



**Salary Advancement Committee Regular Meeting  
Thursday, November 2, 2023: 3:00pm – 5:00pm  
Hyflex – Rooms OC3101 and SAN1122 and  
Via Zoom in accordance with AB2449: Information below  
OC3101 at 1 Barnard Drive, Oceanside, CA 92056  
SAN1122 at 3333 Manchester Avenue, Cardiff, CA 92007**

Join Zoom Meeting: <https://miracosta-edu.zoom.us/j/94384712645>  
Meeting ID: 943 8471 2645  
Find your local number: <https://miracosta-edu.zoom.us/u/ad2n6r0tzi>  
Join by Skype for Business: <https://miracosta-edu.zoom.us/skype/94384712645>

## **AGENDA**

- I. Call to Order**
- II. Roll Call**
- III. Persons Wishing to Address the Committee**  
*Members of the public shall have an opportunity to address the committee either before or during the committee's consideration of each item of business to be discussed at regular or special committee meetings, including closed session items. In addition, with limited exceptions, the committee will provide an opportunity at regular meetings to address the committee on any other item of interest which is within the subject matter jurisdiction of the Academic Senate. In order to efficiently manage the business of the committee, the committee chair may limit the amount of time allocated for public testimony for each individual speaker to three (3) minutes, and to limit the total time allocated on a particular issue to fifteen (15), unless waived by the committee (pursuant to Board Policy 2345). Decorum is to be expected by all members of the committee and public as outlined in Board Policy 2355.*
- IV. Changes to Agenda Order**
- V. Consent Calendar**
  - A. Approval of the Minutes of the Meeting of March 14, 2023**
- VI. Reports**
  - A. Salary Advancement Committee Chair - *Munshower***
- VII. New Business**
  - A. Review and Consideration of Salary Advancement Applications**  
*Description: The Salary Advancement Committee (SAC) will review seven (13) Applications for Approval of Coursework/Activities Toward Advancement on the Salary Schedule. The SAC will vote on applications and establish a timeline for submitting any revisions before forwarding the applications to Academic Senate for approval.*
- VIII. Information / Discussion**
  - A. Create SAC Subcommittees**  
*Description: Committee members will join two subcommittees. Once subcommittee will work on creating an appeals process for when an application for advancement on the salary schedule is denied and another subcommittee to create a database of previously approved coursework.*
- IX. Adjournment**

An executive order issued on 3-18-20 by the Governor of California indicated that the requirements for having a physical space for meetings has been waived due to the Coronavirus (COVID-19). Further, the passage of AB 361 allows for the continuance of conducting meetings remotely. Therefore, meetings may continue to be held remotely until further notice. The public may observe the meeting and offer public comment. A link for remote viewing or calling in is attached to the agenda. Therefore, Sabbatical Leave Committee (SLC) meetings will be held via Zoom. If you wish to attend the meeting and you have another disability requiring special accommodations, please notify the SLC Administrative Secretary at 760.795.6873 or 760.757.2121, extension 6873. The California Relay Service (CRS) is available by dialing 711, or 1-800-735-2929 or 1-800-735-2922.

In compliance with Government Code section 54957.5, nonexempt writings that are distributed to a majority or all of the MiraCosta Community College District SLC in advance of their meetings may be viewed at the Office of the Academic Senate President, One Barnard Drive, Oceanside, California, or by clicking on the SLC website at <http://www.miracosta.edu/instruction/slc/index.html>. Such writings will also be available at the SLC meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Debby Adler, Administrative Assistant to the SLC Chair, at 760.795.6873 or by email at [dadler@miracosta.edu](mailto:dadler@miracosta.edu).



## UNOFFICIAL MINUTES

- I. **Call to Order** – The meeting was called to order at 1:15pm.
- II. **Remote Member Attendance**  
Description: *The Salary Advancement Committee (SAC) will consider remote participation of members under the provisions of AB2449, if any.*  
**Lilia Vidal requested remote participation under the provision Just Cause provision of AB2449. Lilia Vidal attended the meeting via Zoom under the Just Cause provision of AB2449 by unanimous consent.**
- III. **Roll Call**  
**Members present:** Sam Arenivar, Korey Goulette, Donny Munshower (chair), Alison Phinney  
**Members present via Zoom:** Lilia Vidal  
**Members absent:** Wendy Horton
- IV. **Persons Wishing to Address the Committee**
- V. **Changes to Agenda Order** – Sean Davis will make his presentation before the rest of the agenda.
- VI. **Consent Calendar**
  - A. **Approval of the Minutes of the Meeting of November 1, 2022**  
**The consent calendar was approved by unanimous consent.**
- VII. **Reports**
  - A. **Salary Advancement Committee Chair**  
SAC Chair, Donny Munshower, advised the committee that Academic Senate will be asking for a summary of what SAC has done this past year. This happens each spring semester. There are no new updates at this time other than reporting out.
- VIII. **New Business**
  - A. **Review and Consideration of Salary Advancement Applications**  
Description: *The Salary Advancement Committee (SAC) will review nine (9) Applications for Approval of Coursework/Activities Toward Advancement on the Salary Schedule. The SAC will vote on applications and establish a timeline for submitting any revisions before forwarding them to Academic Senate for approval.*  
**Gabriela Bryant** – Coursework approved.  
**Crystal Carothers** – Option 1 – Coursework approved.  
**Crystal Carothers** – Option 2 – Coursework approved.  
**Elizabeth Clarke** – Quarter units were listed but should be semester units. This will be corrected. Coursework approved.  
**Julie Graboi** – Coursework approved.  
**Tony Hickman** – option 2 – Needs to add the dates of the completed courses from spring 2020. Coursework approved.  
**Lisa Niemann** – Coursework approved.  
**JahB Prescott** – Coursework approved.  
**Ariana Solis** – Coursework approved.  
The committee reviewed and approved two revised statements of purpose for coursework from JahB Prescott.  
Shawn McMahon, Chemistry instructor. addressed the committee to appeal 1.33 units that were denied on his application for advancement on the salary schedule in Spring 2022. The main concern was that by the time he submitted his application, a course he listed from Mesa College that was 4 units was denied because he missed the five-year recency by 1 semester. One reason for his appeal was that he had never been made aware of the offer for advancement until Fall of 2021 when Munshower presented a workshop during Flex week. That certificated program helped make him a better instructor and that was at the start of Covid. He had missed the October deadline which would have made the deadline for this course, but he submitted it in the spring which just missed the five-year recency deadline. There was no flex workshop offered in spring 2021 and so the first time he was made aware of this was in the fall during Covid. This wasn't being offered every year and he would never have applied unless he had seen the video. He further described the relevance of the course which emphasized course design. He did new preps every semester during Covid and if it wasn't for this course he does not know if he would have been successful. As well, he understands the relevance of taking classes within five years but argued he is still using courses from 30 years ago so why is he being

denied 1.33 units because he missed the deadline by 1 semester. As an adjunct at several institutions, he is looking for empathy and doing the best to appeal.

Lilia Vidal offered that she has been on the committee for many years and every semester there is an email that goes out to all faculty. This is established by the college and the committee does not have the power to modify this but can only go by the rules set by the Academic Senate and the college. This rule has been set for many years. As a committee, SAC cannot change that rule. She has never seen it bent, changed, or modified. If you approve this for one instructor, you have to do so for everyone.

It was noted that for students during Covid, they were able to submit a W late into the semester and it was modified for them at that time for that situation.

It was further offered that five years is plenty of time to submit classes. After it was noted that McMahon received his degree 20 years prior to his hire but the courses were taken after his hire. It was then reiterated that once you take courses, it is the faculty member's responsibility to submit their transcript.

Instructors who teach at several institutions receive many emails and some may get lost or not noticed.

McMahon is appealing the 1.33 because the coursework is more relevant than ever.

The committee did not have a desire to change the five-year recency rule. This is a contract issue and needs to go through bargaining units, such as the associate faculty union.

The committee appreciated McMahon showing up to the meeting to plead his case. He was advised that the next step to the challenge would be to talk to his union representative.

The inclusion and equitability of all faculty is important. It is incumbent upon new folks to go through all the offerings that MCC has and what is available for them. SAC needs to make sure to be more inclusive for everyone who misses the deadline and to make it more equitable.

## **IX. Discussion / Information**

### **A. Structured Professional Development – Davis**

*Description: Joyful Teacher, Sean Davis, will present a new initiative for professional development and potential salary advancement that he is working to implement.*

Sean Davis introduced himself as the Department Chair of Sociology and the first Joyful Teacher of the C<sup>3</sup> / Teaching and Learning Center (TLC). Jim Sullivan will be the next Joyful Teacher.

He is before SAC today to present a teaching certificate program he is building. It will be facilitated through the C<sup>3</sup> / TLC. PDP is rethinking how we do professional learning at MCC. He is building a five-course certificate program available to all faculty offered as non-credit and taught by MCC's faculty. Other community colleges do this and have it within their TLCs. College of the Canyons is one and is the model for this, but it will be unique to MCC. It is an important program to build, and that the TLC will have a permanent home. They are being responsive to the needs of students and faculty. We have @One courses adapted to MCC and faculty mentors, but this makes it more concrete. A benefit to a sustainable program related to our TLC. We haven't been able to enjoy the physical space in the Hub. The temporary building is a great hub for now.

The courses include:

1. Teaching
2. Culturally Relevant Teaching
3. Intro to Teaching Online
4. Assessment Strategies
5. The Joy of Teaching

Course outline drafts have been created. Can attend by Hyflex, in person, on Zoom, etc. The courses Will be able to appear on transcripts but not for credit.

Looking for approval for salary advancement. What are the barriers. Will talk to College of the Canyons to see how they can offer their courses for salary advancement.

Each class is 3 units; 12 for a certificate. Teaching course is required and pick from the others for This will be on the noncredit MCC transcript.

One concern noted is that only 8 units of lower division coursework allows for salary advancement and so faculty could only count 8 of the 12 units of this certificate program.

Course titles are similar to @One which are graduate level courses. However, @One has been defunded. Foothill-De Anza ended their contract with them and there is no contingency plan.

What makes this program special is that it is specific to MCC.

### **B. Terms of Service**

*Description: The committee will discuss the length of the terms of service for the SAC chair.*

After discussion, the committee decided that the chair term will be three years.

It was noted that there has been turnover in this committee and it is important for someone to commit to, at least, two years.

It was suggested a first term will be three years with subsequent two-year terms if they decide to stay on. At the end of the chair's term, someone should shadow the chair during their last term of their last year as chair, so there will be at least one semester for mentoring a new chair.

**C. Program Review**

Description: *Subcommittees of the Academic Senate (AS) are being asked to provide an annual report which can also be included as part of the AS program review.*

The committee noted that the Mission is on the SAC webpage and feel they have been very effective as far as the Mission of the committee. Towards the end of this semester the chair will reach out to see if members want to be on a subcommittee. This is a committee that works well as a small committee. Six to eight members seems reasonable. It was further noted that it is difficult to schedule a set time for meetings due to class schedules.

**D. Strategies to Inform Faculty of Salary Advancement**

Description: *SAC will discuss strategies to inform faculty of salary advancement including the possibilities of a campus survey and marketing to new faculty when hired. This can help us learn how to improve the salary advancement process.*

Workshops will be presented every fall and spring. The SAC chair will work with HR to get the names of all new faculty members and reach out to them to explain salary advancement.

Will look at the idea of creating a flyer for HR to include with orientation / onboarding and could also do a short video.

Discussed sending out a survey to faculty asking if they know the process for salary advancement and a question to faculty who have applied such as what they liked or not liked about the process.

**E. Online Submission Process**

Description: *The committee will discuss the options for creating an online submission process for applications for salary advancement.*

A new online submission form is being worked on and is expected to roll out next fall semester.

**X. Adjournment** – The meeting adjourned at 2:59pm.