

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

Senators Present: Marie McMahon, Adrian Arancibia, Dan Igou, Joan Thompson, Valri Nesbit, Mary Kjartanson, Josh Alley, Gina Bochicchio, Rebecca Bowers-Gentry, Lisa Clarke, Anne Gloag, Rodrigo Gomez, Rich Halliday, Mary Hart, 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

Absent: Rick Cassar, Laura Murphy, Otto Dobre, Patricia Flower, Kevin Gallagher, Dan Willkie, Johnny Gonzales, Violeta Sanchez

Other Attendees: Duane Short, Daniel Miramontez, Daphne Figueroa, Juli Bartolomei

Meeting called to order at 3:32pm.

A. Approval of Agenda and Previous Minutes

The agenda was unanimously approved after a reordering of C.viii (Tutoring Success) to follow E.i. (in New Business).

The Election Meeting minutes were unanimously approved unchanged.

The previous meeting minutes were unanimously approved unchanged.

B. Special Reports

i. Administration –

- a) McMahon read report from Hsieh: “The College Governance Committee (CGC) created a pilot instrument for assessing college’s governance system. The College Executive Committee (CEC) and the College Governance Committee (CGC) were determined by the CGC to be the two committees for the pilot. The College Executive Committee (CEC) has completed the pilot assessment for evaluating college’s governance system and the results were discussed at today’s CEC meeting. The compiled result will be shared with the College Governance Committee (CGC) on 5/10/2016. The plan is to roll out this assessment instrument college wide in fall, 2016 semester after the instrument has been modified based on the pilot results.”

ii. Classified Staff – T. Hubbard

- a) None

iii. Associated Students – O. Light

- a) None

C. Old Business

i. Proposed New Administrative Procedure 5105 Distance Education – D. Short

- a) Recapped previous discussions/recommendations from AS meetings and discussions at CRC.
b) Feedback was taken to District Policies and Procedures for further discussion.
c) Suggestion to consider adding the term “substantive” under “Instructor Contact,” since “substantive” is used by the federal government and ACCJC.
d) Motion for adoption approved unanimously. (North/Omens)

ii. Campus Solution (software) Meeting: The question of +/- Grading (A+, A-, etc.) – M. Kjartanson

- a) Reviewed discussion from the Campus Solutions meeting about Faculty Web Services and possible options with Campus Solutions; asked for feedback to be taken to the next CS meeting. Suggestion for addition of “details” text box on “Follow Up” tab. Discussion.
b) Kjartanson asked for feedback from faculty that use co-requisites regarding waitlists and the issuing of add codes. Should add-code list delineate whether the system provided the add code or instructor did? Discussion. Email concerns to Kjartanson and she will bring to CS meeting on the 12th.
c) Grading +/- discussion will be on the next agenda. They need to know by the fall.

iii. Printed Class Schedule: Mesa Resolution for the Transformation of Printed Class Schedule – M. McMahon

- a) Reviewed resolution. Motion to approve (Bochicchio/Trubovitz) approved unanimously.

iv. 0.10 FTEF from AFT for Academic Senate in Fall 2016 – M. McMahon

- a) Reviewed discussions about additional FTEF from AFT. We still have 0.1 FTEF to assign. Asked for feedback/suggestions. Will bring back to the next AS meeting.

v. Faculty BBQ Update – M. McMahon

- a) Sign-up sheet online. Will be sending out an update.

vi. AS Travel Budget – M. McMahon

- a) Some remaining funds in the travel budget, plus a transfer from supplies budget, for Faculty Leadership. Will forward details.

vii. Integrated Planning Process Fall 2013-Spring 2019: Annual Planning Cycle and Calendar – D. Miramontez and D. Figueroa

- a) Reviewed recommendations from PIEC regarding Integrated Planning chart and Student Success Framework for Long-Term Integrated Planning. Addressed questions from previous AS meeting. Incorporating new process into the previous model.
 - b) Figueroa asked for endorsement of the plan to take to CEC. Moved endorsement (North/Omens) approved unanimously.
- viii. Tutoring/Student Success Coordinator Job Description – A. Arancibia (Moved to New Business following E.i.)
- a) Reiterated that the discussion wasn't just the development of a job description, but also included a recommendation to maintain the PLACe with a separate coordinator and also for two classified support positions.

D. Committee Reports/Information

- i. College Accreditation Update – D. Miramontez
 - a) Soliciting feedback on latest edition (until May 20th). District is providing standard responses to go into our report.
 - b) Previewed timeline leading up to final draft and submission of Self-Evaluation Report.
- ii. Textbook Affordability Taskforce Update – A. Gloag
 - a) Gave overview of what the Taskforce is doing—collecting data from students/faculty regarding textbook purchasing, uses, etc. The hope is that this data will be useful in finding ways to reduce textbook costs.
 - b) Overview of flyer about reducing costs of textbooks.
 - c) Discussion. Suggestion made to form a campus taskforce in the fall.
 - d) Bookstore will sell students earlier editions, if requested.
- iii. Instructional Prog Rev (IPR/SLOAC) Outcomes and Assess. Facilitator Job Description – M. McMahon
 - a) Two issues about the job description for this position were brought forward from AS Exec (neither had been agreed to/approved by the Senate in the past). Both have been removed from the job description:
 - (1) Disaggregation of SLO data. Not a small undertaking; faculty need to discuss what this means and how this might/should happen here.
 - (2) Aqua Taskstream Software implementation. Request from Student Equity Plan for pilot program not funded. Need to run pilot program before full implementation.
 - b) Concerns raised about how the job description was posted without AS input. Discussion.
 - c) Discussion/questions about disaggregation. Miramontez explained that this was a new Accreditation standard regarding disaggregation. Further discussion to be had later.

E. New Business

- i. Discussion and Possible Resolution about the PLACe – R. Halliday
 - a) Presented the rationale and main points of the resolution. Main concern was the need to maintain a central tutoring center for cross-disciplinary tutoring distinct from the Academic Success Coordinator.
 - b) Discussion/questions.
 - (1) Recommendations to change first Whereas to the new position's current title (Non-classroom College Faculty Student Success Coordinator) and, in the Resolved, to include a clear statement about it being an "on-going" assignment that is separate and distinct from the Student Success Coordinator.
 - c) Motion to suspend rules to approve resolution (Hertica/Arancibia).
 - (1) Discussion.
 - (a) McMahon presented a one page document to address the topic of Tutoring/Student Success Coordinator, with a focus on ideas for a general "plan" and not a specific plan or a "job description". To assess what all departments on our campus currently have and what they would like to have in terms of tutoring and academic support services on our campus Program Review could be used – with the addition of a field in Taskstream allowing for details of Academic Support needs within each dept. Taskstream could be used to collate comprehensive needs for the entire college into one document. After assessment of the campus-wide needs, an organizational structure could be created to effectively address all these needs. This Faculty Coordinator could be at the helm of this in terms of specific details of a structural organization of tutoring, retention, success and other forms of Academic Success at Miramar College.
 - (b) Figueroa said Program Review suggestion is a good one and necessary, but reiterated need to maintain the PLACe until the final plan is developed.
 - (c) Concern expressed about suspending rules and voting on a resolution not really seen yet by the body (emailed to senators 05/03/16 at about 2:30pm); would like to see modifications in writing and discuss with departments. Would feel comfortable giving President direction to ask for status quo on tutoring center to remain in place until more deliberate discussion takes place.
 - (2) Vote by roll call: Motion failed (9 yay, 13 nay).
 - d) Will be brought back to the next AS Meeting for second reading.

- e) Motion to give AS President direction to support maintaining the PLACe position until such time the vote on the resolution takes place approved unanimously. (Bowers-Gentry/North)
- ii. Title IX Update (link to the Prezi Presentation) – R. Cassar
 - a) Not present
- iii. College Promise Program Implementation – R. Cassar
 - a) Not present
- iv. AP 3900.1 Credit by Exam – R. Cassar
 - a) Not present
- v. Special Election for AS Exec At-Large Member: Form Election Committee and Open Nominations – AS Exec
 - a) M. Kjartanson (Chair), W. Rubic and A. Gloag.
 - b) Nominations opened for At-Large AS Exec position.
- vi. 2016-2017 AS Meetings Calendar: Discussion of Change in Meeting Start/Finish Time – AS Exec
 - a) Postponed until next meeting.

F. Senate Reports

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

G. Announcements

- i. Full AS Meeting on Tue, May 17th, following Special Election Meeting.

The meeting was adjourned at 5:07pm. The next meeting will be on May 17th. Please submit agenda items to both Marie McMahon and Juli Bartolomei.

Respectfully submitted,
Dan Igou and Juli Bartolomei