

**MiraCosta College**  
**Academic Affairs Committee Regular Meeting**  
April 12, 2024  
9:00 – 11:00 am, OC3515



Link for remote viewing and public comment  
<https://miracosta-edu.zoom.us/j/86564846623>  
Meeting ID: 865 6484 6623

- I. **Call to Order**
- II. **Remote Member Attendance**  
*Description: AAC will consider remote participation of members under the provisions of AB2449, if any.*
- III. **Roll Call**
- IV. **Public Comment**
- V. **Changes/Additions to the Agenda**
- VI. **Minutes of the March 8, 2024 Regular Meeting: Review and Approval (attachment)**
- VII. **Reports**
  - a. **Hiring (Hull)**
  - b. **Calendar (Hull)**
  - c. **Textbook Affordability (Pescarmona)**
  - d. **SURF Updates (Hull)**
  - e. **Updating Syllabus Checklist (Davis)**
  - f. **Redesigning the Student Experience (Askerneese)**
- VIII. **New Business**
  - a. **Academic Calendar (Hull)**  
Description: Review 1<sup>st</sup> draft of academic year 25-26. (see attachment)
  - b. **AP/BP 4010 Academic Calendar (Hull)**  
Description: Update to operating principles based on current practice used to determine observation of Veterans Day. (see attachment)
- IX. **Old Business**
  - a. **AP 5070 Attendance Accounting. (Rodriguez)**  
Description: Minor updates based on CCLC template (see attachment). 2<sup>nd</sup> read and vote before forwarding recommendation to Academic Senate.
  - b. **AP 4040 Library and Other Instructional Support Services. (Hull)**  
Description: Update of section titled "Academic Support and Tutoring Services" due to learning center reorganization (see attachment). 2<sup>nd</sup> read and vote before forwarding recommendation to Academic Senate.
  - c. **AP 5530 Student Rights and Grievances**  
Description: No updates recommended through collaboration with Nick Mortaloni (see attachment). 2<sup>nd</sup> read and vote before forwarding recommendation to Academic Senate.

X. **Adjournment**

**Next Meeting: May 10, 2024 from 9-11am in OC3515**

On September 13, 2022, California Governor Gavin Newsom signed California Assembly Bill 2449 (AB 2449) into law. This bill changes remote attendance rules under Ralph M. Brown Act's open meeting laws. With an effective date of January 1, 2023, AB 2449 imposes four periods of differing rules on remote access to, and member attendance of, local agency public meetings under the Ralph M. Brown Act (Brown Act). Further, a state of emergency is no longer in effect and so governing bodies will now meet in person with the possibility of approved remote attendance. The public may observe the meeting remotely or in person and offer public comment. A link for remote viewing or calling in is noted on the agenda. Therefore, Academic Senate and its subcommittee meetings will be held in person with a Zoom link available. If you wish to attend a meeting and you have another disability requiring special accommodation(s), please notify the Academic Senate Administrative Assistant at 760-795-6873. The California Relay Service (CRS) is available by dialing 711, or 800-735-2929 or 800-735-2922 for English or 800-855-3000 for Spanish.

In compliance with Government Code section §54957.5, nonexempt writings that are distributed to a majority or all of the MiraCosta Community College District, Academic Senate and its subcommittees 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 Academic Senate's Committees website at <https://www.miracosta.edu/governance/academic-senate/committees.html>. Such writings will also be available at the meetings. 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 Academic Senate President, at 760.795.6873 or by email at [dadler@miracosta.edu](mailto:dadler@miracosta.edu).

Audio recordings of meetings may be available upon request. Please contact the MiraCosta College AS President's Office 760-757-2121 x6213 or email Debby Adler, Administrative Assistant to the Academic Senate at [dadler@miracosta.edu](mailto:dadler@miracosta.edu).

**MiraCosta College**  
**Academic Affairs Committee**  
**Meeting Minutes**

March 8, 2024  
9:00 a.m. – 11:00 a.m.  
OC 3515

I. **Call to Order** – 9:10 a.m.

II. **Remote Member Attendance:** None

III. **Roll Call**

**Members Present:** Shafin Ali, Daniel Ante-Contreras, Darlene Burke, Julie Cord, Daria Davis, Claudia Flores, Lauren Greenwald, Sylvia Harrington, Ticey Hosley, Stacey Hull (Chair), Tyrone Nagai, Kris Peck, Denee Pescarmona, Kathy Rodriguez, Tracey Williams

**Members Absent:** Adrean Askerneese, Giana Carey, Cheryl Harris, Maria Lopez, John Makevich.

IV. **Public Comments** – None.

V. **Changes/Additions to the Agenda** – None.

VI. Approve Minutes of the regular meeting on February 9, 2024 – **[Cord/Claudia] MSP approval of February 9, 2024 minutes.**

VII. **Reports**

- a. **Hiring** – Hull mentioned that the hiring subcommittee will meet on March 15th to discuss criteria and timeline for the next hiring cycle.
- b. **Calendar** – Committee reviewed the first draft of the 25-26 academic calendar. Committee discussed optional holidays approved by Chancellor's Office (Lunar New Year and Armenian Genocide Remembrance Day) and how they reflect our student population and community. Hull mentioned that the campus Calendar Project work group is still meeting twice a month and will have several campus-wide town halls in April 2024 to discuss finals, flex, intersessions, fall break/holidays, start and end dates, and alignment with K-12. The workgroup recently met with students to get their feedback. The 2<sup>nd</sup> Scheduling Summit will be held on March 29<sup>th</sup>. The summit is going to focus on how mindful scheduling of classes by departments can help students develop a schedule that works with their many commitments.
- c. **Textbook Affordability** – Pescarmona mentioned Jim Julius is asking for clarification on what the role of this committee is regarding textbook affordability. Is textbook affordability still necessary for this committee?
- d. **SURF Updates** – Hull will visit Academic Senate to relay conversations from AAC focused on waitlists, add codes, and when rosters lock and roster management transitions into the hands of faculty.
- e. **Updating Syllabus Checklist** – Hull continues to forward updates to workgroup. Recent update from OAC focuses on PSLOs.
- f. **Redesigning the Student Experience** – Pescarmona mentioned that the last CA Guided Pathways Initiative Institute meeting will take place in a few weeks and will focus on how to make the good work of the college permanent. The first scheduling summit was successful and highlighted a great panel of counseling faculty that shared challenges students face with the schedule.

VIII. **New Business:**

- a. **AP5060 Attendance Accounting.** Minor updates to align with CCLC template. Corrected name of Attendance Accounting Manual.
- b. **AP4040 Library and Other Instruction Support Services.** Update of section titled "Academic Support and Tutoring Services" to align with learning center reorganization.
- c. **AP5530 Students Rights and Grievances.** No updates recommended through collaboration with Nick Mortaloni.

**IX. Old Business:**

- a. AP 4230 Grading and Academic Record Symbols** – Update of the process to award an incomplete grade. Policy now includes that incompletes can be awarded after the 75% withdrawal deadline and only if the student has been an active participant and completed work in the class up to that deadline. **[Pescarmona/Williams] MSP Approve the changes made to AP 4230.**
- b. AP 5055 Student Registration Limitations and Priorities** – Clarification of priority in Group B, updates to loss of priority registration exemptions, and alignment with CCLC updates. **[Ante-Contreras/Flores] MSP Approve the changes made to AP 5055.**

**X. Adjournment: 11:00 am**

# MiraCosta College 2025-2026 Academic Calendar

## Summer Session 2025 June 2025

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

## July 2025

| S  | M  | T  | W  | Th | F  | S  |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

## Fall Semester 2025 August 2025

| S  | M  | T  | W  | Th | F  | S  |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

## September 2025

| S  | M  | T  | W  | Th | F  | S  |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |

## October 2025

| S  | M  | T  | W  | Th | F  | S  |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

## November 2025

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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
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## December 2025

| S  | M  | T  | W  | Th | F  | S  |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

## Spring Semester 2026 January 2026

| S  | M  | T  | W  | Th | F  | S  |
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## February 2026

| S  | M  | T  | W  | Th | F  | S  |
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| 22 | 23 | 24 | 25 | 26 | 27 | 28 |

## March 2026

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| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

## April 2026

| S  | M  | T  | W  | Th | F  | S  |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |

## May 2026

| S  | M  | T  | W  | Th | F  | S  |
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| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

15 16+1 16+1 16+1 15+1 16  
83 Days of Instruction • 5 Days of Flex

## IMPORTANT DATES

### SUMMER

June 9 Start of Summer 8-week Intersession  
June 9 Start of Summer 6-week Intersession  
August 2 End of Summer Intersession

### FALL

Aug 15 All-College Day  
Aug 18 Classes Begin  
Sept X Last Day to Add Classes  
Sept X No "W" Deadline\*  
Sept X First Census  
Nov XX 75% Withdrawal Deadline\*\*  
Dec 8-13 Final Exams  
Dec 13 Pass/No Pass Deadline\*\*\*  
Dec 13 End of Semester  
Dec 25-Jan 1 Campus Closed

### SPRING

Jan 20 Classes Begin  
Feb X Last Day to Add Classes  
Feb X No "W" Deadline\*  
Feb X First Census  
Mar 16-21 Spring Break  
Apr XX 75% Withdrawal Deadline\*\*  
May 18-23 Final Exams  
May 23 Pass/No Pass Deadline\*\*\*  
May 22 Commencement

\*Last day to withdraw from classes without a "W"

\*\*Last day for exercising option to withdraw without an evaluative grade (A, B, C, D, F, Pass, No Pass)

\*\*\*Last day for exercising pass/no pass option

June 19 Juneteenth (Legal Holiday)  
July 4 Independence Day (Legal Holiday)  
Sept 1 Labor Day (Legal Holiday)  
Nov 11 Veterans Day (Observance)  
Nov 27 Thanksgiving Day (Legal Holiday)  
Nov 28 Fall Break (Local Holiday)  
Dec 25 Christmas (Observance)  
Dec 25-31 Winter Closure  
Jan 1 New Year's Day (Observance)  
Jan 19 Martin Luther King, Jr. Day (Legal Holiday)  
Feb 13 Lincoln Day (Observance)  
Feb 16 Washington Day (Legal Holiday)  
Mar 19-20 Thursday/Friday of Spring Break (Local Holiday)  
May 25 Memorial Day (Legal Holiday)

15+1 15+1 16+1 15+1 15+1 15+1  
82 Days of Instruction • 5 Days of Flex  
1 All-College Day

|  |   |
|--|---|
| <span style="display:inline-block; width:15px; height:15px; background-color:orange; border:1px solid black;"></span> Legal/Local Holidays | <span style="display:inline-block; width:15px; height:15px; background-color:lightgreen; border:1px solid black;"></span> Spring Semester |
| <span style="display:inline-block; width:15px; height:15px; background-color:gray; border:1px solid black;"></span> Commencement           | <span style="display:inline-block; width:15px; height:15px; background-color:purple; border:1px solid black;"></span> Flex                |
| <span style="display:inline-block; width:15px; height:15px; background-color:lightblue; border:1px solid black;"></span> Final Exams       | <span style="display:inline-block; width:15px; height:15px; background-color:yellow; border:1px solid black;"></span> Spring Break        |
| <span style="display:inline-block; width:15px; height:15px; background-color:orange; border:1px solid black;"></span> Summer Intersession  | <span style="display:inline-block; width:15px; height:15px; background-color:lightgray; border:1px solid black;"></span> Non-class days   |
| <span style="display:inline-block; width:15px; height:15px; background-color:lightblue; border:1px solid black;"></span> Fall Semester     | <span style="display:inline-block; width:15px; height:15px; background-color:blue; border:1px solid black;"></span> All-College Day       |



The MiraCosta College Academic Calendar is reviewed and developed annually by a taskforce of the Academic Affairs Committee (AAC). This taskforce will be composed of members of AAC plus additional resource members. These resource members should include the Professional Development Program (PDP) Coordinator, Associated Student Government (ASG), Office of Instruction, **Classified Senate Representative** and Office of Student Services representatives, and others as needed.

### Regulatory Variables

- A. Per California Code of Regulations (CCR) §55701, the academic year consists of a minimum of 175 days of instruction. Note that both assessment and “flex” days (as arranged through the Flexible Calendar Program per CCR §55720) are included within the 175 days.
- B. Primary terms of the academic year are fall and spring semesters. The academic year begins with the fall semester.
- C. There must be sufficient time to meet the minimum required instructional hours for each course, in accordance with the course outline of record.
- D. All state and federal holidays are scheduled on the specified days/dates (with the exception of Veterans Day and Lincoln Day, which generally have allowable options). Refer to Education Code §79020 for the list of official academic holidays and laws regulating the scheduling of Lincoln Day, Veterans Day, and holidays that fall on weekends. The Board of Trustees may declare other days to be holidays, but must maintain the minimum required 175 days of instruction.

### Operating Principles

~~A. Veterans Day is observed on the federal holiday if all other regulatory constraints are met.~~

B.A. Spring break is scheduled for one week following the eighth week of instruction during the spring semester.

## **Timeline**

- A. In the spring semester, the AAC develops an academic calendar for the year after the next academic year and proposes it to the Academic Senate.
- B. By mid-September, the Academic Senate approves the recommended academic calendar.
- C. The superintendent/president submits the Academic Senate's recommended academic calendar to the Board of Trustees for their approval; the board adopts the academic calendar by the end of October.

By the end of September of each year, the superintendent/president shall, in consultation with the Academic Senate, submit to the Board of Trustees for approval an academic calendar for the year following the next academic year.

See Administrative Procedure 4010.



Attendance accounting is conducted in accordance with the requirements of Title 5 and the [statewide Student Attendance Accounting Manual \(SAAM\)](#). Collection and reporting of attendance is the responsibility of the Admissions and Records Office.

Attendance accounting is accomplished using the following procedures:

- A. Computation of units of full-time equivalent student (FTES) based on the type of course, the way the course is scheduled, and the length of the course.
- B. Selection of a single, primary term length for credit courses.
- C. Reporting of FTES during the “first period” (between July 1 and December 31), “second period” (between July 1 and April 15), and “annual” (between April 16 and June 30).
- D. Compliance with census procedures prescribed by the California Community Colleges Chancellor’s Office for all credit courses, including work experience, independent study, and credit courses being reported on an actual attendance basis.
- E. Preparation of census day procedure tabulations.
- F. Preparation of actual student contact hours of attendance procedure tabulations.
- G. Preparation (as applicable) of actual apprentice hours of teaching procedure tabulations.
- H. Preparation of support documentation regarding all course enrollment, attendance, and disenrollment information.
- I. Computation of FTES that includes only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the district authorized to render service in the capacity and during the period in which they served.
- J. Maintenance [for of](#) at least [a-175-day calendar](#) during the fiscal year.

## **Library**

The primary aim of the library is to provide information literacy instruction (both in person and online) and a balanced collection of materials to support the curriculum.

### Library Collections

Library materials are acquired to serve these purposes:

- To be used by students in connection with courses
- To support instructors in preparing for teaching their courses
- To support college staff in professional duties
- To promote and support library users in general intellectual and cultural development, as well as to provide leisure reading, viewing, and listening

Librarians and discipline faculty share responsibility for selecting materials, in an appropriate format, for the library collection. As subject experts, discipline faculty should have significant input in the selection and examination of library materials within their subject areas. The librarians are responsible for maintaining a balance between various subject areas and between standard and current works.

The selection and evaluation of materials in a wide variety of formats will be based on curricular demands, recommendations of current professional review sources, and suggestions from members of the college community. Student requests are strongly encouraged, as they help to enrich and diversify the collection.

Gifts of library materials are welcome but are accepted with the understanding that only those meeting the needs of the library and the guidelines for selection will be added to the collection. Typically, gifts not retained are given away. The library assumes no responsibility for appraisal or valuation of gift items.

## Library Exhibits and Displays

Library exhibits serve these purposes:

- To increase interest in library materials and their use
- To provide supplemental library opportunities for intellectual and aesthetic discovery
- To reflect the diversity of our curriculum and our community

The library is mainly responsible for curating its exhibits and displays, but will also consider requests to provide temporary/rotating space for academic departments, student groups recognized by the college, individual staff, faculty, administrators, and students, and community members or organizations that wish to sponsor an exhibit or display.

## Challenges to Library Materials or Exhibits

Materials and exhibits representing various viewpoints and supporting academic freedom are included in the library as a matter of routine. If the suitability of a particular material or exhibit is questioned, the specific objections should be submitted in writing to the dean, Instructional Services. The dean and Library department chair will review the submission and if the issue remains unresolved, the matter will be referred to the Academic Affairs Committee for review. The Academic Affairs Committee will forward their recommendation for action to the Academic Senate, who will in turn advise the superintendent/president on the disposition of the complaint. The Academic Senate will notify the complainant in writing of their decision.

## Equitable Access and Borrowing

The library will provide equitable access to library resources and services to all students, regardless of location, including online learners.

Faculty, staff, enrolled students, and those with emeritus/Gold Circle status may access and borrow materials with approved identification. Reciprocal borrowing privileges of physical library materials are available for the students of locally affiliated institutions with current identification from their home institutions. Area residents, including high school students, may borrow physical library materials with approved identification and the creation of a library account.

The MiraCosta College Library affirms the American Library Association Bill of Rights.

## **Academic Support and Tutoring Services**

The college offers multiple instructional support services to students enrolled in academic courses. These include computer labs, a Language Resource Center, and The Learning Centers (TLC) comprised of the Academic Support and Innovations Center (ASIC), a Math Learning Center, a Science, Technology, Engineering, and Math (STEM) Learning Centers (STEMLC), a Tutoring and Academic Support Center, and a Writing Center.

The MiraCosta College website contains information on their locations, services, and hours of operation.

The purpose of this procedure is to provide an efficient and equitable means of resolving student grievances. This procedure is available to any student who believes a decision or action by an instructor, college official, or by another student has adversely affected their status, rights, or privileges as a student.

Grievances related to course grades are addressed in Board Policy 4231: Grade Changes and Administrative Procedure 4231: Grade Changes.

For grievances related to sexual harassment, sexual assault, or discrimination (i.e. age, ancestry, citizenship status, color, physical disability, mental disability, ethnic group identification, sex, gender, gender identity, gender expression, genetic information, marital status, medical condition, national origin, parental status, race, religion, sexual orientation, or military and veteran status, or because they are perceived to have one or more of the foregoing characteristics), students should contact the Title IX Coordinator, Deputy Title IX Coordinators, and/or the MiraCosta College Police Department. Staff members in those areas will assist students with the correct processes for resolution. Complaint and investigation policies and procedures related harassment and discrimination (including sexual assault, sexual violence, dating violence, stalking and domestic violence) can be found in Board Policy 3433: Prohibition of Sexual Harassment under Title IX, Administrative Procedure 3433: Prohibition of Sexual Harassment under Title IX, Administrative Procedure 3434: Responding to Harassment under Title IX, and Administrative Procedure 3435: Discrimination and Harassment Complaints and Investigations.

This procedure does not apply to the following:

- A. Student conduct, which is covered under Administrative Procedure 5500: Standards of Student Conduct, and Administrative Procedure 5520: Student Conduct Procedures.
- B. Traffic tickets. Those complaints must be made to the local courts.
- C. Parking tickets. Those complaints must be made at the College Police Office.
- D. Grievances related to sexual harassment, sexual assault, or discrimination.

## Definitions

- A. The college: This means MiraCosta Community College District.
- B. Grievance: A statement of a complaint about something believed to be wrong or unfair.

A student who has a concern or complaint should follow the conflict resolution process, which is described below. The Student Affairs department can assist a student with this process.

## Conflict Resolution

To resolve any issues with a faculty member, the student should make a reasonable effort to follow the steps listed below:

- A. Contact the instructor in person, by email, or by telephone, unless there is a valid reason (student feels intimidated, instructor unavailable after several attempts, etc.) to omit this step.
- B. If the concern or complaint is not resolved satisfactorily by contacting the faculty member, contact the faculty member's department chair in person, by email, or by telephone. The department chair will determine if the student contacted the faculty and if applicable, explore their reasons not to do so.
- C. If the concern or complaint is still not resolved, contact the faculty member's dean in person, by email, or by telephone. The dean will determine if the student contacted the faculty and/or department chair and if applicable, explore their reasons not to do so.
- D. If the concern or complaint is still not resolved, contact the Dean of Student Affairs, the Director of Student Services at the San Elijo Campus, or the Director of Student Services at the Community Learning Center to explore other possible options to address the concern.

To resolve any issue with a staff member or administrator, the student should make a reasonable effort to follow the steps listed below:

- A. Contact the staff member or administrator with whom the student has the grievance in person, by email, or by telephone, unless there is a valid reason (student feels intimidated, staff member or administrator unavailable after several attempts, etc.) to omit this step.
- B. If the concern or complaint is not resolved satisfactorily, contact the appropriate supervisor in person, by email, or by telephone.
- C. If the concern or complaint is still not resolved, contact the appropriate dean or department head in person, by email, or by telephone.
- D. If the concern or complaint is still not resolved, contact the Dean of Student Affairs, the Director of Student Services at the San Elijo Campus, or the Director

of Student Services at the Community Learning Center to explore other possible options to address the concern.

To resolve a conflict with another student, the student with the complaint should make a reasonable effort to follow the steps listed below:

- A. If appropriate, discuss the issue with the other student directly in person, by email, or by telephone unless there is a valid reason (student feels intimidated, other student unavailable after several attempts, etc.) to omit this step.
- B. Meet with the Dean of Student Affairs, the Director of Student Services at the San Elijo Campus, or the Director of Student Services at the Community Learning Center, or designee in person to explore other possible options to address the concern.