

**Minutes – Miramar College Academic Senate**  
3:30-5:00pm      **Feb 16, 2016**      Location: L-309

**Senators Present:** Marie McMahon, Adrian Arancibia, Joan Thompson, Valri Nesbit, Mary Kjartanson, Laura Murphy, Josh Alley, Gina Bochicchio, Rebecca Bowers-Gentry, Otto Dobre, Kevin Gallagher, Ann Gloag, Rodrigo Gomez, Rich Halliday, Mary Hart, April Koch, Jennifer Leaver, Wheeler North, Jordan Omens, Kevin Petti, Wai-Ling Rubic, John Salinsky, Dan Trubovitz, Shayne Vargo, Shawn Hurley, Jason Librande, Violeta Sanchez

**Absent:** Dan Igou (proxy: J. Alley), Rick Cassar, Lisa Clarke, Patricia Flower (proxy: M. McMahon), Mark Hertica (proxy: J. Alley), Patty Parker, Dan Willkie, Johnny Gonzales

**Other Attendees:** Patricia Hsieh, Howard Irvin, Gerald Ramsey, Paulette Hopkins, Mara Sanft, Daphne Figueroa, Juli Bartolomei

Meeting called to order at 3:33pm.

**A. Approval of Agenda and Previous Minutes**

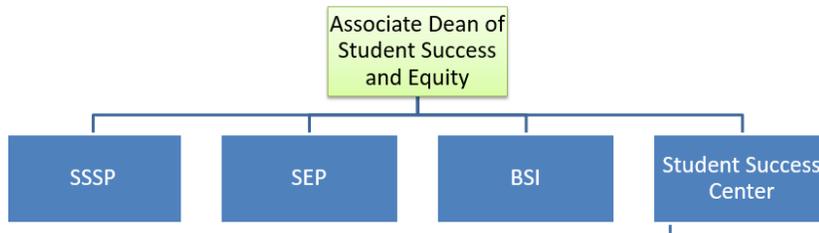
The agenda was unanimously approved after merging items C.iv and B.ii, and postponing item D.iv.

The previous minutes were unanimously approved unchanged.

**B. Special Reports**

i. Student Equity/Student Success and Support Program Updates – H. Irvin

- a) Dean Irvin discussed the “Student Equity Coordinator” position described in the College’s Student Equity Plan. The Administration has decided this position will be filled by someone at the Associate Dean level. He explained that this position was to provide administrative oversight and leadership over the *faculty* coordinators of SSSP, SEP, BSI and the yet-to-be-formed Student Success Center, as shown below:



The goal is to serve students in all disciplines. There were questions about what “embedded tutoring” was and about the timeline for hiring this person (by July 1<sup>st</sup>). The VP of the Academic Senate pointed out that one of the agenda items was a resolution promoting a *faculty* Coordinator of Academic Support Services rather than an Associate Dean (see item C.ii.) and seemed surprised that the present Support Services Task Force had not been informed that the Student Equity Coordinator would be an administrative position. The VP of Student Services responded that this would not change ongoing discussions about the future of Academic Support Services at Miramar.

Other concerns were raised about the soft funding source and what funds would be used if it were necessary to institutionalize the position. The administration said that if they couldn’t afford the position, they would eliminate it. Faculty pointed out that, when we lost the 1.0 PLACe Coordinator, we never recouped that position; it was defunded. However, we have yet to see an administrative position be eliminated. There was some discussion between faculty and administration over whether the PLACe Coordinator was an actual position or just extended reassigned time. Wheeler North pointed out that the AVIM Program gave up a faculty position for the PLACe Coordinator position, which supports the idea that it was a position as opposed to reassigned time. Marie clarified with Howard that, earlier today at the CEC meeting, he indicated that the need for an Assoc. Dean of Student Equity (SE) was to ensure the goals stated in the SE Plan were met since, next year, the Student Equity funding will only be 40% base funded. The remaining 60% of funding will be contingent upon performance of the institution; that is, it will be based on achieving the targets outlined in the SE plan, such as improving success for disproportionately impacted students.

ii. Administration – Patricia Hsieh

- a) The College President thanked the Academic Senate for planning earlier for Adjunct Appreciation Day. She said that the number of adjunct faculty has increased to over 300, but will do her best to accommodate all adjuncts with drink coupons.
- b) VPI staffing timeline: The plan is to hire the permanent VPI in the Spring of 2017, after the accreditation visit. She feels that the present, Interim, Vice-President of Instruction should be here for that visit, to make

use of the knowledge of school history needed to answer the accreditor's questions. In addition, she pointed out that, in this district, the term length for an Interim Vice-President is two years, so the current term of the Interim VPI will end in June 2017. She stated that, before the end of the Spring 2016 semester, a call will go out asking all constituent leaders to make recommendations for the Search Committee. By the third week of the following semester (Fall 2016), the college will start working on the job announcement, using the district template. She reminded the Senate that, for a position of this stature, the minimum advertising period is 45 days. The President will meet with the Search Committee. The objective is to "work backwards" to have the new VPI come on board in Spring 2017.

- iii. Classified Staff – Terrie Hubbard: No report
- iv. Associated Students – Olivia Light: No report

### C. Old Business

- i. Memorandum of Understanding with National University – M. Palma-Sanft (R. Cassar was not present)
  - a) Mara discussed changes to this proposed MOU, based on input from the first reading. The most important changes to note are the removal of the reverse transfer, an allowance of a 15% variance on the 40-student minimum for the cohort for each of the three pathways, more student support, and more transparencies of fees and tuition (present discounted tuition is \$10,000 for this "degree completer" program and the application fee is being waved). Discount also applies to online students, so students won't be completely lost for the discount if we fall below the 20 minimum. Another advantage is that students can repeat a course in the program once for no additional money. They will be drawing up a new agreement for approval and, because the reverse transfer was removed, we won't need to wait for agreement from Mesa and City now.
- ii. Academic Support Services Resolution (First Reading) – A. Arancibia, M. Kjartanson
  - a) Adrian was tasked to write this resolution, which specifies a 1.0 faculty position as Tutoring Coordinator and also stipulates the use of SEP funding. A discussion followed the reading of the resolution. Questions centered on the fact that the resolution is asking only for funding for one semester. Adrian answered that we want to get someone as soon as possible for a temporary period for the full amount, and then make it a permanent position with a nation-wide search. Rebecca Bowers-Gentry, another member of the Academic Support Services Task Force, explained that there is a need for a person to figure out what is presently done on campus and what is needed, so we can find a permanent faculty director more effectively. It was emphasized that this person will be doing the high-level, overarching planning and shouldn't be coordinating tutoring at the same time. Gerald Ramsey, VPSS, said why hire a person; why not have the whole Senate work on it? Several people involved in the task force explained that that was not a practical way to proceed. Marie reminded the Senate that 0.20 of the AFT augmented FTEF was originally planned to be used for this purpose – for a faculty member to gather information and start to create an academic support structure – however, the AS was not allowed to use the FTEF for that purpose. She suggested that, since the AS President and Vice President's reassign time was increased by 0.40 FTEF in total (0.20 each) from the AFT augmentation, perhaps these two positions could use some of that additional reassigned time to be the facilitators for gathering this information this semester as, realistically, getting 1.0 reassigned time for this resolution may not be very likely. This item will come back to the next meeting for a second reading.
- iii. Stockroom Staffing Issue and Material Supplies: The plans, workloads and timeline – B. Bell
  - a) Marie reported on behalf of Brett Bell, who was unable to attend. She started by reading a statement by Brett Bell, VP of Administrative Services: "While there was a rollout of a plan, it could have been better executed." The administration is continuing to work on it. Furthermore, the stockroom clerk position was delayed while the administration tried unsuccessfully to reclassify the position. The position is now in the process of being filled at the original classification. Marie explained there has been a business process change, which resulted in the new procedure of obtaining teaching supplies.  
Marie thanked all who gave input regarding "classroom supplies" to be available in the stockroom and that Brett was very open to hearing requests from faculty. Meanwhile, the task of ordering office supplies has been shifted from the stockroom clerk to the Senior Secretaries for each school.  
In addition, there is a \$35 minimum per order through People Soft. Some schools are bulk ordering office materials and storing them to reduce possible lag time, but this requires a space to store these items and not all schools have found space to do this. Marie also pointed out that hourly money has been given to provide help in ordering supplies.  
Adrian pointed out that the subject came up at CEC and Patricia seemed truly unaware of the problem people were having, e.g. the 20-day wait times, etc. Marie said that it was good that there had been discussion on the subject to bring it to everyone's attention. Gina pointed out that the new business process was very hard on the secretaries, who could not complain without fear of retaliation – this was disputed – and also that hourly workers

have no access to PeopleSoft Finance, so the benefit of doing this was questionable. It was also stated that adjuncts would have a hard time with this system since they are not around enough during business hours to negotiate the new, complex ordering procedure; therefore, they could wind up buying their own supplies. The discussion ended with Marie saying that they would continue to monitor the situation and that Brett Bell and Stephen Um were actively looking for ways to find solutions to the challenges encountered in this new situation.

- iv. VPI Search Forum Follow-Up Questions – M. McMahon
  - a) (Addressed previously by the College President.)
- v. Adjunct Appreciation Day: Wed. Feb. 24<sup>th</sup> from 3:30pm to 6:00pm, K1-107 – G. Bochicchio
  - a) Gina gave a short description of the event and solicited donations for prizes. She also gave a quick rundown of the agenda and urged contract faculty to show their support by coming for a short while, if possible. There will be food and this is a FLEX activity.

**D. Committee Reports/Information** – This section postponed until next meeting.

- i. College Accreditation Update – L. Murphy
- ii. Instructional Program Review (IPR/SLOAC) – L. Murphy
- iii. CGC Plan for College Governance Committee Self-Assessment and Evaluation – A. Arancibia, M. McMahon
- iv. Recommendations from Budget & Resource Development Subcommittee (BRDS) Regarding the Discretionary Resource Allocations – D. Buser

**E. New Business**

- i. ACCJC Substantive Change Proposal for Distance Education – M. Palma-Sanft
  - a) The “substantive change” is that 50% or more of degrees and programs offered by the college have one or more courses offered online. Therefore, we are required to submit this document, discussing our commitment to quality online education. This is a first reading and will come back to the next meeting for a second read. Mara is requesting faculty eyes and feedback.

**F. Senate Reports**

- i. Treasurer – J. Thompson
  - a) No report
- ii. President’s Report – M. McMahon
  - a) No report
- iii. Vice President – A. Arancibia
  - a) No report

**G. Announcements**

- i. (None)

The meeting was adjourned at 5:04pm. The next meeting will be on March 1<sup>st</sup>. Please submit agenda items to both Marie McMahon and Juli Bartolomei.

Respectfully submitted,  
Gina Bochicchio (for Dan Igou) and Juli Bartolomei