

**Minutes – Miramar College Academic Senate**  
3:30-5:00pm      **Sept 03, 2019**      Location: M-110

**Senators Present:** Laura Murphy, Marie McMahon, Alex Mata, Alex Sanchez, Wendy Kinsinger, Lisa Clarke, Wheeler North, Nicholas Aramovich, Mark Dinger, Otto Dobre, Kevin Gallagher, MaryAnn Guevarra, David Halttunen, Darrel Harrison, Mary Hart, Shawn Hurley, Brit Hyland, Mary Kjartanson, April Koch, Isabelle Martin, Pablo Martin, Alanna Miller, Ryan Moore, Patty Parker, Kevin Petti, Nam Sinkaset, Melissa Wolfson, Valerie Chau, Leslie Marovich, Melissa Martinez, Soodeh Nezamabadi, Kathy Pickham

**Absent:** Josh Alley, Adrian Arancibia, Rich Halliday, Patricia Hunter, Jordan Omens, Larry Pink (proxy: W. North), George Kallas

**Other Attendees:** Dan Igou, Duane Short, Lisa Brewster, Juli Bartolomei

Meeting called to order at 3:33pm.

**I. Adoption of Agenda**

- The agenda was unanimously adopted, including items on the Consent Calendar.

**II. Approval of Previous Minutes**

- Hearing no objections, the previous minutes were approved unchanged.
- Suggestion was made to move Approval of Minutes to Consent Calendar for future meetings.

**III. President's Welcome and Academic Senate 101**

- Murphy welcomed new faculty to the Academic Senate and had them introduce themselves.
- Murphy discussed function of Senate, including Ed Code, 10+1, Title 5, Faculty Hiring. Also distinguished focus of AS and AFT and explained the role of the senator.
- Murphy explained new format for the meeting agendas. North recommended mentioning the Consent Calendar during Adoption of Agenda.

**IV. Executive Committee Reports**

**A. Adjunct Report – W. Kinsinger**

- Canvas Issues: There is apparently a limit on how much data can be used for each course on Canvas. An Art History adjunct has all of her lectures online and cannot house all of her data in her class. Input requested on how to proceed.
- Suggestion: Can we bring together representatives from the District and Canvas to answer faculty concerns and needs?

**B. Treasurer – J. Alley**

- Mata reported a balance of \$1,083.47.
- Reminder to encourage department faculty to pay their AS dues for the year (either through cash, check or payroll deductions).

**C. Past-President – M. McMahon**

- McMahon congratulated the Academic Senate on making great strides in protecting our institution through Collegiality in Action and rigorous discussions about safeguarding our processes and procedures. We have seen significant changes in leadership as a result of our fight to protect our rights as faculty and are moving in the right direction.
- North noted that there were no administrators present at the meeting and shared concern about that. Encouraged Murphy to make sure to invite administrators to attend.

**D. President – L. Murphy**

- Faculty members are being called on to apply for the SCO Position (.40/semester release), SLO Coordinator Position (.60/semester release) and to attend the ASCCC Fall Plenary. There is scholarship money available for the Plenary session and all are encouraged to apply for it.
- Murphy clarified that, over summer and during intersession, the SCO responsibilities will be taken over by an administrator. On the topic of summer and intersession in general, Chau expressed concern over a lack of faculty input.

**V. Consent Calendar**

- A. AP 5025: Philosophy and Criteria for Associate Degrees – D. Short

**VI. Business: Action Items**

**A. Revisions to Administrative Procedures (First Read) – D. Short**

- AP 5260: Prerequisites and Co-requisites
  - This has come up due to its 10-year review.
  - See verbiage changes sent out by Short, to reflect AB 705 updates in assessments and prerequisites/co-requisites. These changes particularly impact the English and Math departments.
  - Asking for input and concerns.
  - Will come back for a second reading.
- AP 5050: Articulation
  - Proposed by all District Articulation Officers.
  - See verbiage changes to document sent out by Short, titled Chapter 4 - Academic Affairs (Articulation).
  - Will come back for a second reading.

## VII. Business: Discussion Items

### A. Interim and Permanent College President Searches – L. Murphy

- Interim search: Four faculty members (plus other constituencies) for review of applications and to create a qualitative assessment. Murphy will be appointing today. Chancellor will review the assessment and appoint Interim President. Tentative start date is October 1, even though the committee hasn't even gathered yet.
- Permanent search: Six faculty members (plus other constituencies), with a possibility of an increase in faculty. Committee will develop announcement, recruit, screen applications, conduct interviews and recommend five candidates. Murphy reported that the Chancellor indicated that, if the committee cannot forward five candidates, the search starts over. The Chancellor will put forth two candidates to the Board. Open forums are the possibility at this point. Tentative start date July 1.
- Need input from departments: What are the criteria you value in a College President? What mechanism would you like to see as far as college input (e.g. forum, survey, senator input, other?)? Would you like to request open forums for final candidates? A recommendation was made for Murphy to make a formal request for open forums.
- Faculty voiced concerns for safeguarding this process to ensure we hire the best candidate, as identified by the committee. Recommendation made to pursue the use of a third-party recruiter.
- Kinsinger inquired about having an adjunct faculty member on the search committees. That has not been the standard practice, but the idea will be considered.

### B. Accreditation Midterm Report – L. Murphy

- Discussion of timeline for upcoming ACCJC Accreditation Midterm Report.
- Murphy will be working with the Acting President and ALO regarding process and faculty Co-Chair.
- Writing process through Fall 2020.
- Due in Spring 2021.
- Request for input on the development of a process to include faculty. How would faculty like to be involved? Murphy suggests one lead faculty member with release time to work with ALO on this submission. Murphy is going to propose a .60 release.

### C. Governance Review Steering Committees – L. Murphy and M. McMahon

- Tomorrow (9/4) is the 10<sup>th</sup> Collegiality in Action meeting. Three categories have been identified for the governance structure (e.g. participatory governance, professional and academic under the AS, and operational) and the process and structure is being discussed. The goal is to streamline. Any recommendations will move through our current governance structure for vetting and input. For more information or to have your voice heard, get involved and attend CIA meetings.
- There will be a large file that all will be highly encouraged to read. Faculty request a summary of the changes being proposed in advance.

### D. Guided Pathways – L. Clarke and L. Brewster

- In the process of developing workgroups: Communication and Technology, Course Mapping, Program Mapping, Academic Clustering. These will be continuous, with more formed along the way. Each workgroup will have one faculty lead, allotted .20 release time. Those job postings should come out mid-to-late September with a start date in spring. Possibility for some to start now for ESUs or other compensation for the time.
- Students are being asked for input this month to ensure process caters to our student population and then will be vetted by the faculty.
- Chairs are working to make this an inclusive process. Asking for faculty involvement and input early and often.

### E. Academic Senate Goals for 2019-2020 – L. Murphy

- Murphy has reached out to the Chair of Chairs to have the AS and Chairs working together on some issues.
- Shared some example Goals: Review and recommendation for the improvement of processes for planning and budget development; development of comprehensive ASC for student success, streamlining faculty appointment process; other?
- Request for input on these and other goals.
- Concern about no comprehensive tutoring plan in ASC.
- Immediate input from senators: PeopleSoft and Canvas issues. Accreditation promises that were not met.
- Murphy offered to send out a reminder email to senators with the action items requiring input from their departments.

## VIII. Committee Reports (AS Standing Committees and Governance Committees)

### IX. Announcements and Public Comments

- A. Some faculty in Liberal Arts have been contacted about over-payment by the District. If you have received a letter regarding overpayment, contact Kevin Petti, who can help you navigate your rights.

The meeting was adjourned at 4:59pm. The next meeting will be on Sept 17<sup>th</sup>. Please submit agenda items to both Laura Murphy and Juli Bartolomei.

Respectfully submitted,  
Alex Mata and Juli Bartolomei