



## OFFICIAL MINUTES

### I. Call to Order

Academic Senate President, Leila Safaralian, respectfully acknowledged that MiraCosta is on the traditional territory of the Luiseño/Payómkawichum people. Today, the meeting place of MiraCosta College and its surrounding areas is still home to the six federally recognized bands of the La Jolla, Pala, Pauma, Pechanga, Rincon, Soboba Luiseño/Payómkawichum people. It is also important to acknowledge that this land remains the shared space among Kumeyaay and Ipai peoples. In addition, we pay respect to elders both present and past, the respected keepers of history, culture, wisdom and knowledge. The meeting was called to order at **9:02am**.

### II. Remote Member Attendance

No one requested remote participation under the provisions of AB2449.

### III. Roll Call

**Members present:** Robin Allyn (Coordinating Officer), Angela Beltran-Aguilar, Krista Byrd, Sunny Cooke (ex-officio), Karla Cordero, Shawn Firouzian, Genevieve Griffin, Jim Julius, Delores Loedel, curry mitchell (Vice President), Tyrone Nagai, Candy Owens, Brian Page, Hossein Ravanbaksh, Leila Safaralian (President),

**Members absent:** Don Love, Krista Warren

**Others present:** Carl Banks, Natalia Cruz, Denée Pescarmona, Aaron Roberts, Chris Tarman

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

### V. Changes to Agenda Order – None.

### 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.*

**The consent calendar was approved by unanimous consent with a revision to the minutes.**

### VII. Reports

#### A. Academic Senate President – Safaralian

Academic Senate President, Leila Safaralian, congratulated colleagues who were granted tenure by the Board of Trustees at their last meeting including Veronica Bloss, Richard Dicker, Robert Falero, Kaitlin Fisher, Kris Peck, JahB Prescott, Aaron Roberts, Krystle Taylor, and Linnie Trzoss.

It was announced that at the last AS meeting of the semester on Friday, May 19<sup>th</sup>, there will be a Faculty Recognition Celebration from 11am – 12pm to celebrate all faculty. A flier with a link to RSVP will be emailed soon. Recognition will include outgoing and incoming senators, AS subcommittee chairs, and Sean Davis as the Joyful Teacher. Angela Senigaglia is stepping down as chair of CPC. Her position is open and comes with 50% reassigned time. The deadline to apply is April 7<sup>th</sup>. Two emails were sent this week including one for faculty office assignments and the second for the great committee call for all

faculty with a deadline of April 7<sup>th</sup>. Two new committees were added to the list including MESA and Student Success, Equity, and Guided Pathways. MESA is looking for four STEM faculty to join the committee. Yesterday, Dean, Mike Fino, announced that the faculty sponsor for the MESA program will be Angela Beltran-Aguilar. Senators were reminded to share this information with their constituents after each meeting. On behalf of Adrean Askerneese and Thao Ha, it was reported that Zhenya Lindstrom is currently revising IFL job duties and responsibilities. These are some of the considerations for the new MOU: Next year will be a focus on IFLs working on Academic Maps with Zhenya's Lead; IFL collaborations with Work Based Learning Liaisons for ACP co-hosted events; IFL attendance at GP Institutes (1 during fall, 1 during spring); IFLs continue to hold monthly IFL meetings; IFLs give presentations to Academic Senate (topic and frequency to be determined); IFL participation in Extended Orientation opportunities for students (used to be called New Student Seminar); with the college's new structure under the IDEA office, the placement of ACP success teams is being determined. IDEA office will provide an organizational structure when task is complete. MCC team will attend the GP Institute March 22-24 in San Diego. ACP Spring retreat will be held on March 30, 11:30am-4:30pm at the CLC.

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

Superintendent/President, Sunny Cooke, reported that the last few days has been spent doing EOP (emergency operations procedures) training. There has always been an emergency operations group that has focused on planning for and dealing with and practicing for emergencies that might arise on campus. They are working on updating and modernizing their documentation and it is happening at each site. Asked everyone to save-the-date, April 21<sup>st</sup>, for the Spring Celebration of Excellence from 3-4:30pm to celebrate our own employees in the Oceanside cafeteria. This will be the first-time part-time faculty members will be recognized for their long-term service.

The new permanent state chancellor has been named. Dr. Sonya Christian will begin her role as of June 1<sup>st</sup>. She is the first permanent woman to be selected for this position and she is of Indian heritage. There has not been an appreciation for local governance and local control. It has not been a participatory governance at the state level, and they have a desire to make a system like the CSU system. With 116 diverse community colleges, this may not be a winning strategy for CA. One sign of the dysfunction is that no college presidents sit on the board of governors. At the state budget level, the deficit for revenue is much greater than the Governor had anticipated and are \$3 billion dollars shorter than projected. There is some desire to move one-time funds into next year to solve the problem. We are in for some hard times that will continue through 2025 with projected diminishing revenues.

**C. Classified Senate**

Carl Banks presented in the absence of Ingrid Phillips. The focus of CS in March will be to do the charge and composition review. CS has a leadership program that is training classified professionals to serve on CS and governance. There is a group project they need to produce. It was noted that some of the first people students see is a classified professional when they come to campus. This group was given documentation from the Chancellor's office. During the human connections conference, the idea of starting Caring Campus 2.0 with a focus on classified professionals came to mind. After classified professionals get things right, they can then parlay that into serving students. This leadership cohort was given the charge of creating a plan focusing on Caring Campus for classified professionals; practicing self-care as a body so they can be best for students. They will be presenting this at the April 14<sup>th</sup> CS meeting. It was also noted that CS elections are taking place over the March/April timeframe. Banks is serving in his last term as CS President.

**D. Associated Student Government**

ASG, Vice President at the CLC, Natalia Cruz, reported on behalf of Michael Potterf noting the first successful event with board games, video games, ping pong, live music, and more. It served as a great opportunity for students to connect with each other and learn about clubs and organizations on campus. The second event will take place on Friday, March 3<sup>rd</sup> with a film screening of Hidden Figures. Dr. Cooke wanted to recognize ASG Public Relations representative, Michael Potterf, who shared his powerful story at the ground-breaking ceremony for the new Media Arts building. He further shared the power of art along with the support he received from faculty and his peers.

**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.*

Safaralian reviewed the changes to the bylaws and rules in the attached document noting this is a first read and to share it with constituents for feedback.

**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.*

The AS President will appoint faculty to subcommittees and noted that some subcommittee chairs are stepping down. There is no official or formal document showing term lengths for committee chairs. The one exception is that the MOE chair is elected by its members every year. As well, the Awards Committee is led by the AS Coordinating Officer.

In May 2015 when Mike Fino was AS President, a document came to AS with a proposal that was never approved. Leila Safaralian shared a proposal to have three-year term length with an option of a one-time renewable term limit. This is a starting point, but if committees feel terms should only be two years then that is also okay. As well, if more time is needed to approve this document, then more time can be taken to do so. Discussion ensued and it was noted that some colleagues would like to serve as a chair, but if they haven't served on a committee, they are unsure and so perhaps they can start as a chair-elect to shadow the chair during that chair's third year and learn the job. The phrasing incoming chair rather than chair-elect is preferred. It was further noted that if there is a three-year term, year three would be designated for a new chair but it would then be a four-year commitment for the new chair. Is that too long? It was further asked, what if there is no chair-elect when a current chair may have to step down? It was also suggested that it is good to have something in place or formally written down for a new person taking over with a need for consistency between positions. It is agreed there is a need for a term limit and a way to bring new faculty into these positions.

The FA has written into their bylaws that the past president must sit on the committee to mentor the next president as the immediate past-president and serves on the executive committee. It's critical for, at least the presidency, that they would have to have served on council. Another way to support a new chair could be a group of past chairs, like a support group, that could be accessed by new chairs throughout their term.

**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.*

In Fall 2022 Charlie Ng brought these statements to AS and it was determined that PDP should review them. They put together a taskforce and made changes and approved them in February. They looked at what is valuable and guiding ideas, but they do not have to do all of these things. They made some small changes to wording, got rid of duplications, and synthesized and connected things. It better captures our value and autonomy for professional learning and collaboration, as well as equity and community. Took something not made by faculty and added their layer and this document reflects more of the campus than the original. The 10+1 is built into the system and structure. For the real core value, added a focus on trust and extrapolates humility, as well. What will be in what we make is a foundation of equity.

Pointed out the statement of third bullet, the Lodestar philosophy and welcoming various cultures.

Roberts asked that the ideas, values, and people who will be doing the work will be supported.

When asked where these statements will go, it was noted that these statements is what the steering committees will be using working together and working on their own individual charges. These documents will be posted and used for work the groups will do.

**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.*

Chris Tarman joined the meeting to help with guiding the process. It was noted that this process was added to the governance handbook that every three years, governance committees will conduct this evaluation publicly. The deadline to submit the evaluation is April 14<sup>th</sup> submitted to College Council.

Safaralian presented a slideshow noting there are four categories to be evaluated including committee effectiveness, committee meetings, committee participation, and subcommittee outcomes. It was also noted that AS subcommittees will evaluate themselves and report back.

Each category will be rated as either very effective, somewhat effective, somewhat ineffective, very ineffective, or don't know – N/A. It was agreed that the word "somewhat" be removed.

## **CHARGE AND MEMBERSHIP**

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

Academic Senate is a faculty body representing all full-time and associate faculty in academic and professional matters known as 10+1.

The AS retreat and learning about 10+1 in terms of having it before the semester started also gave the notion of how AS was going to operate and what responsibilities would be for senators. This was very effective. Feedback from a subcommittee chair noted that they thought there would be training for them as a new chair, but the retreat was mostly for senators. A way to improve could be to add some kind of onboarding and training for new subcommittee chairs.

In preparation about the next year maybe subcommittee chairs can have their own breakout session while AS senators do theirs. It was further noted that AS associate faculty have had a very difficult time reaching out to their constituents due to the technical issue of not having an email list that goes to their direct constituents. Hopefully this will be remedied as it is being worked on currently. For full-time faculty, there are specific constituents. Dr. Cooke noted that the list changes from semester to semester but will look at if HR can do something to get a global list that will need to be updated every semester.

It was again noted that the retreat was really helpful and suggested it might also be helpful to have a mock meeting as part of the retreat. That could help in terms of the procedures. Effectiveness is a two-way street; not only what is provided but what a person is willing to put into their role as a senator. Taking good notes and emailing highlights to constituents can surprise them. Some have never received anything from their Senate representative before. We are being very effective, but it takes everyone to be very effective.

It is helpful and insightful when student voices are included in the meetings and get the ASG representative perspective including events they are having or even concerns about accessibility of space and resources. With that kind of dialogue, we are effective to very effective.

There is a concern regarding talking about AS goals. There is barely enough time for that. Presentations are usually long, so we give folks 10 minutes to presenters. One of the goals is teaching and learning and there is a desire to have time to talk about that as well as, enrollment and onboarding. Senator reports are also important and need more time as well. There is not a desire to extend the length of the meeting, but these are two important things that need more time during the meetings.

It feels like the goals should be for two years because this feels the same during the first year of service on Senate. One year does not give enough time to reach the goals. If a goal is not met in the first year, it could continue into the next year. Another way would be to meet after the meeting.

Mitchell summarized the internal survey for discussion. The summary of the survey can be found at this [LINK](#). Categories on the survey included how do you feel about preparing for meetings, participating in meetings, representing your constituents, and your role in governance. There was also space for general feedback. For each category there were a lot of things called out. This summary included the top three areas of concern for each category.

There are three recommendations:

1. Create a Senator's handbook or "cheat sheet" that demystify, stabilize, and serve different areas of the work faculty do on senate, including how we prepare for, participate in, and take action following Senate meetings.
2. Create, resource, and sustain opportunities for Senators to connect to their own constituent groups. This can occur through goal-setting activities and/or facilitated discussion perhaps during Flex week or at the Cultivating Human Connections or meet and greets. This is something that will be sustained; not just Flex week, but perhaps mid-semester, as well, to keep these connections developing.
3. Devote time (during AS meetings or during the AS fall retreat) to an onboarding process specifically for Senator Reports or open conversations about our procedures.

For example, at the retreat, we could devote some time to Senator reports. Perhaps an activity where each person talks about a thing that they are in charge of such as Honors, for example. That could be put on a sticky note on a whiteboard and adding stickies to the whiteboard. At the end, everyone can grab a sticky and that becomes the Senator report. Another possibility is to devote 15 minutes towards the end of a meeting regularly to bring up a topic such as how is it going talking with constituents. It is a way to be transparent and a way to share some effective practices and feel a little more encouraged.

These are tentative recommendations. If anyone can think of more, let the taskforce know.

When asked about the report for the evaluation, Tarman noted he is not requiring anything other than the committees have these conversations what have been a really effective use of time. – just want the conversations to happen.

Dr. Cooke noted that the college used to do an evaluation of the Governance Manual but it said to do an evaluation of our governance system every year. We were not following that because it takes time and so they streamlined this to do a committee assessment every three years giving time to make recommendations, assess, and implement. This will be a baseline for this streamlined process. It was agreed that the answer for this category is, effective.

## **MEETINGS**

Meeting Schedule: First and third Fridays 9-11am. It was noted that there are other meetings that may conflict with this time such as ASG. IPRC meets the same time on alternate Fridays; however, when there are holidays, that can also be a conflict.

Making the meetings hybrid has been helpful to allow others to attend.

We use the time we have available effectively, sometimes there are more items to cover than what we might want to fit in the two hours. Given the block of time, we make good use of it. Is it even possible to make the meetings longer with other scheduling conflicts?

Some comments that came from the survey noted some of the more interesting moments is when others come and share what they are working on. Senate reports are also interesting for some.

It was noted that the Board struggles with the same thing. Governance work takes time. They have study sessions that allows them to go more in depth into a topic. You could, for example, use one meeting each month for only consent and discussion for the next.

## **PARTICIPATION**

Please provide feedback and suggestions regarding AS Senators participation.

Last spring, AS had, what for us, was a contentious debate on a particular issue with three nays which was considered a contentious vote. This body usually has a unanimous vote. It is appreciated from a collegiality standpoint but wonders for those who might have an opposing view, does the norm of unanimity hinder the presentation. Further wonders if one strongly disagrees is it okay and can we move forward? Everyone individually can answer that for themselves. It can also be intimidating for a new Senator. We follow Roberts Rules of Order, but there is another philosophy that says the majority vote should be supported whether right or wrong. However, further down the road if we noticed it was the wrong decision we can always go back and fix it. If everybody, including those who oppose something support it, then we will know if it was a good idea or not.

One thing about a meeting like this is that privilege is a certain kind of discourse and comfort. One at a time, people wait their turn that leads us in certain directions. We should imagine other ways of having interaction. MOE, for example, has moments of quiet where folks think about something before talking. They may have a Google document where everyone can spend ten minutes putting their own comments and thoughts simultaneously.

## **SUBCOMMITTEES**

Subcommittees will do their own evaluation and report to the AS President. Safaralian suggested an internal survey each year to learn where the improvement is needed.

Tarman finalized the discussion noting it is good to carve out this time to think about how we interact as a body and how we want to get work done. We can think of different ways to interact and make sure we have an inclusive meeting practice. Doing this from time to time, how we're working, looking at terms, is a good practice.

### **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.

Allyn gave thanks to the Academic Senate Presidents from last year and this year, Dr. Cooke, HR, administration, the office of instruction for creating this award to recognize associate faculty for their time and service. They will be mirroring the pins and so they will be distributing ten-semester pins.

There were some data limitations. Prior to the implementation of SURF, prior to spring 2002, those classroom and non-classroom faculty will receive a one-time Diamond Certificate for their long years of service and dedication to the college. AF will be recognized on April 21<sup>st</sup> from 3-4:30pm in Cafeteria at the Spring Celebration. Please RSVP.

## **X. Senator Reports**

Cordero reiterated about the two recent events including the first open mic night event where over 160 students and faculty attended. They also served over 80 students virtually for a writing workshop. There will be another open night mic event on March 30<sup>th</sup>.

Firouzian announced the Data Science Educators Panel that will occur on April 21<sup>st</sup> at SAN. If content is relevant to your class, faculty may consider extra credit for students to attend. It is open to faculty, students, and community members.

Julius announced that next week is open education week and is a global event. If interested, you can tune in to over 200 workshops being held around the world about OER and they are flex eligible. In March MCC will receive \$100K to help develop zero textbook costs for Sociology. Reach out to Julius or Lauren McFall for more information.

Ravanbaksh noted that the CLC celebrated the annual reading festival and gave a shout out to Angela Senigaglia for her work on this. Students attended virtually and in-person. Sessions were recorded and will be available soon.

Beltran is excited about her new role for MESA starting in fall 2023. Her role will be to resurrect or start a new student club. She will be recruiting students for the club, in particular, students who are in STEM. A specific sized space is needed to study. If you have any students this semester, summer, or next semester who are interested, refer them to her. She is also a newly rehired online mentor. If anyone needs help, reach out to her or other mentors for online learning.

Loedel mentioned she attended the Vista HS Futures Fair noting it was interesting to talk to high school students and get their perspective. She also attended the last ASG meeting and was very impressed.

Pescarmona gave a shout out to Loedel for her leadership with PTK.

Owens noted that EOPS gives a \$350 book voucher to students; but, if the vouchers are not used, the money goes back into the EOPS account, and every dollar goes back to the EOPS students. If instructors have books to donate, they can send them to EOPS in the 3500 building in breezeway and drop off the books to the loan program. The textbook loan program is open to all students. EOPS was just awarded funding to have a NextUp program for current and former foster youth. She will share the eligibility criteria for the next AS Newsletter. They also have a Rafi program in place now.

Cruz mentioned ASG that at the movie nights she met so many new faces. There is a need for students to access their SURF and Canvas accounts. She is organizing workshops to be held at the CLC to help with navigating Surf and give tech support. Terms are every 8 weeks at the CLC and so they will hold this off until the next 8 weeks of classes.

Allyn announced that applications for the Leon Baradat Award are due March 12<sup>th</sup>. Nominate an AF and FT who shows excellence in the classroom and governance. Also, save-the-date for the next Health and Wellness Expo on April 11<sup>th</sup> from 11am – 1pm.

## **XI. Adjournment – The meeting adjourned at 11:31am.**