

Minutes – Miramar College Academic Senate
3:30-5:00pm **March 07, 2017** Location: M-110

Senators Present: Marie McMahon, Laura Murphy, Mary Kjartanson, Joan Thompson, Rich Halliday, Daniel Gutowski, Mara Sanft, Jason Librande, Josh Alley, Gina Bochicchio, Rebecca Bowers-Gentry, Kandice Brandt, Barbara Clark, Otto Dobre, Anne Gloag, Rodrigo Gomez, Mary Hart, Dan Igou, April Koch, Jennifer Leaver, Andrew Lowe, Alex Mata, Hau Nguyen, Jordan Omens, Patty Parker, Kevin Petti, Wai-Ling Rubic, John Salinsky, Najah Abdelkader, Liz Hubert, Shawn Hurley, Laura Louie, Sabrina Menchaca

Absent: Mark Dinger, Kevin Gallagher (proxy: B. Clark), Jessica McCamby (proxy: J. Alley), Wheeler North, Shayne Vargo (proxy: A. Gloag), Paty Beller

Other Attendees: Patricia Hsieh, Juli Bartolomei

Meeting called to order at 3:34pm.

A. Approval of Agenda and Previous Minutes

The agenda was unanimously approved unchanged (Kjartanson/Omens).

The previous minutes were unanimously approved unchanged (Salinsky/Omens).

B. Special Reports/Information

i. Administration – P. Hsieh

Hsieh extended congratulations to newly elected Department Chairs. She reminded the senators that the accreditation visit will begin on March 14th. The faculty is encouraged to contact Dean Miramontez in the event of a scheduling conflict during the accreditation visit.

ii. Classified Staff – None

iii. Associated Students – None

iv. ACCJC Annual Report – D. Miramontez

Miramontez said we are in the process of putting the ACCJC Annual Report together. The report will be delivered to the constituency leaders on Friday. We are basically reporting solely on numbers; there will not be a narrative as in past years. The data will reflect achievement, outcomes assessment, distance education and CTE.

v. Miramar College-wide Research Agenda – X. Zhang

Zhang explained that, in 2015, we completed a comprehensive review of the College-wide Research Agenda. The purpose of the agenda was to organize and prioritize research requests. The agenda did not include ad hoc requests or single-focus requests. Zhang said that this year's 2016-2017 research agenda was expanded to include seven additional initiatives, grants and new funding, which include: SWP, SPAS, College-wide Planning, ISLO Survey, Basic Skills, and Student Outcomes Transformation Grant. McMahon confirmed that the Miramar College-wide Research Agenda is slated to move to CEC.

C. Old Business

i. Miramar College Professional Development Task Force – M. McMahon

McMahon reported that the taskforce will meet this Friday (3/10) from 11:30am – 1:30pm in L-107. The task force composition consists of the following: 6 faculty, 2 managers, and 2 classified will represent the initial meeting for the taskforce. McMahon encouraged all faculty and staff to participate and make contributions.

ii. Job Description for Faculty Coordinator for Academic Success – M. McMahon

McMahon reviewed the details of the job description (3rd rev). The changes, initiated by the Academic Senate with regard to the details of the minimum qualifications including reference to the “Disciplines List,” were amended in the job description. McMahon asked for a motion to approve the job description for Faculty Coordinator for Academic Success. The motion was unanimously approved (Gutowski/Salinsky).

iii. Revision of AP 2510 – Participation In Local Decision-Making – M. McMahon

McMahon, after dialoging with Lynne Neault and all of the Academic Senate Presidents of the other SDCCD institutions, underscored the importance of consistency in the language in AP 2510. McMahon stated to the group that the Miramar AS is in agreement with the change, with the caveat that this proposed change, specific to curriculum being moved from “rely primarily” to “mutually agree,” needed to be consistently reflected in all other documents, such as Administrative Procedures (APs) that refer to 10 + 1 issues. McMahon also spoke to the inconsistencies regarding the description of curriculum in both the BP and the AP the senates have been examining for review:

1) In BP 0210, the curriculum includes “student outcomes assessment”

2) In AP 2510, the curriculum includes “assessment of student learning”

The Miramar AS inserted the word “learning” before “outcomes” in BP 0210 to read “student learning outcomes,” with the understanding that the two statements in the BP and in the AP were not the same and have different meanings. McMahon said that, as the changes have been approved and provided to the accreditation visiting team, the four Academic Senate

Presidents will meet later in March (after accreditation) for revisions. McMahon said that, once the AS has vetted the documents, they will be brought back for consultation and Board approval, if required.

iv. AS Accreditation Task Force Update – M. McMahon

Murphy encouraged faculty to attend the open forums next week on Tuesday and Wednesday. McMahon reminded senators that the accreditation team is free to attend all campus meetings. Gutowski said that the accreditation visit is an opportunity to provide positive feedback/comments to the team. Murphy reminded faculty that the team will visit classrooms.

v. Plan and Procedure for Program Discontinuance – L. Murphy

Murphy said that the Plan for Program Discontinuance has been forwarded to the deans. Murphy will meet with Deans' Council on 3/8 to discuss the plan. It will go to Academic Affairs before coming back to the Academic Senate.

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

i. College Accreditation Update – L. Murphy

Murphy said that the Accreditation team will visit, but we have yet to receive formal requests for meetings. McMahon said that the district accreditation team has received meeting times. Murphy stated that a luncheon will be hosted by the District on Sunday (3/12) for the visitation team, but attendees are by invitation only. Open forums will be held from 11:30am – 12:30pm on Tuesday and from 5:00 to 6:00pm on Wednesday. Exit will be from 1:30 – 2:30pm on Thursday.

ii. CGC Com Evaluation Workshop #2: April 14th, 12:30 to 2:30pm (+Lunch) – L. Murphy and M. McMahon

McMahon encouraged faculty and committee chairs to attend this workshop. It is being presented by the College Governance Committee (CGC), and this second workshop will have three parts: Part one will be collecting feedback from committees that have used the evaluation tool. Part two will be lunch. Part three will be showcasing useful templates for creating effective meeting agendas and minutes, so that the various college governance meetings would have greater consistency of operation, making finding information (for example for accreditation) more effective and efficient.

McMahon explained that the evaluation tool was piloted by CGC by volunteer committees and is open to modification and improvement. The intent of the workshop is to get feedback from those who used it. Halliday requested clarification of the purpose of the assessment tool. McMahon stated that one of the accreditation standards the college needs to meet is to evaluate our college governance committees, and the CGC is the committee with that charge - to evaluate the college governance committees and our college governance structure. The main purpose of the accreditation standard requiring this evaluation is to identify possible areas for improvement and take actions for improvement.

Faculty discussion ensued regarding attendance - specifically the part of the assessment tool that asked for "attendance" of committee members at the meeting. It was relayed that the use or publishing of attendance is being (or may be) used by managers to scrutinize faculty work obligations, related to having to submit leave of absence forms if a faculty committee member does not attend a meeting (if not deemed unavoidable due to other work responsibilities). Faculty also voiced concern that the tool could be used as a vehicle for public shaming, such that the attendance page in the assessment tool seemed punitive. Murphy stated that meeting minutes contain member attendance and have historically been published publicly; therefore, anyone who wants to know about who attended a meeting already has access to that information. She stated that it is of great import for the committees to reflect the voices of all constituency groups and attendance would be evidentiary of that. McMahon reiterated that the evaluation tool is used to assist in evaluating effectiveness and efficiency of committee work so that we, as an institution, can make improvements to the way we operate. McMahon asked senators to inform their department that anyone with concerns or questions about the assessment tool is invited and strongly encouraged to attend the April 14th workshop, where there will be a great deal of time to engage in the details - more than any one senate meeting can usually allow for.

iii. Professional Advancement Committee Report – J. Thompson

Thompson said that the committee's goal is to assist faculty in moving across the pay scale to column number 6.

Thompson said that the forms are on the website and she will assist faculty in completing paperwork for advancement.

Thompson informed faculty of the sabbatical process. She said that in 2016-2017, our sabbatical allocation is four;

however, the number is fluid, as the sabbaticals can be shared amongst all faculty in the district. McMahon reminded faculty that sabbatical is only available to tenured faculty.

E. New Business

i. College Nomination for ASCCC Scholarships for Adjunct Faculty to Attend Statewide Events – M. McMahon

McMahon reminded faculty that scholarships to ASCCC events are available to adjunct faculty. McMahon extended her appreciation to Koch for taking the information to her department for further discussion.

ii. Confidentiality of Personal Information Guidelines – M. McMahon

McMahon shared information about the document regarding and the concerns expressed regarding the release of confidential employee information. She indicated that with the new use of PeopleSoft, personal information may be readily available to those with access, and it is currently unclear who may have access to private personal information. McMahon will send the Personal Information Guidelines document to faculty for review and feedback. McMahon asserted that many

members of the District Governance Council (DGC) have been discussing this issue and are of the opinion that this document requires revision, as the last update took place in 1989. Faculty discussion ensued regarding various scenarios regarding breaches in confidentiality and information access for student workers. McMahon reminded faculty to send her any feedback and indicated that we could continue to discuss this during the semester (at DGC and Senates) in order to review and revise the guidelines.

F. Senate Reports

- i. Adjunct – J. Librande or D. Gutowski

None

- ii. Treasurer – J. Thompson

Reported a balance of \$1666.64. The Academic Senate spent \$145.76 on Adjunct Appreciation Day, thanks to a generous donation of \$500 from AFT.

- iii. President's Report – M. McMahon

None

- iv. Vice President – L. Murphy

None

G. Announcements

- i. Science Fest is this Saturday from 9am – 12pm and is open to the public.

The meeting was adjourned at 4:23pm. The next meeting will be on April 4th. Please submit agenda items to both Marie McMahon and Juli Bartolomei.

Respectfully submitted,

Mary Kjartanson and Juli Bartolomei