

Senators Present: Marie McMahon, Adrian Arancibia, Dan Igou, Joan Thompson, Rick Cassar, Valri Nesbit, Mary Kjartanson, Laura Murphy, Josh Alley, Lisa Clarke, Otto Dobre, Ann Gloag, Rodrigo Gomez, Rich Halliday, Mary Hart, Mark Hertica, April Koch, Jennifer Leaver, Wheeler North, Jordan Omens, Patty Parker, Kevin Petti, Wai-Ling Rubic, Dan Trubovitz, Shayne Vargo, Dan Willkie, Johnny Gonzales, Shawn Hurley, Jason Librande

Absent: Gina Bochicchio (proxy: D. Figueroa), Rebecca Bowers-Gentry (proxy: D. Figueroa), Patricia Flower, Kevin Gallagher (proxy: R. Cassar), John Salinsky, Violeta Sanchez

Other Attendees: Patricia Hsieh, Daphne Figueroa, Gerald Ramsey, Mara Sanft, David Buser, Lisa Casas, Sheryl Gobble, Olivia Light, Juli Bartolomei

Meeting called to order at 3:34pm.

A. Approval of Agenda and Previous Minutes

The agenda was unanimously approved, after moving item E.i. to Administration Reports.

The previous minutes were approved unchanged, with three abstentions.

B. Special Reports

i. Administration – Gerald Ramsey

- a) Informational item to clarify new Associate Dean position (moved from New Business). Brief overview of the proposed Associate Dean position. Academic “Center” changed to Academic “component.” Question about the flow chart Ramsey presented and the relationship of tutoring within that chart. Ramsey stated the Academic Success Component is not tutoring; “tutoring” is not in the proposed plan/position. Ramsey stated he was reporting on what happened in the past and what was already approved in the Student Equity Plan.
- b) Clarification requested as to what Academic Success Component would entail. The Academic Success Component will encompass multiple aspects of student success. Ramsey stated that a taskforce will be formed to determine the look of the Academic Success Component.
- c) McMahon suggested that the flow chart (graphic) and other details be made more clear and be brought back to the Senate.
- d) Ramsey clarified that the SEP plan (which included Student Equity Coordinator) went through the process and was approved by all constituent groups, and it has been approved by the Board and sent to the State. An Associate Dean will be hired.

ii. Classified Staff – No Report

iii. Associated Students – Olivia Light

- a) Presented “Rock the Vote” campaign. Representatives from Associated Students will come to classes during a break to hand out voter registration cards. Please contact Olivia to coordinate best time: olight@sdccd.edu.

C. Old Business

i. Memorandum of Understanding with National University – M. Palma-Sanft

- a) Update on requested revisions.
 - (1) Clarifications to student data exchange. Data exchange will go through the District.
 - (2) Reverse transfer removed.
 - (3) Expanded cohort requirement to include entire District: 40 with a 15% variance.
 - (4) Clarification of tuition requirements. Application fee waived; tuition will allow for a 25% discount if we fall below the minimum cohort level.
- b) Motion to vote down old MOU: Unanimously approved.
- c) Motion to adopt new MOU: Unanimously approved.
- d) Gave an overview of the process this MOU went through. Brought to Senate because it went to DGC instead of straight to the campus, as they usually do, and DGC asked for it to be brought to campuses. It also had a curricular component (reverse transfer). Future MOUs will go through the standard process and will be screened for 10+1 issues. If there is an issue, it will be brought back to the Senate; otherwise, it will move forward and they will coordinate review and signatures, as appropriate.
- e) Clarified that there will be a term date, as with all MOUs, not set yet. Three years is being proposed.

ii. Faculty BBQ – Save this Date: Thursday May 12th, 12:00pm to 1:30pm – M. McMahon

- a) Time may change. McMahon is consulting with Classified Senate for a combined event.

iii. Academic Support Services Resolution (Second Reading) – A. Arancibia

- a) Brought back resolution with change proposed at previous meeting (changing from one semester to one year).
- b) McMahon presented information acquired from Mesa about their Faculty Tutoring Coordinator position.

- (1) Tutoring coordinator's role is dynamic and intended to oversee the tutoring aspect of student success and to collaborate with other constituents groups in the development of student success strategies and programs. 1.0 non-classroom faculty position funded with SEP monies, to report to the also newly created Dean of "Library... and Tutoring."
- (2) Question raised as to how/why Mesa was able to structure the position in ways Miramar faculty were told could not be done. Suggested that Miramar's administration consult with Mesa's administration to see how this was done.
- c) Arancibia brought discussion back to the resolution. Questions raised about potential conflict between this resolution and SEP; North stated that he doesn't see a conflict between what the resolution proposes and the SEP. The spirit of the resolution is in keeping with Miramar's ongoing discussion of Academic Support Services.
- d) McMahon reiterated that, for the long-term, we need to find a way to write the position into the SEP.
- e) Motion for approval (North/Hertica). Point of order: Senators vote on behalf of their departments. Discussion of proxies and voting. Roll call: Approved with 15 yeas, 3 nays and 8 abstentions.

D. Committee Reports/Information

- i. CGC Plan for College Governance Committee Self-Assessment and Evaluation – A. Arancibia
 - a) Committee self-assessment and evaluations is linked to accreditation requirement for self-assessment. CGC is charged with assisting with college governance assessment implementation. This is intended to be a useful tool to assist committee chairs to understand the charge of the committees and provide reflection regarding the meeting of committee goals and plans and accreditation requirements (such as posting agendas and minutes). The intent is to help us improve. Done in conjunction with page that is already in Governance Handbook. Arancibia reiterated that CGC is trying to streamline the process to fulfill accreditation requirements while providing a benefit to committees without being burdensome to committee chairs.
 - b) North reiterated that this is an important part of shared governance and we should be doing this, not just because it is mandated by accreditation, but in order to self-assess and improve.
- ii. Recommendations from Budget & Resource Development Subcommittee (BRDS) Regarding the Discretionary Resource Allocations – D. Buser (*AS Exec Approved on 2/23/16)
 - a) Overview of Discretionary Resource Allocations and brief history of the process.
 - b) Number one priority requests from all Divisions nearly matched available funds and were approved for funding.
 - c) Clarified no action was necessary because AS Exec, acting as representatives of the Senate, already approved due to time urgency so departments could spend the money.
- iii. College Accreditation Update – L. Murphy
 - a) Reported out on suggestions from ASCCC Accreditation Institute and areas we should focus upon:
 - (1) We need to address each individual part of a standard, not just give broad generalizations.
 - (2) Ensure that evidence shows how our processes/plans actually impact and improve student learning and achievement.
 - (3) Ensure that evidence shows how our processes/plans specifically support the language of our mission statement.
 - (4) Look at things successful college did to pass new accreditation standards and requirements as a guide in our own evaluation.
 - b) Highlighted areas of concern:
 - (1) Quality Focus Essay: Allows us to identify areas institutionally that may not be at the level we want/need them to be. Essays need to be expanded to include aspects of institutional effectiveness.
 - (2) College Leadership, Senates, Senate Leadership, Committees, etc. are aware of what we are writing in our Report. Visiting team can interview anyone associated with these areas. This is something we should be doing anyway for our own reflection.
- iv. Instructional Program Review (IPR/SLOAC) – L. Murphy
 - a) Second Draft is out. Next public forum will be March 25th. Format will be different from first forum to be more informative about what's in the report.
 - b) Program Review update is now officially in April. Working to streamline the process. Working with BRDS to do away with separate BRDS request forms; working with BRDS to integrate information into the PR template.
- v. Planning and Institutional Effectiveness (PIE) Committee: Planning Summit on March 11th – D. Figueroa
 - a) Reminded Senators of campus-wide Planning Summit. Brief overview of agenda/activities of the summit. Interactive and moveable. Breakfast and lunch included. RSVP to Val Sacro (for lunch) or just show up.
- vi. Textbook Affordability Taskforce (District-Wide) – M. McMahon
 - a) Reviewed highlights of taskforce discussion, including strategies for better serving students. Examples include getting one textbook for key courses (example: General Biology), so that repeating students wouldn't need to buy

another book if they plan on taking the course here again, and the growing option of book rentals. It was valuable to learn that the bookstore measures success by how much money they save students.

- b) Open Educational Resources: This is also a growing viable option.
- c) Discussion about textbooks in the library. Issue with certain publishers not allowing their textbooks to be placed on Library Reserves. We need to be aware and adjust our strategies so that we can continue to best serve students in making textbooks accessible. Library has been given \$80K for purchase of textbooks. Textbooks that are over \$200 count as “equipment,” if faculty purchase to put into library.
- d) A. Gloag, a member of the taskforce, will send a survey for ideas.

E. New Business

- i. Discussion of the New Assoc. Dean for SE and SSSP – G. Ramsey (moved to Special Reports)

F. Senate Reports

- i. Treasurer – J. Thompson
 - a) Reported a balance of \$1138.10. Reminded Senators that money is being collected for Bob Fritsch memorial contribution to St. Jude, with a deadline of March 15th.
- ii. President’s Report – M. McMahon
 - a) None
- iii. Vice President – A. Arancibia
 - a) None

G. Announcements

- i. Changes to BOG Waiver Recipients for Fall 2016 was sent out by the District. Counseling doing workshops to help students.
- ii. Adjunct Appreciation Day: Well received. Develop and make it even better next year!
- iii. Faculty Hire Procedures will meet March 16th.
- iv. Upcoming State-wide Academic Senate events: Contact Marie if interested in attending.

The meeting was adjourned at 4:57pm. The next meeting will be on March 15th. Please submit agenda items to both Marie McMahon and Juli Bartolomei.

Respectfully submitted,
Dan Igou and Juli Bartolomei