that there be a brief ceremony before the start of the next and final Senate meeting of the semester to recognize various faculty members: people who got tenure, have been promoted, are exiting from committee service, Chairs, etc. It was agreed by unanimous consent to convene the May 19th meeting at 3p for faculty recognition.

F. Senate Reports

1. Treasurer ~ Gina Bochicchio reported, on behalf of Joan Thompson, a balance of \$492.19.
2. President's Report ~ Discussion about the voting status of EEO representatives on hiring search committees in general and that on contract faculty hiring committees, which was raised by Mesa's Academic Senate, has been postponed until further input is received from the District Human Resources.

3. President-Elect ~ Marie McMahon used her report time to again ask the unanswered question of Buran: “Why was there a delay in the VPI search process?” – as the College President had requested faculty representatives from the AS President in at least three emails on which Marie was copied (these recommendations were due April 29th), to which the AS president did not respond until reporting that she would provide names after May 7 to the College President. Buran interrupted, as if attempting to answer this question, but was asked to refrain and allow Marie to continue. Marie then gave the remainder of her time to Darrel Harrison, who explained that if the AS President fails to meet a deadline for input for faculty representation on a search committee, it is the prerogative of the College President to proceed without recommendations from the AS President (not that no faculty would be on this committee, but they would not have been appointed by the AS President) – such that, the business of the college doesn’t stop if we don’t participate.

G. Announcements

1. None

The meeting was adjourned at 4:58pm. The next meeting will be on May 19th. Please submit agenda items to both Buran Haidar and Juli Bartolomei.

Respectfully submitted,
Gina Bochicchio and Juli Bartolomei

Administrative Turn-Over (*Presented by Marie McMahon*)

If X = the success of the VPI office at Miramar College. Factors that Impact Success: A, B, C and D.

$$\mathbf{X} = \mathbf{A} \times \mathbf{B} \times \mathbf{C} \times \mathbf{D}$$

A = Administrative Support for this role.

- Mentoring Provided
- Clear Job Guidelines
- Effective Communication
- Exit Interview

B = Support Staff for VPI Office

- Clerical Staff to support multiple roles
- Allow VPI to focus on other tasks

C = Selections Process

- Knowledge (Experience) of SDCC District Operations
- The Search Committee (composition; application)
- Candidates Forwarded

D = Faculty interface with Administrative leadership

- Communication & working relationships with Administration
- Manager Evaluation Process
- Effective input regarding Faculty concerns
- Chair's Committee 'Round Table' Fall 2014