

Minutes – Miramar College Academic Senate
3:30-5:00pm **March 15, 2016** Location: L-309

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

Absent: Rick Cassar, Otto Dobre, Patricia Flower, Kevin Gallagher, Mary Hart, Dan Willkie, Johnny Gonzales

Other Attendees: Patricia Hsieh, Gerald Ramsey, Mara Sanft, Sheryl Gobble, Tyrone Nagai, Daniel Miramontez, Xi Zhang, Lou Ascione, Juli Bartolomei

Meeting called to order at 3:34pm.

A. Approval of Agenda and Previous Minutes

The agenda was unanimously approved unchanged.

The previous minutes were unanimously approved unchanged.

B. Special Reports

i. Administration – Patricia Hsieh

- a) The President will meet with AS Exec at their next meeting to discuss the Senate Resolution approved on March 1, 2016 (Faculty Academic Support Services/Tutoring Supervisor); the President also has placed the resolution on the next CEC agenda.
- b) VPI & VPSS are working with Deans & associated faculty to provide services for summer students. There are no general funds to hire classified employees for summer. Trying to align student needs with available resources.

ii. Classified Staff – Terrie Hubbard (No report)

iii. Associated Students – Olivia Light (No report)

C. Old Business

i. ACCJC Substantive Change Proposal for Distance Education (Second Reading) – M. Palma-Sanft

- a) Shared changes made to proposal: technical edits, cleaned up table of contents, added an introductory statement to tie us back to the District and definitions for “Distance Ed”, clarification to some content, additional Title V notes, included a link to District Handbook on Distance Ed, and two additions to appendices.
- b) Walked through modified proposal. Explained signature page and Introductory Paragraph.
- c) Motion for AS President to endorse the document (North/Leaver) approved unanimously.

ii. Faculty BBQ: Update from Classified Senate and Formation of Task Force – M. McMahon

- a) Thursday, May 12th, 12:00 to 1:30pm. Time might change to meet needs of classified employees. Classified Senate will participate with side dishes. North, McMahon and Kjartanson forming task force. Reminded Senate that AS has committed \$300 for the BBQ; Thompson said that, based on the past expenditures, \$400-500 is more likely. McMahon is looking for more sources of funds for the BBQ, but Senate might need to approve more from AS budget.

D. Committee Reports/Information

i. Research Subcommittee: 2015-2016 Miramar College-Wide Research Agenda – X. Zhang

- a) Document has recently been updated (has been in place for years). Comprehensive review and update to reflect most current initiatives and functions. Research Subcommittee led update; kept structure of old document and updated content and added a few things to keep it current.
 - (1) Added overview and introduction for purpose and process of developing the document.
 - (2) Document provides mechanism for collaborative inquiry.
 - (3) Document shows which items are recurring and apply across-campus.
 - (4) Document includes acronyms and abbreviations for ease of understanding.
 - (5) Explained document grid and how to use the document.
- b) Request made for a summary of changes. Zhang explained that the updated document is more interactive and better integrated with college goals and users than previous document.
- c) Suggestion made that the future version include a column detailing how the data that is gathered is used, and which committee(s) use the data, in order to assist in closing the loop.
- d) Question about process: Does the new document need to be approved by AS? Clarified that this is an annual agenda/document that rolls forward every year with the addition of whatever criteria may be needed/requested for that particular year.

- e) Consensus that approval is not required.
- ii. Accreditation Annual Report – D. Miramontez
 - a) This report is from the ACCJC. We are required to report on substandard areas—usually headcount and achievement data, outcomes assessment data, CTE, and distance education data.
 - b) Highlighted changes that have occurred since draft was released to constituent groups last week:
 - (1) Headcount: Updated number of distance education courses to 149.
 - (2) Nothing new on Achievement.
 - (3) CTE: Number of CTE Certificates changed from 39 to 102 (more reliable data source).
 - (a) Question about Certificates of Performance in the report: CPs are not included in the report. Not currently relevant to Accreditation team, but discussion of Student Success at the State level to address alternate, expanded definitions of “success” might change this in the future.
 - (4) Narrative: Update explaining benchmarks from last year.
 - (5) Outcomes Assessment Information, including narratives for SLOs: No new information.
 - c) McMahon emphasized that there is time to send feedback to Daniel before presentation at CEC next week.
 - d) Submission date: March 31st.
- iii. Accreditation Update: Committees/Subcommittees and Accreditation Gaps – L. Murphy
 - a) Working with City and Mesa faculty co-chairs to align more closely what is being reported.
 - b) Identifying long-term gaps and how to address them; will be included in quality focus essays.
 - c) Identifying short-term gaps that could be addressed before the Accreditation team arrives, and possible actions and responsible parties.
 - d) Presented short-term items that involve AS:
 - (1) Website content (review and update committee webpages for accuracy)
 - (2) Committees will be provided gap analysis for mitigation of short-term gaps.
 - e) Discussion of difficulty that faculty experience associated with updating webpages, and the difference between website content and the management/maintenance of website. Areas of attention for the Miramar College website were issues of posting of content to the website in an effective manner and the accuracy of information presented.
 - f) Reminded Senators of upcoming public forum on March 25th, 9-11am, K-107.
- iv. Update for Spring Instructional Program Review (IPR/SLOAC) Timeline and Resources – L. Murphy
 - a) Due April 22nd.
 - b) PR Committee is modifying template based on feedback to eliminate redundancy and streamline the process.
 - (1) Working with BRDS to integrate data from PR with BRDS to eliminate need to file separate BRDS request forms.
 - c) Requirement for current update is to complete an update of Action Plans and Status Reports for this cycle, but Murphy highly recommends looking at what is currently in Standing Requirements to see what could be strengthened and refined at this time.
 - d) Murphy will be sending out PR checklist, updated guide, and will be holding PR workshops.

E. New Business

- i. Academic Senate (AS) Use of Proxies and AS Exec Future Revision of By Laws – AS Exec
 - a) McMahon: Proxies appear to be used inconsistently across campus. Miramar AS Bylaws regarding proxies are vague – they specify their use for quorum but do not mention anything about voting. Discussion needed about updating Bylaws; would need to come from the AS Exec without involvement of the AS President. To begin the discussion, presented Mesa’s AS Bylaws regarding proxies, which have a more clearly prescribed practice for use. McMahon will follow up with Mesa at uber-exec meeting to see how their Bylaws and use of proxies are working.
 - b) Discussion. Clarification that Roberts Rules discourages the use of proxies; if proxies are going to be used, their use must be clearly written into the Bylaws. Suggestion that AS Exec rewrite it into Bylaws.
 - c) Suggestion made that AS follow most recent past practice for upcoming elections: allow Senators to vote early (absentee ballot), if they cannot attend the election meeting, but no proxies to be used for election voting.
- ii. Resolution from Mesa College: Discontinuance of Printed Class Schedule (First Reading) – M. McMahon
 - a) McMahon gave background to the discussion regarding the printed schedule.
 - b) Topics discussed included:
 - (1) Schedules being inaccurate and even outdated by the time they go to print,
 - (2) Community impact and awareness,
 - (3) Cost of the paper schedule to the SDCCD,
 - (4) Waste when too many copies are made than are distributed effectively,

- (5) The fact that the paper schedule drives the college/dept class scheduling deadlines inappropriately is problematic,
- (6) With regard to accuracy for program sequencing and completion, the college catalog would be a more effective document to send prospective students.
- c) Ideas for alternatives presented.
- d) Noted that mailing of the paper schedule to the community was an important way to maintain a connection and an awareness of SDCCD with its local communities.

F. Senate Reports

- i. Treasurer – J. Thompson
 - a) Reported a balance of \$1218.60, minus \$600 for scholarships.
 - b) Donation to St Jude in Memory of Bob Fritsch currently at \$145; cost of memorial plaque \$85.20. Still accepting donations.
- ii. President's Report – M. McMahon (No report)
- iii. Vice President – A. Arancibia (No report)

G. Announcements

- i. Miramar College Food Exchange is collecting donations until April 15th. See flier sent to DL.
- ii. Faculty Hire Procedures meeting March 16th.
- iii. MWF scheduling is on the Chair's Council agenda for March 17th.
- iv. Upcoming Statewide AS Events: Let Marie know if you are interested in attending!

The meeting was adjourned at 4:57pm. The next meeting will be on April 5th. Please submit agenda items to both Marie McMahon and Juli Bartolomei.

Respectfully submitted,
Dan Igou and Juli Bartolomei