

Minutes – Miramar College Academic Senate
3:30-5:00pm **April 04, 2017** Location: M-110

Senators Present: Marie McMahon, Laura Murphy, Mary Kjartanson, Joan Thompson, Rich Halliday, Daniel Gutowski, Mara Sanft, Jason Librande, Josh Alley, Rebecca Bowers-Gentry, Barbara Clark, Otto Dobre, Kevin Gallagher, Anne Gloag, Rodrigo Gomez, Mary Hart, April Koch, Jennifer Leaver, Andrew Lowe, Alex Mata, Jessica McCambly, Wheeler North, Jordan Omens, Patty Parker, Kevin Petti, Wai-Ling Rubic, Shayne Vargo, Paty Beller, Liz Hubert, Shawn Hurley, Laura Louie
Absent: Gina Bochicchio (proxy: A. Lowe), Kandice Brandt, Mark Dinger, Dan Igou (proxy: R. Halliday), Hau Nguyen, John Salinsky (proxy: M. Kjartanson), Najah Abdelkader, Sabrina Menchaca
Other Attendees: Patricia Hsieh, Duane Short, Juli Bartolomei

Meeting called to order 3:35pm.

A. Approval of Agenda and Previous Minutes

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

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

B. Special Reports/Information

i. Administration – P. Hsieh

President Hsieh requested faculty participation in the 2017 Commencement ceremony. There are currently 98 faculty members attending; her goal is 120.

ii. Classified Staff – None

iii. Associated Students – None

C. Old Business

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

McMahon presented information about the state of Professional Development (PD) at Miramar, starting with a review of the current structure and function of the Staff Development (SD) Committee, identification of gaps in PD at Miramar, and suggestions on how to move forward and better utilize resources to provide comprehensive PD.

Of the three goals defined in the College Governance Handbook for the SD committee, it is only involved in the last one, disbursement of travel and professional development (PD) activity funds. McMahon explained that the two current funding sources for SD committee were 1) from the AFT, to fund faculty travel, and 2) from Civic Center rental fees for classified supervisor travel and campus-wide PD activities. McMahon then presented an overview of the existing gaps in Professional Development from the current Staff Development structure and function:

- Staff Development (SD) Committee does not perform the first two duties listed under “Committee Goals” and, therefore, does not offer assistance or planning for campus employee PD.
- The SD Com staff and faculty members make funding decisions for faculty travel. The Dept. and School priorities not directly involved in decision making.
- Miramar College has no approved Professional Development Plan. Guidelines provided on webpage have not been officially approved by constituency groups.
- Forms for SD Committee to request funding may not have been updated since 2007 and do not show direct alignment with SPAS or Program Review.
- There is no coordination between SD Committee and Flex Coordinator.
- No coordination with District Professional Development.
- No coordination of Professional Development for faculty, administrators and staff.
- No promotion of a Professional Development Agenda for the College.
- Lack of mechanism to identify Professional Development needs college-wide.
- No coordination with Student Academic Success Support Services or Strong Workforce Plans.
- No coordination with initiatives that include Professional Development goals and funding, such as:
 - BSI SEP SSSP SWP IEPI
- Current SD funds from AFT may not be fully utilized each year and cannot be carried forward.
- Unable to utilize possible FTEF designated to Academic Senate Exec related Professional Development activities.

McMahon reviewed the list of gaps identified and clarified how the Miramar Academic Senate (AS) is currently unable to utilize some of the AFT-funded release time (0.1 FTEF) for AS Exec duties. McMahon concluded by showing the proposal of a new Professional Development Committee, including the constituency members and basic goals—essentially restoring the first two SD Committee goals. Faculty discussion ensued regarding the recommendations for the proposed Professional Development Committee.

North clarified that the next step for the Professional Development Committee plan is for the Professional Development Taskforce to make a recommendation to CGC. McMahon solicited any faculty input and indicated this presentation would be the focus of the next Professional Development Taskforce meeting to ensure that there is a shared vision of the PD Committee's goals, structure and function. Bowers-Gentry questioned the structure of the Professional Advancement Committee and Staff Development (Travel) Committee and the possibility of better oversight in the committees informing decision-making. McMahon indicated that Professional Advancement needs to be a standalone committee because of its function in faculty tenure and promotion; however, the duties of disbursement of travel and activity funds by the current SD Committee can easily be encumbered into the more comprehensive Professional Development Committee and be created to support multiple functions that are integrated in college-wide planning and prioritization.

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

Murphy reported that the Deans were in the process of reviewing the Plan and Procedure for Program Discontinuance. Kjartanson said that she would provide an update at the next AS meeting. The plan for Program Discontinuance will move from the Deans to Academic Affairs.

iii. Assessment Tool Workshop: Friday, April 14th, 12:30 - 2:30pm

McMahon will send a reminder to attend the workshop. Lunch will be provided.

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

i. College Accreditation Update – L. Murphy

Murphy said that we have no official recommendations for compliance, only recommendations for improvement, and they are mostly things on which we are already working (see below). This is unofficial until they make their decision in June.

#	Accreditation Recommendations for Improvement
1.	Engage administrative, instructional, and student services divisions in program review to address how well program missions align with the College mission.
2.	Analyze learning outcomes assessment results by the meaningful disaggregation of data by subpopulations of students, instructional tutorial delivery methods.
3.	Develop a procedure for evaluating its program review process for student services, administrative services, and instructional services to ensure their effectiveness for supporting academic quality.
4.	Identify and regularly assess learning outcomes for all courses.
5.	Publish a two-year course sequence in the course catalog.
6.	Improve assessment for all student and academic support services and implement assessment tools in addition to the three-year student feedback survey that the College currently uses.
7.	Align its plans for technology support staffing needs with its capital improvement projects.
8.	Follow through on its actionable improvement plans and action projects to better assess its shared governance procedures.

The District received recommendations that Miramar will be responsible for reconciling. Faculty discussion ensued regarding ownership of SLOs and consequences for non-accountability. Petti said that the AFT negotiated for the District to provide an additional 50% reassigned time to all dept chairs to compensate faculty for SLO organization and input. Murphy said that the IPR/SLOAC Committee is working on providing additional support resources for faculty in support of SLO and SLO assessment. North suggested that SLOs should be placed under an accountability framework with a set of consequences from Senate Exec if faculty fails to participate in SLO assessment. Murphy added that the Deans should also provide oversight in assuring that the SLOs are completed and assessed. Murphy suggested that we should continuously keep abreast of changes in accreditation standards in preparation for future accreditation visits. McMahon said that faculty should take a greater and more active role in the accreditation process.

- ii. Curriculum Committee Report – D. Short
Short provided an overview of the Curriculum Committee’s responsibilities. The committee is currently in the process of deactivating a large number of courses. Faculty voiced concern about course deactivation. Short said that course activation and deactivation is generated solely by faculty, and the majority of courses have not been offered for years. Short outlined the core of the Curriculum Committee’s job, which includes applying the following five criteria set by Title V: 1) Appropriateness of curriculum to the College mission, 2) Need, 3) Curriculum standards, 4) Adequate resources, and 5) Compliance. The committee also applies the following in the screening process: 1) Giving instruction in lower division courses in preparation for transfer, 2) Preparation for a job, 3) Career advancement, and 4) Providing basic skills in preparation for job placement, career advancement or transfer. Short added that the criteria require enforcement to prevent inappropriate expenditure of taxpayer money. North questioned the timeline for course activation. Short said that, once the Committee receives it, it should take six months to one year for a full program. McMahon asked about aligned curriculum within SDCCD and brief discussion ensued regarding the pros of having aligned curriculum (benefit to students in terms of ease of transferability within the three SDCCD credit colleges) and the cons (all three colleges must agree on the details of the curriculum). The SDCCD is now the only one of the 72 multi-college districts in the state of California to have aligned curriculum.

E. New Business

- i. Revision of the AS By-Laws: Clerical Changes – L. Murphy
Murphy asked senators to look at and consider the proposed clerical changes to the AS By-laws. This will be brought back to the next meeting for approval.
- ii. 2017-2018 AS Exec Committee Election: Form Election Committee and Open Nominations
McMahon indicated that we needed to form an election committee for the 2017-2018 AS Exec Secretary, Treasurer and two at-large members. Thompson volunteered to chair the committee. The election committee will also include Lowe and Vargo. Thompson opened nominations and will send out a notice to all faculty.
- iii. Faculty BBQ: May or Every Other Year? – M. McMahon
McMahon solicited input from faculty regarding a date for the faculty BBQ. It was suggested to have the faculty BBQ during Fall Flex week. Faculty will discuss this with their constituents and return to the Senate with a recommendation at the next meeting.
- iv. Tribute and Donation/Plaque in Memory of Bob Bacon – M. McMahon
McMahon and Petti spoke to the merits of former Miramar College Academic Senate President Bob Bacon’s character, his generous spirit, his wealth of knowledge and experience at Miramar College and also his deep and significant involvement and contributions at the State-wide Academic Senate level. North motioned to allot \$100.00 for a commemorative plaque in honor of Bob Bacon with unanimous approval.

F. Senate Reports

- i. Adjunct – J. Librande or D. Gutowski
No report.
- ii. Treasurer – J. Thompson
Reported a balance of \$1666.90. She has another \$60 to add and \$600 will be deducted for scholarships.
- iii. President’s Report – M. McMahon reported on:
 - a) Civility training is being offered on Friday, April 14th, from 9:00am to 12:00pm.
 - b) McMahon encouraged faculty to attend commencement.
 - c) McMahon will forward the State ASCCC resolution packet for faculty review and recommendations.
- iv. Vice President – L. Murphy
No report.

G. Announcements

- i. Short invited faculty to a post-commencement party at his home. He will email the details closer to the date.
- ii. Koch promoted the Civil Rights Film Festival on Saturday, April 29th, from 9:00am to 5:30pm. Fliers will be emailed.

The meeting was adjourned at 4:56pm. The next meeting will be on April 18th. Please submit agenda items to both Marie McMahon and Juli Bartolomei.

Respectfully submitted,
Mary Kjartanson and Juli Bartolomei