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## 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 February 3, 2023
  - B. Ratify Changes to the 2022-23 Committee Assignments List  
Description: *Khang Nguyen has been assigned to the Honors Committee for the spring 2023 semester.*
  - C. Approve One Equivalency Request for Nutrition/Dietetics
  - D. Materials Fees List - *Senigaglia*  
Description: *The materials fee list is updated every year to reflect any changes to materials fees in the fall when curriculum is approved. The list is also sent out in early spring to department chairs for review and any updates or requested changes to their course materials fee. Art increased the fees on their courses due to inflation. Math removed their materials fee altogether. Nursing had a correction on their list, as a fee was missing that was on course's COR. Deletions are noted in red and corrections are noted in blue font.*
  - E. Curriculum Packet #3 - *Senigaglia*  
Description: *Every year the Courses and Programs Committee (CPC) reviews curriculum and submits it to Academic Senate for approval. Each year they submit the curriculum approval in multiple parts. Part III is a small packet and contains 40 modified credit courses and one credit course deletion. Noncredit has two course modifications and one course deletion. This is the third of three curriculum packets for this year.*
- VII. Reports
  - A. Academic Senate President – *Safaralian*
  - B. College Superintendent/President – *Cooke*
  - C. Classified Senate – *Phillips*
  - D. Associated Student Government – *Potterf*
- VIII. New Business
  - A. Recommended Changes to Academic Senate Rules and Bylaws – *Safaralian*  
Description: *In accordance with Article #.H. of the AS Bylaws, a taskforce was formed to conduct the annual review of the AS Bylaws and AS Rules. There are several recommended changes that impact both documents. Linked is a document with a summary of changes. This is a first read of these two documents.*

**B. Academic Senate Subcommittee Chairs Length of Service Update – Safaralian**

Description: *The Academic Senate will review the length of service for the Academic Senate Subcommittee Chairs and propose new changes to create a more equitable approach.*

**C. Possibility Statements and Professional Learning Report – Roberts**

Description: *The PDP committee approved the possibility statements at their meeting of February 10<sup>th</sup>. PDP Coordinator, Aaron Roberts, will report on the discussions that took place at that meeting. The statements now come to Academic Senate for a first read.*

**IX. Information / Discussion**

**A. Committee Evaluation Tools - Safaralian**

Description: *Governance body committees will be required to conduct evaluations this spring. Each committee will need to spend time in a regularly scheduled meeting to review and discuss (1) the charge and membership, (2) the effectiveness of the meetings, (3) committee participation, and (4) how subcommittees are working. The Academic Senate will take time to conduct evaluations and dialogue during this meeting.*

**B. Associate Faculty Recognition Awards – Allyn**

Description: *AS Coordinating Officer and Chair of the AS Awards Subcommittee, Robin Allyn, will discuss the work of the committee along with the support of the Academic Senate President, Administration, and Human Resources leadership, to create a way to recognize associate faculty for their longevity in service to the college.*

**X. Senator Reports**

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

**XI. Adjournment**

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 opening 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 (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 800-735-2929 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 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 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 AS meetings are 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).



## UNOFFICIAL 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 **9:03am**.

### II. Remote Member Attendance

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

No one requested remote participation under the provisions of AB2449.

### III. Roll Call

**Members present:** Robin Allyn (Coordinating Officer), Angela Beltran-Aguilar, Krista Byrd, Shawn Firouzian, Genevieve Griffin, Jim Julius, Delores Loedel, Don Love, curry mitchell (Vice President), Tyrone Nagai, Brian Page, Hossein Ravanbaksh, Leila Safaralian (President), Krista Warren

**Members absent:** Sunny Cooke (ex-officio), Candy Owens

**Members remote:** Karla Cordero

**Others present:** Sean Davis, Ben Gamboa, Luke Lara, Denée Pescarmona, Michael Potterf, Aaron Roberts

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

*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 – None.

### VI. Consent Calendar

**A. Approve Minutes of the Regular Meeting of January 20, 2023**

**B. Approve Updated Academic Senate Election Information Summary**

**C. 2023-2024 Curriculum Packet, Part II – Senigaglia [Time Certain 9:30am]**

Description: *Every year CPC reviews curriculum and submits to AS for approval. Curriculum approval is submitted in multiple parts. Part II is a smaller packet and contains mostly courses and programs that have been modified with one program deletion (Business ADT replaced with new Business 2.0), one new credit course, and eight credit course deletions. Noncredit has two new courses and four course deletions. This is the second of three curriculum packets for this year.*

**The consent calendar was approved by unanimous consent.**

### VII. Reports

#### A. Academic Senate President

Academic Senate President, Leila Safaralian, started by offering condolences from the Academic Senate to the family of Tyre Nichols and to those suffering from this outrage and grief. We further need to be mindful of the impact of this event on our Black and African American communities. February is Black History month. Everyone received an email listing a series of events that Senators are asked to include as information for their constituents and to be shared with students. The MOU for the Joyful Teacher in Resident was approved by the Board on January 26<sup>th</sup>. The deadline to submit a letter of interest is next

Friday, February 10<sup>th</sup>. After the deadline, the AS President will select the next Joyful Teacher in consultation with VPI, Pescarmona and PDP Coordinator, Aaron Roberts. The election for AS is approaching. You will receive an email from election committee on 2/13; nominations will close on 2/24 which is the deadline to nominate yourself or a colleague. Candidates' statements are due Monday, 3/6 and balloting will start on 3/10 with the process completing by 3/16. Robin Allyn sent an email yesterday with a call for nominations for the Leon Baradat award. The deadline is 3/12. This is the only faculty award that MCC sponsors. They are looking for someone who is excellent in teaching and has a leadership role on campus. In February a free writing workshop, Glassless Minds will be offered on 2/7 from 12-1:30pm via Zoom, and another in person one will be offered with an open mic for poetry, music, and comedy on 2/23 in Aztlan from 5-7pm. Thanks was given to Karla Cordero for putting all of these workshops together. There will be a series of workshops about Chat GPT and AI tools being offered the second Fridays of the month from 2 – 3:30pm on Zoom. The first workshop will focus on academic integrity. Recordings will be available. A reminder about the upcoming ASCCC spring plenary from April 20-22. There are options to attend in-person, remote, or a combination of both. Safaralian and colleague Mary Gross took a journey in the role as a student and tried to navigate the campus with all the construction going on. They wanted to see if they would be able to find available resources. It was easy to find the math learning center, writing center, and STEM center. However, it was difficult to find the library. There was a large sign in front of the library but no signage along the way directing you to the temporary library building. They are requesting more signage. A reminder to senators to send a short report to their constituents after the AS meetings. A further reminder to contact Sean Davis if interested in the Joyful Teacher position.

#### **B. College Superintendent/President – Cooke**

Vice President of Instruction, Denée Pescarmona, reported on behalf of Sunny Cooke in her absence. She echoed the AS President's sentiments regarding Trye Nichols and acknowledging Black History Month. Dr. Cooke is in Washington D.C. doing advocacy work on our behalf of MCC. An invitation was extended to attend the groundbreaking for the new Media Arts Center on 2/27 at 1pm in front of Administration building. The accreditation final report is posted on the accreditation website. The accreditation visiting team will host an open forum on March 14<sup>th</sup> at 2pm via Zoom for a meet and greet with the accreditation team. Enrollment numbers are flat with last spring. However, we are slightly above 10K headcount which is less than 1% down and are below 10K FTES, however, up from last year. In March, we will share how students want to take classes in the future.

#### **C. Classified Senate**

Debby Adler reported on behalf of Ingrid Phillips in her absence. At a special meeting of the Classified Senate, the extension of the MOU of the Telework Policy for classified professionals was ratified. CS hosted a successful Spartans Basketball Tailgate on Friday, January 27<sup>th</sup> with a great turn out to support both the ladies and men's basketball teams.

#### **D. Associated Student Government**

ASG representative for Public Relations, Michael Potterf, reported that the last ASG meeting was cut short to attend a student government retreat hosted by SDSU for team building and leadership exercise and to get out of their comfort zone. They walked on thin cables 30' in air. He highly recommends doing this. In the area of public relations on behalf of ASG, they are putting together bi-weekly events such as community nights nearly every 2<sup>nd</sup> and 4<sup>th</sup> Fridays from 3-6pm. These activities include community mixers, film screenings intentional for history heritage months, team building exercises, crafts, and more. Look for more information to come. Potterf gave a shout out to the working groups in ASG. They shared with passionate students about their career paths. Look for a recorded video coming soon.

#### **E. Redesigning the Student Experience – Askerneese and/or Ha**

As President, Safaralian, reported on behalf of Askerneese and Ha. It was reported that they are planning an ACP retreat for spring. The possible dates are 2/24, 2/27, 2/28, 3/2, 3/3, or 3/4. They will use a Timeline Mapping Prioritization Tool for the work. Regional GP leader, Symone McDaniels, will also attend to facilitate some of the work. It was also noted that MCC will send a team to the Spring 2023 Guided Pathways Institute in San Diego from March 22<sup>nd</sup> to the 24<sup>th</sup>. It was also noted that instead of a standing report on the agenda, Adrean Askerneese and/or Thao Ha will send a report to the AS President who will share it with the Senate body, moving forward.

## **VIII. New Business**

### **A. Nomination for ASCCC Stanback-Stroud Diversity Award – Robin Allyn**

Description: *The Academic Senate Faculty Awards Committee brings one faculty nomination for the statewide award to Academic Senate. Visit the ASCCC 2023 Stanback Stroud Diversity Awards information page at this [LINK](#). The Awards Committee is asking that AS suspend the rules to vote on this nomination in order to advance the application to ASCCC by the February 5<sup>th</sup> deadline.*

**MSU (Warren / Davis)** to suspend the rules in order to vote on the nomination for the ASCCC Stanback-Stroud Diversity Award.

**MSU (Firouzzian / Loedel)** to approve the nomination of Rachel Hastings for the ASCCC Stanback-Stroud Diversity Award.

There were two applications: one each from Rachel Hastings and Edwina Williams. Both were impressive but Rachel Hastings' application was more closely related to the rubric. The committee had only minor recommendations for clarification in her application.

## **IX. Information / Discussion**

### **A. Reviewing Rules and Bylaws**

Leila Safaralian explained that in accordance with Article 3.H of the AS Bylaws, a taskforce consisting of Robin Allyn, Jim Julius, curry mitchell, and herself, was formed to conduct the annual review of the AS Bylaws and AS Rules. After the taskforce meets, they will bring recommended changes for both documents and a summary of the changes to AS.

### **B. Committee Evaluation Tools**

Leila Safaralian provided information about the requirement to conduct committee/council/governance body evaluations this spring as noted on page 12 of the Governance Manual. It was explained that each governance committee will need to spend time in a regularly scheduled meeting to review and discuss (1) the charge and membership, (2) the effectiveness of the meetings, (3) committee participation, and (4) how subcommittees are working. These need to be reviewed and discussed and will occur on March 3<sup>rd</sup> at the next AS meeting. The notes recorded in the minutes will need to be shared with College Council. The timeline needs to be followed including the March evaluation within the committee; from 2/14 to 5/18, the final approval for any revisions to governance manual. It was noted that this is self-evaluative.

### **C. Expanding Credit for Prior Learning Update**

Associate Dean of Career Education, Ben Gamboa, and Delores Loedel presented an update on the progress made over the last year expanding credit for prior learning (CPL) at MiraCosta, expected activities through 2023, and ways for more faculty to get involved. This [LINK](#) to the CPL implementation framework was shared. Gamboa noted that in 2020, MCC was required to update the policies and develop some implementation to expand options for students to access CPL. This was by way of placement tests. We now have opportunities to recognize credit for Veteran's, industry work, portfolios and started this process with this framework. Loedel noted she has been the faculty lead to bring faculty together and find ways to expand CPL. Many departments, including Business, Accounting, Horticulture, Design and Engineering Technology, Biotechnology, and Communications have been invited them to their department meeting in March. CSUSM is awarding credit for Chemistry now. This is expanding across disciplines rapidly. They will be building new assessments for industry certifications specifically. They met with colleagues in student services, counselors, and administrators to better align our processes so students can access ways to get credit with a streamlined approach. Next week they will be meeting with A&R about the intake process and forms. Donny Munshower in Veteran's is working with a military articulation platform. MCC is one of 50 colleges in the state implementing this for Veterans and military-affiliated students. Loedel suggested looking at Palomar's CPL website to see the disciplines participating and the assessments they are using. It was noted that according to current policy, the only time that fees are charged are for credit by exam. All other CPLs are without fees. The college could consider eliminating the fees for credit by exam, as well. Palomar is about a year ahead of MCC in terms of identifying disciplines, but new at awarding credit. MCC is working together with them and regionally hope to pull in faculty from each of those disciplines to help students identify which college to go to in order to receive CPL. When asked if classes have to be offered in order to receive credit, it was noted that a course must be offered in the catalogue but does not have to be offered at the time the student is seeking credit for that course.

### **D. HyFlex Survey of Faculty – curry mitchell, Luke Lara**

curry mitchell and Luke Lara gave a brief presentation summarizing the results of a survey of faculty responding to questions about HyFlex teaching modalities. An executive summary of the results can be



found [HERE](#). The purpose of the survey was to collect information from faculty concerning working conditions and academic issues. Lara created a quantitative data report while mitchell created a report with qualitative data. This was presented to FA last week. They would be happy to report to other subcommittees as well. Lara's takeaway from the quantitative data was that he learned what the true definition of Hyflex is as a 3 in 1 simultaneous process. The majority of faculty were more inclined to do a 2 in 1 version, i.e. in-person and synchronous or in-person and asynchronous. This was about student choice and the need to be flexible and responsive to their needs. It was further shared by mitchell that there was good response to this survey and what stood out to him was that when you disaggregate full-time faculty from associate faculty, associate faculty express more interest in teaching in this modality which is likely because they are doing it at other colleges. We can benefit from supporting this modality for training.

Discussion ensued including Sean Davis being excited to help with training for Hyflex and some new things that can be done. Davis, Julius, and Pescarmona have met and are discussing this. Some issues of concern include roomers (those in the room) vs. Zoomers (those on Zoom). It was shared that the phone extension for someone in Media Services is x6701 to assist with possible issues. Julius further shared that this is a pilot mode and to not get wrapped up in what is not working. Rather, think long term and how it fits into the needs of the students. Hearing from students would be helpful, as well. Michael Potterf noted he has not heard of any complaints from students but will bring this issue to ASG and report back to AS. The fear factor is big, but the learning curve is small. Learning the technology and adjusting one's teaching method to fit the modality is not bad. It was further noted that a lot of classrooms are not set up for this modality and faculty would like to be involved in designing those spaces. Pescarmona noted the email that went out today with a survey on how to improve MCC. She noted this is a preliminary facilities survey, so that as you work with constituencies, it is an important survey to take. The last question is open-ended and a place to include thoughts as to what an ideal learning environment for students would be. The survey will help to inform the conversation. It was noted that the taskforce for each AS goal will meet after this meeting. When looking at the Hyflex notes for your departments in SURF, there needs to be more clarification. It was noted that when you log into SURF, the definition of the multiple modalities is included on the left bottom portion of the screen. Students are confused the names of the modalities and perhaps they should be listed as Zoom vs. in-person. AAC has a subgroup to look at and work on SURF. When it comes to the schedule, there may be a need to have more options and a choice from class session to class session. MCC is in an interactive stage of what Hyflex is. Seventeen more Hyflex rooms will be coming online effective fall 2023. This also needs to be discussed in department meetings including what courses to teach as Hyflex and who is interested in teaching in this modality. This will come back for further conversation.

#### **E. Routing Responsibilities for AS Agenda Items – Debby Adler**

Debby Adler presented a document describing items that come to Academic Senate for approval, the timeline for approval, how they are routed, and who is responsible for moving them forward. This document was created under the suggestion of the prior AS President, Luke Lara. She further noted that APs and BPs are routed through the Portal's BP-AP Change Management system which sends her an email if there is an AP and/or BP that needs approval by AS. Once approved, she logs back into the system to submit the approval so the AP and/or BP can move on to the next approving committee.

#### **X. Senator Reports**

Cordero has created a flier for a virtual workshop with 70 students already signed up to take place on 2/7 from 12-1:30pm. A Zoom link was sent to register. There will be the first open mic night 2/23 in Aztlan A&B from 5-7pm featuring Rudy Francisco.

Tyrone informed that a year ago some transitions program scholars spoke at AS. The program is growing organically with students getting family members and friends to join. Should be aware that the program accepts students year-round. Direct students to the office which is located at the Social Justice and Equity Center. There is the academic component and also the club which is more of a social and community-based component.

Love noted that last semester there was a breakfast every Monday morning in the cafeteria for the transitions program. It is a great way to get to know students and have dialogue with them. Also officered to take the opportunity to join in the activities for Black History month.

Hossein gave a shoutout to the support staff and student services at the CLC for making it very welcoming for returning students.

Firozian noted an event of Data Science Educators on either April 20<sup>th</sup> or April 28<sup>th</sup> to be held on the

San Elijo Campus. An email is coming with more information from either Work-Based Learning or the Scholars Club.

Loedel noted that she and Candy Owens are attending the ASG meetings. ASG elected a new VP at SAN and a new VP of their DEI group who is doing research into the Electronic Benefit Transfer (EBT) programs at different colleges to see how those are being handled and trying to bring it to MCC. Loedel is also the liaison for CTE faculty. The CTE and noncredit are holding the North Regional Workshops and a South Regional Workshop. The first one is at Laney College and the one in the south is on Monday, March 6<sup>th</sup> from 9am-3pm during spring break at Compton College. PTK is up and running for the semester. Just invited new eligible students. Getting ready for the spring regional convention in March. They are having their first live induction ceremony in three years in March.

Potterf also discussed the work looking into EBT. The ASG VP of DEI recently connected with Christy Lundy in the Equity Center. Keep minds open to be involved with community nights that will occur bi-weekly. They only have one advisor and welcome more involvement.

Pescarmona provide a couple of legislative updates. Next Tuesday the Chancellor's office is hosting a webinar on the implementation of AB1705 which is the continuation of AB705. It directly impacts math and English courses and ESL. Any course that has an advisory is impacted. Should all be aware of what's going on system wide. The AB928 workgroup met on 1/26. There is a lot of contention around the loss of the lifelong education learning area. The Statewide Academic Senate workgroup continues to meet and are looking at the CalGETC requirements. The AB1111 workgroup is coming together to meet. This is the common course numbering workgroup and involved units and articulation. Everyone is encouraged to understand what is going on with these three assembly bills. AB1111 is supposed to be implemented by fall 2024. AB 928 is supposed to be implemented by fall 2025. These are academic and professional matter. The 5C which is the curriculum committee for all CA Community Colleges met and they are developing a crosswalk for UC, CSU, and CA community colleges standards and outcomes to better align and support articulation or ethnic studies classes.

mittchell spotlighted interdepartmental discussion around chat GPT and the AI issue. Encourage all departments to discuss. A steering committee focused on the possibility statements and ATD for professional learning has been formed with administrators, classified professionals, and faculty. The steering committee will work with their own constituent groups to form dream teams and look at what professional learning will look like and develop an umbrella apparatus. They are eager to work with PDP and MOE as well as, DEqCC and former leadership. The results of PDPs discussions will come to AS meeting of 3/3.

Safaralian shared that after encouragement by her students, she joined the Women's History Month Planning Committee. March is Women's History month, and the planning committee is meeting next week with students to plan for March events. She will be the voice for Middle Eastern women. In all MCC data, there is no mention of Middle Eastern students.

Beltran

Allyn asked everyone to encourage all of their students to attend the events for Black History.

Byrd mentioned that the San Elijo Campus has a new Dean, Russel Walden. There will be an event to get to know your new Dean at SAN on Monday, the 6<sup>th</sup>.

Warren noted that this semester is different, and students are adjusting to the new normal. She encouraged all to check in on your students and colleagues and practice the culture of care. Further, there is a noncredit class at SAN but there is no public transportation to that campus or Lyft. Pescarmona noted that there are upcoming meetings about this issue, and it is being addressed.

Julius reminded all that he runs the student online readiness workshops during the first couple of weeks of classes and he takes some time at the beginning of each session to get to know the students. The last MOE agenda had an item about state funding for @One classes not being renewed. This doesn't mean it will go away, but not certain what will happen. This spring the online mentors will be offering those classes and will offer more in the second half of the semester.

**XI. Adjournment** – The meeting adjourned at 11:20am.

# FACULTY COMMITTEE ASSIGNMENTS (Institutional Service) 2022-23

If no term ending dates are noted, the terms are flexible

<u><sup>1</sup>Committee Name</u>	<u>Term</u>	<u>2022-2023 Assignment</u>
<b>Budget and Planning Committee (BPC)</b>	<i>Ends (number of years served by end of term)</i>	<i>2-year member terms, renewable twice for a max of six years, 3yrs for chair; 7 faculty total</i>
Budget and Planning Committee (BPC)	Sp25 (6yrs+)	Maria Figueroa (Faculty Co-Chair)
Budget and Planning Committee (BPC)	Sp24 (4yrs)	Leila Safaralian (AS Pres)
Budget and Planning Committee (BPC)	Sp23 (1yrs)	curry mitchell (AS VP)
Budget and Planning Committee (BPC)	Sp23 (6yrs)	Joe Salamon (un-banking fall 22)
Budget and Planning Committee (BPC)	Sp23 (3yrs)	Edwina Williams (Associate Faculty)*
Budget and Planning Committee (BPC)	Sp24 (2yrs)	Taya Lazootin
Budget and Planning Committee (BPC)	Sp24 (4yrs)	Christy Coobatis
<b>College Council</b>		
College Council	Assigned by virtue of role	Leila Safaralian (AS Pres)
College Council	Assigned by virtue of role	curry mitchell (AS VP)
College Council	Assigned by virtue of role	Polo Mariscal (IPRC Co-Chair) Kaitlin Fischer (IPRC Co-Chair)
<b>Institutional Program Review Committee (IPRC)</b>	<i>Ends (number of years served by end of term)</i>	<i>2-year member terms, renewable for a max of six years; 7 faculty total</i>
Institutional Program Review Committee (IPRC)	Sp24(6yrs)	Polo Mariscal (IPRC Co-Chair)
Institutional Program Review Committee (IPRC)	Sp23(4yrs)	Kaitlin Fischer (IPRC Co-Chair)
Institutional Program Review Committee (IPRC)	Sp23(2yrs)	John Kirwan
Institutional Program Review Committee (IPRC)	Sp23(2yrs)	Megan Allison
Institutional Program Review Committee (IPRC)	Sp24(4yrs)	Lisa Fast
Institutional Program Review Committee (IPRC)	Sp24(4yrs)	Cynthia Vasquez Gonzales
Institutional Program Review Committee (IPRC)	Sp22(2yrs)	Robin Allyn (Associate Faculty) *
<b>Tenure Review and Evaluation Committee (TREC)</b>	<i>No term length</i>	<i>No number set; as needed</i>



# FACULTY COMMITTEE ASSIGNMENTS (Institutional Service) 2022-23

If no term ending dates are noted, the terms are flexible

<b><u>1Committee Name</u></b>	<b><u>Term</u></b>	<b><u>2022-2023 Assignment</u></b>
Tenure Review and Evaluation Committee (TREC)		Chad Tsuyuki (Chair) – FA appointed
Tenure Review and Evaluation Committee (TREC)		Jose Jara
Tenure Review and Evaluation Committee (TREC)		Nate Scharff
Tenure Review and Evaluation Committee (TREC)		Krista Byrd
Tenure Review and Evaluation Committee (TREC)		Jade Hidle (Sabbatical Fall 22)
Tenure Review and Evaluation Committee (TREC)		Lesley Doig
Tenure Review and Evaluation Committee (TREC)		Keith Dunbar
Tenure Review and Evaluation Committee (TREC)		Kristi Reyes (Sabbatical SP 23)
Tenure Review and Evaluation Committee (TREC)		Eric Carstensen
Tenure Review and Evaluation Committee (TREC)		Suzie Bailey
Tenure Review and Evaluation Committee (TREC)		Arnoldo Williams
Tenure Review and Evaluation Committee (TREC)		Mark Laurel
Tenure Review and Evaluation Committee (TREC)		Leah Cluff
Tenure Review and Evaluation Committee (TREC)		Annie Ngo
Tenure Review and Evaluation Committee (TREC)		Karina Duarte-Braunstein
Tenure Review and Evaluation Committee (TREC)		Jim Sullivan
Tenure Review and Evaluation Committee (TREC)		Ghada Osman*

# FACULTY COMMITTEE ASSIGNMENTS (Institutional Service) 2022-23

If no term ending dates are noted, the terms are flexible

<u><sup>1</sup>Committee Name</u>	<u>Term</u>	<u>2022-2023 Assignment</u>
Tenure Review and Evaluation Committee (TREC)		Jed Schlueter
Tenure Review and Evaluation Committee (TREC)		Richard Dicker <sup>+</sup>
Tenure Review and Evaluation Committee (TREC)		Christina Johnson
Tenure Review and Evaluation Committee (TREC)		Serena Mercado
Tenure Review and Evaluation Committee (TREC)		Himgauri Kulkarni
<b>Outcomes Assessment Committee (OAC)</b>	<i>Ends (number of years served by end of term)</i>	<i>2-year member terms; renewable twice for a max of six years; 9 faculty total + 2 resource faculty</i>
Outcomes Assessment Committee (OAC)	Sp23(3yrs)	Shannon Myers (Faculty Co-Chair)
Outcomes Assessment Committee (OAC)	Sp22(6yrs)	John Thomford (Core Competency Coordinator / co-chair)
Outcomes Assessment Committee (OAC)	Sp24(6yrs)	Janelle West
Outcomes Assessment Committee (OAC)	Sp23(4yrs)	Krista Byrd
Outcomes Assessment Committee (OAC)	Sp24(2yrs)	Mary Beth Headlee
Outcomes Assessment Committee (OAC)	Sp24(2yrs)	Catherine Walker (un-banking fall 22)
Outcomes Assessment Committee (OAC)	Sp23(1yrs)	Maria Laura Carlsson (Associate Faculty)*
Outcomes Assessment Committee (OAC)	Fall 22(2yr)	Elise Fanney (Associate Faculty)*
Outcomes Assessment Committee (OAC)	Sp24(4yrs)	Alison Phinney
Outcomes Assessment Committee (OAC)	Sp23(2yrs)	Ashley Davis
Outcomes Assessment Committee (OAC)	Resource	Joanne Benschop (SLO Coordinator)
Outcomes Assessment Committee (OAC)	Resource	Jim Julius (Online Faculty Director)

## FACULTY COMMITTEE ASSIGNMENTS (Institutional Service) 2022-23

If no term ending dates are noted, the terms are flexible

### Academic Senate and Academic Senate Subcommittees

Academic Senate	Elected Members	Year and semester term ends
Academic Senate	Safaralian, Leila, <i>President</i>	Sp24
Academic Senate	mitchell, curry, <i>Vice President</i>	Sp23
Academic Senate	Allyn, Robin, <i>Coordinating Officer</i>	Sp23
Academic Senate	Beltran Aguilar, Angela	Sp24
Academic Senate	Bairstow, Ingrid (Resigned)	Sp24
Academic Senate	Byrd, Krista	Only for spring 2023
Academic Senate	Genevieve Griffin	Only for spring 2023
Academic Senate	Cordero, Karla	Sp23
Academic Senate	Firouzian, Shawn	Sp24
Academic Senate	Julius, Jim	Sp23
Academic Senate	Loedel, Delores	Sp23
Academic Senate	Love, Don	Sp24
Academic Senate	Nagai, Tyrone	Sp23
Academic Senate	Neri, Gilbert (Resigned)	Sp23
Academic Senate	Owens, Candy	Sp24
Academic Senate	Page, Brian	Sp24
Academic Senate	Ravanbaksh, Hossein	Sp23
Academic Senate	Warren, Krista	Sp23

<u>Committee Name</u>	<u>Term</u>	<u>2022-2023 Assignment</u>
<b>Academic Affairs Committee (AAC)</b>	<i>Ends</i>	<i>Chair 3-year term, non-renewable; 2-year member terms, renewable twice for a max of six years</i>
Academic Affairs Committee (AAC)	Sp25	Stacey Hull (Chair)
Academic Affairs Committee (AAC)	Sp23	Claudia Flores (sabbatical Sp 23)
Academic Affairs Committee (AAC)	Sp24	Beth Powell
Academic Affairs Committee (AAC)	Sp24	Alexis Tucker Sade (Sabbatical Sp 23)
Academic Affairs Committee (AAC)	Sp24	Daniel Ante-Contreras
Academic Affairs Committee (AAC)	Sp24	Theresa Bolanos
Academic Affairs Committee (AAC)	Sp23	Kris Peck
Academic Affairs Committee (AAC)	Sp22	Joseph King (Associate Faculty)*

# FACULTY COMMITTEE ASSIGNMENTS (Institutional Service) 2022-23

If no term ending dates are noted, the terms are flexible

<u><b>Committee Name</b></u>	<u><b>Term</b></u>	<u><b>2022-2023 Assignment</b></u>
Academic Affairs Committee (AAC)	Sp22	Tracy Williams
Academic Affairs Committee (AAC)	Sp24	Thong Nguyen
Academic Affairs Committee (AAC)	Sp23	Shafin Ali
Academic Affairs Committee (AAC)	Sp23	Rick White
Academic Affairs Committee (AAC)	Sp23	Ghada Osman
Academic Affairs Committee (AAC)	Sp23	Adrean Askerneese
Academic Affairs Committee (AAC)	Sp23	David McField
Academic Affairs Committee (AAC)	Sp24	Julie Cord
<b>Courses and Programs Committee (CPC)</b>	<i>Ends</i>	<i>CPC chair no term limit; members 3-year with no limit</i>
Courses and Programs Committee (CPC)	Sp25	Angela Senigaglia (Chair)
Courses and Programs Committee (CPC)	Sp24	Kelly Hagen (GE Area A1, Pre-transfer)
Courses and Programs Committee (CPC)	Sp24	Scott Fallstrom (GE Area A2)
Courses and Programs Committee (CPC)	Sp24	Erika Peters (GE Area B)
Courses and Programs Committee (CPC)	Sp25	Dave Massey (GE Area C)
Courses and Programs Committee (CPC)	Sp25	Robert Bond (GE Area D)
Courses and Programs Committee (CPC)	Sp25	OPEN (Noncredit)
Courses and Programs Committee (CPC)	Sp25	Ticey Hosley (Counseling)
Courses and Programs Committee (CPC)	Sp25	Zulema Diaz (other GE)
Courses and Programs Committee (CPC)	Sp24	Yana Gardiner (CE)
Courses and Programs Committee (CPC)	Sp23	Darlene Burke (Associate Faculty, CE)*
Courses and Programs Committee (CPC)	Permanent	Julius, Jim, Director Online Ed
Courses and Programs Committee (CPC)	Permanent	Benschop, Joanne (Articulation Officer, SLO Coordinator)

# FACULTY COMMITTEE ASSIGNMENTS (Institutional Service) 2022-23

If no term ending dates are noted, the terms are flexible

<u>Committee Name</u>	<u>Term</u>	<u>2022-2023 Assignment</u>
<b>Diversity, Equity, and Cultural Competency Subcommittee (DEqCC)</b>	2-year member term, renewable	6-9 members <b>only</b>
Diversity, Equity, and Cultural Competency Subcommittee (DEqCC)	Sp23	Violeta Sanchez (Chair)
Diversity, Equity, and Cultural Competency Subcommittee (DEqCC)	Sp23	Hilda Gomez-Zinn
Diversity, Equity, and Cultural Competency Subcommittee (DEqCC)	Sp23	Tina Walker
Diversity, Equity, and Cultural Competency Subcommittee (DEqCC)	Sp23	Mariana Silva
Diversity, Equity, and Cultural Competency Subcommittee (DEqCC)	Sp23	Nakamura, Lemee
Diversity, Equity, and Cultural Competency Subcommittee (DEqCC)	Sp24	Alicia Lopez
Diversity, Equity, and Cultural Competency Subcommittee (DEqCC)	Sp24	Kristine Arquero
Diversity, Equity, and Cultural Competency Subcommittee (DEqCC)	Sp24	Xuchi Eggleton (PDP Liaison)
Diversity, Equity, and Cultural Competency Subcommittee (DEqCC)	Sp24	Suganya Sankaranarayanan
Diversity, Equity, and Cultural Competency Subcommittee (DEqCC)	Sp23	Aaron Roberts
Diversity, Equity, and Cultural Competency Subcommittee (DEqCC)	Sp23	Sonia Gutierrez (Associate Faculty)*
<b>Equivalency Subcommittee</b>	No term length	No number set
Equivalency Subcommittee		Jeff Ihara (Chair)
Equivalency Subcommittee		Isabel Luengo
Equivalency Subcommittee		Glorian Sipman
Equivalency Subcommittee		Paul Katson
Equivalency Subcommittee		Dan Siegel
Equivalency Subcommittee		Ruth Gay

# FACULTY COMMITTEE ASSIGNMENTS (Institutional Service) 2022-23

If no term ending dates are noted, the terms are flexible

<u>Committee Name</u>	<u>Term</u>	<u>2022-2023 Assignment</u>
<b>Faculty Awards Subcommittee</b>	No term length	Minimum two FT F, two AF, CO
Faculty Awards Subcommittee	Sp23	Robin Allyn (Chair)
Faculty Awards Subcommittee		Janeen Apalatea
Faculty Awards Subcommittee		Christina Johnson
Faculty Awards Subcommittee		Allison Perkins resigned
Faculty Awards Subcommittee		Eduardo Mariscal assigned
Faculty Awards Subcommittee		Al Nyman (Associate Faculty)*
Faculty Awards Subcommittee		Jessica Thompson (Associate Faculty)*
<b>MiraCosta Online Educators (MOE)</b>	2-year member term, renewable; ending dates unknown	10-12 members <a href="#">Composition</a>
MiraCosta Online Educators (MOE)	Sp24	Jim Julius (Chair)
MiraCosta Online Educators (MOE)	Sp24	Lauren McFall
MiraCosta Online Educators (MOE)	Sp24	JahB Prescott
MiraCosta Online Educators (MOE)	Sp23	Roland Estrella
MiraCosta Online Educators (MOE)	Sp23	Nery Chapeton-Lamas (Un-banking F 22)
MiraCosta Online Educators (MOE)	Sp23	Robert Kelley
MiraCosta Online Educators (MOE)	Sp23	Pedro Morgado
MiraCosta Online Educators (MOE)	Sp24	curry mitchell
MiraCosta Online Educators (MOE)	Sp24	Cristina Toharia
MiraCosta Online Educators (MOE)	Sp23	Eli Clarke (Sabbatical Sp 23)
MiraCosta Online Educators (MOE)	Sp23	Leola Powers
MiraCosta Online Educators (MOE)	Sp23	Paulino Mendoza (Associate Faculty)*



# FACULTY COMMITTEE ASSIGNMENTS (Institutional Service) 2022-23

If no term ending dates are noted, the terms are flexible

<b><u>Committee Name</u></b>	<b><u>Term</u></b>	<b><u>2022-2023 Assignment</u></b>
<b>Professional Development Program/Flex (PDP)</b>	No term length	No number of members set Chair: 3-year term, no limit on repeating the 3-year term
Professional Development Program/Flex (PDP)	Sp25	Aaron Roberts (Chair/PDP Coordinator)
Professional Development Program/Flex (PDP)		Jim Julius
Professional Development Program/Flex (PDP)		Rica French
Professional Development Program/Flex (PDP)		Lynne Miller
Professional Development Program/Flex (PDP)		Xuchi Eggleton
Professional Development Program/Flex (PDP)		Thao Ha
Professional Development Program/Flex (PDP)		Dominique Ingato
Professional Development Program/Flex (PDP)		Zica Perovic
Professional Development Program/Flex (PDP)		JahB Prescott
Professional Development Program/Flex (PDP)		Sean Davis
Professional Development Program/Flex (PDP)		Giana Carey
Professional Development Program/Flex (PDP)		Tricia Hoste
Professional Development Program/Flex (PDP)		Bruce Hoskins
Professional Development Program/Flex (PDP)		Anna Alessi (Assoc Faculty)*
Professional Development Program/Flex (PDP)		Brian Page (Assoc Faculty)*
<b>Sabbatical Leave Subcommittee (SLC)</b>	No term length	No number set
Sabbatical Leave Subcommittee (SLC)		Trisha Hanada-Rogers (Co-Chair)
Sabbatical Leave Subcommittee (SLC)		Gail Meinhold (Co-Chair)
Sabbatical Leave Subcommittee (SLC)		John Kirwan
Sabbatical Leave Subcommittee (SLC)		Jennifer Paris
Sabbatical Leave Subcommittee (SLC)		Pilar Hernandez
Sabbatical Leave Subcommittee (SLC)		Luke Lambert
Sabbatical Leave Subcommittee (SLC)		Karl Cleveland

## FACULTY COMMITTEE ASSIGNMENTS (Institutional Service) 2022-23

If no term ending dates are noted, the terms are flexible

<u>Committee Name</u>	<u>Term</u>	<u>2022-2023 Assignment</u>
Sabbatical Leave Subcommittee (SLC)		OPEN
<b>Salary Advancement Subcommittee (SAC)</b>	No term length	
Salary Advancement Subcommittee (SAC)		Donny Munshower (chair)
Salary Advancement Subcommittee (SAC)		Lilia Vidal
Salary Advancement Subcommittee (SAC)		Wendy Horton
Salary Advancement Subcommittee (SAC)		Korey Goulette
Salary Advancement Subcommittee (SAC)		Alison Phinney
Salary Advancement Subcommittee (SAC)		Sam Arenivar

### Operational Subcommittee of the Senate:

<b>Elections Subcommittee</b>	
Elections Subcommittee	John Phillips
Elections Subcommittee	Pierre Goueth
Elections Subcommittee	Allison Perkins

### Campus Advisory Committees

<u>Committee Name</u>	<u>2022-2023 Assignment</u>
<b>Awards and Scholarships Advisory Committee</b>	
Awards and Scholarships Advisory Committee	Laura Hayek
Awards and Scholarships Advisory Committee	Dean Ramos
Awards and Scholarships Advisory Committee	Rebecca Morgan (un-banking Fall 22)
Awards and Scholarships Advisory Committee	Laney Collins
Awards and Scholarships Advisory Committee	Jeff Murico
Awards and Scholarships Advisory Committee	Steven Deineh
Awards and Scholarships Advisory Committee	Jill Ventrone (Associate Faculty)*

# FACULTY COMMITTEE ASSIGNMENTS (Institutional Service) 2022-23

If no term ending dates are noted, the terms are flexible

<b>Basic Needs Workgroup</b>	
Basic Needs Workgroup	Abby Burd
Basic Needs Workgroup	Mary Gross
Basic Needs Workgroup	Rhonda Welch Scalco
Basic Needs Workgroup	Magdalena Zepeda
Basic Needs Workgroup	Delores Loedel
Basic Needs Workgroup	Rita Naranjo (Associate Faculty)*
<b>Campus/Facilities Advisory Committee</b>	
Campus/Facilities Advisory Committee	Jennifer Paris
Campus/Facilities Advisory Committee	Michelle Farnam
Campus/Facilities Advisory Committee	Raymond Clark
Campus/Facilities Advisory Committee	Steve Vail
<b>Classified Senate Events Committee</b>	
Classified Senate Events Committee	Magdalena Zepada
Classified Senate Events Committee	OPEN
<b>Commencement Advisory Committee</b>	
Commencement Advisory Committee	Adrean Askerneese
Commencement Advisory Committee	Edward Pohlert
Commencement Advisory Committee	Stephen Torok
<b>Dual Enrollment Advisory Committee</b>	
Dual Enrollment Advisory Committee	Magdalena Zepeda
Dual Enrollment Advisory Committee	Phillip Boland
Dual Enrollment Advisory Committee	Shawn Firouzian
Dual Enrollment Advisory Committee	Theresa Bolanos
<b>Emergency Preparedness Advisory Group (EPAG)</b>	
Emergency Preparedness Advisory Group (EPAG)	Roland Estrella
Emergency Preparedness Advisory Group (EPAG)	Yana Gardiner
Emergency Preparedness Advisory Group (EPAG)	Michelle Odom

# FACULTY COMMITTEE ASSIGNMENTS (Institutional Service) 2022-23

If no term ending dates are noted, the terms are flexible

Emergency Preparedness Advisory Group (EPAG)	Oswaldo Ramirez
<b>EOPS/CARE Advisory Committee</b>	
EOPS/CARE Advisory Committee	Candy Owens
EOPS/CARE Advisory Committee	Arnoldo Williams
EOPS/CARE Advisory Committee	Eric Bishop
EOPS/CARE Advisory Committee	Larry Burns
EOPS/CARE Advisory Committee	Krystle Taylor
EOPS/CARE Advisory Committee	Denise Villarrial Nealon (Assoc Fac)*
<b>Equal Employment Opportunity Advisory Committee (EEOAC)</b>	<i>2 members only</i>
Equal Employment Opportunity Advisory Committee (EEOAC)	Lesley Doig
Equal Employment Opportunity Advisory Committee (EEOAC)	Edward Pohlert
<b>Financial Aid Advisory Committee</b>	
Financial Aid Advisory Committee	Rebecca Morgan (un-banking Fall 22)
Financial Aid Advisory Committee	Candy Owens
Financial Aid Advisory Committee	Laura Hayak
Financial Aid Advisory Committee	Elizabeth Salinas (Associate Faculty)*
Financial Aid Advisory Committee	Robert Fulbright
Financial Aid Advisory Committee	Jill Ventrone (Associate Faculty)*
<b>Honors Scholar Program Advisory Committee</b>	<i>6-9 FT, 2 Couns, 1-2 Associates</i>
Honors Scholar Program Advisory Committee	Chris Sleeper (Chair – Sp 23)
Honors Scholar Program Advisory Committee	Delores Loedel
Honors Scholar Program Advisory Committee	Leah Cluff
Honors Scholar Program Advisory Committee	Zika Perovic
<b>Honors Scholar Program Advisory Committee</b>	<b>Khang Nguyen (spring 2023)</b>
Honors Scholar Program Advisory Committee	Lynnie Trzoss
Honors Scholar Program Advisory Committee	Erika Peters

# FACULTY COMMITTEE ASSIGNMENTS (Institutional Service) 2022-23

If no term ending dates are noted, the terms are flexible

Honors Scholar Program Advisory Committee	Lise Flocken
Honors Scholar Program Advisory Committee	Donny Munshower
Honors Scholar Program Advisory Committee	Lisa Haavig (Associate Faculty)*
<b>International Education Advisory Committee</b>	
International Education Advisory Committee	Andrea Petri (Chair)
International Education Advisory Committee	Cristina Toharia
International Education Advisory Committee	Jeff Murico
International Education Advisory Committee	Robert Bond
International Education Advisory Committee	Emiko Kiyochi
International Education Advisory Committee	David Parker
International Education Advisory Committee	Anthony Ongyod
International Education Advisory Committee	Luke Lambert
International Education Advisory Committee	Zika Perovic
International Education Advisory Committee	David Detwiler
International Education Advisory Committee	Rick White
International Education Advisory Committee	Ruben Gomez
<b>Perkins Plan Advisory Committee</b>	
Perkins Plan Advisory Committee	Yvette Duncan
Perkins Plan Advisory Committee	Arnoldo Williams
Perkins Plan Advisory Committee	Donna Davis
Perkins Plan Advisory Committee	David Parker
Perkins Plan Advisory Committee	Mike Deschamps
Perkins Plan Advisory Committee	Phillip Boland
Perkins Plan Advisory Committee	Waldemar Perez
Perkins Plan Advisory Committee	Jeff Higginbotham
Perkins Plan Advisory Committee	Christy Coobatis
Perkins Plan Advisory Committee	Claudia Flores (Sabbatical Sp 23)

# FACULTY COMMITTEE ASSIGNMENTS (Institutional Service) 2022-23

If no term ending dates are noted, the terms are flexible

<b>San Elijo Advisory Group</b>	(~10)
San Elijo Advisory Group	Tony Burman
San Elijo Advisory Group	Eric Robertson
San Elijo Advisory Group	Abby Burd
San Elijo Advisory Group	Pamela Perry
San Elijo Advisory Group	Robert Bond
San Elijo Advisory Group	Delores Loedel
San Elijo Advisory Group	Lise Flocken
San Elijo Advisory Group	David Detwiler
San Elijo Advisory Group	Dean Ramos
San Elijo Advisory Group	Shannon Myers
San Elijo Advisory Group	Afifa Zaman
San Elijo Advisory Group	Lynnie Trzoss
San Elijo Advisory Group	Katherine Vilchez (Assoc Fac)*
<b>Student Accessibility Services (SAS)</b>	
Student Accessibility Services (SAS)	Michelle Farnam
Student Accessibility Services (SAS)	Jeff Higginbotham
Student Accessibility Services (SAS)	Veronica Bloss
Student Accessibility Services (SAS)	Mariana Silva
Student Accessibility Services (SAS)	Hilda Gomez-Zinn
Student Accessibility Services (SAS)	Daniel Ante-Contreras
Student Accessibility Services (SAS)	Krista Warren (Associate Faculty)*
Student Accessibility Services (SAS)	David Bonds
Student Accessibility Services (SAS)	Himgauri Kulkarni
<b>Service Learning Advisory Committee</b>	
Service Learning Advisory Committee	Min Choi
Service Learning Advisory Committee	Thong Nguyen
Service Learning Advisory Committee	Arlie Langager (Sabbatical Sp 23)



# FACULTY COMMITTEE ASSIGNMENTS (Institutional Service) 2022-23

If no term ending dates are noted, the terms are flexible

Service Learning Advisory Committee	Jacob Strona
<b>Student Conduct and Police Advisory Committee</b>	
Student Conduct and Police Advisory Committee	Thao Ha
Student Conduct and Police Advisory Committee	Ruben Gomez
Student Conduct and Police Advisory Committee	Don Love
Student Conduct and Police Advisory Committee	Al Nyman (Associate Faculty)*
Student Conduct and Police Advisory Committee	Krystle Taylor (DSPS)
Student Conduct and Police Advisory Committee	Abby Burd (Mental Health)
<b>Strong Workforce Advisory Committee (SWAG)</b>	
Strong Workforce Advisory Committee (SWAG)	Michael Paulding (un-banking Sp 23)
Strong Workforce Advisory Committee (SWAG)	Barbara Juncosa
Strong Workforce Advisory Committee (SWAG)	Christina Sharp
Strong Workforce Advisory Committee (SWAG)	Leigh Cotnoir
Strong Workforce Advisory Committee (SWAG)	Paul Clarke
Strong Workforce Advisory Committee (SWAG)	Eric Carstensen
Strong Workforce Advisory Committee (SWAG)	Mike Deschamps
Strong Workforce Advisory Committee (SWAG)	Karina Duarte-Braunstein
Strong Workforce Advisory Committee (SWAG)	Erica Duran (sabbatical Fall 22)
Strong Workforce Advisory Committee (SWAG)	Rich Dicker
<b>Student Services Council</b>	Assigned by virtue of role
Student Services Council	Donna Davis
Student Services Council	Lise Flocken
Student Services Council	Adrean Askerneese
Student Services Council	Don Love
Student Services Council	Yesenia Balcazar
Student Services Council	Jeff Higginbotham
<b>Sustainability Advisory Committee</b>	
Sustainability Advisory Committee	Janelle West

## FACULTY COMMITTEE ASSIGNMENTS (Institutional Service) 2022-23

If no term ending dates are noted, the terms are flexible

Sustainability Advisory Committee	Jennifer Paris
Sustainability Advisory Committee	Roberto Falero
Sustainability Advisory Committee	Jeanine Sepulveda
Sustainability Advisory Committee	Eric Snortum
<b>Technology Advisory Committee</b>	
Technology Advisory Committee	Jim Julius
Technology Advisory Committee	Lauren McFall
Technology Advisory Committee	Steve Eso
Technology Advisory Committee	Adrean Askerneese
Technology Advisory Committee	Khang Nguyen moved to Honors
<b>Transfer Center Advisory Committee</b>	
Transfer Center Advisory Committee	Lise Flocken
Transfer Center Advisory Committee	Jed Schlueter
Transfer Center Advisory Committee	Kristi Wish
Transfer Center Advisory Committee	David Bonds
Transfer Center Advisory Committee	Lynn Trzoss

### Additional Assignments

<b>Committee on Exceptions</b> Review COE's to approve/deny requests based on criteria Meets 1.5 hrs 2x/month	
Committee on Exceptions	Adrean Askerneese
Committee on Exceptions	Theresa Bolanos
Committee on Exceptions	Rhonda Welch Scalco
Committee on Exceptions	Laney Collins
Committee on Exceptions	Michelle Farnam
<b>NCHEA Board</b>	
NCHEA Board	Rachel Hastings (Past Director AY 22-23)
NCHEA Board	Nate Scharff

# FACULTY COMMITTEE ASSIGNMENTS (Institutional Service) 2022-23

If no term ending dates are noted, the terms are flexible

NCHEA Board	Kat Soto-Gomez (Associate Faculty)*
NCHEA Board	Lise Flocken, Transfer Center Director -Required by NCHEA Bylaws
NCHEA Board	Zulema Diaz
NCHEA Board	Aaron Roberts, PDP Coordinator – Required by NCHEA Bylaws
<b>Traffic and Parking Committee</b>	3 faculty
Traffic and Parking Committee	Matt Falker (Sabbatical Fall 22)
Traffic and Parking Committee	Veronica Bloss
Traffic and Parking Committee	Korey Goulette
<b>SDICCCA Faculty Intern Program</b>	
SDICCCA Faculty Intern Program	David Detwiler
SDICCCA Faculty Intern Program	Sean Davis
SDICCCA Faculty Intern Program	James Garcia (Associate Faculty)*

## FACULTY COMMITTEE ASSIGNMENTS (Institutional Service) 2022-23

If no term ending dates are noted, the terms are flexible

### MCCAIF 2022-2024

Executive Committee (Elected members)	
Krista Warren	President
Al Nyman	Vice President
Joe Chirra	Secretary
Dawn Diskin	Treasurer

### FA COUNCIL 2022-2024

Executive Committee (Elected members)		
Mary Gross	President	Credit ESL
dara	Vice President	Letters Transfer
Luke Lara	Ombudsperson	Counseling: General
Annie Ngo	Exec TREC Liason/Contract Lead	Business
Billy Gunn	Exec Treasurer	Film Studies
Brad Byrom	Immediate Past President	History
Faculty Assembly Council (appointed by FA President)		
Abby Byrd	Councilperson	Mental Health Counseling
Paul Clarke	Councilperson	Drafting Design
Leigh Cotnoir	Councilperson	Media Arts Technology
Michelle Farnam	Councilperson	SAS Counseling
Ruth Gay	Councilperson	Noncredit ESL
Lauren Greenwald	Councilperson	Art
Steve Isachsen	Councilperson	Computer Studies
Sinar Lomeli	Councilperson	Puente/General Counseling
Richard Ma	Councilperson	Library
Kent McCorkle	Councilperson	Chemistry
Casey McFarland	Councilperson	Kinesiology Health Nutrition
Joe Salomon	Councilperson	Physics
Sue Simpson	Councilperson	Nursing
Jake Strona	Councilperson	Letters Pre-Transfer
Kristi Wish	Councilperson	Transfer Counseling
Min Choi	Councilperson	Media Arts

**Instructional Material Fees  
FY 2023-2024**

Reviewed at February 23, 2023 CPC meeting.

Subject	Course #	Title	Status	Material Fee	Description
ART	103	3D Design	CURRENT	35.00	<p>The fee is used to purchase:</p> <ul style="list-style-type: none"> <li>- Materials for additive projects such as clay, wood, etc.</li> <li>- Materials for subtractive projects such as plaster, structolight, styro foam, etc.</li> <li>- Materials for casting such as aluminum, latex, silicon rubber, metal lath, bronze, wax, etc.</li> <li>- Construction materials including wire, ropes, screws, nails, fasteners, adhesives.</li> </ul>
ART	177	Art in the Elementary Schools	CURRENT	10.00	<p>The fee is used to purchase:</p> <ul style="list-style-type: none"> <li>-Building materials such as wood, paper, plastics, etc.</li> <li>-Craft supplies such wires, foam, etc.</li> <li>-Adhesive supplies such as tape, wire, wood glue, hot glue sticks, assorted fasteners, etc.</li> </ul>
ART	201	Objects and Ideas in Contemporary Art	CURRENT	35.00	<p>The fee is used to purchase materials for three dimensional art assignments.</p> <p>For construction of the projects materials include: foam and plaster for carving, Epoxy and other glues, aluminum rivets, and mould making products (silicone rubber, mould release, mother mould material, hydrostone, etc.).</p> <p>Surface treatment materials include: matte medium, modeling paste, 2-part clear hardener, student grade acrylics, and spray adhesives.</p>

**Instructional Material Fees  
FY 2023-2024**

Reviewed at February 23, 2023 CPC meeting.

Subject	Course #	Title	Status	Material Fee	Description
ART	216	Sculpture	CURRENT	35.00	The fee is used to purchase materials that will be used for in-class assignments. - Materials for additive projects such as clay, wood, mild steel, welding rods, etc. - Materials for subtractive projects such as plaster, structo light, styro foam, etc. - Materials for casting such as aluminum, latex, silicon rubber, bronze, wax, etc. - Construction materials including wire, ropes, adhesives - Welding materials such as welding rods and metal
ART	217	Figure Sculpture I	CURRENT	35.00	The fee is used to purchase materials that will be used for in-class assignments. - Materials for additive projects such as clay, wood, mild steel, welding rods, etc. - Materials for subtractive projects such as plaster, structo light, styro foam, etc. - Materials for casting such as aluminum, latex, silicon rubber, bronze, plaster, wax, etc. - Construction materials including wire, ropes, nails, screws, fasteners, adhesives, etc.
ART	219	Figure Sculpture II	CURRENT	38.00	Ceramic clay (50lbs), \$20; Acrylic paint, \$10; Hot glue sticks, \$8.
ART	223	Woodworking and Furniture Design I	CURRENT	60.00	The fee is used to purchase: - rev. per AO 2/13/09 - 225 board feet of 8/4 poplar, (wood for projects) - Construction materials such as nails and screws, assorted fasteners - Basic adhesives, such as glue - Finishing products, such as Varathanes, varnishes, aniline dyes, paints, etc.
ART	224	Woodworking and Furniture Design II	CURRENT	65.00	Hardwood, \$40; softwoods, \$20; paints, screw, and adhesives, \$5.



**Instructional Material Fees  
FY 2023-2024**

Reviewed at February 23, 2023 CPC meeting.

Subject	Course #	Title	Status	Material Fee	Description
ART	225	Ceramics I	CURRENT	40.00	The fee is used to purchase: - Ceramic tools - Clay body - High and low fire decorative materials
ART	226	Ceramics II	CURRENT	40.00	Ceramic tools, \$25; Clay, \$10; decoration materials, \$5.
ART	227	Ceramics III	CURRENT	40.00	Ceramic tools, \$25; Clay, \$10; decoration materials, \$5.
ART	228	Ceramics IV	CURRENT	40.00	Clay, \$25, decorative tools and materials, \$10, safety equipment, \$5
ART	229	Woodworking and Furniture Design III	CURRENT	60.00	Wood, \$60
ART	230	Installation Art	CURRENT	35.00	Fee is collected for RTV silicon mold-making rubber, hydrostone gypsum cement, mother/master mold making supports, parting agents, glues and protective gloves.
ART	239	Woodworking and Furniture Design IV	CURRENT	60.00	Wood, \$45, fasteners and adhesives, \$10, decorative materials, \$5
ART	245	Digital Art and Media	CURRENT	20.00	Fee covers ink and paper usage on large format 12 color UV plotter and cmyk tabloid printers. Fee also covers foam foam-core, mounting materials and exhibition hanging hardware.
ART	253	Applied Digital Photography	CURRENT	40.00	Fee covers ink and paper to create archival photographic prints on large-format inkjet printers.
BTEC	110	Basic Techniques in Biotechnology	CURRENT	30.00	Students will be charged a fee for a laboratory kit that include a personal disposable particle mask, solvent-proof marking pens, specific lab notebook, gloves, autoclavable labeling tape, and a laboratory manual of activities and assignments.

**Instructional Material Fees  
FY 2023-2024**

Reviewed at February 23, 2023 CPC meeting.

Subject	Course #	Title	Status	Material Fee	Description
BTEC	110H	Basic Techniques in Biotechnology (Honors)	CURRENT	30.00	Students will be charged a fee for a laboratory kit that include a personal disposable particle mask, solvent-proof marking pens, specific lab notebook, gloves, autoclavable labeling tape, and a laboratory manual of activities and assignments.
DRAM	232	Movement for the Stage	CURRENT	20.00	Fee covers: 1 neutral mask, \$5, 1 neutral costume/shirt, \$10, and fabrics, feathers, balloons, streamers, \$4.50.
DRAM	253	Makeup for Theatre, Television, and Film	CURRENT	70.00	Covers cost of industry standard Ben Nye Make-Up kits for instructional purposes. All materials belong to the student and become part of their personal make-up kit. These costs cover the traditional kit as well as additional makeup and supplies needed for prosthetic and hair augmentation.
DRAM	256	Stagecraft for Theatre, Television, and Film	CURRENT	25.00	This fee is to provide materials for the student to construct a scenery flat, which the student keeps as a portfolio piece and as an example of the step-by-step process.
MATH	28	Math Fundamentals-I	CURRENT	20.00	<del>This one time materials fee will provide the students with the printed course materials. Each student will be provided the printed and bound course workbook and also printed copies of all of the homework sets.</del>
MATH	102	Math Fundamentals II: Mathematics for Life	CURRENT	20.00	<del>This one time materials fee will provide the students with the printed course materials. Each student will be provided the printed and bound course workbook and also printed copies of all of the homework sets.</del>
NURS	170	Licensed Vocational Nursing I	CURRENT	30.00	The fee pays for 51% of the total cost (\$58.59) for a nursing kit that contains more than 50 items, including syringes, a blood pressure cuff, a stethoscope, sterile gloves, bandages, a penlight, and face masks.
NURS	180	Fundamentals of Nursing	CURRENT	30.00	A one time fee for lab supplies the students will own and use throughout the nursing program. The supplies will be a Foley catheter kit, sterile gloves, and dressings.

**Instructional Material Fees  
FY 2023-2024**

Reviewed at February 23, 2023 CPC meeting.

Subject	Course #	Title	Status	Material Fee	Description
NURS	180	Fundamentals of Nursing	CURRENT	697.00	A one time fee (\$30) for lab supplies the students will own and use throughout the nursing program. The supplies will be a Foley catheter kit, sterile gloves, and dressings. ATI fee (\$667) for tutorials, flashcards, assessments, test prep, remediation, book, quiz bank, analytics, simulations, eBook, and case studies.
NURS	182	Maternal-Child Nursing	CURRENT	667.00	ATI fee for tutorials, flashcards, assessments, test prep, remediation, book, quiz bank, analytics, simulations, eBook, and case studies.
NURS	281	Medical Surgical Nursing III	CURRENT	667.00	ATI fee for tutorials, flashcards, assessments, test prep, remediation, book, quiz bank, analytics, simulations, eBook, and case studies.
NURS	283	Medical Surgical Nursing IV	CURRENT	667.00	ATI fee for tutorials, flashcards, assessments, test prep, remediation, book, quiz bank, analytics, simulations, eBook, and case studies.

**Art Department's Rationale for Increased Materials Fee.**

Fee increased due to inflation and rising material costs.

**Art Department's Rationale for New Materials Fee.**

All the students are using ink and paper, as they are required to print photographs on our Epson printers for projects. In the past, we have had students pay per print via the cashier's office, but this would remove that need for the prints required to fulfill the requirements for the assignments (these are prints they keep). FYI, everything else for the class, equipment-wise, we have available for checkout.

**Nursing Department Material Fee Correction**

NURS 180 was missing the \$30 one-time fee. This is in the COR, but was missing from this spreadsheet.

**2023-2024 Curriculum Approvals**

**Effective: August 2023**

*Part III*

<b>I. Credit Course Level</b>						
<b>B. Modified Courses</b>						
<b>Department</b>	<b>Subject</b>	<b>Course #</b>	<b>Additional Approvals</b>	<b>Course Title &amp; Catalog Description</b>	<b>Units</b>	<b>Date Approved</b>
ILNG	GRMN	121	O/GE	Introduction to German Culture	3	2/9/2023
HIST	HIST	100	O/GE	World History to 1500	3	2/9/2023
HIST	HIST	100H	O/GE	World History to 1500 (Honors)	3	2/9/2023
HIST	HIST	101	O/GE	World History Since 1500	3	2/9/2023
HIST	HIST	101H	O/GE	World History Since 1500 (Honors)	3	2/9/2023
HIST	HIST	102	O/GE	History of the Modern Middle East	3	2/9/2023
HIST	HIST	102H	O/GE	History of the Modern Middle East (Honors)	3	2/9/2023
HIST	HIST	105	O/GE	History of England	3	2/9/2023
HIST	HIST	105H	O/GE	History of England (Honors)	3	2/9/2023
HIST	HIST	110	O/GE	United States History to 1877	3	2/9/2023
HIST	HIST	110H	O/GE	United States History to 1877 (Honors)	3	2/9/2023
HIST	HIST	116	O/GE	History of the Americas to 1830	3	2/9/2023
HIST	HIST	116H	O/GE	History of the Americas to 1830 (Honors)	3	2/9/2023
HIST	HIST	117	O/GE	History of the Americas Since 1830	3	2/9/2023
HIST	HIST	117H	O/GE	History of the Americas Since 1830 (Honors)	3	2/9/2023
BUS	ACCT	101	O	Practical Accounting	4	2/23/2023
BUS	ACCT	145	O	Individual Income Tax	4	2/23/2023
BUS	ACCT	146	O	Taxation of Business Entities	4	2/23/2023
BUS	ACCT	149	O	IRS Volunteer Preparation	2	2/23/2023
ADM	ADM	107	O	Introduction to Computer/Digital Forensics	3	2/23/2023
ADM	ADM	240	O	Written and Oral Communication in the Administration of Justice	3	2/23/2023
ART	ART	254	O/GE	Understanding and Appreciating the Photographic Image	3	2/23/2023
BIO	BIO	105	O/GE	Introductory Biology: Biotechnology in Society	3	2/23/2023
BIO	BIO	210	O	Human Anatomy	4	2/23/2023
BIO	BIO	210H	H	Human Anatomy (Honors)	4	2/23/2023
BUS	BUS	135	O	Personal Selling	3	2/23/2023
BUS	BUS	138	O	Business Promotion	3	2/23/2023
BUS	BUS	290	O	Business Communication	3	2/23/2023
BUS	BUS	290H	O	Business Communication (Honors)	3	2/23/2023
CHLD	CHLD	105	O	Principles and Practices of Teaching Young Children	3	2/23/2023
COMM	COMM	212	O/GE	Argumentation	3	2/23/2023
COMM	COMM	215	O/GE	Intercultural Communication	3	2/23/2023
COUN	COUN	105	O	Transfer Success	1	2/23/2023
HH	HORT	122	O	Horticulture Laws and Regulations	2	2/23/2023
HH	HORT	166	O	Introduction to Sustainable Agriculture	3	2/23/2023
MAT	MAT	135	O	Graphic Design 1: Principles	3	2/23/2023
MAT	MAT	155	O	Graphic Design 2: Typography	3	2/23/2023
MAT	MAT	185	O	Graphic Design 3: Design and Layout	3	2/23/2023
SOC	SOC	120	O/GE	Introduction to Women's Studies	3	2/23/2023
SOC	SOC	140	O/GE	Introduction to LGBT Studies	3	2/23/2023
<b>Total Credit Course Modifications: 40</b>						

**2023-2024 Curriculum Approvals**  
**Effective: August 2023**  
*Part III*

I. Credit Course Level					
C. Deleted Courses					
Department	Subject	Course #	Course Title & Catalog Description	Units	Date Approved
COUN	COUN	296-2	Academic Planning	1	2/23/2023
Total Credit Course Deletions: 1					

**2023-2024 Curriculum Approvals**  
**Effective: August 2023**

*Part III*

<b>I. Noncredit Course Level</b>					
<b>A. Modified Courses</b>					
<b>Department</b>	<b>Subject</b>	<b>Course #</b>	<b>Additional Approvals</b>	<b>Course Title</b>	<b>Date Approved</b>
NCOTHER	NCART	70		Multimedia Sculpture	2/23/2023
NCOTHER	NCHAS	82		Tai Chi Chuan for Seniors	2/23/2023
<b>Total Noncredit Course Modifications: 2</b>					

<b>I. Noncredit Course Level</b>					
<b>B. Deleted Courses</b>					
<b>Department</b>	<b>Subject</b>	<b>Course #</b>	<b>Additional Approvals</b>	<b>Course Title</b>	<b>Date Approved</b>
NCOTHER	NCENG	40		Information Literacy & College Success	2/10/2022
<b>Total Noncredit Course Deletions: 1</b>					

## AS Bylaws and Rules Summary of Review

### Recommendations for changes in Bylaws

#	Current Statement	Recommendation
#1	<p>Article 5, Section III B</p> <p>“Full-time faculty votes shall be counted separately from Associate faculty votes. If a majority of votes of each faculty group favors the same candidate, then that candidate will be elected. If the majority of one faculty group favors a candidate other than that favored by a majority of the other faculty group, then the Academic Senate shall choose the President Elect from the list of all those receiving votes, provided that the number of votes cast by Associate Faculty is at least equal to the number of votes cast by full-time faculty. Otherwise, if the number of votes cast by Associate Faculty is less than those cast by full-time faculty, then all votes of both groups will be tallied together to determine the winner.”</p>	<ul style="list-style-type: none"> <li>• A sentence was added at the beginning to address the scenario when a member running for the position is unopposed.</li> <li>• The second sentence started by “If an election is required ,...”</li> <li>• Same language modification applies to article 5, section IV and V (for the section related to the Vice President and Coordinating Officer.)</li> </ul> <p style="background-color: yellow;">A candidate running unopposed shall be declared the winner, and an election need not be held.</p> <p style="background-color: yellow;">“If an election is required,</p> <p>full-time faculty votes shall be counted separately from Associate faculty votes. If a majority of votes of each faculty group favors the same candidate, then that candidate will be elected. If the majority of one faculty group favors a</p>

		<p>candidate other than that favored by a majority of the other faculty group, then the Academic Senate shall choose the President Elect from the list of all those receiving votes, provided that the number of votes cast by Associate Faculty is at least equal to the number of votes cast by full-time faculty. Otherwise, if the number of votes cast by Associate Faculty is less than those cast by full-time faculty, then all votes of both groups will be tallied together to determine the winner.”</p>
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## Recommendations for changes in Rules

#	Current Statement	Recommendation
#1	<p>C- 4 (President Duties)</p> <p>“Provide <b>annual</b> report to the Academic Senate on the Academic Senate fund <b>and propose</b> new spending initiatives.”</p>	<ul style="list-style-type: none"> <li>• Delete “annual”</li> <li>• Replace “and” by “when”</li> <li>• Replace “propose” by “proposing”</li> </ul> <p>“Provide report to the Academic Senate on the Academic Senate fund <b>when proposing</b> new spending initiatives.”</p>
#2	<p>C- 9 (President Duties)</p> <p>“Meet with new full-time faculty members once a semester for the first year to discuss any problems and to further familiarize them with collegial governance.”</p>	<ul style="list-style-type: none"> <li>• Reworded for clarification.</li> </ul> <p>"Meet with new full-time faculty members in the fall and in the spring, if applicable, for the first year to discuss any problems and to further familiarize them with collegial governance.</p>
#3	<p>C- 18 (President Duties)</p> <p>“Designate Academic Senate Members as official liaisons of the Academic Senate to groups or committees (e.g., department chair liaison, Classified Staff Committee liaison, Associated Student Government liaison).”</p>	<ul style="list-style-type: none"> <li>• Add “subcommittee chair liaison”</li> </ul> <p>“Designate Academic Senate Members as official liaisons of the Academic Senate to groups or committees (e.g., department chair liaison, <b>subcommittee chair liaison</b>, Classified Staff Committee liaison, Associated Student Government liaison).”</p>

#4	<p>C- 24 (President Duties)</p> <p>“Further, the Academic Senate President shall engage in the Academic Senate correspondence.”</p>	<ul style="list-style-type: none"> <li>• Remove” Further”.</li> </ul> <p>The Academic Senate President shall engage in Academic Senate correspondence.</p>
#5	<p>C- 31 (President Duties)</p> <p>Keep abreast, and inform all faculty, as appropriate, of communications and deliberations of organizations that impact on California community colleges (e.g., ASCCC, CCLC, Chancellor's Office, Board of Governors, California Community College Trustees, FACCC, legislative committees).</p>	<ul style="list-style-type: none"> <li>• Add a new duty as C-32:</li> </ul> <p>Recruit and appoint as appropriate faculty for statewide service through ASCCC committees and initiatives. C-32</p>
#6	<p>E- 3 (Coordinating Officer Duties)</p> <p>Maintain faculty governance, Academic Senate subcommittee, and advisory committee rosters and terms of service.</p>	<ul style="list-style-type: none"> <li>• Add “Assist the Academic Senate President in maintaining ...”</li> </ul> <p>Assist the Academic Senate President in maintaining faculty governance, Academic Senate subcommittee, and advisory committee rosters and terms of service.</p>

#7		<ul style="list-style-type: none"> <li>• Add a new duty.</li> </ul> <p>Communicate with all faculty several times per academic year in order to raise faculty awareness and engagement with the work of the Academic Senate and its subcommittees (e.g. Newsletter, short video, or an infographic.)"</p>
#8	<p>H- 8</p> <p>After the deadline for submission of ballots according to the timeline established by the Elections Subcommittee, the Elections Subcommittee shall count the ballots. Ballot counting may be done through automated means using appropriate technology.</p> <p>a) The candidate for Academic Senate President Elect who receives a majority of the vote shall be declared the winner. If there is no majority in the initial balloting, within a week, a runoff election shall be held between the two candidates who received the highest number of votes. The person who receives the majority in the runoff shall be declared the winner.</p> <p>b) The candidates for Academic Senate Vice President and Coordinating Officer who receive a majority of the vote shall each be declared the winner for those offices. If there is no majority in the initial balloting for either position, within a week, a runoff election shall be held</p>	<ul style="list-style-type: none"> <li>• Rewording the sentence to eliminate 8a &amp; b. The 8a &amp; b were not in alignment with the article 5 section III.</li> </ul> <p>8. After the deadline for submission of ballots according to the timeline established by the Elections Subcommittee, the Elections Subcommittee shall count the ballots according to Bylaw Article 5, Sections III.B., IV.B and V.B. Ballot counting may be done through automated means using appropriate technology.</p>

	<p>between the two candidates who received the highest number of votes. The person who receives the majority in the runoff shall be declared the winner.</p>	
#9	<p>I- 4</p> <p>Each associate faculty member shall have a full (as opposed to proportionate) vote in electing associate faculty Academic Senate members. By the beginning of the ninth week of classes of the spring semester, the Elections Subcommittee shall put out a call for nominations to all associate faculty members. The nomination period lasts approximately two weeks while classes are in session. Only those faculty members nominated within the nominations period shall be considered for the ballot.</p>	<ul style="list-style-type: none"> <li>• Remove “as opposed to proportionate”</li> <li>• Change” ninth weeks” to” sixth weeks”</li> </ul> <p>Each associate faculty member shall have a full vote in electing associate faculty Academic Senate members. By the beginning of the sixth week of classes of the spring semester, the Elections Subcommittee shall put out a call for nominations to all associate faculty members. The nomination period lasts approximately two weeks while classes are in session. Only those faculty members nominated within the nominations period shall be considered for the ballot.</p>

<p>#10</p>	<p>J -1</p> <p>Academic Senate is a legislative body, and the political use section of Administrative Procedure 3720 (Computer and Network Use) applies. Individual candidates may not use MiraCosta College District email distribution lists or other MiraCosta College District mass media tools for campaigning.</p>	<ul style="list-style-type: none"> <li>• The second sentence is updated.</li> </ul> <p>Academic Senate is a legislative body, and the political use section of Administrative Procedure 3720 (Computer and Network Use) applies. Individual candidates may not use MiraCosta College District email, MiraCosta College District distribution lists, or other MiraCosta College District mass media tools for campaigning.</p>
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<p>#11</p>	<p>L-1</p> <p>In order to resign their position, an Academic Senate member or officer must send a message of resignation <b>to the Chair of the Elections Subcommittee</b> that also specifies their last date of service. A simultaneous copy will be sent to the Academic Senate President (or President Elect or Vice President, if the officer resigning is the Academic Senate President). This message must be sent via MiraCosta College email.</p>	<ul style="list-style-type: none"> <li>Remove the “the Chair of the Elections Subcommittee” and change the sentence.</li> </ul> <p>In order to resign their position, an Academic Senate member or officer must send a message of resignation to the President of Academic Senate that also specifies their last date of service. If the officer resigning is the Academic Senate President, the message shall be sent to the President Elect or Vice President. This message must be sent via MiraCosta College email.</p>
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#12	<p>M-3</p> <p>Associate Faculty Constituent Groups:  Constituent groups for associate faculty <b>Senators</b> will receive information in a format determined by the collective of associate faculty Senators. Information will be distributed to all associate faculty from the collective. Associate faculty constituents will be divided into groups by the first letter of their last name. Associate faculty Senators will be assigned a constituent group to receive feedback. Associate faculty may contact the Senator of their constituent group or any other associate faculty Senator to provide input on matters of the Academic Senate.</p>	<p>Th word “Senators” was removed to be concise.</p> <p>Associate Faculty Constituent Groups: Constituent groups for associate faculty will receive information in a format determined by the collective of associate faculty Senators. Information will be distributed to all associate faculty from the collective. Associate faculty constituents will be divided into groups by the first letter of their last name. Associate faculty Senators will be assigned a constituent group to receive feedback. Associate faculty may contact the Senator of their constituent group or any other associate faculty Senator to provide input on matters of the Academic Senate.</p>
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#13	<p>N-1</p> <p>Each member of the Academic Senate, with the exception of the <b>President</b>, President Elect, Vice President, <b>Coordinating Officer</b>, Superintendent/ President or their delegate, shall serve two years with approximately half of the members being elected each year.</p>	<ul style="list-style-type: none"> <li>• President and Coordinating Officer were removed since they do serve for 2 years.</li> </ul> <p>Each member of the Academic Senate, with the exception of the President Elect, Vice President, Superintendent/ President or their delegate, shall serve two years with approximately half of the members being elected each year.</p>
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<p>#14</p>	<p>O-1</p> <p>Faculty members may submit items to be included on the Academic Senate agenda. An item may be placed on the agenda by contacting the Academic Senate Administrative Assistant for an "Agenda Item" form (also available on the Academic Senate website). This form is to be filled out and returned to the Academic Senate Administrative Assistant by 4:00 p.m. six working days prior to an Academic Senate meeting. Each agenda item may have <b>backup information</b>. If appropriate, <b>backup information</b> must be submitted to the Academic Senate Administrative Assistant by 4:00 p.m. six working days prior to an Academic Senate meeting. If appropriate <b>backup material</b> is not submitted in a timely manner, the Academic Senate President may delay the agenda item until information is provided.</p>	<ul style="list-style-type: none"> <li>• The “backup information” was replaced by “documentation”.</li> </ul> <p>Faculty members may submit items to be included on the Academic Senate agenda. An item may be placed on the agenda by contacting the Academic Senate Administrative Assistant for an "Agenda Item" form (also available on the Academic Senate website). This form is to be filled out and returned to the Academic Senate Administrative Assistant by 4:00 p.m. six working days prior to an Academic Senate meeting. Each agenda item may have <b>documentation</b>. If appropriate, <b>documentation</b> must be submitted to the Academic Senate Administrative Assistant by 4:00 p.m. six working days prior to an Academic Senate meeting. If appropriate ]  [JJ1]<b>documentation</b> is not submitted in a timely manner, the Academic Senate President may delay the agenda item until information is provided.</p>
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#15	<p>P-3</p> <p>The Academic Senate <b>Coordinating Officer</b> shall maintain an accurate and current membership list of both subcommittees and taskforces of the Academic Senate.</p>	<ul style="list-style-type: none"> <li>• Replace “coordinating office” with “Academic Senate President”</li> </ul> <p>The <b>Academic Senate President</b> shall maintain an accurate and current membership list of both subcommittees and taskforces of the Academic Senate.</p>
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<p>#16</p>	<p>P-5</p> <p>Subcommittees may be created by the Academic Senate President with the concurrence of the Academic Senate when the proposed subcommittee has existed as a taskforce and requires continued work beyond one year. During the first two weeks of May, for each subcommittee, the Academic Senate President shall disband the committee or direct the committee to continue as a subcommittee.</p>	<ul style="list-style-type: none"> <li>• Reworded the sentence for more clarification.</li> </ul> <p>Taskforces may be created by the Academic Senate President with the concurrence of the Academic Senate. The Academic Senate President shall disband the taskforce during the first two weeks of May or direct the taskforce to continue as a subcommitteeJJ2LS3].</p>
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## Original Achieving the Dream Documents

### Achieving the Dream Organization Website

#### **MiraCosta Professional Learning Dream Phase: Possibility Statements PDP Edits**

##### What do we want to create?

- A commitment to professional learning that leads to career, campus, and community growth and the student success.
- Our professional learning creates a more equitable and socially just community.
- An empowered community that feels secure and supported to take risks, try new things, be creative, and productively struggle in their journey.
- A coherent model for professional learning that promotes continual and consistent improvement.
- Cultivating a culture of participation, care, and collaboration in professional learning
- A strategic professional learning and development plan that provides an overarching vision, aligns with the college mission and commitments, supports the professional interests and choices of individual faculty and staff members, and allows for personalized learning. The plan will include district-wide professional learning opportunities while maintaining the individual freedom/autonomy of faculty and staff to design their own professional learning plans that fit their unique goals.
- User friendly central space (virtual and physical) which provides opportunities, resources, and support for all employees
- A program of Professional Learning with clear outcomes, priorities, and measures – both quantitative and qualitative.
- Opportunities for ongoing learning opportunities that offer long-term partnerships and collaborations.
- Universal Design principles
- A high level of autonomy and confidence for classified professionals and associate faculty to pursue Professional Learning. Supported by stipends or hourly remuneration.
- A blend of systematic, sequential learning opportunities as well as impromptu offerings to respond to the moment or foster connections.
- A culture of professional learning that informs, reflects and exemplifies the equity practice-informed learning environments we seek to provide to our students
- Make it easy to access, desirable, relevant and interesting for associate faculty to participate in creating programming or participating in professional learning
- A program that promotes a broad, personal understanding of professional development for individual faculty members' professional interests, whether those involve on-campus,

group activities or individual activities such as research, and reading, and/or artistic creation.

- For Us, By Us—A community-driven ethos for professional development that prioritizes what we can grow and offer from within our talented community of faculty and staff
- A program that focuses on students and student success by way of faculty and staff professional development
- Clear communication and coordination between faculty, staff, and administration in regards to professional development plans, initiatives, and opportunities (Human Connection Event as example of collaboration)
- Mentorship opportunities available to all employees that build from the newly-revised Lodestar program philosophy:
  - “**Lodestar** is designed to provide candidates with unique support during their first year of tenure review. One of the primary goals of the program is to [cultivate a sense of belonging](#) through ongoing dialogue between mentors and mentees. By supporting, inspiring, and empowering candidates through a [cohort model](#) that fosters relationships, the Lodestar program aims to help candidates become the best versions of themselves so they can serve students, thrive in various settings, and enjoy a sustainable career.”
- Welcoming the various cultures, contributions and experiences, and resources of our employees. When the culture an employee brings is seen as an asset and welcomed into the community, we empower them to show up as their authentic selves and the college benefits

## How do we want to create it?

- Authentic, meaningful human interaction at the center
- Identify and engage champions of Professional Learning to advocate for and lead college efforts
- Supported by leadership, embedded in scheduled working hours, without monetary or time barriers
- A one stop Professional Learning office with dedicated leadership (PDP Coordinator, Joyful Teacher, Online Education Faculty Director, Classified Professional Development and Learning Committee) and supported staff who would coordinate institutional level Professional Learning, communicate with campus Professional Learning leaders, collect and curate resources, be flexible and serve faculty/staff professional learning needs. This office will include an information hub, with a calendar of events, support for individual activities, clear reporting procedures, and easy-to-use data analysis for reporting to other levels.
- Collaboratively developed Professional Learning that works across boundaries and decreases siloed efforts

- Interest themed cohort model that includes attending conferences together allowing for continuous conversations across all employee groups
- Includes experimental and experiential learning with practical takeaways and applications
- Multiple avenues to connect with one another
- Captures interests of all employees who want to learn
- Cohort, retreat-style leadership training–train the trainer
- Blend of institutional and individual learning opportunities uniquely crafted by the employee
- People should know how to and be able to plan out their own professional development plan that fits their own needs
- Meeting the needs of employees, with consideration for where they are in their career
- Creating a culture of transparent feedback to help employees develop confidence and competence, seeking feedback from others with the intention to help develop skills and talents, not criticize their performance
- Assess what is working for each employee group
- Prioritize associate faculty professional development opportunities that include stipends, hourly compensation, and learning group certificates.
- Specific Professional learning offerings/cohorts for associate faculty (equity training, leadership training, institutional knowledge training). Similar to SDICCCA.
- Take what we have already and synthesize, build, rework, and enhance rather than start from scratch

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## Committee Evaluation Summary Form

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Following dialogue regarding the committee evaluation, please briefly summarize member discussions and recommended improvements in the text boxes below to submit to College Council (this form should not be longer than one page in length).

### Committee:

**Date of Evaluation:** January 12, 2023

### Summary of Findings:

- ♦ **Committee Effectiveness:**
- ♦ **Committee Meetings:**
- ♦ **Committee Participation:**
- ♦ **Sub-Committee Outcomes:**

### Recommended Improvements:

Click here to enter text.

### Recommended Changes to the Governance Handbook (if any):

Click here to enter text.

## MiraCosta College Committee Evaluation

As a part of on-going evaluation and improvement and following the governance evaluation process outlined in the MCC Governance Manual, all committees will assess their effectiveness in conducting their charges. The information from the assessment below will be summarized in the Committee Summary Form and forwarded to the **College Council** for review. Suggested prompts are provided below.

### Charge and Membership

Review the committee charge and membership. If you find it useful, please distribute this question to the committee members and tabulate the results for inclusion in the Committee Summary Form.

Overall, how would you rate the effectiveness of the committee in meeting its charge?

- ☐ Very effective
- ☐ Somewhat effective
- ☐ Somewhat ineffective
- ☐ Very ineffective
- ☐ Don't know – N/A

What feedback and suggestions for improvement to the charge and membership do you have to make the committee more effective? (e.g., does the committee have the appropriate size and composition to do its work? Does the charge reflect what needs to be addressed?)

### Meetings

Please provide feedback and suggestions regarding the committee's meetings. (e.g., is the length of the meetings appropriate, does the day/time the committee meets work for all members, does the committee use its time effectively, are the minutes timely and accurate? Are actions identified and monitored in the meetings?)

### Participation

Please provide feedback and suggestions regarding committee participation. Assess the following: 1) participation and sense of belongingness, committee climate, and inclusive meeting practices (i.e., I feel comfortable/uncomfortable in this meeting space) and 2) participation and delegation of duties by the committee chair (i.e., I feel the opportunities to directly contribute are clear/unclear/unavailable to me?)

### Sub-Committee

Discuss how the sub-committee(s) is working regarding charge, membership, meetings, and participation.



# GOVERNANCE MANUAL

Spring 2022 Update

This manual is written in fulfillment of Administrative Procedure 2510–*Collegial Governance and Participation in Local Decision Making*.



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## I. Collegial Governance and Participation in Local Decision Making

MiraCosta Community College District (MCCD) has a long and rich history of collegial governance with broad participation across all constituent groups. The collegial culture at MCCD rests on a partnership in which faculty, staff, administration, and students participate in the decision-making process. This partnership flourishes when each group understands its own role and respects the roles of other constituent groups. Members of the district community have the authority and responsibility to make recommendations in matters appropriate in scope to their roles in the district. The level of involvement and the process for decision-making depends on the type of issue facing the college.

MCCD uses both formal assessment and informal feedback to make improvements. The governance structure is regularly evaluated as a whole, while committees annually review and assess their charge, composition, and meeting schedules. The groups discuss modifications needed and make recommendations for change to College Council, which is ultimately responsible for the effectiveness of the governance function of the college.

There are three basic categories of issues:

- A. **Governance:** A district governance issue is a policy, procedure, plan, or project that has an impact on the district as a whole. These include board policies, administrative procedures, strategic and master plans, and program review processes.
- B. **Operational:** Operational issues are those that involve the implementation of approved policies, procedures, plans, and programs. Administrative and other procedures frequently designate the division head, or the committee or individual that advises the division head, as responsible for operational decision-making within the parameters of the policy, procedure, plan, or program. Procedures that pertain to the internal functioning of a division and do not have districtwide impact may also be designated as operational.
- C. **Working Conditions:** Working conditions are those issues that affect employee groups related to wages, benefits, workload, and other terms and conditions of employment.

This manual focuses on the structure of governance within the district. Operational policies and procedures are maintained by the specific divisions or departments. Working condition issues are referred to the appropriate collective bargaining unit or employee group and are addressed as outlined in their respective collective bargaining agreements or employee handbooks.

## Governance System Organization

The governance system organization at MCCD reflects the ability to collegially address the three basic types of issues. In developing the governance system organization, the following goals were identified:

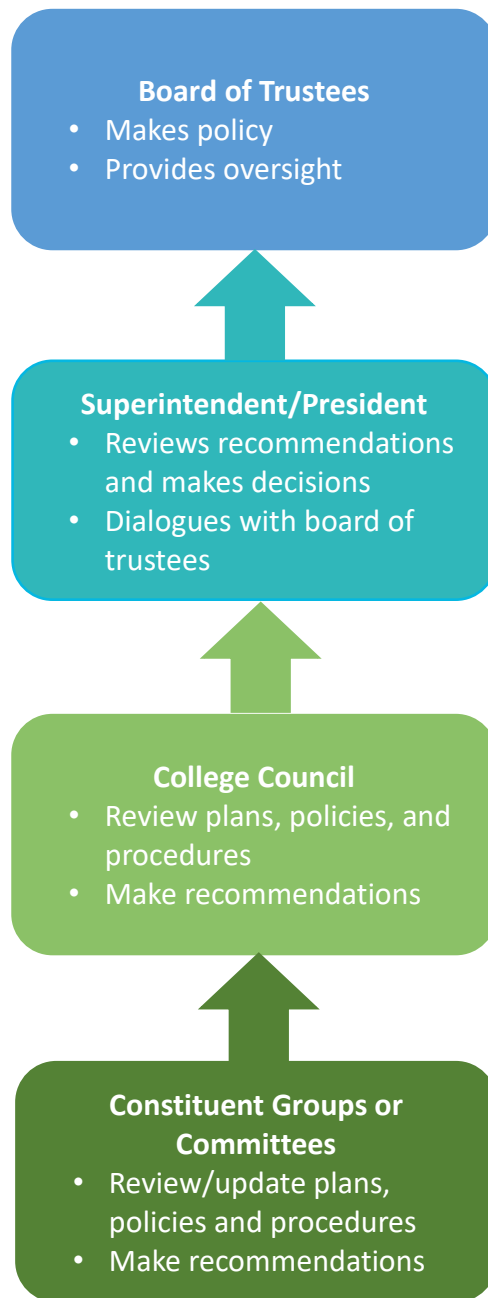
- A. Clarify and simplify the governance process to make explicit the scope, charge, authority, membership, and reporting relationships of each group assigned a role within it.
- B. Ensure the governance process encourages collegiality and broad, constructive participation by each group, while honoring discipline expertise when recommendations need to be made that directly affect a specific discipline.
- C. Preserve core institutional values. Enhance practices and procedures that have proven effective in the past while remaining flexible for changing circumstances. Adhere to prevailing statutes, regulations, policies, and procedures.
- D. Provide a reasonable, realistic, and balanced distribution of workloads imposed by the governance process.

The Board of Trustees is the ultimate decision maker on districtwide policies and master plans. The board delegates to the superintendent/president final approval of administrative procedures, operational issues, and strategic plans. The College Council is charged with directing policies, procedures, plans, and other matters to the appropriate governance committees and representative councils, and receiving recommendations back regarding those issues.

All new or revised board policies (BPs), administrative procedures (APs), or other governance issues routed to governance committee or representative and districtwide committees must follow the procedure detailed in this manual. Specific routing assignments can be found on the College Council webpage.

To ensure the college is working towards its commitment to equity and to becoming a racially just organization, as policies and procedures are reviewed, the [“Applying an Equity Lens to Policies and Procedures” schematic](#) is used.

### REVISED GROUP DEFINITIONS



<p><b>College Council:</b> The committee and division leadership that meets regularly to serve in an advisory capacity to the college superintendent/president.</p>
<p><b>Representative Committees:</b> A single constituency group that meets regularly and makes recommendations on governance issues to the College Council. Example: Academic Senate committee, Classified Senate committee, Administrators committee, Associated Student Government committee.</p>
<p><b>Districtwide Committee:</b> A multiple constituency group that meets regularly to make recommendations to College Council on policies, procedures, plans, programs, and projects. Example: Budget and Planning Committee, Outcomes Assessment Committee, Institutional Program Review Committee.</p>
<p><b>Subcommittees:</b> A group that meets either regularly or cyclically to address topics within the scope of the parent committee (either representative or districtwide) and makes recommendations to the same. The makeup of the subcommittee would be defined by the parent committee and may or may not include outside members or resources. Example: Academic Affairs Committee, Courses and Programs Committee, Diversity, Equity and Cultural Competency, MiraCosta Online Educators, facilities subcommittee of BPC, facilities master plan subcommittee of BPC.</p>
<p><b>Taskforce:</b> A group convened with a specific charge and timeline that is disbanded after the task is complete. Example: Streamlining Governance Taskforce, Mission Taskforce.</p>
<p><b>Workgroups:</b> A group created to explore options related to a charge that may require an unspecified period of time. Members may change over time based upon evolving needs. Recommendations are made to the parent group, committee, or individual. Example: Guided Pathways Workgroups.</p>
<p><b>Advisory Group:</b> These operational groups are not part of the governance structure, but participation still counts toward fulfilling institutional service. Example: Student and Success and Equity and Guided Pathways Advisory Group, Campus Advisory Group, Student Conduct and Police Advisory</p>

## II. Decision-Making on Governance Issues

The organization of governance at MCCD and the roles in decision-making depend on how a particular issue is categorized. The College Council routes governance issues to the governance committees and representative groups or committees. Once the College Council has routed a governance issue, the issue will thereafter be routed to that governance committee, unless a revised routing to a different committee and/or council is suggested.

### College Council

*Charge:* Serve as a governance group that makes recommendations to the superintendent/president. College Council is the primary advisory for college-wide matters.

*Responsibilities include:*

- A. Provide input on district policy and procedure development.
- B. Ensure that policies, procedures, plans, and other matters are directed to the appropriate governance, operational, or working conditions groups.
- C. Ensure that governance process and priorities, accreditation processes, integrated plans, and activities promote institutional effectiveness, through collaboration, assessment, communication, coordination, and refinement.
- D. Review Board of Trustees meeting dockets.

Facilitated by the superintendent/president.

*Composition:* Fifteen members composed of the superintendent/president, four divisional vice presidents, dean of Research, Planning, and Institutional Effectiveness, Academic Senate president and vice president, Associated Student Government president, Classified Senate Committee president and vice president, and chairs or co-chairs of each of the three districtwide committees.

*Website:* <https://miracosta.edu/governance/college-council/index.html>

### Districtwide Committees

Three districtwide committees address their respective, routed governance issues and forward their recommendation to the identified constituent groups or committees.

## **Budget and Planning Committee (BPC)**

*Charge:* BPC is responsible for formulating and recommending to the appropriate councils policies and procedures related to institutional, strategic, and integrated planning, grants and gifts, and budget management and preparation. BPC is also responsible for recommending tentative and final budgets, strategic and master plans, grant proposals, and resource allocation processes to the appropriate committee(s) or to the vice president, administrative services (VPAS).

*Co-chairs:* Co-chaired by a faculty member appointed by the Academic Senate president and an administrator appointed by the Administrative Committee. The faculty co-chair may serve for three years, nonrenewable. No term limits on the administrative co-chair.

*Composition:* Sixteen members including seven faculty members (includes co-chair), four administrators (includes co-chair), four classified staff members, and one student, each selected by the appropriate representative committee.

*Terms:* Faculty, classified, and student members serve for two-year appointments, renewable twice for a maximum of six consecutive years. Administrative members have no term limits.

*Website:* <https://miracosta.edu/governance/budget-and-planning-committee/index.html>

## **Institutional Program Review Committee (IPRC)**

*Charge:* IPRC is responsible for formulating and recommending to the appropriate committees policies and procedures related to the program review process and its associated standards, in cooperation with other governance committees (as required), and for ensuring incorporation of student learning and service outcomes assessment into institutional program review. IPRC is also responsible for assisting in the execution of the program review process, validating program reviews, and collecting feedback to act on process improvements.

*Co-Chairs:* Co-chaired by a faculty member appointed by the Academic Senate president and an administrator appointed by the Administrative Committee. The faculty co-chair may serve for three years, nonrenewable. No term limits on the administrative co-chair.

*Composition:* Sixteen members composed of seven faculty members (including the co-chair and outcomes assessment coordinator), four administrators (including the co-chair), four classified staff members, and one student, each selected by the appropriate representative committee.

*Terms:* Faculty, classified, and student members serve for two-year appointments, renewable twice for a maximum of six consecutive years. Administrative members have no term limits.

*Website:* <https://miracosta.edu/governance/iprc/index.html>

## **Outcomes Assessment Committee (OAC)**

*Charge:* The OAC is responsible for facilitating meaningful dialogue and assessment practices that support the ongoing improvement of student learning and institutional effectiveness. They provide planning, support, facilitation, communication, and leadership that will promote the achievement of college goals pertaining to outcomes assessment.

*Co-Chairs:* One administrator and one faculty; faculty term is three years, non-renewable. No term limit for administrator co-chair. Co-chairs are included in the identified composition.

*Composition:* Nine faculty appointed by the Academic Senate, ideally to include five faculty (one of whom should be an associate faculty) who represent general education: one each who teaches in English, math, natural sciences, art and humanities (excluding English), and social and behavioral sciences (note: if a faculty member from this group takes an absence during the academic year or if a volunteer from each discipline does not step forward, a substitute faculty member may be from a department already represented on the committee.), two faculty members from Career Education, and one faculty member from each of the following: counseling and non-credit. Committee membership also includes four administrators representing all divisions and a variety of employee groups (includes co-chair), four classified staff appointed by the Classified Senate, and one student appointed by the Associated Student Government. The faculty director of Online Education, the articulation officer, and the dean of Research, Planning, and Institutional Effectiveness will serve as resources.

*Terms:* All members (except student member) serve two year terms; terms are renewable twice.

Website: <https://miracosta.edu/governance/oac/index.html>

## **Representative Committees**

### **Academic Senate (AS)**

*Mission Statement:* It shall be the purpose for the Academic Senate to represent the faculty of MiraCosta College and thereby ensure a formal and effective procedure for participating in the formation of policies and procedures on academic, and professional matters.

*Major responsibilities include the following:*

- A. Promote and preserve the integrity of the educational program.
- B. Facilitate communication between the faculty, the superintendent/president, and the Board of Trustees.
- C. Develop equitable policies and procedures related to academic and professional matters, and promote their implementation.
- D. The Academic Senate shall review all proposals routed through the governance process. In academic and professional matters, the Academic Senate shall make



final recommendations to the Superintendent/President and/or the Board of Trustees, as appropriate.

- E. Assist the members of the faculty of MiraCosta College in exercising their voice in academic and professional matters.
- F. Develop, communicate, and encourage ethical and professional conduct.
- G. Make recommendations (to the administration and Board of Trustees) on academic and professional matters.
- H. Represent the faculty of MiraCosta College to other faculties, to the local Academic Senates of other colleges and universities, and to the Academic Senate for California Community Colleges, the Faculty Association for California Community Colleges, and other appropriate state and national organizations, concerning academic and professional matters.

*Chair:* Academic Senate president, elected at-large by the full-time faculty.

*Composition:* Seventeen members composed of the Academic Senate president (ASP), and alternating years vice president (ASVP) or president-elect (ASPE), the superintendent/president (who serves as a nonvoting member), one coordinating officer (CO), eight at-large members of the full-time faculty, and five at-large members of the associate faculty. ASP and ASVP/PE are elected by all faculty. The CO (alternating terms of full-time and associate) is elected by the representative faculty group in alternating two-year periods. Full-time faculty members are elected at-large by the full-time faculty. Associate faculty members are elected at-large by the associate faculty.

*Website:* <https://www.miracosta.edu/governance/academic-senate/index.html>

*Committees of the AS:* <https://www.miracosta.edu/governance/academic-senate/committees.html>

## **Administrators Committee (AC)**

*Mission Statement:* The Administrators Committee provides leadership and direction for the college community, facilitates collaboration and communication among departmental administrators, and serves as a resource in achieving shared goals.

*Major responsibilities include the following:*

- A. Appoint administrators to serve on governance committees.
- B. Serve as advisory committee to the superintendent/president.
- C. Make recommendations to the superintendent/president on actions by governance committees related to board policies and administrative procedures that have been routed to Administrators Committee.
- D. Make recommendations to the superintendent/president on district budgets.

- E. Make recommendations to the superintendent/president on district plans and accreditation self-studies that have been routed to Administrators Committee.

*Chair:* Administrators Committee chair, selected by the Administrators Committee.

*Composition:* All academic and classified administrators, six vice presidents (including AVP), and the superintendent/president.

## **Associated Student Government (ASG)**

*Mission Statement:* The purpose of the Associated Student Government (ASG) is to serve the collective needs of the students at MiraCosta College. Furthermore, the ASG shall endeavor to achieve this purpose with excellence and impart that standard to future ASG members.

*Major responsibilities include the following:*

- A. Appointing students to campus-wide committees.
- B. Participating in the development of district policies and annual budget.
- C. Adopting and overseeing use of an annual budget.
- D. Allocating funds for new programs/projects.
- E. Granting club charters.
- F. Providing and administering a program of activities and services for students.
- G. Engaging in advocacy efforts at the local, state, and federal levels that aim to improve the community college student experience.

*Chair:* ASG president, elected at-large by the students.

*Composition:* On average, the ASG is composed of twenty-six student members, including six elected officers (ASG president, student trustee, executive vice president, San Elijo Campus vice president, Community Learning Center vice president, and vice president for diversity, equity, and inclusion), four appointed executive officers (director of legislative affairs, director public relations, director of finance, the inter-club council vice chair), and the inter-club council chair who is elected through vote of the inter-club council. There shall be no less than 15 senator seats in the Associated Student Government, or one senator per 1,000 students enrolled by the first census date in the fall semester, whichever is greater, equally assigned to represent the Oceanside Campus, San Elijo Campus, and the Community Learning Center. The ASG may also appoint student-at-large positions as outlined in the ASG constitution.

*Website:* <https://miracosta.edu/governance/associated-student-government/index.html>

Committees of the ASG: <https://miracosta.edu/governance/associated-student-government/committees.html>

### **Classified Senate Committee (CSC)**

*Mission Statement:* MiraCosta College's Classified Senate represents the interests, issues and concerns of classified staff through involvement in collegial governance. The Senate officially represents classified employees in matters relating to working conditions and compensation agreements through the collegial meet and confer process. The Senate promotes continued professional development opportunities and collaborative efforts with faculty, students, and administration to support a positive and productive campus culture.

*Major responsibilities include the following:*

- A. Facilitate communication among the Classified Senate and the administration, the faculty, and the Board of Trustees.
- B. Participate in the development and formation of policies and practices as they relate to activities and functions of the classified staff.
- C. Make recommendations to the superintendent/president on actions by governance committees related to board policies and administrative procedures that have been routed to the Classified Senate.
- D. Make recommendations to the administration and the Board of Trustees on all other matters determined pertinent.

*Chair:* Classified Senate president, elected at-large by classified staff members.

*Composition:* Twelve to thirteen members composed of the Classified Senate president and vice president, the immediate past president (if any), the treasurer, the secretary, and eight senators. The superintendent/president and the vice president, human resources or designee serve as nonvoting advisors. All members (except the immediate past president) are elected at-large by classified staff members.

*Website:* <https://miracosta.edu/governance/classified-senate/index.html>

*Committees of CSC:* <https://miracosta.edu/governance/classified-senate/index.html>

### III. Governance Organization Evaluation Process

Recognizing the importance of continuous improvement and maintaining the vibrancy and currency of the governance process in the MCCD, the College Council, assisted by the office of Research, Planning and Institutional Effectiveness, shall perform an assessment of the governance structure and effectiveness every three years.

**In fall of the evaluation year:** An evaluation instrument (survey) is reviewed by College Council to measure the effectiveness of the governance organization in ensuring effective collegial governance and decision-making. The survey will be electronically administered anonymously to all constituents, including associate faculty, full-time faculty, all administrators, all classified staff members, and student leaders of the ASG. Results are forwarded for action, if any, to the College Council.

**In spring of the evaluation year:** The evaluation instrument (survey) to measure the effectiveness and efficiency of individual representative committees, districtwide committees, and subcommittees is administered to college constituents. The report summarizes the survey and discussion and suggests any changes to committee structure and function deemed necessary to increase the effectiveness of each governance committee. Results are forwarded for action, if any, to College Council.

**By April of the evaluation year:** Each representative committee, districtwide committee, and subcommittee will reflect on and discuss the charge, composition, strengths, and areas of improvement for their committee's effectiveness. Requests for modification to charge and composition will be forwarded to College Council.

**April through May of each year:** College Council reviews the survey results, specific representative committee, districtwide committee, and subcommittee recommendations, and requests for modification to the status of existing representative committees, districtwide committees, and subcommittees. Based on this review, the College Council decides on possible action(s).

**Throughout the year:** The College Council considers any requests for new representative committees, districtwide committees, and subcommittees or changes to the status or structure of existing governance organization committees.

**Changes based on evaluation process:** Any changes proposed are forwarded to all four representative committees for approval by the end of May and implementation the following fall.

*Approved and passed by Associated Student Government on April 22, 2022*

*Approved and passed by Administrative Council on April 22, 2022*

*Approved and passed by Academic Senate on May 6, 2022*

*Approved and passed by Classified Senate on May 17, 2022*

*Approved by consensus by College Council on June 9, 2022*