



[Link for remote viewing and public comment](#)

Meeting ID: 821 7914 8944

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 November 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** (Hull)
- f. **Redesigning the Student Experience** (Pescarmona)
- g. **AP4021: Program Discontinuance** (Hull)
- h. **AAC Membership 25-26** (Hull)

VIII. **New Business**

a. **AP 4240: Academic Renewal**

Description: Reduction of the minimum units that need to be completed with at least a 2.0 grade point average before a student can petition for academic renewal. Currently, students need to complete 15 units and the update recommends a change to 6 units. (see attachment)

b. **BP 4030: Academic Freedom**

Description: Workgroup is recommending no changes. Currently under negotiations and will be reviewed by AAC again once that is complete. (see attachment)

c. **BP 4230: Grading and Academic Record Symbols**

Description: Minor update to replace “prior learning examinations, experiences, or assessments” with the current term of “credit for prior learning”. (see attachment)

IX. **Old Business**

a. **AP 5530: Student Rights and Grievances**

Description: Update to the conflict resolution section related to resolving an issue with a faculty member. Part B now includes “department chair or faculty designee” as some programs do not have a department chair. Returned by Academic Senate for further discussion. (see attachment)

X. **Adjournment**

**Next Meeting: April 11, 2025**

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 Further, a state of emergency is no longer in effect and so governing bodies will now meet in person with the possibility of approved remote attendance.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**

November 8, 2024

9:00 – 11:00 am, OC3515

I. **Call to Order**

9:04

II. **Remote Member Attendance-** Sylvia Harrington

**Roll Call-** Claudia Flores, Kyle Arriola, Christopher Sleeper, Lauren McFall, Kris Peck, Tracy Williams, Darlene Burke, Shafin Ali, Tyrone Nagai, Robert Kelley, Julie Cord, Stacey Hull (chair), Denee Pescarmona, Kathy Rodriguez, John Makevich, Daria Davis, Michaela Garcia

**Absent -** Adrean Askerneese, Lauren Greenwald, Ticey Hosley

III. **Public Comment –** None

IV. **Changes/Additions to the Agenda -** None

V. **Minutes of October 11, 2024 Regular Meeting:** Review and Approval [Kelly/ McFall]

VI. **Subcommittee Memberships: Updating Academic and Board Policies (AP/BP), 26/27 Calendar Development, Textbook Affordability, SURF Updates, Syllabus Checklist**

Hull verified that all groups had enough members and answered questions from the committee. Hull also recruited volunteers to lead each subcommittee.

VII. **Report**

- a. **Hiring (Hull)-** Hull provided a brief update on hiring. Hull mentioned that Dr. Cooke sent out an email highlighting the number of full-time faculty positions that will be supported by the college. Discussion between the members regarding replacement position, growth positions and the position for the ESL/NCESL positions were discussed. Makevich and Pescarmona answered a few questions.
- b. **Calendar (Hull)-** The workgroup will be generating two different versions of the 26-27 calendar: 1) a status quo calendar and 2) a compressed calendar that was recommended by the campus-wide calendar workgroup in Spring 24.
- c. **Textbook Affordability (Pescarmona)-** Pescarmona announced the college has hired a 2-year, grant-funded instructional designer and she will be able to support faculty and their development of OER. Update on AB 607 (Course Materials Cost Publication) - Pescarmona mentioned that by 2027, 70% of the course sections need to disclose course

cost in SURF and starting January 2025, 40 % of the courses need to disclose course cost in SURF.

- d. **SURF Updates** (Hull)- Workgroup looking for availability to meet.
- e. **Updating Syllabus Checklist** (Hull)- Hull started a discussion regarding associate faculty office hours and the process to report them. Pescarmona mentioned that they are currently working on creating a more efficient way to report associate faculty office hours.
- f. **Redesigning the Student Experience** (Pescarmona) – No update.

#### VIII. **Old Business**

##### a. **AP 5530: Student Rights and Grievances**

Discussions continued to focus on the “conflict resolution with a faculty member” section of the AP. Student representative Michaela Garcia mentioned that students are not aware of this document and that students either go to an instructor that they trust, a student facing leader, or they drop the class. The committee agreed to bring this back and discuss it further during the next meeting.

#### IX. **Adjournment:** 11:08am

Academic renewal ~~procedures permit a maximum of~~allows up to thirty (30) units of ~~previously recorded~~ substandard coursework to be ~~disregarded~~excluded in the ~~computation of~~ a student's grade point average if it ~~does is not reflective of~~ is no longer ~~reflective of~~ a student's demonstrated ability.

To be eligible for academic renewal, students must meet all of the following requirements:

- Completed a minimum of 6 units after the coursework they wish to exclude.
- Earned a minimum of a cumulative GPA of a 2.0 (on a 4.0 scale) in those 6 or more units completed after the coursework they wish to exclude. Coursework from a regionally accredited institution may be used to meet the 2.0 GPA requirement.
- At least ~~enone~~ one calendar year must have passed since ~~completed completion of~~ the coursework ~~being~~ petitioned for exclusion.

~~A maximum of 30 units can be excluded through academic renewal. The units proposed for exclusion must have been taken at MiraCosta College at least one year prior to the petition, and the student must have completed a minimum of fifteen units with a GPA of 2.0 or better (on a 4.0 scale) subsequent to the completion of the units the student is petitioning to exclude. No units may be excluded for coursework that has previously been used to fulfill degree ~~or~~, certificate ~~requirements~~, or transfer certification requirements.~~

Students must meet with a counselor ~~and secure the counselor's signature before~~ prior to submitting their ~~petition for~~ academic renewal ~~petition to an Academic Records Evaluator, and a counselor's signature is required, to the office of Admissions and Records.~~ ~~S~~Students should also consult with the Financial Aid Office ~~or Veteran Services~~ to ~~determine~~ understand the potential impact of academic renewal on aid eligibility.

Academic renewal is final and cannot be reversed. The ~~e~~Excluded units remain on the record and are annotated as academic renewal. ~~No excluded units can be reinstated. All coursework remains legible to ensure a true and complete academic history.~~ The permanent academic record shall be ~~annotated in such a manner that all work remains legible, insuring a~~ a true and complete academic history. These procedures shall not conflict with the district's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

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Effective Date: 5/19/09, 6/16/15, 8/16/18, 4/18/19  
Periodic Review: 8/5/16, 5/19/22  
References: Title 5, §55046  
CCLC Update: #11, 8/06; #14, 2/08; #15, 9/08; #16, 4/09  
Steering: AAC / AS

The MiraCosta College Community College District recognizes the free pursuit of knowledge and the free exchange of ideas as core tenets of academic freedom.

As a fundamental concept, academic freedom ensures institutions of higher education function for the common good and are constructed on a foundation of genuine trust. It represents an understanding of mutual respect in valuing how faculty and students engage in conversations and learning. The district superintendent/president and Board of Trustees will actively and openly work toward fostering an environment characterized by openness, tolerance, and civility and an atmosphere in which intellectual freedom exists and is protected for all constituencies, including faculty and students.

Academic freedom must always be accompanied by academic responsibility. This responsibility emphasizes the obligation to examine, test, and interpret all knowledge appropriate to a discipline or major area of study, to avoid bias on controversial topics, and to present conclusions and interpretations supported by evidence with consideration for the impact on students and colleagues. Employees and students should at all times strive for accuracy and engage in respectful discourse, especially when opinions differ. All constituencies must be mindful of the district's policies on ethical conduct (BP 3050), diversity, equity, and inclusion (BP 3400), non-discrimination (BP 3410), and equal opportunity (BP 3420).

To promote and support the intellectual, socioeconomic, and socioemotional growth of students, all faculty require the assurances and protections academic freedom affords. Academic decisions should be based solely on intellectual standards that are relevant to the subject matter under consideration and consistent with the institution's mission and core values. Neither students nor faculty shall be disadvantaged or evaluated on the basis of their views and perspectives. The district will defend and support any tenured or untenured faculty member who, while maintaining the high standards of the profession, finds their freedom of expression attacked or curtailed.

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Adoption History:	4/21/09, 10/21/21
Periodic Review:	6/16/15
Reference Update:	11/14
References:	Title 5, §51023 Accrediting Commission for Community and Junior Colleges Eligibility Requirements 13, 20 Accreditation Standard I.C.7, I.C.9 American Association of University Professors (AAUP) 1940 Statement of Principles on Academic Freedom and Tenure American Council on Education (ACE) Statement on Academic Rights and Responsibilities (2005)
CCLC Update:	#25, 11/14
Steering:	AAC / AS

In the classroom context, both virtual and in person, faculty are expected to present data and information fairly and objectively, to ensure students have access to varying points of view, and to acknowledge and defend the free inquiry of students in the exchange of criticism and ideas. Academic freedom gives students the right to express and to defend their views, to question, and to differ with the views of their instructors or the district without penalty. Academic freedom gives faculty the right to distinguish between personal conviction and professionally accepted views in a discipline and to interpret their fields and communicate conclusions without interference or penalty.

Outside of the classroom setting, faculty have the right to research, present, and publish without interference or sanction, subject to the adequate performance of their other academic duties. Research for financial gain shall be based upon an understanding with the MiraCosta Community College District as outlined in Board Policy/Administrative Procedure 3715: Intellectual Property. When faculty speak or write as citizens, authorities of their discipline, and community representatives of MiraCosta College, they should be free from institutional censorship or discipline, but this freedom carries with it a responsibility to at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate they are not speaking on behalf of the institution.



Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in the college catalog and made available to students.

The grading system shall include a transcript notation for credit earned through successful completion of credit for prior learning ~~examinations, experiences, or assessments~~, pursuant to standards articulated in the District's administrative procedures and approved by the faculty in the appropriate discipline for which prior learning credit is earned.

See Administrative Procedure 4230.

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 or faculty designee in person, by email, or by telephone. The department chair or faculty designee 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.