



## OFFICIAL MINUTES

- I. **Call to Order** – The meeting was called to order at 10:15am.
- II. **Roll Call**

**Members present:** Angela Beltran-Aguilar, Robin Allyn, Shawn Firouzian, Julie Graboi, Rachel Hastings, Jim Julius, Don Love, curry mitchell (President-Elect), Candy Owens, Brian Page, Leila Safaralian (President), Nate Scharf, Alexis Tucker-Sade, Krista Warren

**Members absent:** Sunny Cooke (ex-officio), Erica Duran, Hossein Ravanbaksh

**Others present:** Theresa Bolanos, Xuchi Eggleton, Scott Fallstrom, Stacey Hull, Jim Sullivan,
- I. **Retreat Agenda**
  - A. **Introduction Activity** – *Jim Julius*

Description: *We will share answers to ice-breaker questions in small groups.*

The Senators divided into small groups and took turns answering question prompts with each other as shown in the attached document.
  - B. **Team Building Activity** – *curry mitchell*

Description: *This hands-on group activity will highlight the importance of working together to create and solve a challenge.*

Senators remained in their small groups and played the game of Hanabi. Instructions for the game are attached to these minutes. Senators came back together to reflect on the game and share how it allows them to conduct work in terms of communication, trust, and more.
  - C. **Our Role as Academic Senate** – *Leila Safaralian*

Description: *We will discuss the role Academic Senate plays in shared governance and issues around Academic Senator responsibilities, the Brown Act, parliamentary procedure, meetings guidelines, and academic and professional matters (10+1).*

Introductions were made. A QR code to the new Academic Senate website was shared and can be found on the second slide in the attached slideshow.

The following was explained: What is the Academic Senate? and Consult Collegially.

MCC Academic Senate: AS Primacy (10+1 per Title V). It was noted that +1 primacy can be vague and may overlap with the FA, the AF union, and the district. +1 Primacy is other academic professional matters as mutually agreed upon between the governing board and the Academic Senate. The nine subcommittees of the Academic Senate were introduced including AAC, the Awards Committee, CPC, DEqCC, the Equivalency Committee, MOE, FLEX/PDP, SLC, and SAC. These are all Brown Act committees. Meetings, quorum, and voting of the AS (Article 6 of the Bylaws) were described.

The rules of the Brown Act including were explained individual teleconferencing and the rules of AB2449 that explains remote participation via Emergency and Just Cause conditions. Meeting guidelines were noted as they relate to The Brown Act. Robert's Rules of Order and Parliamentary Procedures were also noted and explained. Academic Senate Bylaws include basic provision for AS committees. Academic Senate Rules includes more detail on conducting meetings and associate faculty member voting.

Duties of AS members (Article 4 of the Bylaws) were noted. Sample welcome emails and regular update emails to constituents were shared. Further, two links to websites concerning Ethics Training were shared.
  - D. **Working Lunch** – at 12:30

The Senate continued discussion about the Academic Senate role and responsibilities during lunch.
  - E. **Goals Setting** – *Leila Safaralian / curry mitchell*

Description: *We will discuss creating SMARTER goals: Specific, Measurable, Achievable, Relevant, Timebound, and have an Evaluation mechanism. We will also review prior AS goals. Guiding questions will include: How can we partner with ASG and Classified Senate to strengthen our goals? How can AS Subcommittees align their committee goals to AS goals? How do these goals align with institutional work of redesigning the student experience? How do these goals align with the institution's Mission, Vision,*

### *Values, and Commitment?*

Senators continued in their small groups to discuss possible AS goals for the 2023-24 academic year. Afterwards, each group briefly shared their ideas. The AS leadership team collected their papers and will bring this back at the next meeting for further discussion.

Robin Allyn, Jim Julius, curry Mitchell, and Leila Safaralian shared about the three goals from last year; 1. Teaching and Learning, 2. Welcoming / Onboarding, and 3. Enrollment and Course Offerings. It was noted that the college will look at different enrollment management systems to determine which one MCC will use.

Senators divided into groups and as noted on the attached slideshow, were tasked to discuss goals and to discuss their thoughts on the Academic Senate priorities and prior goals and to write out what goals ought to shape AS work this year.

<b>Teaching &amp; Learning</b>	<b>Faculty Initiatives 10+1</b>	<b>Responsibilities</b>
High-impact practices	Equity Practices in Committees	Academic Calendar Review
HyFlex	Online Programs	Legislation
AI	SURF Review	Grants
C3	And more	Redesign Student Experience (Guided Pathways)
And more		And more

One person from each group reported:

Robin Allyn reported on behalf of her group. They discussed:

- Continuing on liquid syllabus work (AS was asked to come up with a better name)
- Research and promote digital badging – learning skills in the classroom.
- SURF – noting it is not user friendly.

Alexis Tucker-Sade reported for her group. They discussed:

- To reaffirm Teaching and Learning as central focus of MCC through fostered collaboration with all constituencies.

Leila Safaralian noted her group discussed:

- Different challenges for students – after classes – articulation – certification – to transfer to universities IGETC and CALGETC

Suggested a goal for AS could be a more structured dialogue with students. Student leadership group can come to AS to speak. Need to hear student voices.

curry mitchell reported on behalf of his group. They discussed:

- Program completion – modalities – fully on ground, fully online, degrees to transfer, honors.
- Identifying the invisible course or the course that doesn't transfer.

Opportunity to do a better job with faculty on committees doing the work but not talking to each other.

- Meshing subcommittees – faculty community – a possible town hall style interaction – stronger together – collaborate more with standing subcommittees in areas that overlap.

Noted people are overwhelmed when asked to serve on a committee.

Rachel Hastings reported on behalf of her group. They discussed:

- AI conversation and academic integrity – pitfalls and challenges
- Equity conversation
- Efficacy of 8-week courses

All notes were collected, will be consolidated, and brought back at the next meeting.

## **II. Adjournment** – The meeting adjourned at 2:15pm.



Academic Senate  
Retreat  
Icebreaker  
August 2023

# Teams

Angela  
Erica  
Hossein  
Scott

Debby  
Jim J.  
Rachel  
SHawn  
Xuchi

Don  
Krista  
Maria  
Nate  
Robin

Alexis  
Candy  
Jim S.  
Leila  
Mikala

Brian  
curry  
Julie  
Stacey  
Theresa

# Discussion #1

What's the best thing you ate or cooked this summer?

What movie or book or album did you especially enjoy this summer?

What's the most memorable location you visited or event you attended this summer?



# Discussion #2

What work-thing were you able to completely block out this summer?

What work-thing did you try to ignore but was too hard to shake this summer?

What work-thing did you want to devote time to thinking about this summer?



# Discussion #3

In your faculty role, which 10+1 area has been especially relevant to you?

As an academic senator or subcommittee chair, which 10+1 issue will be newly important to your work?

Looking at the 10+1 list, what is a specific area or project or issue that the AS should prioritize this year? Why?



12:00

# Team Building with a Cooperative Card Game



by [Antoine Bauza](#), game designer and teacher  
花火 (Hanabi) is the Japanese word for “Firework”

We are fireworks makers!!

Our biggest show is about to start, but our fireworks are mixed up!

The fuse is lit. We need to hurry! We can't disappoint the people!

Help each other not panic, talk through the process, and help each other assemble 5 spectacular fireworks!!!



# Hanabi – Getting Ready to Play



- Place 8 clock tokens face up
- Stack 3 fuse and 1 blast tokens, longest fuse on top
- Place cards face down in a deck
- Draw 4 cards each
  - don't look at your own cards!
  - hold your cards so the other players can see

# Hanabi – The Game

The player with the most colorful clothing starts, then play proceeds clockwise



When it's your turn, choose 1 action

1. Give a Hint
2. or Discard a card
3. or Play a card

**An Interesting Constraint:** when it is your turn to play, your teammates should not comment or try to influence your decision

# Hanabi – The Game

## 1. Give a Hint to just one player and be very specific



Must turn a Clock Token face down

- Give a Color Hint

- “You have two yellow cards, here and here”
- “You have no blue cards”

- Give a Value Hint

- “You have a 5, here”
- “You have no 2s”

# Hanabi – The Game

## 2. Discard a card to get more time



Must turn a Clock Token face up

- Announce, “I am discarding”
- Remember, no looking!
  - (and no hints from teammates)
- Discard a card face up in a pile
- Take a new card

# Hanabi – The Game

## 3. Play a card to assemble a firework!



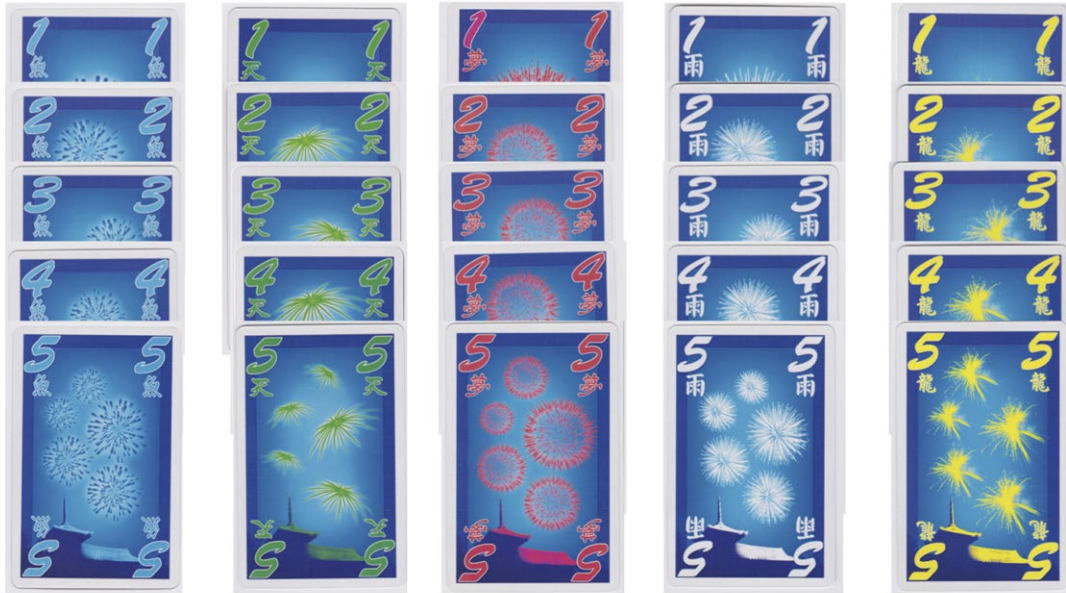
Placing a card causes 1 of 2 things

1. The card begins, adds to, or completes a firework
  - Place the card, then draw a new one
2. The card does not help assemble a firework
  - Discard, draw a new one, and remove one fuse from the pile

Don't panic! There's still some fuse left!!

# Hanabi – Making a Firework

Assemble your fireworks in the middle of the table



Only 1 firework set of each color

A firework must start with 1

A firework cannot repeat numbers

A firework is complete when it rises with 1, 2, 3, 4, and 5

- There are duplicates of all cards except 5s

Turn a Clock Token face up when a firework is complete!

# Hanabi – End of the Game

The firework show starts in 1 of 3 ways



1. The fuse runs out
  - The fireworks go off suddenly!
2. All fireworks assembled!!!
  - With time and fuse left, relax and admire a stunning show!
3. A player draws the last card
  - Everyone plays a final turn; do your best!!

# Hanabi – The Firework Show!

Find out how the crowd enjoyed your show by adding up the largest value card for each of the fireworks assembled



0-5 - **Oh dear!** The crowd is worried for you

6-10 – **Umm...** Some polite clapping

11-15 - **OK!** A viewers are excited

16-20 - **Good!** The audience is pleased.

21-24 - **Very good!** The audience is stoked!

25 - **Legendary!** You've changed some lives tonight



# Hanabi – About that “Interesting Constraint”

## Communication is essential *and* constrained in Hanabi



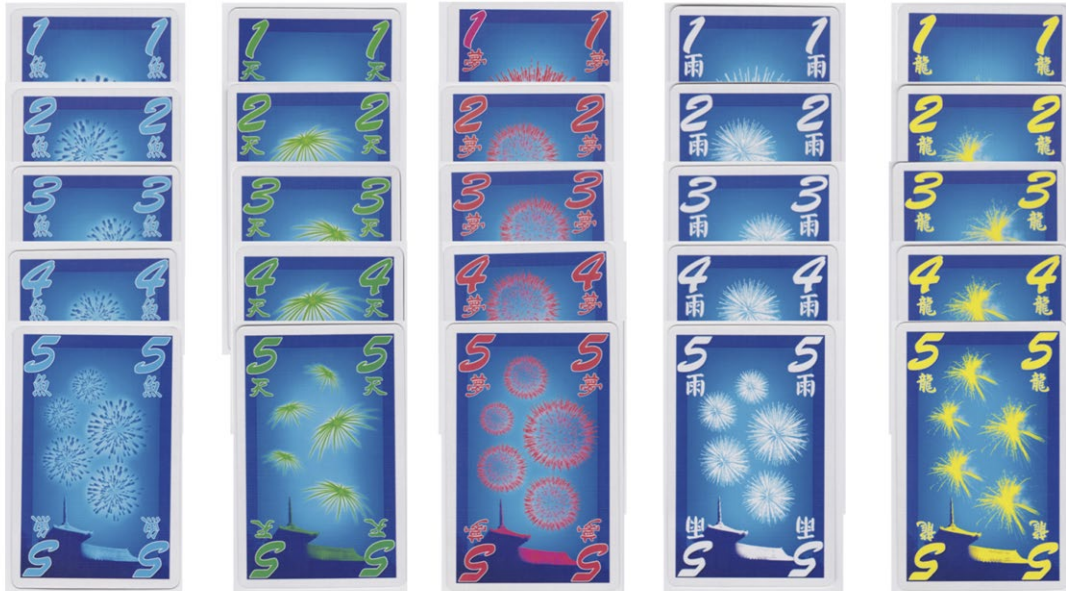
**An Interesting Constraint:** when it is your turn to play, your teammates should not comment or try to influence your decision

### Bend this “Rule”

- Process together
  - “I don’t know what cards I have”
- Share Strategies you Discover
  - “Oh! Hold cards you want to discard sideways to keep track”
- Trust Each Other’s Hints

# Hanabi – Our Goal

Learn *and* perform a new task by relying on each other



## Collaboration not Perfection

- You're learning a new process *and* your being asked to perform
  - cognitive load
- Strive to perform well
- Strive in your collaboration to be compassionate to yourself and your teammates



# **ACADEMIC SENATOR RESPONSIBILITIES**

**Presented by: Leila Safaralian**

**August 2023**

# WELCOME ACADEMIC SENATE, 2023-2024

**Leila Safaralian**, President

**Curry mitchell**, President Elect

**Jim Julius**, Coordinating Officer

**Angela Beltran Aguilar**, Senator

**Erica Duran**, Senator (New)

**Shawn Firouzian**, Senator

**Rachel Hastings**, Senator (New)

**Nate Scharf**, Senator (New)

**Alexis Tucker Sade**, Senator (New)

**Don Love**, Senator

**Candy Owens**, Senator

**Robin Allyn**, Senator

**Julie Graboi**, Senator (New)

**Brian Page**, Senator

**Hossein Ravanbaksh**, Senator

**Krista Warren**, Senator



# WHAT IS THE ACADEMIC SENATE?

1. Body that represents the Faculty to the Board of Trustees and President/Superintendent in matters related to academic and professional matters.
2. **Recommending** body on policy around **academic and professional matters** (Title 5 section 53200). Recommendation not suggestion.
3. Deliberative body entitled by Board Policy 2510 defining the **10+1** areas of primacy for MiraCosta College faculty.
4. Collaborative body: “The Board or its designees will **consult collegially** with the Academic Senate on all of the listed academic and professional matters and will rely primarily on the advice and judgment of the Academic Senate” (BP 2510, and Title 5 section 53203)



# CONSULT COLLEGIALLY

**Consult collegially** means that the district governing board shall develop policies on **academic and professional matters** through either or both of the following:

1. Rely primarily upon the advice and judgement of the academic senate,  
**OR**
2. The governing board, or its designees, and the academic senate shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.



# MIRACOSTA COLLEGE ACADEMIC SENATE

- Created in 1963, the MiraCosta College Academic Senate is among the oldest Community College Academic Senates in the state.
- By the late 1970s, it had helped develop a collegial governance process that became a model in the state.
- The passage of AB 1725 in 1988 confirmed the Academic Senate's role as the college's primary voice in academic and professional matters.
- MiraCosta College's Academic Senate affirms its commitment to a broad and inclusive vision of collegial governance.



# ACADEMIC SENATE PRIMACY (10+1 PER TITLE V)

1. Curriculum, including establishing pre- requisites and placing courses within disciplines. (CPC)
2. Degree and certificate requirements.(CPC)
3. Grading policies. (AAC)
4. Educational program development. (CPC)
5. Standards or policies regarding student preparation and success. (CPC)
6. District and college governance structures, as related to faculty roles. (AS)
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports. (AS)
8. Policies for faculty professional development activities. (PDP)
9. Processes for program review. (IPRC)
10. Processes for institutional planning and budget development. (BPC)





# ACADEMIC SENATE PRIMACY (10+1 PER TITLE V)

- **+1 Primacy.** Other academic and professional matters as **mutually agreed upon between the governing board and the academic senate.**
- Academic calendar (AAC)
- Prioritization of full-time faculty hiring (AAC)
- Program discontinuance procedures, in alignment with program review (CPC)
- Equivalency procedures (Equivalency Committee)
- Policies and procedures protecting academic freedom (AAC)
- Recommendation on tenure and professional advancement (TREC)

# AS GOVERNANCE SUBCOMMITTEES

**There are 9 Academic Senate Subcommittees:**

- **Academic Affairs Committee (AAC)** – Chair: Stacey Hull
- **Awards Committee** – Chair: Jim Julius
- **Courses and Programs Committee (CPC)** – Co-Chairs: Theresa Bolanos & Scott Fallstrom
- **Diversity, Equity and Cultural Competence Committee (DEqCC)** – Xuchi Eggleton
- **Equivalency Committee** – Chair: Jeff Ihara
- **MiraCosta Online Educators (MOE)** – Chair: Jim Julius
- **Professional Development Program / FLEX (PDP)** – Chair: Aaron Roberts
- **Sabbatical Leave Committee (SLC)** – Chairs: Trisha Hanada-Rogers & Gail Meinhold
- **Salary Advancement Committee (SAC)** – Chair: Donny Munshower



# MEETINGS, QUORUM, AND VOTING OF THE ACADEMIC SENATE (ARTICLE 6, BYLAWS)

1. A 72-hour notice and agenda shall be posted and sent to all faculty members, full-time and associate, prior to a regular Academic Senate meeting.
2. A 24-hour notice and agenda shall be posted and sent to all faculty members, full-time and associate, prior to a **special Academic Senate meeting**.
3. Meetings may be held at multiple locations via teleconference, in accordance with the Meeting Guidelines, and in accordance with applicable laws and regulations.
4. A majority of the members must be present at a meeting before a vote can be taken at the meeting. There are 17 members of the academic senate and **we need 9 to have quorum**.
5. Academic Senate members shall not vote by proxy, or assign their votes to other Academic Senate members.



# BROWN ACT MODIFICATIONS

## Individual Teleconferencing Rules in AB2449

- ❖ Emergency circumstances
- ❖ Just Cause
- ❖ Quorum would need to be in one room (open to the public)
- ❖ Limitations – 20% of AS meetings (about 3 meetings in calendar year)

# BROWN ACT MODIFICATIONS

## **Emergency & Just Cause Conditions**

- **Emergency circumstances:** physical or family medical emergency
- **Just cause:**
  - Childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner
  - Contagious illness
  - Physical or mental disability not otherwise accommodated
  - Travel while on official business of the legislative body or another state or local agency

**Note:** Just Cause provisions are consent because the law says there is no formal need for approval.



# MEETING GUIDELINES: BROWN ACT

- In 1953, the California legislature passed the Brown Act, a law designed to protect the public's right of access to the decision-making processes of local agencies (referred to in the Act as "legislative bodies").
- In 1983, the State Attorney General's Office issued an opinion that community college academic senates are legislative bodies. Although these opinions have never been tested in court, the following guidelines were originally established by the Academic Senate Council in 2004 in accordance with the Brown Act and its emphasis on open meetings. These guidelines were revised in 2018.
- These guidelines apply to the Academic Senate and subcommittees of the Academic Senate.
- **Ad hoc groups** (i.e., taskforce) of the Academic Senate and ad hoc groups of subcommittees are not subject to these guidelines as long as (1) they are composed solely of members of their parent body, (2) they do not constitute a quorum of the parent body, and (3) they are time-bound (i.e., the group completes its charge within a specific timeline).



# MEETING GUIDELINES: BROWN ACT

- Definition of a Meeting
- Teleconferencing
- Public posting of meeting agendas
- Right of the public to address a meeting
- “Serial meetings”
- Recording of meetings
- Reporting of Actions Taken and Votes
- Closed sessions
- Essential Elements of the Agenda

# ROBERT'S RULES OF ORDER – PARLIAMENTARY PROCEDURES

The parliamentary procedure was created to keep organizations running in a smooth and efficient manner. It is a code of ethics that needs to be followed by the organizations to conduct meetings. **Robert's Rules of Order** is the most common guide for the parliamentary procedures.

**1. An agenda** must be created before each meeting to show the order of business and it must include:

- call to order
- roll call (to check the quorum)
- change to agenda order
- consent calendar which includes minutes of the previous meeting and the AS president calls for the approval of the consent calendar.
- Reports
- information/presentations
- new business
- old business
- Academic Senator reports, adjournment.





# ROBERT'S RULES OF ORDER – PARLIAMENTARY PROCEDURES

**2. Main Motion:** to introduce business to the group and it needs to be second by another person to show that at least one more person wishes the motion to be considered. It starts with “I move ...” and it is:

**Debatable:** the motion can be discussed and argued by members.

**Amendable:** the motion can be modified by adding or subtracting from the main motion. It requires a second and it's also debatable, amendable, and requires a majority vote. When an amendment passes, it becomes part of the main motion.

**Requires a majority vote:** it needs to get more than half the votes to be approved.

**3. Tabling a motion:** in some cases it may be necessary to delay action on an item until more information is gathered on the motion. It requires a second and the majority votes. This is not amendable or debatable.

**4. Adjourn:** is to formally end the meeting.



# ACADEMIC SENATE BYLAWS AND RULES

## **Academic Senate Bylaws**

Bylaws include basic provisions for AS committees. Defines purpose, functions, and membership of the AS. Lists officers, terms of office, and election basics. Lists fundamental requirements for calling and conducting meetings, including voting.

## **Academic Senate Rules**

Includes more detail on conducting meetings and associate faculty member voting. Lists officer and member duties in detail. Contains detailed election procedures. Provides for recalls and resignations. Describes constituent groups and AS members' related responsibilities. Describes establishment, membership, and reporting responsibilities of ad hoc and standing committees. Provides procedure and timing for placing items on an AS agenda.



# DUTIES OF AS MEMBERS (ARTICLE 4, BYLAWS)

1. Attend Academic Senate meetings regularly.
2. Review thoroughly all Academic Senate materials sent to them before the meeting in which the materials will be discussed.
3. Read everything received if it is in regard to their job as a senator.
4. Ensure that only documented **facts** are raised and discussed. Personality conflicts, feelings, impressions, and hearsay about others are irrelevant, and shall not be raised or discussed during Academic Senate meetings.
5. Read and follow all Academic Senate-approved documents containing policies and procedures in which the Academic Senate has a role.
6. Help identify, prioritize, and accomplish the Academic Senate's annual **goals**.
7. Represent Academic Senate as liaisons to groups or committees as authorized.



# DUTIES OF AS MEMBERS (ARTICLE 4, BYLAWS)

1. Keep constituents informed of Academic Senate issues and decisions.
2. Solicit input from constituents when the Academic Senate or President has instructed them to do so.
3. Accept input from constituents without regard to medium (e.g., voice mail, phone conversation, face-to-face discussion, email, letter), and act as a representative to constituents by relaying such input at Academic Senate meetings.
4. When requested, maintain the confidentiality of constituents providing input.
5. Inform a constituent immediately that an item will not be taken to the Academic Senate if a constituent's identity cannot be protected if confidentiality was requested, or if an item a constituent asks to be presented to the Academic Senate **is inappropriate for Academic Senate review.**



# EMAIL TO CONSTITUENTS - WELCOME

Hello Colleagues,

I am a recently elected Senator to the Academic Senate for 2022-2023, and you are listed as one of my constituents. As such, I would like to introduce myself. I am (share your faculty position and discipline here). I've been teaching at MiraCosta as (share your role(s) at MCC, how long you've worked at MCC, and anything else you would like to share about yourself).

My plan is to keep you informed with (describe your plan for record keeping and , such as a running google doc) which will include agenda links and brief highlights of items that I think you'll find noteworthy. To share your questions and input on these agenda items with me, you can (describe how you would prefer your constituents to correspond with you, such as commenting directly on the Google doc and/or sending you an email). And, of course, I'm also happy to (describe alternative means of communication and collaboration, such as scheduling Zoom meetings, phone calls, or in-person, etc).

Looking forward to engaging with you all and providing representation in the AS for the coming year!



# EMAIL TO CONSTITUENTS - REGULAR UPDATE

Hello Colleagues,

(Add a personal, timely greeting).

Here is an update on a few items/issues the Academic Senate is currently addressing that I think you should know about:

- (add a brief description of item/issue)
- (add a brief description of item/issue)
- (add a brief description of item/issue)

(This paragraph may not be needed; use when appropriate) These agenda items/issues stand out because (add brief insights about sides of a stakeholder debate, an upcoming decision, 10+1 concerns, possible consequential outcomes, and/or other faculty interests at stake).

The next AS Meeting is scheduled for Friday (add date). Look for the agenda in your email inbox, which will be sent to all faculty soon.

If you would like to know more, remember you can find my records of AS Meetings (add link or attach file). If you have questions or input to share with me, please (add reminder of your preferred means of communication). And if you would like to have a conversation with me, we can (add reminder of your preferred means of collaboration).

Thank you for your engagement in our governance process,



# ETHICS TRAINING

<http://www.fppc.ca.gov/> (AB 1234 Local Ethics Training - Fair Political Practices Commission)

<http://localethics.fppc.ca.gov/login.aspx> (create a login; it is a 2 hour online training)



## Thank You!







# **ACADEMIC SENATE GOALS, 2023-24**

**Presented by: Leila Safaralian & curry mitchell**

**August 2023**

# REVIEW OF PRIOR AS GOALS

10 minutes

## 1. Teaching and Learning Info Graphic

[DRAFT - DEI in Curriculum - Culturally Responsive Teaching Practices.pdf - Google Drive](#)

[https://www.asccc.org/sites/default/files/CCC\\_DEI-in-Curriculum\\_Model\\_Principles\\_and\\_Practices\\_June\\_2022.pdf](https://www.asccc.org/sites/default/files/CCC_DEI-in-Curriculum_Model_Principles_and_Practices_June_2022.pdf)

## 2. Welcoming/Onboarding Website

## 3. Enrollment and Course Offering



# ACADEMIC SENATE PRIORITIES FOR 2023-2024

5 minutes

<b>Teaching &amp; Learning</b>	<b>Faculty Initiatives 10+1</b>	<b>Responsibilities</b>
<ul style="list-style-type: none"><li>•High-impact Practices</li><li>•HyFlex</li><li>•AI</li><li>•C3</li><li>•And more</li></ul>	<ul style="list-style-type: none"><li>•Equity Practices in Committees</li><li>•Online Programs</li><li>•SURF Review</li><li>•And more</li></ul>	<ul style="list-style-type: none"><li>•Academic Calendar Review</li><li>•Legislation</li><li>•Grants</li><li>•Redesign Student Experience (Guided Pathways)</li><li>•And more</li></ul>

# DISCUSSIONS

Work with your Team

15 Minutes

Discuss your thoughts on the Academic Senate priorities and prior goals and use the whiteboards to write out what goals ought to shape our work this year.



# LARGE GROUP DISCUSSION

30 Minutes

- Share out and make connections
- Discuss how we might choose and fine-tune our ideas to shape SMARTER goals: Specific, Measurable, Achievable, Relevant, Timebound, and have an Evaluation mechanism.



## Thank You!

