

OFFICIAL MINUTES

Members present: Robin Allyn, Adrean Askerneese, Yesenia Balcazar, Robert Bond, David Bonds, Laura Carlsson, Rick Cassoni, Sunny Cooke (ex-officio), Maria Figueroa (President), Thao Ha (Coordinating Officer), John Kirwan, Luke Lara (President-Elect), Susan Pynes, Hossein Ravanbaksh, Krista Warren

Members absent: Steven Deineh

Others present: Diane Dieckmeyer, Ruth Gay, Jim Julius, Jennifer Paris, Angela Senigaglia

I. Call to Order – The meeting was called to order at 9:06am.

II. 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.

III. Changes to Agenda Order – None.

IV. Reports

A. Academic Senate President – Maria Figueroa

- Discussion occurred regarding campuses response to Covid-19. Senate leadership has been participating in meetings providing feedback and guidance for brainstorming. VP of Instruction, Diane Dieckmeyer will send out a clear and consistent message today. Wants to ensure that faculty and the campus knows Senate has been involved in the process. There are a lot of moving parts and layers.
- Dieckmeyer noted there have been a number of meetings and another scheduled for this afternoon. More and more people are participating with each meeting. Conversation has been collaborative and focused on solutions to meet the needs of students. In trying to figure out what students need, thanks went to Jim Julius as we transition courses to online or some other remote fashion. Sean Davis is working with Julius so there will be a lot of training and workshops. A message will go out to faculty, students, and employees with more information and the focus is the needs of faculty and how to transition students. Appreciate non-credit faculty who have been working without a dean. Have met with them and are fine tuning the transition. Notified the state Chancellor's office this morning with an emergency addendum for distant education. Will determine information needed to send to the state.
- It was noted that both Zoom and Canvas are working to upgrade the scale for the need of these platforms.

B. College Superintendent/President – Sunny Cooke

- It was explained what is happening in our region and how we are coordinating with other institutions.
- Four scenarios have been given. MCC has been operating at a level 1. There are guidelines based on accurate testing of the disease. There is not a good count of who is sick. As of yesterday, San Diego County has six confirmed cases of the disease. MCC is currently between a level 2 and 3. UCSD was first to say they are moving to an online platform for the remainder of the spring semester. Every community college in our area is doing the same. We are coordinating with all colleges and regularly communicating with them.
- This is two-pronged approach to mitigate the spread of the virus. Through social distancing and space and to control the volumes of people around each other. Two principles of which we are acting.
- MCC is trying to meet the academic progression for our students and our employees.
- A general message to the entire campus community will go out this morning as soon as physically possible. The message will have employee-specific information. The VPs will follow up with more information for their areas and layered with general information and then there will be more and more specific information.

- The college will be transitioning the way students will have to learn by March 30th. All large functions have been cancelled until May 31st. This is not a perfect situation and information is changing every four hours. It is a very dynamic situation and we are doing the best we can to communicate.
- We have students who need support services and appreciate patience and getting through this.
- Follow guidelines for keeping distance. Focusing on areas of the college that need to be amply cleaned. The food bank will be open for our students in need.
- We are hopeful about graduation; however, taking it one month at a time.
- There will be more opportunity for more phone, Skype, and more who will need more services who don't want to come to campus. For employees, talk with HR or supervisors based on underlying conditions and try to accommodate those who need to have accommodations made.
- Will try to support students the best as possible for those students who are concerned about being here and those who are concerned about taking classes remotely such as online. Prepare for Zoom meetings, and conference calls. Packets are being sent home with some CLC students, and an open hand for faculty to pedagogically figure out what is the best way to conduct their classes.
- It was verified that instruction will not be done the week of the 23rd. We do not want students to come to class on that Monday. There might be some kind of alternative such as Zoom meetings or some other way. The week of the 23rd will be a time for faculty to adjust to working alternatively rather than coming to on ground classes.
- Flexibility will be key for our faculty, students, and staff.
- There is no policy for remote working.

C. Classified Senate – Debby Adler for Lori Schneider

- In order to mitigate the impact of Coronavirus (COVID-19) and due to concerns regarding health and safety, Classified Senate has decided to postpone the Classified Appreciation Breakfast and the Professional Development Days workshops that were scheduled for during spring break. Options for rescheduling these events will be discussed and more information will be forthcoming.
- The regular CS meeting on Tuesday, March 17th from 1-2:30pm is still scheduled to take place at the Technology Career Institute (TCI) campus.

D. Associated Student Government – Rachel Woodward – Not present; no report.

E. Redesigning the Student Experience – Thao Ha, Luke Lara

- A compilation of roles for ACP success Team members was created.
 - This was presented to CC yesterday, at Academic Senate today, and will go to Deans, managers, and classified staff.
 - Team structure and their roles was discussed.
 - This document can be found on the Canvas website: <https://miracosta.instructure.com/courses/19061>.
 - While some aspects of the roles may take time to implement, the goal is to have all roles working in concert with each other and to get started in the fall. Team coordinators will be determined to lead the teams and manage the work.
 - The goal of the teams is to assist students with career and comprehensive ed plans their first year and connect them with as many contacts of support as possible.
- Instructional Faculty Liaison
- Instructional Faculty (career advisor/mentor)
 - There is a lot of language about equity and success teams are in line with 25+ older, Latinx, African American students – to serve those students in closing equity gaps.
- Success Coach
 - This is not a title the college has in terms of a classification for an employee. A new position may need to be created.
- Career Coach
 - Connection between student and career-related resources to understand career options, the Career Center, Internships. Hands on case management approach.
- Peer Mentors
 - Work in concert to support our students
- Clarification of ACP Dean Roles
 - Connected to resources and budget

- External Community Resource
- It was asked if these are full-time roles or will there be release time for faculty. This still needs to be figured out. The Office of Instruction will work with department chairs. Will also have to be negotiated and go to Faculty Assembly (FA).
- It was suggested to include the ACP link on the Associate Faculty information webpage.
- It was further noted there is a need to regularly look at what work is connected to and a reminder to understand the personal relationships AF have with their students. There will be continued conversations about how professional learning will be more tied to this with a singular message of workshops and events and how they tie back to this i.e. the Cultural Competency Conference. Looking for ideas of how to package types of workshops related to the work being done here.

F. Coordinating Officer – Thao Ha

- Still taking nominations for the Leon Baradat Award in the form of a letter. The closing date is at the end of spring break. The Senate Awards Committee will meet and stick to that schedule.
- The online survey from the Faculty Assignment Task Force closes today. Thanks to Robert Bond, Robin Allyn, and Steven Deineh, who met with people in person and took notes. They are planning to meet and work on a report for the April 3rd Senate meeting.
- There are exceptions to Brown Act groups. They may meet remotely in lieu of in-person meetings.

V. Consent Calendar

A. Minutes of the Regular Meeting of March 6, 2020

MSP (Cassoni / Pynes) [Bonds not present for the vote] to approve the minutes of the regular meeting of March 6, 2020 as presented.

VI. Old Business

A. Draft Goals – Second Read – Tim Flood, Edward Pohlert

Description: *The college is working on the development of a new long-term planning framework to replace the expiring Comprehensive Master Plan. This will be the second read of the draft goals by the Academic Senate and a request for their approval.*

- The draft goals is not here for discussion today. More information and feedback is being gathered.
- Feedback should be sent to Edward Pohlert.
- This will come back at the April 3rd meeting.

B. Sabbatical Reports – Jennifer Paris on behalf of Pilar Hernandez

Description: *Four sabbatical leave reports from Yvette Duncan, Teresa Guinon, Yoshimi Hayashi, and Pilar Hernandez, come to Academic Senate for a first read. Sabbatical leave reports are reviewed to meet the following standards: (a) comprehensive, professional quality reports that clearly communicate and document the purpose, objectives, activities, and achievements of the sabbatical leave, (b) alignment of applications and reports, (c) adequate documentation, (d) minimum number of hours met, and (e) writing reflects standard of profession. The SL reports come to Academic Senate for approval.*

MSP (Kirwan/Luke) [Robin Allyn, Laura Carlsson, Hossein Ravanbaksh, Susan Pynes, and Krista Warren abstained] to approve the SL reports as presented.

VII. Information / Presentations

A. Equivalency Committee – Ruth Gay

Description: *Each spring semester the Academic Senate President or designee requests a report from the chair of every AS subcommittee and taskforce of the group's accomplishments and work over the past academic year, along with projected agenda items for the next academic year. Additionally, the subcommittee chair will inform the AS of any proposed revisions to committee status, mission, terms of service, or functions. The Equivalency Committee Chair is reporting to the AS today.*

- Accomplishments and work over the past academic year include:
 - Reviewed 15 equivalency requests and two Minor Title Degree Variation (MTDV) requests from different departments. Scheduled to start review of full-time equivalency requests during the last two and a half months of the semester.
 - Updated AP7211.2 for clarification and transparency purposes.
- Projected agenda items for the next academic year:
 - Will continue to review equivalencies, MTDV and comparable degree requests.

- Proposed revision to committee status, mission, terms of service, or functions:
 - The committee lost one member due to retirement; but, Paul Katson has stepped in as a member.
- Gay is coming to the end of her two-year term as chair of the Equivalency Committee. It is not yet known who the next chair will be but will continue to work closely with departments

B. Courses and Programs Committee (CPC) – Angela Senigaglia

Description: *Each spring semester the Academic Senate President or designee requests a report from the chair of every AS subcommittee and taskforce of the group's accomplishments and work over the past academic year, along with projected agenda items for the next academic year. Additionally, the subcommittee chair will inform the AS of any proposed revisions to committee status, mission, terms of service, or functions. The CPC Chair is reporting to the AS today.*

- Reported on approved curriculum effective for the 2020/21 school year for both credit and noncredit.
- Paying more attention to no-credit in support of a lot of equity work being done. Several years ago noncredit certificates were developed to help students with career preparation. Some sister colleges have far more noncredit certificates than MCC. Certificates help noncredit students to transition into a credit pathway.
- Associate Degrees for Transfer (ADT) allow students to fulfill lower division major requirements at a community college and guarantee transfer with junior status to the CSU system. Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units.
- It was asked if CPC is looking at revising the process for programs to be modified and make changes to academic maps in order to strengthen that process. CPC is looking at what their role is for creating the maps. The committee recognizes that the work they do will have an impact and have made changes to the system. However, after that they do not have any responsibility in that process. CPC asks faculty to call attention to it and know they will need to do additional work with another entity.
- There is a strict timeline. It was asked if there is conversation about how to make it more fluid because students can register for classes in May but the catalog is not updated until July. Is there a way for timeline to be more in line with registration? CPC cannot guarantee this without a cutoff date. Once courses are approved locally, CPC's efforts is to get into the system first. Once approved, they go to chancellor's office. In terms of the catalog, CPC does not have control over that. The production of the catalog happens in the office of instruction. It was noted that for veterans, certifying officials use the catalog and so this can be an issue for them.
- As our CSUs become more impacted, guarantee admission will be given to students who have an ADT so if MCC does not have one for a particular department, students cannot get in. MCC's focus in on pathways for students.
- The deadline for stage 2 meta is July 1st for getting new programs into Curicunet.

C. MiraCosta Online Education (MOE) – Jim Julius

Description: *Each spring semester the Academic Senate President or designee requests a report from the chair of every AS subcommittee and taskforce of the group's accomplishments and work over the past academic year, along with projected agenda items for the next academic year. Additionally, the subcommittee chair will inform the AS of any proposed revisions to committee status, mission, terms of service, or functions. The MOE Chair is reporting to the AS today.*

- The 2019-20 membership of MOE includes Sam Arenivar, Eli Clarke, Karl Cleveland, Sean Davis, Mike Deschamps, Shawn Firouzian, Jim Julius (chair), Robert Kelley, Paulino Mendoza, Pedro Morgado, Pamela Perry, Andrea Petri, Leola Powers, Eric Robertson, Chase Way, and Rhonda Welch-Scalco.
- **Highlighted work and accomplishments from 2019-20**
 - Set these as primary goals: evaluating and finalizing the MiraCosta DE Handbook resource/course; enhancing online education equity and accessibility; enhancing faculty support for online education in collaboration with the C³TLC.
 - Still in progress: finalizing and making a recommendation to AS about the DE Handbook.
 - Still in progress: Collaboration with other campus committees to update key documents such as the MiraCosta Syllabus Guidelines, AP 4105, and the DE Curriculum Addendum (Form A).
 - Still in progress: New/updated resources supporting faculty with equity, accessibility, and other aspects of quality online education. An April 3 mini-conference for faculty to be held at CLC.

- Engaged campus experts in dialog about international exchanges, accessibility, and student mental health/trauma-informed classrooms and their relation to online education.
- Held ongoing discussions and advised the Faculty Director of Online Education about statewide CCC distance education issues including CVC-OEI and Calbright. Still to come: advice to faculty groups regarding renewal of the CVC-OEI Master Consortium Agreement.
- Held ongoing discussions and advised the Faculty Director of Online Education about local online education issues such as online tutoring, support for Open Educational Resources and Zero Textbook Cost classes, privacy of student contributions in past Canvas classes, and online education technologies.
- Discussed options for combining course sections in Canvas so as to improve instructor effectiveness while also maintaining FERPA compliance.
- Continued to advocate for improvements to the process of collecting student evaluations of online classes.
- **Anticipated major activities for 2020-21**
 - Increasing faculty support options for online education in collaboration with departments, the C³TLC, and other stakeholders, in alignment with MiraCosta's updated mission, vision, and values.
 - Review the updated CCC Distance Education Guidelines (to be published later this spring) and consider adopting/adapting recommendations at MiraCosta.
 - Continue to focus on enhancing accessibility and equity for students in online education.
 - Continue to monitor and advise AS and faculty about ongoing statewide online issues related to CVC-OEI and Calbright, especially MiraCosta's involvement with the CVC-OEI Consortium.
- It was asked what will happen with proctoring center but noted that the campus will not be closed; student service support will be available. Students are concerned so faculty will be asked to use their best judgment. They can proctor paper-based exams as well and will be able to find remote proctoring situations.
- There are ways to selectively hide some things while keeping classes open. There are resources to provide information about course combination without violating FERPA.

VIII. Commentary

- EOPS will be communicating with students and be flexible during this transition.
- Wishes for good health to all as the college moves into virtual meetings and learning.

IX. Adjournment – The meeting adjourned at 10:52am.