ACADEMIC SENATE

Regular Meeting — October 6, 2023
9:00am to 11:00am
Hyflex Meeting – Room OCT200 and
via ZOOM in accordance with AB2449: Information below
MiraCosta College, 1 Barnard Drive, Oceanside, CA 92056

Join Zoom Meeting: https://miracosta-edu.zoom.us/j/717046932
Meeting ID: 717 046 932
Find your local one tap mobile number: https://miracosta-edu.zoom.us/u/ad9liYSZ6Y
Join by Skype for Business: https://miracosta-edu.zoom.us/skype/717046932

AGENDA

I.   Call to Order

II. Remote Member Attendance
     Description: *Academic Senate will consider remote participation of members under the provisions of AB2449, if any.*

III. Roll Call

IV. Persons Wishing to Address the Senate
     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.

V.   Changes to Agenda Order

VI. Consent Calendar
     A. Approve Minutes of the Regular Meeting of September 15, 2023

VII. Reports
     A. Academic Senate President – *Safaralian*
     B. College Superintendent/President – *Cooke*
     C. Classified Senate – *Schneider*
     D. Associated Student Government – *Hutchinson*

VIII. New Business
     A. AP 6250 Budget Management – *Flood* **[Time certain 9:20am]**
     Description: *Language was removed regarding the county filing requirement. The district is fiscally independent, therefore, this requirement no longer applies.*
     B. BP 6250 Budget Management – *Flood*
     Description: *The reserve percentage was changed from 5% to 17% or two months of expenditures and reflects the new requirements and mirrors the AP language.*
     C. Office Derby Process Update - *Safaralian*
     Description: *The Academic Senate office procedures document has not been updated since 2009. The AS leadership has reviewed the document and brings it to AS for review and a first read.*
     D. AS Goal Setting – *Safaralian*
     Description: *The AS has decided this year to have themes each month, helping all faculty to engage deeply with the 10+1 implications for key initiatives of the college based on lenses of classroom practice, program completion, and community-building. This is a first read.*

IX.   Information / Discussion
A.   CPC and Legislative Liaison Updates – *Fallstrom, Bolanos* **[Time certain 9:30am]**
Description: *Updates from CPC will be presented related to AB1705, AB928, and AB1111, along with other important areas of focus for this year. The state finished up a legislative cycle and important bills are going to be signed into law (and others vetoed). An update will be provided on specific bills related to Community Colleges.*
B.   Conversation with Counselors – *Love, Askerneese, Owens* **[Time certain 10:00am]**
Description: *The AS is going to have thematic months throughout the year. For the month of October, we are focusing on collaboration with counselors, and we have invited some of our counselor colleagues to join us to have a conversation about counseling services for our students.*

X.   Senator Reports
Description: *Academic Senators will have the opportunity to make brief announcements and updates.*

XI.   Adjournment

Regular Meeting — September 15, 2023
9:00am to 11:00am Hyflex Meeting – Room OCT200 and
via ZOOM in accordance with AB2449
MiraCosta College, 1 Barnard Drive, Oceanside, CA 92056

UNOFFICAL 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**
Description: *Academic Senate will consider remote participation of members under the provisions of AB2449, if any.*

Angela Beltran-Aguilar and Rachel Hastings requested remote participation under the provision of Just Cause of AB2449. They both attended the meeting via Zoom under the Just Cause provision of AB2449, by unanimous consent.

III. **Roll Call**
Members present: Robin Allyn, Sunny Cooke (ex-officio), Erica Duran, Shawn Firouzian, Julie Graboi, Jim Julius, Don Love, curry mitchell (President-Elect), Brian Page, Hossein Ravanbaksh, Leila Safaralian (President), Nate Scharf, Alexis Tucker-Sade, Krista Warren
Member present under Just Cause: Angela Beltran-Aguilar, Rachel Hastings
Members absent: Candy Owens
Others present: Mike Dear, Mina Hernandez, Lori Schneider, Gaby Beas Love, Bianca Rosales

IV. **Persons Wishing to Address the Senate** – None.

IV. **Changes to Agenda Order –** None.

V. **Consent Calendar**
A. **Approve Minutes of the Regular Meeting of September 1, 2023**

The consent calendar was approved by unanimous consent.

VI. **Reports**
A. **Academic Senate President**
Academic Senate President, Leila Safaralian, announced today is the first day of Latinx Chicanx Heritage Month and noted the many events planned across campuses. She thanked all those involved across the campuses, who helped to put these events together. Senators were asked to share and attend as many events as they can.
The MCC Mathematics Team has been awarded first place of the Grand National Prize for the Students Research League National Competition that is offered by the American Mathematical Association of two-year colleges. The title of this year's competition was End Hunger for a Better Tomorrow. Three students mentored by Zika Perovic, competed. They were challenged to use mathematical modeling to design a program or initiative addressing food insecurity among students with low income.
Acknowledged department chairs who are working hard on staffing and the schedule for spring 2024.
Since we were unable to find one or two people to attend ASG meetings as the AS representative, we asked that AS senators attend at least one ASG meeting throughout the year. A shared schedule of attendees was provided. Further, the Equivalency and DEqCC committees are each looking for one more faculty member.
Upcoming events include the ASCCC Area D meeting on October 27th from 9:30-3pm, the Strengthening Student Success Conference in San Francisco October 11th to 13th, and 2023 Fall Plenary November 16-18. Let us know if you are interested in attending any of these events.

The calendar report was given by curry mitchell. He noted that the taskforce, represented by all constituent groups, is reviewing the academic calendar. They meet every other Thursday. Currently, they are involved in knowledge-building, looking at Ed Code and the past work of the college. They are finalizing a survey that will go out to the district, hopefully at the end of September. You will be asked to rate value statements that will help shape the calendar and to choose and rank potential changes that will impact student experiences and learning. It will help the taskforce deliver a couple of potential calendars that might be adopted and to form questions that might engage the district in discussion about these models. There was no report from Guided Pathways today.

B. College Superintendent/President

Superintendent/President, Sunny Cooke, noted there has been a lot of discussion about facilities and Measure MM. The Board approved A lease revenue bond to help with the shortfall of costs for construction. Some areas that the bond will be used for are the new Science building, solar panels on each of the campuses, signage to help folks find the new buildings. The Board passed a resolution to work with a solar company and to take advantage of incentives.

MCC has been awarded an NSF grant for $1 million dollars titled the ExLENT Grant which stands for, Experiential Learning and Emerging and Novel Technologies. We are in line for two more NSF grants. Congratulations to Gaby Beas for being recognized at the Encinitas City Council meeting when they provided a proclamation to recognize Mexican Independence Day in the City of Encinitas and as a representative of our Mexican American community. Beas, along with MCC faculty and the community, helped to write the proclamation.

MCC is sending a team to the Guided Pathways Institute, September 27th to 29th, in Oakland.

Monday is our formal ACCJC accreditation. They trust our self-evaluation report and they have found no areas of deficiency. They will do a tour and a meet and greet. There will be an open forum in Aztlan from 11am to 12pm. They focused on the standards of accreditation and not beyond that. They will listen to anyone from the community. At 1pm they will do their exit report in OCT200. They will tell us overall, their recommendations. They will have a lot of complementary things to say in what they have observed in the work we are doing. In seven years, there will be fewer standards but will be looking for outcomes for students and closing equity gaps. Not process oriented but, instead outcome oriented.

C. Classified Senate

Acting VP of CS, Lori Schneider, reported on behalf of Ingrid Phillips. CS will meet Tuesday, 9/19. They are happy to be participating in the ACCJC accreditation visit. Extended deadline by two additional days for the deadline to apply for their Classified Leadership Program. CS is happy to collaborate with AS to plan for the January 18th event, Cultivating Human Connection, a day for all MiraCostans. Save the date for the end of year celebration, Friday, December 9th.

D. Associated Student Government

ASG President, Bianca Rosales, reported on behalf of Makala Hutchinson. ASG members were introduced at yesterday's Board of Trustees meeting. ASG has approved two budget requests to support the CLC campus and their anti-bullying literacy event and an alter-making event for Dia De Los Muertos on all campuses. ASG was present at many events recently ASG is working to finish their goals for the 2023-24 academic year. To increase student body presence on all three campuses, ASG will be hosting their bi-weekly meetings on a rotational basis starting with Oceanside, CLC, SAN to be more inclusive of each and strive away from calling Oceanside the main campus. They have recently filled all of their executive positions. Another goal is to have a student representative in each shared governance committee.

VII. Information / Discussion

A. Chicanx Heritage Month Presentation – *Mina Hernandez*, *Gaby Beas*

Description: *Mina Hernandez will present information about the 3rd Annual Dia de los Muertos event being hosted at the CLC, SAN, and OC campuses. Faculty are being invited to collaborate and/or attend the event.*

It was noted that Dia de los Muertos was started shortly after the pandemic because of losses due to Covid. The group started with Latinx classified and faculty. They wanted a space to be able to have a safe space to discuss and be together and support each other. With that came networking and figuring out ways to continue to support each other. If we, as staff, feel at home at MCC, then we need to have that space for our students, as well. As a HSI, we follow true to that mission. From that we have what is now the 3rd annual event taking place on November 2nd from 11:30am – 2pm on OC, and November 1st at the

CLC 11:30am – 1:30pm, and the SEC 11am – 2pm. Hernandez and Beas are on a committee to help coordinate the Encinitas Friends of the Arts to co-sponsor the Dia De Los Muertos Event on October 29th. On October 17th, they have secured a professor who will talk about the migration of the monarch butterfly from 11am-12pm in Aztlan A&B. They have also collaborated with the Horticulture Department who are working with the Child Development Center to grow mildewed. We are trying to showcase MCC and our students' involvement. The Auto Club, in collaboration with Arnoldo Williams, is coordinating with low riders and David Parker from Design will help build the alters and a tree of life. Reach out to Hernandez and Beas if you would like to be involved or you know of any students who might want to get involved with these events. The alter building class will occur again. They are trying to integrate all campuses and all students at all campuses. There are also scholarship opportunities for our students.

B. New Financial Aid Process – *Mike Dear*

Description: *Details will be shared regarding a new process that limits the courses a student can claim for federal financial aid to those that are part of their program of study (following federal guidelines). There will be an opportunity for faculty to ask questions, gain clarity, and be better prepared to support students within the new process.*

It is a legal requirement for financial aid to go through several audits. A potential audit can come from the Federal Department of Education. NASFAA came and did a mock audit to help prepare. They found a potential finding of tracking what applies to degree versus what is degree applicable which is what it used to say. All units are degree-applicable, but it can vary and so this has been tightened up and it helps to avoid financial fines. They are focusing on equity for students including all DI populations and Pell recipients which are one in the same. This is an easy way to make gains and to help DI populations complete. Unlike students of means, these students only have six years of Pell eligibility, four years of Cal Grant eligibility, and they must stay on track to finish. It is important to get students on a path early and focus on what they need. The guiding principle and culture of the financial aid office is, when in doubt give it out. They are trying to allow for as much eligibility as possible done through electives and double majors. Students are being contacted by email with a letter about only courses that do not count. It included a helpful self-service guide. They are trying to update the student 360 page so faculty and staff can view the student financial aid awards as well.

A diagram of the Course Program of Study (CPoS) process was shared noting it is 100% automated in the Surf and DW (degree works) systems. The population of financial aid recipients in SURF are selected and sent over to DW. In DW, for every student, each class enrollment in Surf is compared to either their degree audit or their student education plan. If that course is on the degree audit or on the ed plan, then the results sent back to Surf is to pay for that class. If the class is not part of the degree audit and not part of the Ed plan, then it is sent back to Peoplesoft, and the class is not payable. It is the number of units on which is based financial aid eligibility. A lot of work was put into this over the last year, and they are still making tweaks and improvements while learning things about the DW system.

Dr. Cooke spoke to the impact of what it would mean to get rid of the Department of Education. Students would not have financial aid. Dear noted that inherently, financial aid is a federal bureaucracy riddled with barriers, but it is the mission of MCC to reduce as many of those barriers as possible for its students. Scenarios were discussed concerning the impact of AB1705. Support courses are now offered for Math and English. In financial aid, before AB705 and AB1705, still have the ability to pay for remedial coursework. A student is eligible to receive aid for up to 30 units of that and is still done. To the extent courses can fit into basic aid or remedial and we can still fit that definition, we can pay for them. If they do not fit, we cannot pay for them. Of note, corequisite classes are degree applicable but not transferable. Further, as English and Math are reworking their curricular processes, it is a good opportunity to revisit the design of those courses and to look at the course basic (CB) coding and DV coding to make sure to find a way to make them local degree applicable. Also, having a noncredit option is great for students because they don't have to pay for those courses. Will continue to make improvements with regards to placement processes. As a reminder, students do not have to be full time to receive financial aid. With 12 units or more, they are eligible to receive the maximum aid. There are prorated amounts of financial aid available at all levels of enrollment. Financial has made a promise that if a course is on an Ed plan, no one in financial aid is going to question it. The hope is that in working with the Counseling office, the counselor and the student can get creative and find a way to make things work. The comprehensive ed plan is an important part of the process and includes financial aid on the roster. We would like to let faculty know which of their students have not completed a comprehensive education plan and encourage their students to do so in order to meet their academic goals. Discussion ensued concerning students who drop one or more classes and how it affects their financial aid. It will depend on how many classes they drop and the

date on which that happens. If a student is being dropped for suspected fraud, you have to notify that student, but it is easy for A&R to reinstate them if they should not be dropped and then there is no harm to their financial aid. It was also noted that grades can impact student financial aid.

C. AS Goal Setting – *Leila Safaralian*

Description: *Discussion will continue from the Academic Senate meeting of September 1st, to create SMARTE goals: Specific, Measurable, Achievable, Relevant, Timebound, and have an Evaluation mechanism. We will recap the emerging themes, topics, issues, ideas, and goals that surfaced.*

A proposal was shared to highlight a presentation and then bring it back at the following meeting for another conversation after sharing with constituents. It was proposed that AS will have a presentation based on focus points that came up from previous discussions. For each presentation there can be three lenses: classroom practice, program completion, and relevant communities. The goal is to listen to various active faculty-led groups with regard to teaching and learning and find out what they need from AS. Some possible themes include dual enrollment, collaboration with counselors, guided pathways, culturally relevant teaching practices, student groups, closing equity gaps, and more suggestions were made. Another theme suggested is noncredit including how it stands alone and how it feeds into credit.

It was noted to think about how we are serving all of our students regardless of credit or noncredit or degree or certificate seeking and how we add that to our values. We don't focus enough that our students are college students and perhaps this could be another lens. When looking at the lenses, make it clear this is a college and serving students in a way that they've earned and will help to increase success and a sense of accomplishment. Counselors are working on a video to distribute to departments to add to their webpages. Discussion ensued regarding what theme would be presented each month throughout this academic year. It was suggested that presenters will attend the first AS meeting of the month to provide information about culturally relevant teaching practices. Then, they will be invited back to have a discussion at the following meeting that month.

VIII. Senator Reports

Brian Page wanted to mention and make folks aware of waitlist roster management in Surf. He had a student who dropped themselves from the waitlist for his class. They should not have dropped off the waitlist to try to get into another class because if they try to get back into the class, they may not be able to since they came off the waitlist. They would now be lower on the list to get into the class.

X. Adjournment – The meeting adjourned at 11:15am.

Budget management shall conform to the following standards:

1.   Total amounts budgeted as the proposed expenditure for each major classification of expenditures shall be the maximum expended for that classification for the fiscal year, except as specifically authorized by the board of trustees.

2.   The term "major classification" shall refer to the major object code classifications from the California Community Colleges Budget and Accounting Manual (1000, 2000, 3000….).

3.   Transfers may be made from the available reserves to any expenditure classification by written resolution of the board and must be approved by a two-thirds vote of the members of the board.

4.   Transfers may be made between expenditure classifications by written resolution of the board and may be approved by a majority of the members of the board. The board approval may be on a ratification basis.

5.   ~~The board may adopt an annual resolution to be filed with the San Diego County Superintendent of Schools permitting the county superintendent of schools to originate intra budget transfers necessary for closing the district's records.~~ Excess funds must be added to the general reserve of the district and are not available for appropriation except by resolution of the board setting forth the need according to major classification.

6.   Transfers of money within the same major classification of accounts may be made without prior board approval.

The district's budget development and management process exhibits the following budgetary principles:

1.   The board of trustees vests in the superintendent/president the authority and responsibility to implement the approved annual budget while exercising its appropriate oversight responsibilities.

> **Commented [MH1]:** 1, 3, 4, 5 are CCLC wording. Everything else was added by us.

Effective Date: 2/16/10, 9/12/19
Periodic Review:
References: Title 5, §§58305, 58307, 58308
                         Education Code §70902
CCLC Update: --
Steering: BPC / AS/Admin

The budget shall be managed in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual (CCCBAM). Budget revisions shall be made only in accordance with these policies and as provided by law.

The district's unrestricted general reserves shall be no less than ~~five~~ seventeen percent of annual expenditures, to align ~~consistent~~ with the minimum reserve recommended by ~~seventeen percent five percent from~~ the state chancellor's office guideline. Further information regarding the district's reserves is detailed in Administrative Procedures 6305.

Revenues in excess of amounts budgeted shall be added to the district's reserves, which are available for appropriation only upon a resolution of the board that sets forth the need according to major budget classifications in accordance with applicable law.

Approval by the board of trustees is required for changes between major expenditure classifications. Transfers from general reserves to any expenditure classification must be approved by a two-thirds vote of the members of the board. Transfers between expenditure classifications must be approved by a majority vote of the members of the board. Board approval of transfers between major expenditure classifications (Major Object Classifications 10, 20, 30, 40, 50, 60, 70, and 80) may be on a ratification basis. The board may adopt an annual resolution to be filed with the San Diego County Superintendent of Schools, permitting the county superintendent of schools to originate intra budget transfers necessary for closing the district's records by authority given under Education Code §70902.

See Administrative Procedure 6250.

Adoption History: 2/16/10, 11/21/19
Periodic Review:
References: Title 5, §§58307, 58308
                        Education Code §70902
CCLC Update: #24, 4/14, #42, 4/23
Steering: BPC / AS/Admin

Office Assignment Procedures

These procedures give general criteria to be followed in determining office location; however, office assignment is ultimately the responsibility of the Academic Senate President (AS) and exceptions may be necessary as determined by the President. Exceptions determined by the President may be appealed to the Academic Senate Council.

Classification of Offices

Each faculty member is assigned one office space by the Academic Senate President. No faculty member is entitled to more than one office space. Faculty members do not have the authority to offer or assign their offices to any other individuals, or trade offices with other faculty members. Any change in office assignment must be made through the Academic Senate president.

Faculty offices are classified as belonging to one of two categories:

Category 1: general-purpose offices
Category 2: offices designed for a specific discipline and/or function.

If an office designated as Category 2 is unoccupied for one year, it will revert to a Category 1 office unless the department requests and is granted an extension by the AS President.

Faculty offices are also classified as single-person or two-person.

The Academic Senate will maintain a list of faculty office spaces, including their classification by category and their status as one or two-person offices. Designation of offices as Category 2 must be approved by Academic Senate Council. To preserve flexibility in office assignment, designation of Category 2 offices should be made only where clearly justified.

Single-person Offices

1. Any office under 110 square feet should be declared a single-person office. Offices under 110 square feet which currently have two occupants will become single-person offices whenever one of the current occupants leaves the office. Measurement of offices will be made by the Director of Facilities. Any faculty member who disagrees with the measurement has the right to have their office re-measured in their presence.

2. Any office which is over 110 square feet is a two-person office, unless officially designated a one-person office. Designation of a one-person office may be made by agreement of the Vice-President of Instruction and Academic Senate President (in consultation with AS Council), if they agree that one or more of the following conditions holds true:
• the office is physically unable to accommodate the minimum required equipment of 1 desk, 1 office chair, 1 student chair, 38" depth of file storage space, and 10 linear feet of book storage per instructor.
• the Health and Safety Committee has recommended that the office be designated a single-person office.
• the ADA Compliance Coordinator has recommended that the office be designated a single-person office. If the recommendation is specific to an instructor, the office will revert to a two-person office when vacated by the instructor.

• the office needs to be single-person because of specific programmatic needs (e.g. the office of a program coordinator or director who must hold regular confidential meeting). Lead instructors of programs are not generally considered to be program directors or coordinators.

Two-person offices

Faculty in two-person offices should share space equitably. Neither faculty member should occupy more than half of the available space.

Assignment of offices

1. **(by March 15)** Academic Senate ~~Council~~ considers requests for reclassification of existing offices and classification of new office spaces.

2. **(by March 30)** The Senate President determines which office work stations will be vacant during the coming academic year and publishes the list. Office work stations are declared vacant with the following priorities:

a) Retiring faculty or newly converted office spaces

b) ~~Faculty on district approved leaves (these spaces will be given preferentially to sabbatical leave replacements and visiting faculty as they will only be 'vacant' for a semester or a year). Faculty going on district approved leave should clear out desk, shelf, and file space to accommodate replacements~~ this is the language from the sabbatical handbook. Office Space: Applicants retain office rights and access during their sabbatical leave. However, when office space is at a premium, applicants may be asked to share their office when they are away and to clear out sufficient work space (desktop and drawer, bookshelf space, and at least one file cabinet drawer) before embarking on their sabbatical leave.

c) ~~As a last resort if no other spaces are available, the offices of faculty teaching part-time in anticipation of retirement will be made available.~~ Not applicable.

3. **(by April 15)** Faculty members who wish to change offices fill out forms listing first and second choices for offices. Department chairs put in office requests for new faculty positions. All requests will be retained for the duration of the office request cycle, and will be considered in each round of requests according to the criteria specified below.

4. The Senate President develops a proposed list of office assignments based on the following criteria:

a) **~~"Squatter's rights":~~ ~~no~~No** faculty member already in an office will be arbitrarily moved from it.
(A faculty member going on district approved leave does not lose ~~squatter's rights~~ his or her office). The only
exception to this criterion is in the case of a Category 2 office (see item 4c below).

b) **Category 1**: General-purpose offices. If two or more faculty members request the same vacant general purpose office space, the most senior member's request will be honored.
(Note: "Seniority" in this document means seniority for full-time faculty as defined by the

district.)

c) **Category 2:** Offices designed for a specific discipline and/or function. This category includes offices which
are designed with line of sight to a classroom or lab, or are immediately adjacent to a lab, performance space, or other specialized facility. These offices are designated for faculty members in the specific program for which the office was designed. If such an office becomes vacant, the request of the most senior member in the program will be honored. If no one from the program requests the office and it is requested by a member or members outside the program, the most senior member's request will be honored. However, if at a later time there is a request from a faculty member within the program to occupy the space (and there is no other available space in the office), the faculty member currently occupying the office will be informed by the Academic Senate President and must request a new office assignment. This provision does not apply to faculty who were assigned such offices prior to January 1, 2005; they have "squatter's rights" and will not be moved from the office without their consent.

5. **(by April 30)** The Senate President publishes the working list to the Senate and initiates a second round of requests. Only offices which were not available during the first round of requests can be requested during the second round. If the second round of requests results in additional office vacancies, the Senate President will publish the vacancies and initiate additional rounds of requests as she or he deems appropriate to ensure the process is as transparent as possible. Each additional round of requests will be open for a minimum of 72 hours. Offices being vacated need to be done so no later than June 30.

6. **(by 2nd Senate ~~Council~~ meeting in May)** Final list is presented to Senate ~~Council~~ for approval. ~~In addition, the faculty sabbatical leave contract specifies that the faculty member understands that his/her office may be used in his/her absence, and agrees to clear out sufficient workspace (desk top and drawers, bookshelf space, and at least one file cabinet drawer) before leaving on sabbatical.~~
~~7. Retiring faculty members will vacate their offices no later than June 30.~~**(by June 30)** All faculty who have been approved to vacant their offices should do so before June 30th.

Approved by Senate ~~Council~~ on 4/8/2005
Revisions Approved by Senate ~~Council~~ on 5/22/09

<div align="center">**AS Goals Discussion**
September 15, 2023</div>

Proposal: Themes and Lenses
The Senate has shared interest in bringing more attention and focus to teaching and learning, specifically the areas of program completion, classroom practices, and community building.

In lieu of creating 2-3 task force groups to work on SMARTE goals, we propose setting one goal to engage with AS Sub-committees and faculty work groups who are leading in key focus areas. We propose setting themes to coordinate our monthly meetings, first to hear presentations from governance groups and next to engage in discussion. For each thematic topic, we will rely on specific lenses to craft questions to focus our inquiry.

Our goal then will be to understand how various groups are focused on teaching and learning, ask how AS can provide needed leadership, and then act.

Some possible questions to consider for different lenses:

Lens1: Classroom Practice

1. What are the relevant, equity-minded classroom practices, and who is innovating / sharing these?
2. What leadership is needed from AS to increase access to, collaboration around, and application of classroom practices?

Lens 2: Program completion

1. What are the hidden roadblocks preventing students from accessing, persisting, and completing programs?
2. What leadership is needed from AS to help students join, persist, and complete programs?

Lens 3: Relevant communities

1. Who is impacted and do they have resources? Who is leading and how do we support them?
2. Who is not involved who should be, and how do we connect them?
3. What leadership is needed from AS to help support and connect important communities?

Month	Themes
September	Dual enrollment
October	Collaboration with All Counselors
November	Guided Pathways & Culturally relevant teaching practices
December (one meeting)	Dual enrollment
January (one meeting)	Student groups
February	Closing Equity Gaps (including AI & ZTC)
March	Grants: CRPP, HIS, MESA
April	C3 Teaching and Learning Center
May	Noncredit