

Minutes – Miramar College Academic Senate
3:30-5:00pm **Sept 15, 2015** Location: L-309

Senators Present: Marie McMahon, Dan Igou, Joan Thompson, Rick Cassar, Valri Nesbit, Lisa Brewster, Laura Murphy, Josh Alley, Adrian Arancibia, Rebecca Bowers-Gentry, Lisa Clarke, Otto Dobre, Ann Gloag, Rich Halliday, Mary Hart, Mary Kjartanson, April Koch, Jennifer Leaver, Andrew Lowe, Wai-Ling Rubic, Shayne Vargo, M. Patricia Beller, Shawn Hurley
Absent: Gina Bochicchio (proxy: D. Figueroa), Kevin Gallagher, John Landicho, Wheeler North, Jordan Omens, Patty Parker, Dan Willkie, Ryan Bacchia, Wendy Wilson

Other Attendees: Daphne Figueroa (proxy for G. Bochicchio), Angela Romero, Daniel Miramontez, Darrel Harrison, Juli Bartolomei

Meeting called to order at 3:34pm.

A. Approval of Agenda and Previous Minutes

The agenda was unanimously approved by consensus after moving items E.i. and E.ii. before Old Business.

The previous minutes (May 5, 2015 and Sept 1, 2015) were unanimously approved unchanged by consensus.

B. Special Reports

- i. Administration – None
- ii. Classified Staff – None
- iii. Associated Students – None

C. Old Business

- i. A.S. Exec Committee Vice-President Vacancy: Election Committee and Chair for Vacant Position – M. McMahon
 - a) McMahon reviewed options for VP vacancy & asked if Senators had taken VP obligations and issue back to their departments for discussion.
 - b) D. Igou reported that Social and Behavioral Sciences had discussed the issue and supported electing a VP. Suggested conducting a campus-wide survey to gauge interest in the position. McMahon offered that the ongoing effort to convey information through the senators was sort of acting like a survey – as any interested persons would inform their senators.
 - c) D. Harrison suggested the Senate consider, going forward, developing a line of succession to fill positions vacated before the end of their terms. This would involve changing the ByLaws.
 - d) With no nominations received, McMahon proposed to leave this as an on-going Old Business item until resolved. List of VP duties will be resent to Senators for distribution to their departments.
- ii. Taskforce Approved at DGC (09/02/15) to Update Procedures for Employment of College Faculty by Academic Senate Presidents of All SDCCD Colleges and Continuing Education – M. McMahon
 - a) McMahon updated Senate about Taskforce. Gina Bochicchio is involved in discussions to create an AS taskforce with members from all campuses and Continuing Ed to update and possibly make revisions to District Faculty Hiring process. Meeting dates are being discussed, as well as make-up of the taskforce (should there be one or two members from each campus). Suggestions/feedback should go to Gina Bochicchio.
- iii. Faculty BBQ – Possible Options: April – M. McMahon
 - a) McMahon presented potential dates in April for the Faculty BBQ (to be decided later). Also reminded Senators about the Amazing Race (Fri, Sept 25th).
- iv. Mentoring and Orientation Program for New Faculty – L. Brewster
 - a) Brewster asked if departments had discussed the proposal for a mentoring program. J. Leaver reported that Social and Behavioral Sciences supported a mentoring program. McMahon pointed out that, last year, new hires went through an orientation, but it was organized by the deans. What is needed in addition to orientation is a mentoring program that includes faculty from other schools and disciplines—a “safe zone” for faculty.
 - b) McMahon asked if we want to move this forward. Motion made, seconded and approved by consensus to move forward with a mentoring and orientation program.
- v. Academic Support Services Framework – M. McMahon
 - a) McMahon gave an overview of what the other campuses are doing regarding Academic Support Services, as well as some of what happens at Miramar. She would like to see Miramar rethink the framework and make an assessment of how we can connect all of the services more efficiently and communicate this information more effectively to the students and faculty. She would like input from everyone interested as an open discussion. A pamphlet of where students can go for tutoring/help is an idea from last semester that should be implemented.
- vi. Student Equity Plan Workshops Date: Friday, Oct 9th, from 11:30am to 2:30pm, K-107. Lunch included.
 - a) McMahon reminded Senators about this workshop.

D. Committee Reports/Information

- i. Instructional Program Review (IPR/SLOAC) – L. Murphy
 - a) Murphy updated Senate on Assessment & Program Review.
 - (1) Course Assessment Status Report: We are currently at 35% completed.
 - (2) Program Assessment Report: We are currently at about 40% completed. If not completed, it will show up as incomplete on Program Review.
 - b) Reminded Senate that some help is available from Murphy & Margarita Sanchez (VPI's office).
 - c) Program Review is due Oct 1.
- ii. College Accreditation Update – L. Murphy & D. Miramontez
 - a) Murphy: Waiting on responses from District about Standards (especially III and IV).
 - b) Responses from tri-chairs for their respective sub-standards due this Friday. Steering Committee & faculty editor (Cheryl Reed) will incorporate feedback to produce first draft of Self-Evaluation Report.
 - c) Miramontez: Gave update about the process and dates for Accreditation steps.
 - (1) First draft will be distributed to campus for discussion on Oct 16th, with public forum discussion two weeks later. Goal is to streamline the process.
 - d) Feedback can be given at any time.
- iii. Planning and Institutional Effectiveness Committee Report (PIEC) – D. Figueroa
 - a) There is a division of Institutional Effectiveness at the State Chancellor's Office with a Vice-Chancellor.
 - (1) Several Miramar folks went to a SDICCCA training about what this department will do.
 - b) Senate Bill has appropriated \$2.5 million for assistance to districts (tied to SSSP).
 - (1) In March, all colleges in District were asked to submit letters of interest for assistance. Miramar was accepted for a visit for assistance with strategic enrollment management. We are currently refining our model.
 - (a) Partnership Resource Team (PRT) will be on campus on Oct 16th for an all-day visit. "How can the college strategically integrate enrollment management into the college's student success model?"
 - c) As more information comes in, it will be sent to campus.
 - d) Meeting of IEPI taskforce this Friday, Oct 16th.

E. New Business

- i. Safe Zone Stickers – R. Bowers-Gentry and L. Gonzalez
 - a) Gonzalez requested approval for creating & voluntary distribution of "Safe Zone" decals and/or stickers.
 - (1) She explained purpose of program and "Safe Zone" symbols as an indication of a safe area for students from discrimination or hostility; faculty/staff/administrator would be an "ally," to listen and help any way they can (referral, call, escort). Presented logo designed by Miramar student. Program was originally geared to LGBT students, but it would be for anyone who feels threatened or discriminated against.
 - b) Question was raised about the implication for faculty/staff/administrators who don't display a "Safe Zone" sign; does that mean that office isn't safe or supportive?
 - c) McMahon suggested that training or literature be made available for faculty/staff/administrators who want to take part. Gonzalez responded that there has been a past training, and there are plans for future training.
 - d) Discussion ensued about personal experiences with students, statements in syllabi, etc.
 - e) Concern was raised about the implication of providing counseling, legal implications and concerns about students who need more help than a faculty member is able to provide.
 - f) McMahon requested that the topic be brought back with more information about training and liability.
- ii. On-line Teacher Certification/Training – M. Kjartanson
 - a) M. Kjartanson informed Senate that City & Mesa require online training to teach online. Suggested that Miramar is moving toward requiring online training in order to teach online.
 - b) D. Figueroa spoke on behalf of G. Bochicchio and reminded Senators that the Senate had previously taken a position on a recommendation from Academic Affairs and approved a statement that encouraged faculty to complete online training, especially Module Two, but that it should not be required. Provided background that had led the Senate to originally pass the resolution.
 - c) McMahon informed the Senate that she was told at a state-wide Academic Senate meeting that, when we applied for the online grant, she thinks one of the reasons why Miramar may not have gotten it was because we didn't have a certificate program—that having online teacher certificate programs was to the benefit of the programs that did, in terms of wanting pilot programs, etc.
 - d) R. Cassar pointed out it was problematic to mandate faculty complete the training without compensation. D. Harrison added it was also a labor law issue.
 - e) Issue was raised that online training at other districts was not accepted by Miramar; suggestion made that there should be some kind of appeal process.

- f) D. Harrison suggested requiring/encouraging training should be on a school-by-school basis.
- g) Issue was raised about the time required (20 hours) to complete the program, particularly for adjuncts.
- h) Several people spoke to the value of the training and that, required or not, it benefits students and us as a college for faculty to do the training.
- iii. State Academic Senate (ASCCC) Annual Awards – M. McMahon
 - a) Update about awards. Showed Senators where to find information, examples, etc online. Encouraged Senate members to submit names for awards.
 - b) Exemplary Award: November 10, 2015. Not awarded last year because they need at least three applicants, so we should go for it!
 - c) Hayward Award: December 30, 2015. This year, it's for part-time faculty in Area D (our area).
 - d) Diversity Award: February 8, 2015
- iv. SDSU Community College Leaders Alumni Chapter Award: One Adjunct Faculty (*Student Success Recognition)
 - 09/30/15**
 - a) M. Kjartanson will bring to Chairs meeting.

F. Senate Reports

- i. Treasurer – Joan Thompson reported a balance of \$506.11, with \$210 to deposit. Reminded everyone to pay dues.
- ii. President's Report – Marie McMahon reported on:
 - a) Student Success and Equity Advisory Council. McMahon gave an overview of the Council's report that needs to be sent to the Board for their Oct 8th meeting. Worked through the dates and steps that have to occur to get report completed and to the State by the Oct 30th deadline. McMahon wants to bring the report to the Senate for discussion so there is no feeling of rushing it through; we may need a special Senate meeting on Sept 29th for first reading. Request was made to have a one-page summary of changes and revisions to focus and inform the discussion. Suggestion was made to have H. Irvin give a summary presentation to the Senate.
 - b) Discussion about need and options for a special meeting. McMahon will send out an update to Senators about the need for a special meeting.
- iii. President-Elect – None

G. Announcements – None

The meeting was adjourned at 5:02pm. The next meeting will be on Oct 6th. Please submit agenda items to both Marie McMahon and Juli Bartolomei.

Respectfully submitted,
Dan Igou and Juli Bartolomei