



ACADEMIC SENATE

Regular Meeting – September 18, 2026
Time – 9:00 AM - 11:00 AM
Hyflex Meeting – OC30115 and Via Zoom
1 Barnard Drive, Oceanside, CA 92056

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AGENDA

We respectfully acknowledge that MiraCosta is on the traditional territory of the Luiseño/ Payómkawichum people. Today, this meeting place and surrounding areas are home to the six federally recognized bands of the La Jolla, Pala, Pauma, Pechanga, Rincon, Soboba Luiseño/ Payómkawichum people and remain the shared space among Kumeyaay and Ipai peoples. In addition, we pay respect to elders, present and past: keepers of history, culture, wisdom, and knowledge.

- I. Call to Order
- II. Roll Call
- III. 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.
- IV. Changes to Agenda Order
- V. Consent Calendar
 - A. Approve Minutes of the Regular Meeting of September 4, 2026
 - B. Updated Constituent List
- VI. Reports
 - A. College Superintendent/President – Johnson ([access report](#))
- VII. Information
 - A. Brown Act Distribution - ([access link](#))
- VIII. Discussion
 - A. The ASCCC: Resources, Statewide Leadership, and Local Curriculum and AI Leadership
Description: This Senate discussion will highlight the ASCCC's valuable resources and leadership on governance and sustained and coordinated discussion of a wide range of 10+1 related topics on the statewide level but also explore increasing concerns about ASCCC curriculum and AI initiatives.
- IX. Reports
 - A. Classified Senate – Streagle ([access report](#))
- X. Action Item, Second Read (vote required)
 - A. Academic Senate Goals
Description: The senate leadership has cleaned up these goals based on ideas shared during the first read of this proposal and now asks for a second read and vote.

B. AI Frameworks Coordination Plan

Description: *Senate leadership has made revisions to the third column of this planning doc based on our first read discussion of it and requests a second read and vote on this document which will serve as an open, ongoing, and dialogical guide for the Academic Senate President to use in partnership with faculty governance leadership and other faculty constituencies such as chairs, disciplines, and departments to advance a faculty-led response to the Chancellor's AI Frameworks memo.*

XI. Action Item - First Read (no vote)

A. BP 4010: Academic Calendar - Ante-Contreras

Description: *Changes made to account for CCLC template changes regarding a legal citation to the revised Title 5 regulations on Flexible Calendars and to reference the regulations in the policy.*

B. BP / AP 5505: Academic Integrity - Ante-Contreras

Description: *BP changes suggested regarding streamlining some redundant language, adding references to Ed Code, and including academic integrity in the context of testing environments. The AP has only minor changes to the references.*

XII. Reports

A. Associate Student Government - Hutchinson ([access report](#))

B. Senate Leadership – Sullivan ([access report](#))

XIII. Adjournment

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 (AS) meetings will be held in person with a Zoom link available. If you wish to attend the meeting and you have another disability requiring special accommodation, please notify the Academic Senate Administrative Assistant at 760-795-6873. The California Relay Service (CRS) is available by dialing 711, or 800-855-7100 for English or 800-855-7200 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 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 website at <https://www.miracosta.edu/governance/academic-senate/index.html>. Such writings will also be available at the Senate meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Arielle Locke, Administrative Assistant to the Academic Senate President, at 760.795.6873 or by email at alocke@miracosta.edu

Audio recordings of AS meetings may be available and requested for up to 30 days. Please contact the MiraCosta College AS President's Office 760-757-2121 x6213 or email Arielle Locke, Administrative Assistant to the Academic Senate at alocke@miracosta.edu.



UNOFFICIAL MEETING MINUTES

Acronyms Used: M (Motion), S (Seconded), U (Unanimous), P (Passed),
ASP (Academic Senate President)

I. Call to Order

The meeting was called to order at 9:00 AM by ASP, Sullivan.

II. Roll Call

Present: Ghada Osman, Krista Warren-Yagubyan, Jorge Guerrero, Alexis Tucker Sade, Polo Mariscal, Brian Page, Kristine Arquero, Sarah Gross, Adrean Askerneese, Dr. Lennor Johnson, Katrina Tamura, Shawn Firouzian, Robin Allyn (CO), Jim Sullivan (ASP), Afifa Zaman (VP), Julie Graboi.

Absent: Sean Davis

Absent for Roll Call / Present for meeting: Dr. Lennor Johnson

Others: Denee Pescarmona, Billy Gunn, Sona Wolfe, Michael Arce, Alketa Wojick, curry mitchell, Paul Clarke, Luka Lara, Aaron Holmes. Jennifer Streagle (CS VP), Aidon Hutchinson (ASG Rep), Wendy Horton, Jim Julius Joanne Gonzales, Nery Chapeton-Lamas.

III. 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.

None.

IV. Changes to Agenda Order

Sullivan moved the report of Classified Senate VP after the last discussion item. There were no objections to seeing this later in the agenda.

V. Consent Calendar

- A. Approve Minutes of the Regular Meeting of May 15, 2026
- B. Approve Minutes of the Special Meeting of August 14, 2026
- C. Approve Minutes of the Regular Meeting of August 21, 2026
- D. Approve Minutes of the Retreat Meeting of August 21, 2026
- E. Approve updated and revised Composition and Calendar 2026-2027
- F. Confirm Appointment of Academic Senator Adrean Askerneese

Senator Gross pulled Item F.

Senator Firouzian pulled Item C.

A motion to approve **MS [Graboi/ Warren-Yagubyan] consent calendar Items A, B E and D was approved by unanimous consent.** [A vote of 14-0].

Discussion: Senator Firouzian asked for a friendly amendment to the Regular Meeting Minutes of August 21st, to add Senator Davis as the Representative for Caring Campus. Senator Firouzian asked for minute-taking amendments related to transcription style. Sullivan asked to table the discussion on minute-taking.

A motion to approve Item C) was approved by unanimous consent.

Zaman motioned to approve Item F) the Appointment of Senator Adrean Askerneese by acclamation, the motion was approved by unanimous consent.

VI. Reports

A. College Superintendent/President – Johnson ([access report](#))

The Board decided not to go for a Bond. The district did not meet the criteria to pass the 50% Law which has affected a majority of the district's recent budget cuts. Senators interested in highlighting student learning and unique teaching approaches were invited to email Dr. Johnson to arrange visits to classroom presentations, showcases, or other demonstrations of student work.

B. Associate Student Government - Hutchinson (no written report)

Introduction by ASG Rep, Aidon Hutchinson, who is a Senator from the San Elijo Campus, studying mechanical engineering and set to transfer in two-years. Passionate about advocacy and leadership for students.

C. Senate Leadership – Zaman ([access report](#))

Senate leadership highlighted a new style format for reports and the influence of faculty's voice on 10+1 matters; specifically items related to recent budget cuts. Faculty have an important role to play with budget development and senators are encouraged to participate in that process.

VII. Action Item. Second Read (vote required)

A. Faculty Constituent List 2026-2027

Description: The Senate is considering whether to adopt a rotating communication schedule with full-time constituents (the Associate Faculty already follow this model). These post meeting updates by a rotating series of senators would be supplemented by alphabetically organized lists so faculty could have a designated contact person for questions, comments, suggestions, feedback, etc.

A motion to approve the Faculty Constituent List 2026-2027 and Communication Plan MS [Osman/Warren-Yagubyan] with three amendments; 1) sending constituents a formal transcript from which they can draft highlights 2) circulate the draft to all senators for feedback before sharing widely, 3) develop a universal template that may be used by all to communicate with constituents was approved by unanimous consent.

Discussion: Senator Firouzian asked for a transcript to assist with comprising a message to constituents and it was appreciated by Senator Tucker Sade. All Senators agreed that having some form of an automated transcript from the zoom recording would benefit their communication practice with constituents. Senator Warren-Yagubyan offered additional context and background information on the style in which associates recap with their constituents and it was generally accepted as a practice that both FT and AF could use moving forward. A note about confidentiality being maintained with any transcript that would be shared was acknowledged. Senator Askerneese asked for a universal template that could be used to communicate with constituents and it was noted that having a unique communication style is a preferred method and that a universal template while helpful, should be optional to allow for uniqueness and creativity.

VIII. Action Item - First Read

A. Academic Senate Goals

Description: Building on the work of its retreat with subcommittee chairs on August 21, the Senate will review a proposed draft of two formal goals for the upcoming academic year

Discussion: Senators shared that AI Frameworks are essential to instruction. The possibility of

collaborating with industry leaders and workforce partners to better understand how AI is influencing professional practices and how the college can prepare students for those changes. Senator Page appreciated the inclusion of data in Goal 1 and emphasized the importance of using evidence to guide Senate's work – Senator Mariscal noted that his department is already working toward incorporating changes and stressed the importance of ensuring that all departments have an opportunity to be heard. Senators discussed the relationship between access and student success. Senator Osman noted that Goal 2 appeared to fit within the broader framework of Goal 1 and cautioned that expanding access may also reveal or create barriers that need to be addressed. Zaman encouraged the Senate to consider not only access, but from a counselor's lens to consider meaningful retention and completion. The student experience and campus engagement were highlighted noting that the importance of developing a framework that centers students, faculty leadership, meaningful learning and institutional collaboration needed to be considered. Senator Tucker Sade stressed the need to address the impact of online learning, noting that more than half of the college's classes are offered online. The discussion raised the possibility of positioning MiraCosta as a leader in effective online education and examining where students may be experiencing barriers to success. Hutchinson added that online course success and core competencies warrant further attention, including consideration of online proctoring where appropriate. Senator Guerrero supported the incorporation of student voice into the goals, noting the importance – Hutchinson described challenges that students are facing with navigating campus resources, sharing that all students recognize MCC's quality education but struggle with access and successfully progressing through all of the channels. Lastly, senators were reminded of their responsibility to remain focused on its role as faculty representatives. Protecting faculty leadership and students as new modalities and practices emerge. A strong point was made with regards to consistency in student experience and online course design; a suggestion to develop a common introductory course module could help students acclimate to online learning and reduce the difficulty of navigating different course structures – while acknowledging the importance of Academic Freedom. Dr. Johnson expressed support for the goals and noted their alignment with the Education Futures Plan. Pescarmona emphasized that faculty voice is critical to the plan, particularly Themes 1 and 4, encouraging consideration of how the college can make learning more engaging and move students beyond a "check the box" experience.

B. AI Frameworks Coordination Plan

Description: As a follow up to last week's discussion of the AI Frameworks memo from the Chancellor's Office, the Academic Senate will review a plan for coordinating a faculty-led response to the Chancellor's framework guidance.

Discussion: The Senate discussed how MiraCosta can develop a coordinated, faculty-led approach to AI guidance while maintaining flexibility, supporting academic freedom, and centering student learning and equity. A key discussion point focused on developing clear and consistent AI-use expectations for students, including syllabus and SURF registration visibility; coordinating departmental guidelines; and creating opportunities for faculty to share AI implementation strategies and resources. Senators participated in a long discussion with regards to assessment, academic integrity, proctoring and discipline-specific instruction. This highlighted the importance of maintaining flexibility in response to rapidly evolving technology, while centering equity and the experience of students facing barriers to access and success. Senators noted that AI should support meaningful learning and faculty practice rather than replace the role of faculty. A revised AI Framework document will be brought back to the Senate for further review at the next meeting.

IX. Reports

A. Classified Senate - Streagle ([access report](#))

Streagle shared that the Class and Compensation Study is currently having the greatest impact on Classified Professionals. Classified Professionals are pleased with the transparency in communication and timely emails about the PDQ process. She noted that there is some uncertainty among classified colleagues regarding the study's results and potential implications. Human Resources is leading information sessions and conducting outreach, and a SharePoint site has been established to centralize related information. Sullivan added that it is important to remain mindful of classified colleagues and the current circumstances as the study progresses. New Leadership Academy is taking applications until September 11th.

- X. Adjournment
The meeting adjourned at 1:27PM.

Academic Senate Faculty Constituencies 2026-27

Eight purely alphabetical constituencies based on the August 17, 2026 full-time faculty HR roster. The eight Senate representatives are excluded from the constituent pool, leaving 203 faculty constituents.

Group	Senate Representative	Count	Alphabetical Range
Group 1	Kristine Arquero	26	Shafin Ali - Adam Chin
Group 2	Alexis Tucker-Sade	26	Min Choi - Robert Falero
Group 3	Ghada Osman	26	Matt Falker - Mary Gross
Group 4	Adrean Askerneese	25	Billy Gunn - Robert Kelley
Group 5	Polo Mariscal	25	Sarah Kirk - Curry Mitchell
Group 6	Jorge Guerrero	25	Pedro Morgado - Andrea Petri
Group 7	Sean Davis	25	John Phillips - Glorian Sipman
Group 8	Shawn Firouzian	25	Christopher Sleeper - Magdalena Zepeda

How to use this document: The groups are contiguous surname ranges. Use your PDF viewer's search function (Command-F on a Mac or Ctrl-F on Windows) to find your name directly.

Source: CR_HR_Faculty 08.17.26.xlsx (211 entries). Eight Senate representatives excluded; 203 constituents assigned.

Constituency Group 1

Senate Representative: Kristine Arquero

Alphabetical range: Shafin Ali - Adam Chin | 26 faculty constituents

Faculty Name	Supervisory Organization
Shafin Ali	Social Science
Daniel Ante-Contreras	Letters
Janeen Apalatea	Mathematics
Michael Arce	Sociology
Sam Arenivar	Communication Studies
Marina Argueta	Physical Sciences
Kyle Arriola	Chemistry
Iris Ayala-Swindell	Career Studies
Bobbi-Sue Bailey	School Of Nursing, Health & Wellness
Suzie Bailey	Biological Sciences
Yesenia Balcazar	Counseling & Student Dev
Danielle Barnett	Psychology
Angela Beltran-Aguilar	Mathematics
Markus Berrien	Counseling
Eric Bishop	Theatre, Dance & Film
Veronica Bloss	Eops
Phillip Boland	Theatre, Dance & Film
Theresa Bolanos	Chemistry
Robert Bond	History
David Bonds	Mathematics
Abby Burd	Student Affairs
Tony Burman	Letters
Giana Carey	School Of Nursing, Health & Wellness
Eric Carstensen	Business Administration
Keith Chan	Social Science
Adam Chin	Philosophy & Religious Stud

Constituency Group 2

Senate Representative: Alexis Tucker-Sade

Alphabetical range: Min Choi - Robert Falero | 26 faculty constituents

Faculty Name	Supervisory Organization
Min Choi	Media Arts & Technologies
Elizabeth Clarke	English As A Second Language, Nc
Paul Clarke	Design
Karl Cleveland	Media Arts & Technologies
Leah Cluff	Art
Laney Collins	Counseling
Julie Cord	Adult High School
Amena Coronado	Philosophy & Religious Stud
Leigh Cotnoir	Media Arts & Technologies
Monica Cueva	English As A Second Language, Nc
Olivia Dalton	School Of Nursing, Health & Wellness
~ dara	Letters
Ashley Davis	Child Development
Steven Deineh	Library Science
Zulema Diaz	Letters
Rich Dicker	School Of Nursing, Health & Wellness
Lesley Doig	History
Arti Dua	Counseling
Karina Duarte	Counseling
Keith Dunbar	Mathematics
Yvette Duncan	School Of Nursing, Health & Wellness
Erica Duran	Adult High School
Xuchi Eggleton	Art
Steve Eso	Psychology
Roland Estrella	School Of Nursing, Health & Wellness
Robert Falero	Physical Sciences

Constituency Group 3

Senate Representative: Ghada Osman

Alphabetical range: Matt Falker - Mary Gross | 26 faculty constituents

Faculty Name	Supervisory Organization
Matt Falker	Music
Scott Fallstrom	Mathematics
Sean Fanning	Theatre, Dance & Film
Michelle Farnam	Counseling
Lisa Fast	Psychology
Kellita Felton	Physical Sciences
Abbie Ferrieri	Horticulture
Maria Figueroa	Letters
Kaitlin Fisher	Chemistry
Lise Flocken	Counseling & Student Dev
Claudia Flores	Child Development
Rica French	Physical Sciences
Robert Fulbright	Kinesiology, Health & Nutrition
Ignacio Castaneda Garcia	Automotive Technology
Yana Gardiner	School Of Nursing, Health & Wellness
Ruth Gay	English As A Second Language, Nc
Ruben Gomez	Business Administration
Hilda Gomez-Zinn	Counseling
Cynthia Vasquez Gonzales	Counseling
Natalie Gonzales	School Of Nursing, Health & Wellness
Adrea Gonzalez-Karlsson	Biological Sciences
Pierre Goueth	Chemistry
Ansina Green	Child Development
Lauren Greenwald	Art
Steven Grinberg	Business Administration
Mary Gross	English As A Second Language, Cr

Constituency Group 4

Senate Representative: Adrean Askerneese

Alphabetical range: Billy Gunn - Robert Kelley | 25 faculty constituents

Faculty Name	Supervisory Organization
Billy Gunn	Theatre, Dance & Film
Thao Ha	Sociology
Kelly Hagen	Letters
Rachel Hastings	Communication Studies
Yoshimi Hayashi	Art
Laura Hayek	Counseling
Mary Beth Headlee	Mathematics
Pilar Hernandez	International Languages
Jade Hidle	Letters
Jeff Higginbotham	Counseling & Student Dev
Wendy Horton	Counseling
Bruce Hoskins	Sociology
Ticey Hosley	Instructional Services
Tricia Hoste	English As A Second Language, Nc
Kyaw Htet	Eops
Stacey Hull	Biological Sciences
Stefan Ignatovski	Business Administration
Dominique Ingato	Biomanufacturing
Steve Isachsen	Computer Studies
Jose Jara	Letters
Christina Johnson	Chemistry
Jim Julius	Online Education & Instructional Design
Barbara Juncosa (On Leave)	Biomanufacturing
Paul Katson	Automotive Technology
Robert Kelley	Psychology

Constituency Group 5

Senate Representative: Polo Mariscal

Alphabetical range: Sarah Kirk - Curry Mitchell | 25 faculty constituents

Faculty Name	Supervisory Organization
Sarah Kirk	Psychology
John Kirwan	Letters
Emiko Kiyochi	International Languages
Himgauri Kulkarni	Biological Sciences
Nery Chapeton Lamas	Computer Science
Luke Lambert	Letters
Arlie Langager	Music
Luke Lara	Counseling
Mark Laurel	Mathematics
Taya Lazootin	Physical Sciences
Delores Loedel	Business Administration
Sinar Lomeli	Counseling
Don Love	Counseling
Richard Ma	Library Science
Eduardo Mariscal	Computer Science
Jonathan Marquis	Art
Dave Massey	Theatre, Dance & Film
Stacey Mathis	Career Studies
Kent McCorkle	Chemistry
Lauren McFall	Library Science
Casey McFarland	Kinesiology, Health & Nutrition
Gail Meinhold	Kinesiology, Health & Nutrition
Serena Mercado	Mathematics
Emily Mercuri	School Of Nursing, Health & Wellness
Curry Mitchell	Letters

Constituency Group 6

Senate Representative: Jorge Guerrero

Alphabetical range: Pedro Morgado - Andrea Petri | 25 faculty constituents

Faculty Name	Supervisory Organization
Pedro Morgado	Biological Sciences
Donny Munshower	Counseling
Jeff Murico	Philosophy & Religious Stud
Shannon Myers	Mathematics
Tyrone Nagai	Letters
Lemee Nakamura	Mathematics
Gilbert Neri	Art
Khang Nguyen	Physical Sciences
Thong Nguyen	Chemistry
Michelle Odom	School Of Nursing, Health & Wellness
Sophia Oller	Chemistry
Anthony Ongyod	Communication Studies
Francisco Ortega	Letters
Candy Owens	Eops
Jennifer Paris	Library Science
David Parker	Design
Israel Pastrana	History
Michael Paulding	Computer Science
Kris Peck	Sas
Craig Perez	Ethnic Studies
Waldemar Perez	Biotechnology
Allison Perkins	School Of Nursing, Health & Wellness
Zika Perovic	Mathematics
Erika Peters	Physical Sciences
Andrea Petri	International Languages

Constituency Group 7

Senate Representative: Sean Davis

Alphabetical range: John Phillips - Glorian Sipman | 25 faculty constituents

Faculty Name	Supervisory Organization
John Phillips	Social Science
Alison Phinney	School Of Nursing, Health & Wellness
India Pierce	Ethnic Studies
Leola Powers	Communication Studies
JahB Prescott	Letters
Olivia Quintanilla	Ethnic Studies
Freddy Ramirez	Eops
Oswaldo Ramirez	Counseling
Dean Ramos	Art
Kristi Reyes	English As A Second Language, Nc
Aaron Roberts	Letters
Eric Robertson	Communication Studies
Carlos Rojo	Biological Sciences
Leila Safaralian	Mathematics
Jose Sanchez	Adult High School
Violeta Sanchez	Letters
Suganya Sankaranarayanan	Business Administration
Nate Scharff	Business Administration
Jed Schlueter	Counseling
Angela Senigaglia	Adult High School
Jeanine Sepulveda	Biological Sciences
Christina Sharp	Business Administration
Daniel Siegel	Music
Mariana Silva	English As A Second Language, Nc
Glorian Sipman	Library Science

Constituency Group 8

Senate Representative: Shawn Firouzian

Alphabetical range: Christopher Sleeper - Magdalena Zepeda | 25 faculty constituents

Faculty Name	Supervisory Organization
Christopher Sleeper	History
Eric Snortum	Physical Sciences
Ariana Solis	Counseling
Juan Solomon	Horticulture
Katherine Steelman	Ethnic Studies
Jacob Strona	Letters
Jim Sullivan	Letters
Virginia Velati Tirona	Library Science
Cristina Toharia	International Languages
Stephen Torok	Music
Lynnie Trzoss	Chemistry
Chad Tsuyuki	Letters
Shaylah Turk	Sas
Jillian Ventrone	Counseling
Lilia Vidal	International Languages
Rosa Viramontes	International Languages
Catherine Walker	Computer Science
Tina Walker	Biological Sciences
Rhonda Welch-Scalco	Child Development
Janelle West	Biological Sciences
Rick White	Computer Studies
Tracy Williams	Theatre, Dance & Film
Kristi Wish	Counseling
Afifa Zaman	Counseling
Magdalena Zepeda	Counseling

MEETING GUIDELINES: BROWN ACT COMPLIANCE FOR THE MIRACOSTA ACADEMIC SENATE AND SUBCOMMITTEES

Preamble

In 1953, the California legislature passed the Brown Act, a law designed to protect the public's right of access to the decision-making processes of local agencies (referred to in the Act as "legislative bodies"). In 1983, the state Attorney General's Office issued an opinion that community college academic senates are legislative bodies. Based on the Attorney General's opinion, both County counsel and District counsel issued opinions in 2003 that the MiraCosta College Academic Senate, the Academic Senate Council (discontinued in 2014), and their standing committees, are legislative bodies. Although these opinions have never been tested in court, the following guidelines were originally established by the Academic Senate Council in 2004 in accordance with the [Brown Act](#) and its emphasis on open meetings. These guidelines were revised in 2018.

These guidelines apply to the Academic Senate and subcommittees of the Academic Senate. In these guidelines, the term "body" refers interchangeably to the Academic Senate and any of its subcommittees.

Ad hoc groups (i.e., taskforce) of the Academic Senate and ad hoc groups of subcommittees are not subject to these guidelines as long as (1) they are composed solely of members of their parent body, (2) they do not constitute a quorum of the parent body, and (3) they are time-bound (i.e., the group completes its charge within a specific timeline).

Responsibility for ensuring that these guidelines are followed by the Senate is the responsibility of the Academic Senate President. Responsibility for ensuring that these guidelines are followed by a subcommittee is the responsibility of the subcommittee chair. Any person who feels that action was taken at a meeting in violation of these guidelines may ask the committee chair or the Academic Senate President to correct the action.

Definition of a Meeting

The Brown Act defines a meeting as, "any congregation of a majority of the members of a legislative body at the same time and location, including teleconference location as permitted by Section 54953, to hear, discuss, deliberate, or take any action on any item that is within the subject matter jurisdiction of the legislative body." Brown Act meetings include the body's regular meetings, special meetings, and emergency meetings. It also includes other activities such as workshops and retreats. The body would most likely hold regular and special meetings. It is rare to hold emergency meetings. All meetings must be held within the official boundaries of the district of MiraCosta College.

- **"Regular meetings"** are meetings occurring at the dates, times and locations set by resolution, ordinance, or other formal action by the body and are subject to 72-hour posting requirements.
- **"Special meetings"** are meetings called by the presiding officer or majority of the body to discuss only discrete items on the agenda under the Brown Act's notice requirements for special meetings and are subject to 24-hour posting requirements.

Teleconferencing (e.g., Zoom)

Government Code Section 54953(b)(4) defines **"Teleconference"** as, "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both." The following rules apply to teleconferencing:

- Agendas shall be posted at all teleconference locations.
- Each teleconference location shall be identified in the notice and agenda of the meeting.
- Each teleconference location shall be accessible to the public.
- The agenda shall provide an opportunity for members of the public to address the body directly at each teleconference location.
- During the teleconference, at least a quorum of the members of the body shall participate from locations within the official boundaries of the district of MiraCosta College.
- All votes taken during a teleconferenced meeting shall be by rollcall (i.e., voice vote).

The above provisions apply whether the member of the body is teleconferencing from an office, a residence, or any other physical location.

Public posting of meeting agendas

Agendas for regular meetings must be publicly posted 72 hours, both physically and online, in advance of the meeting's start time.

Guidelines

- The meeting agenda should include the date, time, and location of the meeting, a brief description of each agenda item to be dealt with, ability for public comment, and a statement about disability access. See teleconferencing section above for teleconference agenda requirements.
- All agendas for upcoming regular meetings of the Academic Senate and its subcommittees will be physically posted by the Academic Senate Administrative Assistant in the glass encasement outside the Academic Senate Office building (Oceanside 4600). Committee chairs must send agendas to the Administrative Assistant by 4pm Thursday of the week before the meeting, or more than 72 hours in advance, whichever represents a greater amount of time.
- All agendas for upcoming regular meetings of the Academic Senate and its subcommittees will be electronically posted by the Academic Senate Administrative Assistant on the appropriate Academic Senate or subcommittee website. Committee chairs must send agendas to the Administrative Assistant by 4pm Thursday of the week before the meeting, or more than 72 hours in advance, whichever represents a greater amount of time.
- All subcommittee chairs are responsible for distributing agendas electronically by sending a message with the agenda to the All Governance electronic mailing list no less than 72 hours before the start of the meeting. Agendas may not be altered less than 72 hours before the start of the meeting. Items listed on the agenda that are provided less than 72 hours (i.e., not in the agenda packet) to the body, and that are legally required to be available for public inspection should be provided to the Academic Senate Secretary in case the public wants to inspect it.
- Under certain circumstances, a body may call a special meeting. Agendas for special meetings must be posted as described above, but require 24 hour notice. The authorization of the Academic Senate President (or Academic Senate Vice-President/President-Elect if the President is not available) is required before the agenda for a special meeting may be posted. A special meeting also requires that the local media outlets be informed through the Public Information Office.
- A body may not discuss or act on an item which is not on the posted agenda.

Right of the public to address a meeting

Members of the public (MiraCostans who are not members of the body and members of the general public) have the right to address the Academic Senate or subcommittees at any meeting. However, the body has considerable latitude to specify the manner and time in which members of the public may address the body. The body may apply reasonable time limits to such speech, as long as the time limits are equitably applied.

Guidelines

- Each meeting will include an opportunity for public comment.
- The committee is not required to answer questions or otherwise respond to public comment, although it may choose to do so briefly for purposes of clarification. However, the committee cannot act on any item not on the meeting agenda.
- Unless the committee has established a policy on public speech, the chair will abide by Board Policy 2345 regarding public speech at committee meetings. If there are members of the public present, time limits should be made clear, either by announcement or in written materials. Time limits may be different at different meetings, as long as they are reasonable, viewpoint neutral, and applied equitably to all persons wishing to speak to that agenda item. Depending on the circumstances of the meeting and the judgment of the committee, time limits of between three and five minutes are generally accepted as “reasonable.”
- Unless the committee has established a policy on public speech, the chair will abide by Board Policy 2345 regarding public speech at committee meetings. The committee may decide that members of the public may address the committee: (1) only at the beginning of the meeting; (2) only at the beginning of an agenda item; and/or (3) whenever they are recognized by the chair.
- Unless the committee has established a policy on decorum, the chair will abide by Board Policy 2355 regarding decorum at committee meetings. If members of the public continue to speak after being warned that they have exceeded their time limit or are otherwise disruptive, the chair may request that campus security remove the disruptive person from the meeting. The body should have explicit rules about proper decorum.
- Members of the public are allowed to record proceedings of the meeting, as long as it does not disturb or interfere with the proceedings of the meeting.

“Serial meetings”

The Brown Act specifies that a body may not discuss matters within its jurisdiction except in publicly posted meetings. Outside of public meetings, any discussion intended to develop a collective concurrence on action to be taken on an item which involves or grows to involve a majority of members is a “serial meeting,” and is prohibited. The prohibition applies whether the discussion is direct, through personal intermediaries, through memos, or through email.

Guidelines

- The Academic Senate and its subcommittees may use memos or email to schedule meetings and send information (one-way transmittal of information with no response solicited or expected), but

not to exchange opinions or discuss items which are either on their agendas or likely to be placed on their agendas during the current academic year.

- Because of the broad jurisdiction of the Academic Senate, Senate members (i.e., representatives) should avoid any discussion of items under the Senate's jurisdiction with a majority of Senate representatives, except in Senate meetings.
- Academic Senate constituent groups (random selection of faculty) do not constitute a quorum of the Senate, so discussion (electronic or otherwise) within constituent groups are allowed. However, representatives should exercise caution as discussion may spread unintentionally to other constituent groups and potentially create a serial meeting between multiple Academic Senate representatives. A best practice to help deter serial meetings electronically is to use the blind copy (BCC) line when emailing constituent groups.
- If a committee wishes to develop and circulate a draft of a document outside of a meeting, electronically or otherwise, the recommended procedure is to establish an ad hoc taskforce for that purpose, subject to the conditions stated in the preamble. When ad hoc taskforce has finished the document, it may be sent to the full committee for information, either electronically or by hard copy. However, discussion and approval of the document by the full committee must occur in a publicly posted meeting.

Recording of meetings

The Brown Act specifies that if meetings are recorded (audio or video), the recordings must be available for public inspection for at least 30 days following the meeting.

Guidelines

- Meetings of the Academic Senate may be recorded to facilitate the production of meeting minutes. If recordings are made, they will be retained for 30 days or until the meeting minutes are approved, whichever comes later. After this time limit, the recordings may be destroyed.
- The recordings will be available for public inspection at the Academic Senate Office during business hours, except when they are actively being transcribed. The Academic Senate will provide equipment to view or listen to the recordings. The recordings may not be copied or removed from the Academic Senate Office, except by permission of the Academic Senate President.
- Subcommittees of the Academic Senate may make their own policies regarding recordings. However, any recordings which are made must be retained for at least 30 days and made available for public inspection.

Reporting of Actions Taken and Votes

Pursuant to Government Code section 54953(c)(2), the body "shall publicly report any action taken and the vote or abstention on that action of each member present for the action." In the case where the body is using teleconferencing as a method to conduct a meeting, all votes must be cast by rollcall (see Section 54953(b)(2)). It is good practice to record votes in meeting minutes as well.

Closed sessions

The Brown Act permits closed sessions of bodies only in a limited number of circumstances. Upon the guidance of District counsel, none of the exceptions that would allow a closed session apply to the Academic Senate or its subcommittees. The Academic Senate and its subcommittees are advisory in nature and do not have the authority to act on pending litigation, personnel matters, labor negotiations, real property transactions, or student discipline.

Essential Elements of the Agenda

Agendas for Academic Senate and its subcommittees must conform to the following guidelines:

- A. Description of each item of business to be transacted or discussed.
- B. Date, time and location of the meeting, including all locations where committee members will be joining the meeting physically within the district, even if videoconferencing is used.
- C. Disability access information.
- D. Opportunity for members of the public to address the committee.
- E. Information on where the public can inspect open session documents provided to the committee less than 72 hours prior to a regular committee meeting.

The “look” of the agenda can vary from committee to committee; however, the essential elements must be present. For instance, whether you title a section “Presentation” or “Information” does not matter, as long as the title and following descriptions sufficiently describe each item of business (see essential item A).

The following page has a suggested agenda template and a mapping of the essential elements using superscript (e.g., text followed by a superscript letter^A). Also see <https://tinyurl.com/yattwpdh> for more information regarding the Brown Act and agendas. Be sure to check: <http://bit.ly/1yeEp65> for the latest code.

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. **The academic calendar may include flexible calendar days for professional learning activities as authorized or required by Title 5.**

See Administrative Procedure 4010.

MiraCosta College highly values academic integrity. At the core, this means producing an honest representation of one's own work. MiraCosta College also promotes the approach that education is best accomplished as a cooperative, collaborative enterprise in which students are encouraged to work with and learn from each other. The line between academic integrity and collaborative education is not always easy to define and may vary from one discipline to the next and from one instructor to the next. Many aspects of cheating and plagiarism are universally recognized, while others are subject to debate.

This policy provides general guidelines that outline common definitions of academic dishonesty and affirms the right of instructors to employ more detailed academic integrity policies according to their preferences and practices when teaching their respective courses. Faculty are strongly encouraged to outline their policies on their course syllabus. Students are encouraged to review each course syllabus to understand the academic integrity policies of the faculty and course.

Examples of academic dishonesty include, but are not limited to, the following:

- A. Cheating: Copying work or using unauthorized aids, including but not limited to technology such as cell phones or watches, during an examination, quiz, or assignment.
- B. Plagiarizing: Copying work or ideas, including but not limited to the use of unauthorized electronic aids, and misrepresenting them as one's own.
- C. Falsification: Making up fictitious information and presenting it as factual or altering records for the purpose of misrepresentation.
- D. Facilitation: Helping another student to cheat, plagiarize, or falsify information. Some examples include writing a paper for another student, sharing work where it may be searched and submitted by others, referring a student to those sources, or knowingly allowing a student to copy one's own work.

There are two areas that address concerns about behavior that may be deemed a violation of academic integrity:

(1) Faculty-initiated remedies for violations of academic integrity may include a verbal warning, a lowered assignment grade, and/or submission of an academic integrity report to the Office of Student Affairs. Instructors may consult with the dean of Student Affairs or their designee to review appropriate remedies per state statutes and codes. Students have the right to appeal faculty-initiated remedies as outlined in Administrative Procedure 5505 (*Academic Integrity – Appeal Process*).

(2) Referrals to the Office of Student Affairs. Faculty are encouraged to submit reports of alleged violations of Administrative Procedure 5500: Standards of Student Conduct to the Office of Student Affairs. The Office provides an educational process for students when there are alleged violations of the Standards of Student Conduct to decrease the likelihood of recurrence. In particular, if the student has allegedly violated the Standards of Student Conduct before, the Office of Student Affairs may address alleged violations as outlined in Administrative Procedure 5520: Student Conduct Procedures.

See Administrative Procedure 5500: Standards of Student Conduct and Administrative Procedure 5520: Student Conduct Procedures for additional information.

MiraCosta College highly values academic integrity. As outlined in Board Policy 5505: Academic Integrity, students have the right to appeal a faculty-initiated academic integrity decision and/or remedy. This means that any student who is determined by a faculty member to have engaged in behavior that is deemed a violation of their academic integrity policy such as cheating, plagiarizing, falsification of information, or helping other students to cheat, etc., has the right to appeal a faculty member's decision and/or remedy (e.g., lowering of a grade as result of behavior deemed a violation of the faculty member's academic integrity policy). Please note that this procedure is specific to faculty-initiated decisions and/or remedies in response to claims of academic integrity concerns. All appeal requests that involve decisions and/or resolutions determined by the Office of Student Affairs must follow the processes and conditions as outlined in Administrative Procedure 5520: Student Conduct Procedures.

The process to appeal a faculty decision (and/or remedy) is as follows:

- A. Within ten (10) calendar days, the student may appeal the faculty member's action by submitting a written appeal request to the department chairperson via email. The written request should include a description of the alleged behavior in question, the faculty member's decision and/or remedy, detail what the student is specifically appealing (decision and/or remedy), and any information the student deems relevant. The department chairperson must respond to the student in writing via email within ten (10) calendar days of when the appeal was submitted with their decision. The chairperson's decision may be to uphold the faculty member's decision and/or remedy, to overturn the faculty member's decision and/or to modify the faculty member's decision and/or remedy.
- B. If the student wishes to appeal the department chairperson's decision, the student may make a final written appeal via email to the Vice President, Instructional Services, within ten (10) calendar days of receiving the chairperson's decision. The vice president's decision is final and will be delivered to the student within ten (10) calendar days via email.
- C. A successful appeal of a faculty member's determination that a student has been academically dishonest does not automatically change the final grade in the course. To appeal the final grade in a course, the student must follow the procedures outlined in Administrative Procedure 4231 on grade changes.