



**San Diego Mesa College
Academic Senate
Committee of Chairs (COC)
Virtual Meeting**

**September 22, 2021: 2:30 PM – 4:00PM
MINUTES**

Present:

Chair of Chairs Paula Hjorth-Gustin, Valerie Abe, Evan Adelson, Sandra Belew, Donna Budzynski, Jennifer Carmichael, John Crocitti, Todd Curran, Nellie Dougherty, Ian Duckles, Helen Greenbergs, Alison Gurganus, Michael Harrison, Erika Higginbotham, Ken Kuniyuki, Tara Maciel, Bryan Malinis, Thekima Mayasa, Dina Miyoshi, Ryan Mongelluzzo, Jill Moreno-Ikari, Bruce Naschak, Alison Primoza, Nathan Resch, N. Scott Robinson, Leslie Saline-Styles, Jennifer Sime, Jennifer Snyder, Irena Stojimirovic, Chris Sullivan, Manuel Vélez, Todd White, Robert Wong, George Ye and Guests Meegan Fierro, Sharon Hughes and Jordyn Snyder

I. Call to order and welcome by Chair of Chairs Paula Gustin @ 2:31PM.

II. Approval of Draft Agenda:

Motion to approve:

M/S

Vélez/Robinson

UNANIMOUS

III. Guest:

A. VPI O'Connor – Spring 2022 Planning:

1. Thank you for the invitation to speak with you today.
2. We are trying to figure out the best way to schedule our classes.
3. I appreciate all your hard work with the spreadsheets and the criteria.
4. I sent an email last week that includes additional guidance from Chancellor Cortez and the guidelines for what we are planning in regards to the October 15th spring 2022 schedule development deadline.
5. Our schedule will line up with guidance from Chancellor Cortez.
6. In terms of the criteria, what do our Students need in terms of access and filling the equity gap is what the Department Chairs have been analyzing.
 - a. Unfortunately, the equity gap has been widening due to the majority of our classes being taught remotely during the pandemic.
7. Chancellor Cortez seems to indicate that we will follow the contract in terms of class capacities for online classes.
 - a. The rest of it really matches well with what we are doing.
8. I think it helps when we are all at the same table, having the same conversation and hearing the same thing.
9. I want to have a preliminary view by Friday of where we are going to end up.
 - a. There is no longer a cap or a percentage like we were given in the past.
10. In terms of what can be online and what can be face to face is more of a decision.
 - a. We need to look at the criteria and figure out campus by campus where we want to be.
 - b. What is the best way to serve our Students?
 - c. I will share with President Luster that we have learned that our Students need to have schedules that allow them to have more on campus classes.
 - d. We are trying to get ahead of everything even though things are constantly changing.

11. Chris Sullivan said we had some communication breakdowns with our sister colleges during the last scheduling cycle.
 - a. How do we ensure that we have the necessary collaboration or communication to prevent this in the future?
 - VPI O'Connor said it is a challenging issue.
 - We were told you need to impose social distancing which caused the reduction of class capacities for face to face classes at one district campus that was not communicated to the other campuses.
 - Please reach out to your colleagues at City and Miramar and try to make sure we are collaborating as a district regarding systemic and institutional issues.
12. Todd Curran asked if Faculty will be limited in how many online classes they can teach.
 - a. Will Faculty have to teach face to face classes too?
 - VPI O'Connor reported the current contract limits online class assignments to .67 FTE each semester.
 - There is a process for submitting a request to the Vice President or Instruction if you want to exceed the .67 FTE limit for the semester.
 - The requests to exceed the .67 FTE online assignment limit for the semester are reported to the district and the district reports the information to Human Resources.
 - The requests for spring 2022 are coming in.
13. The Department Chairs are carrying a lot on your shoulders and you do a lot of the heavy lifting.
14. Thank you for everything you do!
15. It is always a pleasure to see you.

IV. Approval of Draft Minutes: September 8, 2021

Motion to approve with changes to the meeting attendees list:

M/S

Duckles/Vélez

UNANIMOUS

V. Old Business:

A. Reopening Updates: Gustin

1. Student Health Services has more Staff Members working on Contact Tracing than at the beginning of the semester.
2. We will hold a Campus Reopening meeting soon.
3. How do we streamline our processes before the start of the spring 2022 semester?
4. 4,500+ Mesa College Students are already vaccinated.
5. You may want to read the discussions regarding our district reopening in the last Chancellor's Cabinet Update (#25).
6. The September 23rd district Board of Trustees (BOT) meeting will include discussions regarding the issue of streamlining our processes for spring 2022.
7. It does not seem feasible for the district to not permit vaccine exemptions.
8. Cynthia Rico reported crashing classes is a real nightmare for Counseling and our Students.
 - a. We may need a grace period.
 - A grace period should help our Students and increase our enrollment numbers.
 - b. SDSU has adopted some policies that are helping their Students.
 - Paula Gustin asked Cynthia Rico to send her a summary of what SDSU is doing to help their Students with crashing classes.
9. The district's Covid 19 Positive Case Report is available online.
 - a. VPI O'Connor is tracking the numbers.
10. Technology Issues:
 - a. Please provide your advice and expertise.
 - b. Where do we find the electronic forms we need to complete?
 - c. The work group is trying to help.
 - d. I am concerned you will be disappointed with the technology that is available to us.
 - e. We need Faculty Representatives to check technology in our classrooms to verify that the technology is actually working before spring 2022 starts.

- f. Bruce Naschak asked if we are going to be able to schedule face to face classes in the G100 building during spring 2022.
 - Bruce has not been able to access his regular classroom in the G100 building and he has not been able to access a classroom that has the technology he needs for his Students.
- g. Michael Harrison reported the Languages Department's G100 classrooms are also not available.
 - Some technology has been removed from our classrooms and loaned out or cannibalized.
 - We need to assess the technology that are currently available in our classrooms well before two weeks before spring 2022 starts in order to purchase and replace missing technology.
- h. Donna Budzynski reported the missing web cam from her office has not been replaced.
 - She has been asking for Audio Visual equipment since spring 2021, but the equipment has not been replaced.
- i. Ryan Mongelluzzo reported he was told audio visual/classroom technology equipment are hard to find.
 - IT needs to start purchasing needed technology equipment to replace missing equipment right away.
- j. We need to schedule a meeting with President Luster and provide her with a list of equipment that are missing from our classrooms that need to be replaced and all the other resources Faculty needs in order to teach on campus.
 - Cynthia Rico said we need to provide a list of the resources Faculty needs for President Luster to bring to the District Governance Council (DGC).
- k. John Crocitti reported that he brought up Faculty's needs for resources during last week's DGC meeting.
 - Facilities, IT, Student Health Services/Contact Tracers and other needs must receive funds to ensure that San Diego Mesa College can hold face to face classes.
- l. Please send the list of the resources your department needs and the lists of your department's concerns to Paula.
- m. Jordyn Snyder reported the Fashion Department has been able to use our regular classrooms.
 - My hybrid class that meets one day a week on campus has been great.
 - A fellow Fashion Department Faculty Member reported issues with vaccinations including having vaccinated Students in her class contract Covid 19.
 - Infected Students do not seem to be required to quarantine or get tested weekly.
 - The Fashion Department has updated our syllabi to include Covid 19 Protocols.
 - Students do not seem to have a problem with the Covid 19 Protocols.
- n. Michael Harrison said the district Board of Trustees' statement only reiterates what we have been doing.
 - Can the Board of Trustees require vaccinations for everyone?
- o. Vaccine mandates is a statewide issues.
 - A vaccine mandate may reduce our enrollment numbers.
 - Stay tuned.
- p. Irena Stojimirovic said we need to make it harder for Students to receive religious vaccine exemption.
 - San Diego Mesa College needs to have a Covid Test Kit Vending Machine available like they have at UCSD.
 - * The UCSD Vaccination Exemption Form asks Students a lot more relevant questions than our form.
 - * Other local institutions are also requiring Students to answer more questions on their vaccine exemption application forms.
- q. Thekima Mayasa said there does not seem to be protocols for vaccinated Students and others even though they can still contract Covid 19 and become carriers and infect others.
 - We are not necessarily safe when we come in contact with a vaccinated person.
 - Vaccinations are preventing severe Covid 19 illness.
- r. Irena Stojimirovic said we should be protected with full vaccinations, mask wearing and good air circulation.
- s. Thekima Mayasa said we are still at risk when our class capacities are set at 45 and up.

B. Fall 2021 Faculty Evaluations: Miyoshi

1. Do you have any questions regarding the Faculty Evaluations process?
 - a. Paula Gustin said we are becoming concerned about evaluating Faculty Members who have been teaching remotely.
 - Can we have on campus paper evaluations for Faculty who teach on campus?
2. It is difficult to evaluate Faculty who are only teaching remote classes.
3. The Evaluation Office needs your support.
4. Please send your questions regarding Faculty Evaluations to Dina Miyoshi.
5. Paula Gustin said we need to get more information from online Students.
6. We still need to develop a streamlined fully online evaluation process with the necessary checks and balances.
7. Donna Budzynski asked about Student Evaluation Forms for face to face classes.
8. We have federal funding for the pandemic that should be used to support the Evaluations Process.
9. We need to find a way to have Students complete the Faculty Evaluation Form before they can complete the course or take the final exam.
10. We need additional Evaluations Office Staff members to scan the paper evaluation forms.
11. We have a very tight time line.
 - a. Staff Members are only on campus two days each week.
 - Every page of the paper Faculty Evaluation form has to be scanned individually.
12. Thekima Mayasa asked if Students can be required to complete Faculty Evaluations for all their courses before they can register for classes.
 - a. Dina Miyoshi said I hope the district can interface Student Faculty Evaluation with Reg-E and Human Resources.
 - I want to be able to eliminate paper evaluations.
13. Thekima Mayasa asked how can the Department Chairs support streamlining the Faculty Evaluation process?
 - a. Dina Miyoshi reported the American Federation for Teachers reported some Faculty Members want to make changes to the current form and other evaluation related issues that can be negotiated.
 - Dina asked the Department Chairs to let her know what they want her to advocate for regarding Faculty Evaluations.

VI. New Business:

A. Vision of College Equity & Modality Memo/Resolution: Gustin

1. We should think about who we are.
2. 18% of Mesa College courses were scheduled online before the pandemic.
3. Taking into account pandemic safety, we want to make sure decisions about class modality and length of term are Faculty driven.
4. San Diego Mesa College has a good reputation with the CSUs and UCs.
5. We have to look at the equity of the modality that we offer our classes.
6. Oscar Torres said the Academic Affairs Committee can help the Department Chairs develop our Vision by the end of fall 2021 or the beginning of spring 2022.
7. Bruce Naschak said a statement from the Department Chairs and Faculty should help us develop the questions we want to ask the finalists for the next San Diego Mesa College President position.
 - a. Will there be a Community Forum for each finalist like the district held for the Chancellor Finalists.
8. Thekima Mayasa said the decision to require Faculty to hold two (2) classes on campus in spring 2022 was not Faculty driven.
9. Paula Gustin said I hope Department Faculty are able to have the necessary conversations with the Department Chairs and School Deans prior to making changes to the class scheduling spreadsheet for spring 2022 that is being updated by Donna Budzynski.
10. John Crocitti said the .67 FTE limit was waived due to pandemic.
 - a. We have to follow the collective bargaining agreement now.
 - b. You can submit a request to your School Dean and cc the VPI.
11. Do the Department Chairs want Paula Gustin to develop a draft document?
 - a. Bruce Naschak and Alison Primoza want the Department Chairs to develop a document.
 - b. Alison Primoza said we need to state our values.

12. John Crocitti said we need to be prepared for disagreements if we bring our vision forward to the Academic Senate.
13. Paula Gustin said we have the opportunity to research and evaluate the modalities of our courses and how they work for our Students.
14. Irena Stojimirovic said we cannot achieve academic integrity in the online format.
 - a. We never meet our Students and we cannot see who is actually doing the work.
15. Paula Gustin said some private institutions never accept our online courses.
16. Irena Stojimirovic said we should try to reach out to other institutions.
 - a. Some do not offer less than 16 week classes in STEMS.
17. John Crocitti said we are going to be serving older Students with full-time jobs and families who are taking a class or two to get a better job.
 - a. We need to market ourselves to potential Students who are older than 25 who are trying to change careers.
18. John Crocitti also said some Students who take four-week classes want to transfer to four-year institutions, but will four-week courses prepare them to transfer.
19. Paula Gustin reported a new School Dean shared a PowerPoint presentation from Palomar College.
 - a. John Crocitti said the presentation is based on the way Palomar College is scheduling classes.

VII. Department Reports: None

VIII. Planning/Committee Reports:

A. Academic Affairs: Torres

1. We are reviewing our minutes from the past three academic years.
2. We invited VPI O'Connor to our next meeting to find out how spring 2022 scheduling priorities are being determined.

B. Academic Senate: Crocitti

1. We sent a survey to the Academic Senate Members to find what priorities they want to address.
 - a. We received responses from 53% of the Senate.
 - b. The top priority is the creation of a Campus wide Testing Center.
 - c. The details have to be ironed out.

C. Basic Skills Committee (BSC): No Report

D. Budget & Allocation of Resources Committee (BARC): No Report

E. Catalog Committee: No Report

F. Curriculum Review Committee (CRC): No Report

G. Mesa College Facilities Committee/District Review of Services Committee: No Report

I. Mesa Pathways Committee: Alioto

1. The Student Success Team Workshops are ongoing.
 - a. Please attend the workshops and share your ideas.
2. Mesa Pathways project funding is available and open right now for application. ([LINK](#))
 - a. We're providing up to \$50,000 to fund projects related to advancing our pathways efforts.
3. We have the new Technology Project Group that is charged with developing a project plan and timeline for integrating all of Mesa Students Support Services and Technologies into a seamless and effective resource to enhance the overall Student experience.

J. Planning & Institutional Effectiveness (PIE) Committee:

1. Bridget Herrin is the new Dean.

K. President's Cabinet: Crocitti/Gustin/Torres

1. President Luster announced her retirement at the end of the spring 2022 semester.
2. There was discussion about campus reopening.
3. There was a presentation on Faculty Evaluations.

L. Program Review Committee (PRC): Miyoshi

1. Program Review is open for 2021-2022.

M. Student Services: Rico (August 2021 Student Services Updates: ([LINK](#)))

1. Thank you for sending the list of Faculty Liaisons to the Counseling Department.
2. Please let me know if you are having issues contacting your Counseling Liaison
3. Transfer Month begins on October 1st.
 - a. Please add the Transfer Information to your Canvas Shell.
 - b. Please ask Students who want to transfer to contact the Counseling Office.
 - c. Ian Duckles said Students need access to the Counselors' fall 2021 schedules to find out when a Counselor is available to meet with Students virtually.

IX. Announcements/Round Table/For the Good of the Order: None

X. Next COC Meeting: October 13, 2021

XI. Adjournment @ 4:02PM.

Submitted by Sue Saetia

Approved by the Committee of Chairs: October 13, 2021