

**Minutes – Miramar College Academic Senate**  
3:30-5:00pm      **Nov 01, 2016**      Location: M-110

**Senators Present:** Marie McMahon, Laura Murphy, Mary Kjartanson, Joan Thompson, Rich Halliday, Mara Sanft, Jason Librande, Josh Alley, Gina Bochicchio, Kandice Brandt, Barbara Clark, Mark Dinger, Otto Dobre, Daphne Figueroa, Anne Gloag, Rodrigo Gomez, Mary Hart, April Koch, John Landicho, Jennifer Leaver, Jessica McCambly, Hau Nguyen, Wheeler North, Patty Parker, Angela Romero, Wai-Ling Rubic, John Salinsky, Shayne Vargo, Wayne Bass, Paty Beller, Johnny Gonzales, Liz Hubert, Sara Kappus

**Absent:** Dan Igou (proxy: R. Halliday), Kevin Gallagher, Andrew Lowe, Alex Mata (proxy: R. Gomez), Jordan Omens, Nirmala Kashyap (proxy: J. Librande)

**Other Attendees:** Shawn Hurley, Moorthy Palanki, Reylyn Cabrera, Gene Choe, Becky Stephens, Naomi Grisham, Daniel Miramontez, Juli Bartolomei

Meeting called to order at 3:32pm.

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

The agenda was unanimously approved after a motion to reorder, moving E.i. to immediately follow the approval of minutes and allowing Miramontez and Petti to present upon their arrival (North/Thompson).

The previous minutes were unanimously approved unchanged (Vargo/Landicho).

**B. Special Reports/Information**

i. Administration – D. Miramontez

Miramontez explained that we have received the responses from the District are in the process of finalizing content and evidence for the accreditation report. There will be a tri-chair meeting on Dec. 8<sup>th</sup>; all are welcome. Site visit is March 13-16.

ii. Classified Staff – None

iii. Associated Students – None

iv. SI's, Tutoring, Independent Study and Other Options for Student Success at the PLACe – B. Stephens

Stephens, the PLACe Coordinator, provided information on the learning center. PLACe staff was introduced and goals of tutoring were outlined, including helping students “learn how to learn.” Stephens identified the various support systems available for students, including supplemental instructors (peer assistants who have already taken the course and act as “model students”), one-on-one tutoring, study groups and workshops, as well as online tutoring in Math 46/96, English 42/48 and 43/49, Business 101 and Chemistry 152. Stephens solicited faculty input in identifying one-on-one tutors from disciplines desiring tutors. Stephens asserted that we are currently funding two SIs but have the funding for an additional twenty-two. These SIs attend the class and can assist faculty but not in the role of a TA. Murphy inquired about a website for students that would enable them to identify a discipline-specific tutor. Stephens reported that this service is unavailable at present, but they are currently investigating the possibility. McMahon suggested that a Spring FLEX session could be dedicated to showcasing supplemental instruction.

**C. Old Business**

i. "Strong Workforce Program" at Miramar – M. Kjartanson

Kjartanson reported that the SWP taskforce met last week to review the proposal completion and ranking process. The two major metrics for the SWP proposal are to increase FTES and/or increase the quality of the CTE program. The intent behind the SWP is to get people out into the workforce.

ii. AP 4200.1: Employment of (College and CE) Faculty (2<sup>nd</sup> Reading) – M. McMahon

McMahon presented the updated version of AP 4200.1: Employment of (College and CE) Faculty, with the goal to forward to DGC. McMahon shared the feedback from Senate in the form of comments received today in an email from D. Igou. Igou expressed concern regarding the Human Resources hiring procedure and the possibility of additional training. McMahon responded by opening the email correspondence and reading the responses from members on the taskforce, which includes other faculty and Erin Milligan-Hill. The additional HR issues were regarding the timeline in the hiring process, and Erin Milligan-Hill also confirmed that the “training” referred to EEO training. Igou also voiced concern regarding appointment of faculty search committee members by the AS. Folding in responses from the taskforce, McMahon read the language from the email response “that a key word in the text regarding those members who are appointed is about ‘faculty’ members who are *discipline specialists*, and not all members of the committee.” McMahon assuaged the concern of faculty who believed that the AS President’s appointments may stifle faculty autonomy in the faculty composition of the search committees by describing the past practice of receiving a list of faculty who wish to serve on a search committee and, as the AS President, “approving” that list from the discipline experts – with the caveat that every other faculty member in the department had the opportunity to express interested and serve. McMahon asserted that the intent behind the practice of the AS President “appointing” the faculty was to yield greater protection for the

sanctuary of the faculty discipline experts. Halliday expressed the concern of the School of Liberal Art's faculty over the word "appointed." McMahon re-asserted that the role of the AS President is not to appoint but to approve, but could ask the taskforce members if they might consider changing this term. Halliday proposed amending the word "appointed" to "confirmed." Motion to forward AP 4200.1 to DGC with the amended wording "appointed" changed to "confirmed" (Thompson/Sanft) passed unanimously. McMahon will report back to Senate regarding the progress of the AP.

iii. State ASCCC Awards (Hayward Award due Dec 23) – M. McMahon  
McMahon requested nominations for the Hayward Award.

iv. District wide Review of MOU Process– M. Sanft

Sanft/Grisham presented the revised Transfer MOU, which deals with establishing agreements with private or independent institutions with the intent to provide special accommodations for our students. Sanft maintained that we have an existing process, but the three colleges felt that the current MOU process required revision and reaffirmation. Miramar's comments were incorporated in the document and taken to the District Articulation Council. An additional change dealt with facility use, but the main change sanctions the use of MOUs utilized primarily for advertisement or promotion of an institution. Grisham addressed the importance of an MOU providing persistence data and stipulating visibility on our campus. Sanft outlined the flow of the MOU through the college governance process. Unanimous approval of revised Transfer MOU (Leaver/Murphy).

#### D. Committee Reports/Information (Academic Senate or Shared Governance Committees)

i. Staff Development – K. Petti

Petti provided information on campus-wide funding (distinguished from AFT travel funds) for staff development activities. These activities need to be available to the entire campus community in order to be qualified for receiving these funds. Contact Petti or T. Hubbard for forms. McMahon reported that, last year, we had over \$5,000 in unclaimed funds for travel for faculty. Faculty discussion ensued regarding the difficulties in utilizing PeopleSoft for generating travel requests. The process is not intuitive or user friendly, especially if only used once a semester. Suggestion made to task Staff Development with helping adjuncts get set up for using PeopleSoft for travel requests. McMahon suggested a FLEX activity to assist all faculty in generating travel or event funding requests in PeopleSoft.

ii. College Accreditation Update – L. Murphy

Murphy abstained from reporting, as Miramontez had already covered this. Bochicchio inquired of Murphy why we are out of compliance with SLO standards. Murphy asserted that, last year, a list of "standard language," with which we did not have sufficient evidence to show compliance, was brought to the AS. Some of the areas included, but were not limited to, disaggregation of SLOs with respect to subpopulations of students, identification of gaps related to the data, and utilizing resources to mitigate identified gaps. Additional deficits identified were the inability to demonstrate how outcomes assessment is integrated in planning and inability to demonstrate how SLOs are used systematically to improve courses and programs, as well as service areas. Murphy upheld that we were obligated to comply with accreditation standards as well as federal and state regulations. Murphy stated that we are not currently doing what we are being tasked to do, but demonstrating that we are currently working on our processes would definitely help. Murphy agreed to provide a list of the accreditation standard deficits for Senators to review. Bochicchio questioned the use of SLO disaggregation for subpopulations and the impact of that – something, as she expressed, "faculty doesn't have much ability to do something about." Murphy rebutted that we would need to utilize additional software or change our grading systems, as other campuses do, to capture data for use in disaggregation, adding that we are in the process of investigating these options. Murphy warned that we will be in noncompliance if we fail to demonstrate at least a plan for SLO disaggregation. McMahon suggested that we could learn from other colleges regarding what they are doing to align their SLO's with accreditation standards. Kjartanson asserted that the EMT Program has great interest in trialing SLO disaggregation and has agreed to participate in the hope that it will assist in the mitigation of gaps in student success. McMahon added that other disciplines are interested in trialing disaggregation as well. Bochicchio questioned whether an AS faculty-only SLO statement would help to mitigate the disaggregation deficit. Bochicchio said that faculty have little involvement in planning, providing the examples of MWF course offerings and mandatory online certification. McMahon disagreed, mentioning several venues where faculty have had the opportunity to be involved. Murphy maintained that we need to demonstrate that the SLO process is institutionally supported and, by adopting a statement, we provide evidence to support our commitment to the process. McMahon reported that the accreditation task force met today and the work would be disseminated for the next AS meeting.

#### E. New Business

i. BRDS Prioritized and Allocated RFFs (**1<sup>st</sup> Reading**) – G. Choe

Choe reported on BRDS prioritization and allocation 2016-2017:

\$80,000 IELM – Capital Instructional Equipment

\$72,549 Unrestricted

\$178,261 Lottery-Instructional Supplies Less than \$200.00

Choe provided the breakdown of IELM, Unrestricted and Lottery fund allocation:

**IELM**

BTCWI: \$38,827.15

Liberal Arts: \$25,995.59

MBEPS: \$15,177

**Unrestricted**

Admin: \$6927.85

Library and tech: \$6826.04

MBEPS: \$14,795.11

Public Safety: \$44,000

**Lottery**

MBEPS: \$29,821.84

Public Safety: \$24,539.68

Library and Tech: \$12,129.88

Liberal Arts: \$2,374.11

BTCWI: \$93,981.63

Choe reported that lottery funds, after allocations, had a remaining balance of \$15,000. Choe asserted that the \$15,000 in unencumbered lottery funds will be distributed equally to all of the schools through Brett Bell's office. Choe asserted that unfunded items would remain on the list and, if funds became available, the items would remain prioritized and be funded according to BRDS ranking. North maintained that unfunded items should be chronicled for future funding. Choe highlighted that, as program review is tied to BRDS, more departments are requesting money. Choe asserted that the majority of unrestricted money is going to technology refresh, but they did not account for A/V needs. Choe maintained that, for the next cycle, technology refresh money should be carved out for A/V needs. This item will come back for a second reading.

- ii. Faculty Ranked Hiring List (**1<sup>st</sup> Reading**) – M. Kjartanson  
The official list ranked by the Contract Faculty Hiring Committee was presented by Kjartanson. Questions should be sent to Kjartanson or VPI Hopkins.
- iii. Institutional Effectiveness Partnership Initiative (IEPI) Plan – M. Kjartanson  
Kjartanson reported that we are in the process of finalizing the plan and discussed stipends to be awarded to adjunct faculty who have completed the Online Training Certification. Discussion ensued regarding stipulations on the disbursements of stipends.
- iv. Adjunct Academic Affairs Work-Group Proposal – J. Librande  
Librande presented the proposal of formation of an Adjunct Academic Affairs work-group.
- v. Spring Flex Week: Convocation or Week of Flex Activities – D. Igou  
McMahon presented the option of FLEX week activities vs Convocation. Senators unanimously endorsed FLEX week activities. Suggestions included Supplemental Instruction (SI), BRDS and travel requests. Send all suggestions to D. Igou.

**F. Senate Reports**

- i. Adjunct – J. Librande (No report)
- ii. Treasurer – J. Thompson  
Reported a balance of \$1312.90.
- iii. President's Report – M. McMahon reported on:
  - a) McMahon will send the link to the ASCCC Resolution packet, as this weekend is plenary and there will be voting on the resolutions.
- iv. Vice President – L. Murphy (No report)

**G. Announcements**

- i. Miramar College Holiday Party: Friday, Dec. 9<sup>th</sup>
- ii. Updates provided by Sanft on behalf of D. Short on BPs and APs.

The meeting was adjourned at 5:03pm. The next meeting will be on Nov 1<sup>st</sup>. Please submit agenda items to both Marie McMahon and Juli Bartolomei.

Respectfully submitted,  
Mary Kjartanson and Juli Bartolomei