OFFICIAL MINUTES

I. Call to Order
Academic Senate President, Leila Safaralian, respectfully acknowledged that MiraCosta is on the traditional territory of the Luiseño/Payómkawichum people. Today, the meeting place of MiraCosta College and its surrounding areas is still home to the six federally recognized bands of the La Jolla, Pala, Pauma, Pechanga, Rincon, Soboba Luiseño/Payómkawichum people. It is also important to acknowledge that this land remains the shared space among Kumeyaay and Ipai peoples. In addition, we pay respect to elders both present and past, the respected keepers of history, culture, wisdom and knowledge. The meeting was called to order at **9:00am.**

II. Remote Member Attendance
Robin Allyn requested remote participation under the provisions of AB2449. Allyn attended the meeting under the Just Cause provision of AB2449 by unanimous consent.

III. Roll Call
Members present: Angela Beltran-Aguilar, Krista Byrd, Karla Cordero, Shawn Firouzian, Genevieve Griffin, Jim Julius, Delores Loedel, curry mitchell (Vice President), Tyrone Nagai, Candy Owens, Brian Page, Hossein Ravanbaksh, Leila Safaralian (President), Krista Warren
Members absent: Sunny Cooke (ex-officio)
Members via Zoom (Just Cause): Robin Allyn
Others present: Stacey Hull, Jeff Ihara, Zhenya Lindstrom, Annie Ngo, Denée Pescarmona, Ingrid Phillips, Michael Potterf, Eric Robertson, Violeta Sanchez,

IV. Persons Wishing to Address the Senate
Delores Loedel asked for a moment of silence to honor student and family friend, Ollie Mori, who passed away. A service will be held on Tuesday, May 23rd, at 5pm at El Camino Memorial in Encinitas.

Changes to Agenda Order
Pulled consent calendar item B. One Equivalency for Computer Science.
Under New Business, pulled the following AP/BPs which are for periodic review and will be forwarded to College Council: Items M. AP 4400 Fee-Based Community Services Programs and N. BP 4400 Fee-Based Community Education Programs.

V. Consent Calendar
A. Approve Minutes of the Regular Meeting of May 5, 2023
B. One Equivalency for Computer Science – *Jeff Ihara*
C. One Equivalency for Geography – *Jeff Ihara*
D. Ratify Faculty Committee Assignments for AY 2023-24

Consent calendar Item B. One Equivalency for Computer Science was pulled from the agenda.

Consent calendar Items B., C., and D. were approved by unanimous consent.

VI. Reports
A. Academic Senate President
Academic Senate President, Leila Safaralian, noted there was an email from Robert Kelly on May 15th regarding AI Tools Info and a Summer Workshop. This is a series of workshops that can be done on your own during the summer including topics such as Equity and Humanizing Your Course, Liquid Syllabus Course Design with Canvas from A to Z, Pre-Load Chat GPT with PDF of Your choice, and more. The month of May is a month of celebrations. For the first time, MCC had a Black Alliance Graduation thanks to the work of Don Love, Dr. Adrean Askerneese, Bruce Hoskins, Wendy Stuart, Kristina Londy and many more. Reminded returning AS Senators of the Academic Senate Retreat on August 11th and noted that in July, they will receive a packet or information for review prior to the retreat. Looking forward to commencement on Friday, May 26th.

B. College Superintendent/President

Vice President of Instruction, Denée Pescarmona, reported on behalf of Superintendent/President, Sunny Cooke. Thanks were given to everyone for attending celebrations and is looking forward to graduation. It was noted there are a lot of APs/BPs and trying their best to respond to late notices from the Chancellor's Office. One of the last-minute items is AB1705 which was in a memo on May 2nd and the plan due is on July 1st. Title 5 changes require us to have them in place on July 1st. We are trying to make sure the policies are clean and compliant with Title 5 changes. AB 1111 common course numbering is a huge game changer. Reach out to Pescarmona for information. The May revise has been released. As part of an apportionment district, COLA has gone up. However, there is a $32 billion dollar deficit at the state level in order to pay for that COLA. MCC has received about $9 million dollars in physical plant instructional services or instructional supply monies as part of deferred maintenance. The State is going to pull back 53% of those dollars. Similarly, we have spent almost all of our Covid block grant money that we gave directly to students for emergency grants. The State has asked us to give back 53% of that, as well. MCC will continue to serve our students as we continue to do the good work.

Many have participated in the AQ Inclusive Teaching for Equitable Learning Cohort through our Strong Workforce Program who have done a lot of work on inclusive training. AQ stands for Association of College and University Educations. The third cohort starts June 20th and runs through August 11th. there is a $300 grant for completers. All faculty are welcome. Reach out to Ben Gamboa if you would like to participate.

It was asked that with regard to funding, will the Hyflex classrooms be finished? The answer is yes, they will be finished. All supplies to outfit the additional 18 classrooms had already been ordered.

C. Classified Senate

CS Vice President, Ingrid Phillips, reported that the CS president transition is now in progress. They are excited to welcome Omar Jimenez who will take over for Carl Banks. CS did committee evaluation and the results, along with their annual report, will be submitted soon. Classified Senate committee assignments will be coming soon.

D. Associated Student Government

ASG Public Relations representative, Michael Potterf, noted that ASG wrapped up their student government for this academic year. He gave thanks to those who attended the RAPHIE ceremony yesterday.

VII. New Business

It was noted that several APs/BPs will need to be approved under New Business with a single read and asked for a motion to suspend the rules in order to vote on these today.

MSU (Loedel / Owens) to suspend the rules to vote on New Business items Q., R., S., W., and X.

A. AP 3750 Use of Copyrighted Material – *Stacey Hull*

Combined sections under Fair Use to include all class modalities. This will come back for approval at the August 11th regular meeting.

B. AP 4040 Library and Other Instruction Support Services – *Stacey Hull*

Updates of the library processes and the name of the STEM learning center. This will come back for approval at the August 11th regular meeting.

C. BP 4040 Library and Other Instruction Support Services – *Stacey Hull*

Minor update made to the name of the STEM learning center. This will come back for approval at the August 11th regular meeting.

D. AP 4050 Articulation – *Denée Pescarmona*

Updates were made to the process for high school articulation and minor updates made to the articulation officer's role and responsibilities. This periodic review provided the opportunity to update the AP to reflect current practice. This will come back for approval at the August 11th regular meeting.

E. AP 4104 Contract Education – *Stacey Hull*

Clarification and incorporation of fee-based offerings in Contract Education were made. This will come back for approval at the August 11th regular meeting.

F. AP 4220 Standards of Scholarship – *Stacey Hull*

Updates made to language to align with BP 4250. This will come back for approval at the August 11th regular meeting.

G. BP 4220 Standards of Scholarship – *Stacey Hull*

Updated language to align with recent changes to AP 4250 and AP 4255. This will come back for approval at the August 11ᵗʰ regular meeting.

H. AP 4235 Credit for Prior Learning – *Stacey Hull*

Modifications were made to language to align with changes to AP 4250 and updating deadlines. This will come back for approval at the August 11ᵗʰ regular meeting.

When asked about 15 units for credit by exam it was noted that this is the existing language. This AP will need to come back again with additional information about credit for prior language.

I. BP 4235 Credit for Prior Learning – *Stacey Hull*

Minor changes were made to streamline the BP. This will come back for approval at the August 11ᵗʰ regular meeting.

J. AP 4250 Academic and Progress Notice – *Stacey Hull*

Updates made to the name and BP to remove negative/punitive language. This will come back for approval at the August 11ᵗʰ regular meeting.

K. BP 4250 Academic and Progress Notice, Separation, and Readmission – *Stacey Hull*

Updates made to the name and BP to remove negative/punitive language. This will come back for approval at the August 11ᵗʰ regular meeting.

L. AP 4255 Academic and Progress Separation and Readmission – *Stacey Hull*

Updated were made to the name and BP to remove negative/punitive language. Changes were made to streamline the AP. This will come back for approval at the August 11ᵗʰ regular meeting.

M. AP 4400 Fee-Based Community Services Programs – *Stacey Hull*

This AP 4400 Fee-Based Community Services Programs was pulled from the agenda. This is a periodic review with no changes required. It will be fast-tracked.

N. BP 4400 Fee-Based Community Education Programs – *Stacey Hull*

This BP 4400 Fee-Based Community Education Programs was pulled from the agenda. This is a periodic review with no changes required. It will be fast-tracked.

O. AP 5075 Course Adds and Drops – *Stacey Hull*

Changes were made to update and streamline the processes. This will come back for approval at the August 11ᵗʰ regular meeting.

P. AY 2024-2025 Academic Calendar – *Stacey Hull*

AAC has forwarded the proposed 2024-2025 Academic Calendar to Academic Senate for approval. This is a first read. This will come back for approval at the August 11ᵗʰ regular meeting.

It was asked why Saturday, February 15ᵗʰ is on the calendar as an instructional day. It was explained that this depends on how you count the days and what holidays fall on what days. You have to meet a number of instructional days in ed code. There is also a lot of discussion about being innovative with our academic calendar. mitchell and Pescarmona are working on the calendar and what will be coming behind the scenes this coming fall. Reach out to faculty to be part of this calendar taskforce. Senators should make a highlight this calendar to their constituents. It will be approved on August 11ᵗʰ.

Q. AP 4020 Program, Curriculum and Course Development – *Denée Pescarmona*

Added a paragraph to address the college's commitment to equity in the design of its programs and curricula. The CCLC added a similar paragraph to address the updated Title 5 regulations that make ethnic studies coursework a requirement for the associate degree. When MiraCosta implements that requirement in fall 2024, this AP will add the specifics from the regulation. The CPC wanted the commitment added in the meantime. Academic Senate is being asked to suspend the rules in order to vote on AP 4020 with one read.

MSU (Firouzian / Page) to approve AP 4020 Program, Curriculum and Course Development, as presented.

R. AP 4222 Developmental Coursework – *Denée Pescarmona*

Incorporation of new requirements related to placing students in transfer-level English and mathematics within the first year of matriculation pursuant to changes in Education Code. The new requirements are legally required for the college to be in compliance with AB 1705 – Equitable Placement, Support, and Completion. Academic Senate is being asked to suspend the rules in order to vote on AP 4222 with one read. Need to be compliant by July 1ˢᵗ.

MSP (Loedel / Love) [Nagai abstained] to approve AP 4222 Developmental Coursework, as presented.

S. AP 4225 Course Repetition – *Denée Pescarmona*
CCLC updates pursuant to changes in Title 5. Updated definition of substandard grades (anything below a C). Also updated the circumstances under which a student can repeat courses pursuant to changes in Title 5 regulations; specifically, repetition due to Emergency or Extraordinary Circumstances has been added to section F of the AP (per Title 5 section 55045). Minor modification to section G enrollment in work experience courses is regulated by unit limits, so multiple enrollments are not technically repetitions. Academic Senate is being asked to suspend the rules in order to vote on AP 4225 with one read.

MSU (Owens / Beltran-Aguilar) to approve AP 4225 Course Repetition, as presented.

There is current legislation pending for students to repeat a class for up to five times and even if they receive a passing grade.

T. AP 4025B Philosophy and Criteria for Baccalaureate Degrees and General Education – *Denée Pescarmona*
The previous version of this AP just stated what accreditation requirements are. This breakdown is more consistent with how the degree requirements are laid out. Added workplace and skills focus. Specified required GE upper- division major, and lower-division units.

U. AP 4026 Philosophy and Criteria for International Education – *Denée Pescarmona*
There were minor updates to wording and phrasing. This is a periodic review of the AP to reflect current philosophy and practice.

V. AP 4260 Prerequisites and Corequisites – *Denée Pescarmona*
This periodic review gave the committee the opportunity to clarify the process. They added clarifying language to the paragraph under Standards for Approval of Prerequisites and corequisites.

W. Online Education Plan – *Jim Julius*
MiraCosta Online Educators has finalizing content for a 2023-26 Online Education Plan, which is one of the documents in MiraCosta's Institutional Planning Framework and recommends that AS approve this plan. Academic Senate is being asked to suspend the rules in order to vote.

MSU (Beltran / Firouzian) to approve the Online Education Plan, as presented.

X. MiraCosta Online Class Quality Guidelines Update – *Jim Julius*
Description: MiraCosta Online Educators has updated the Requirements section (first 3 pages) of the Online Class Quality Guidelines for sustainability and to align language with current regulations, and recommends that AS approve this update. Academic Senate is being asked to suspend the rules in order to vote.

MSU (mitchell / Loedel) to approve the MiraCosta Online Class Quality Guidelines Update, as presented.

It was noted that the self-checklist will need to align with this latest version once this is updated.

VIII. Old Business

A. AP 5505 Academic Integrity Appeal Process – *Stacey Hull* **[Time certain 9:30am]**
Minor clarifications were made throughout the document to streamline and replace putative language with more neutral/supportive language, including the title of AP 5505.

MSU (Page / Owens) to approve AP 5505 Academic Integrity Appeal Process, as presented.

B. BP 5505 Academic Integrity – *Stacey Hull*
Updated and provided more detail on examples of academic dishonesty in BP 5505.

MSU (mitchell / Griffin) to approve BP 5505 Academic Integrity, as presented.

At the last AS meeting, it was noted that there are a couple of dishonesty words in the BP. It was noted that it was purposeful to keep them as examples for dishonesty and they were left in. It was further noted that anticipated work for MOE will be to create items for AI next year. They do not feel the need to change anything here at this time. The syllabus checklist is trying to encourage faculty to create their own AI policy. They also discussed looking at the AP/BPs with an AI lens.

C. Changes to AAC Charge – *Stacey Hull*
AAC made changes to the AAC charge in Spring 2023 during their committee evaluation. AAC Chair, Stacey Hull, brings this document to AS for approval. This is a second read.

MSU (Byrd / Nagai) to approve changes to the AAC charge, as presented.

D. DEqCC Charter – *Violeta Sanchez*

DEqCC identified a need for changes to its charter and practice and has spent a good deal of time updating its charter. DEqCC chair, Violeta Sanchez, is bringing the new charter to Academic Senate for approval.

MSU (Ravanbaksh / Nagai) to approve the DEqCC Charter, as presented.

X. Information / Discussion

A. Fall 2023 Full-Time Faculty Hiring Timeline – *Stacey Hull*

AAC is forwarding the hiring timeline for Fall 2023 to Academic Senate as an information item. This timeline is consistent with what has been seen in previous fall semesters. One change of note and highlighted is that retiring or resigning faculty must submit their notification to HR by the deadline. Authors of hiring plans will use the words "as a replacement" or "growth hire." It is also important to recognize that all full-time faculty hiring requests that either growth or replacement, all used the same criteria for ranking and are not guaranteed when it comes to hiring requests. Through week six, the taskforce reviews the plans and comes up with ranking which is forwarded to AS. During week six, there are a lot of questions as they read through the plans. The old hiring timeline did now allow for enough time. They will now meet twice; first, at the end of week five to determine the initial priority ranking. At beginning of week six, the AAC chair will reach out to plan authors with questions and come back at the end of week six with all questions answered. They can come back and have further conversations and then forward to AS.

B. Guided Pathways 2022-2026 Work Plan– *Zhenya Lindstrom*

MiraCosta College is currently developing the [Guided Pathways 2022-2026 Work Plan](#) to submit to the State's Chancellor's Office by June 1, 2023. This plan aims to strengthen MiraCosta's dedication to fostering institutional transformation that enhances student outcomes and addresses achievement and equity gaps. The focus of this plan is to identify potential obstacles that students may encounter during their academic journey, promote collaborative efforts towards altering student outcomes, use a metric-centered planning approach that aligns with the district's 2022-25 Student Equity Plan, and integrate Guided Pathways elements across programs. Join us to learn how our GP leadership team is approaching this task and how you can provide input.

The link provided is to a Google doc and all are welcome to provide comments. This will wrap up next week. Currently collecting information from various parties and pooling information from our student equity and achievement plan that was submitted to the Chancellor's Office. The guided pathways framework is the framework for designing the student experience. We are clarifying the path to students and trying to remove barriers and provide some support on helping them enter that path.

In terms of the Chancellor's Office requirements, there use to be a scale of adoption assessment where we had those practices by those pillars, to clarify the past and then we look at each practice and evaluate ourselves as to where we are implementing it at scale. However, this plan abandons that rubric and requires us to look at five key performance indicators (KPIs):

    Successful enrollment
    Transfer level English and Math completion in the first year
    Transfer to a four-year institution
    Persistence term-to-term
    Completion of degrees and certificates

With prompts, we evaluate ourselves in terms of what percentage of completion we are towards our goal. Lindstrom is trying to integrate the work that Stewart has done with the student equity and achievement plan and get some information from there and embed it into this work plan on those KPIs. Also required, is integration with five programs, 1) student equity and achievement plan, 2) strong workforce, 3) ADTs – how do we implement guided pathways framework for ADTs, 4) CA adult education, and 5) ZTC.

Our GP lead team will work more this summer including asking what is the direction, what is our big vision and goal for us, what's useful to us, can we produce a two-page document that would summarize our direction? Provide ideas and input to Lindstrom.

C. ADT in Business – *Annie Ngo, Eric Robertson*

The Business and Communication Studies departments have developed an eight-week focused format program for the San Elijo campus to hopefully, increase enrollments while also meeting student needs. This cohort model for students can help build community as well as, track student progress, leading to completion and transfer to a four-year university. Joint collaboration allowed for planning related to scheduling for both major and GE courses. These ideas came from outgrowth of SAN advisory group.

Thinking programmatically for how to get students more involved and increase enrollment and making it easier to take classes at the SEC. Some feedback from students is that they want to be at SAN and in person, but some classes are not available. This is a cohort model and directs students to take sections across disciplines. Benefits students can expect is a set schedule, a community of learners with similar goals, and students going for transfer. It incorporates on ground learning plus online content and an increased focus on two classes at one time. Displayed marketing that was distributed and can be found on the SAN website. There is an interest list and students can sign up and it gives information for the college to contact them. There is a note in SURF that says this course is part of a cohort (the caps in class is lowered), but students can sign up for the class anyway. All the classes meet twice a week with an instructor and the other half is online with the cohort. The program is trying to identify a specific counselor and trying to work with the noncredit to align the calendars. After good conversation about AP classes, one of the takeaways is a need to plan for students. The uniqueness of this program is for students to only take two classes at a time and will they likely be successful. The program needs faculty to teach at SAN, continued resources and support in future semesters and collaboration across departments to offer sections at SAN (e.g. GE courses).

XI. Senator Reports

Loedel mentioned she will be meeting with Nate Scharf next week to discuss the CTE liaison. She hopes there will be more discussion about this next year.

Nagai announced the publication of his book, *From the Streets to the Seats*, which will be available in the fall.

Firouzian noted that there was a presentation about dual enrollment at Oceanside HS last week. Of the 100 students who attended, they received 88 interest forms. Oceanside High School is offering a STEM pathway for students in a condensed form and there is concern about that.

XII. Adjournment – The meeting adjourned at 10:56 am.

Business and Communication Studies

Transfer Programs at San Elijo Campus

The Program

-8 Week Focused Format

-In Person Tues + Thus

-Cohort Model

ENROLL IN THE BUSINESS ADMINISTRATION FOR TRANSFER PROGRAM 8 WEEK FOCUSED FORMAT AT SAN ELIJO

Scan the QR Code to see the 22 month program schedule!

COMM 101 Public Speaking, Section 1200
Tues + Thurs 9-1015AM + Online
Aug 21 - Oct 14, 2023
Instructor: Eric Robertson

BUS 140 Legal Environment of Business, Section 3180
Tues + Thurs 1030-1145AM + Online
Aug 21 - Oct 14, 2023
Instructor: Lizzette Herrera

BUS 290 Business Communication, Section 2361
Tues + Thurs 9-1015AM + Online
Oct 16 - Dec 9, 2023
Instructor: Suganya Sankaranarayanan

ENGL 100 Composition and Reading, Section 1245
Tues + Thurs 11AM-1250PM + Online
Oct 16 - Dec 9, 2023
Instructor: Tony Burman

MIRACOSTA COLLEGE

BUSINESS & TECHNOLOGY

Two classes in the first 8 week

Two classes in the second 8 week

Benefits

- A set schedule students can depend on
- A community of learners with similar goals
    - BUS + COMM students in GE courses together
- On ground learning + online content
- Increased focus on 2 classes at a time
- Clear timeline to achieve transfer degree

BUSINESS ADMINISTRATION FOR TRANSFER PROGRAM
8–Week Focused Format

☑ Finish your AA in 22 months so you are ready to transfer!

☑ Depend on a set schedule of 8-week classes for work/life balance.

☑ Enjoy all classes in Cardiff for easy relationship building with instructors and classmates.

The **Business Administration for Transfer Program** is a new, fast paced, 2-year Associate of Arts (AA) program geared towards student success in business. Students are part of a cohort and take on-ground, 8-week classes in the fall and spring semesters at MiraCosta College, San Elijo Campus, plus two online classes during the summer.

Summer 2023
Orientation / welcome - new student seminar + ACP events (TBD)

Fall 2023

COMM 101: Public Speaking	Area 1: 1C - Oral Comm	1st 8 week	TTH 9-10:15 am
BUS 140: Legal Environment of Business	BUS Required Core	1st 8 week	TTH 10:30-11:45 am
BUS 290: Business Communication	BUS Required Core	2nd 8 week	TTH 9-10:15 am
ENGL 100: Composition and Reading	Area 1: 1A English Comp	2nd 8 week	TTH 11-12:50 pm

Spring 2024

FILM 101: Intro to Film	Area 3A: Arts	1st 8 week	TTH 9-10:15 am
ACCT 201: Financial Accounting	BUS Required Core	1st 8 week	TTH 11-12:50 pm
ACCT 202: Managerial Accounting	BUS Required Core	2nd 8 week	TTH 9-10:50 am
ENGL 202: Critical Thinking and Composition	Area 1: 1B Critical Thinking	2nd 8 week	TTH 11-12:50 pm

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✓ Programs on San Elijo webpage

✓ Interest lists on program webpages

COMMUNICATION STUDIES FOR TRANSFER PROGRAM
8–Week Focused Format

☑ Finish your AA in 22 months so you are ready to transfer!

☑ Depend on a set schedule of 8-week classes for work/life balance.

☑ Enjoy all classes in Cardiff for easy relationship building with instructors and classmates.

The **Communication Studies Eight–Week Focused Format** allows you to focus and complete your transfer degree in just 22 months. Students are part of a student community and take 8–week classes, on-ground, in the fall and spring semesters at MiraCosta College, San Elijo Campus, plus two online classes during the summer.

Summer 2023
Orientation / welcome - new student seminar + ACP events (TBD)

Fall 2023

COMM 101: Public Speaking	COMM Required Core	1st 8 week	TTH 9-10:15 am
FILM 101: Introduction to Film	Area 3A: Arts	1st 8 week	TTH 10:30-11:45 am
COMM 186: Social Media Strategies for Comm Studies	COMM Required Core	2nd 8 week	TTH 9-10:15 am
ENGL 100: Composition and Reading	Area 1: 1A	2nd 8 week	TTH 11-12:50 pm

Spring 2024

COMM 207: Interpersonal Communication	COMM Req. Core (List A)	1st 8 week	TTH 9-10:15 am
COMM 190: Persuasion	COMM Required Core	1st 8 week	TTH 10:30-11:45 am
COMM 106: Group Communication	COMM Req. Core (List A)	2nd 8 week	TTH 9-10:15 am
ENGL 202: Critical Thinking & Composition	Area 1: 1B	2nd 8 week	TTH 11-12:50 pm

What the Program Needs

- Collaboration across departments to offer sections at San Elijo (e.g. GE courses)
- Faculty willing to teach at San Elijo
- Marketing of programs
- Meaningful co-curricular programs at San Elijo
- Continued resources and support in future semesters