

**SAN DIEGO MESA COLLEGE (SDMC)
ACADEMIC SENATE (AS)
October 14, 2024
Room BT 101
2:20PM – 4:20PM
MEETING AGENDA
DRAFT**

- I. CALL TO ORDER & WELCOME** by Academic Senate President Andrew Hoffman:
Parliamentarian – Manuel Velez/Timekeeper – TBD/Speaker Coordinator – TBD
- II. APPROVAL OF DRAFT AGENDA:**
- III. PUBLIC PRESENTATIONS:**
 - A. Associated Student Government (ASG):** ASG President Zora Williams/Vice President Mahro Hashimi
 - B. Classified Professionals:** President Ayana Woods
- IV. PUBLIC COMMENTS:** (Must submit request before the meeting starts.)(3 Minutes per Participant)(Maximum 15 Minutes)
- V. APPROVAL OF DRAFT MINUTES:** September 9, 2024 (Please send your changes to Sue Saetia @ ssaetia@sdccd.edu)
- VI. GUEST:** 2:20PM – 2:50PM
 - A. SDMC Vice President of Instruction (VPI) O'Connor:**
- VII. REPORTS: 3:00PM**
 - A. Committee Reports:**
 1. Senate Executive Committees:
 - a. *Academic Affairs (AA) Committee:* Chair Dave "Das" Odasso (___ Minutes)
 - b. *Professional Advancement Committee (PAC):* Chair Veronica Gerace (No Report)
 - c. *Committee of Chairs (COC):* Acting Chair of Chairs Nathan Resch (3 Minutes)
 - d. *Curriculum Review Committee (CRC):* Faculty Co-Chair Justin Estep (2 Minutes)
 - e. *Program Review Steering Committee (PRSC):* Acting Faculty Co-Chair Dina Miyoshi (5 Minutes)
 2. Other Committees:
 - a. *The Committee for Diversity Action, Inclusion & Equity (CDAIE):* Chair Judy Sundayo (5 Minutes)
 - b. *Other Committee Reports:* (1 Minute Per Committee)
 3. Senate Executive Officer Reports:
 - a. *President Elect:* Mary Gwin (No Report)
 - b. *Vice President:* Veronica Gerace (No Report)
 - c. *Secretary:* Vacant
 - d. *Treasurer:* Thekima Mayasa (___ Minutes)
 - e. *Senator at Large – One Year Term:* Ryan Mongelluzzo (No Report)
 - f. *CTE Liaison:* Vacant
 - g. *President:* Andrew Hoffman (10 Minutes)
- VIII. NEW BUSINESS: (3:30PM)**
 - A. Draft Updates to Student Evaluation Form:** Miyoshi
- IX. OLD BUSINESS:**
 - A. Updated District Policies & Procedures:** Estep
- XI. ANNOUNCEMENTS:**
 - B.** The next SDMC Academic Senate meeting is October 28, 2024 @ 2:20PM in room MC 211 A/B.
 - C.** The next Academic Affairs Committee meeting is October 21, 2024 @ 4:15PM in room A117.
 - D.** The next Committee of Chairs (CoC) meeting is October 23, 2024 @ 2:30PM in room MC 211 A/B.
 - E.** The next Curriculum Review Committee (CRC) Meeting is October 17, 2024 in room LRC 435 @ 2:15PM .
 - F.** The next SDMC AS Exec meeting is October 21, 2024 @ 2:30PM in room A117.
 - G.** The next Professional Advancement Committee meeting is October 16, 2024 @ 2:30PM in room A117.
- X. ADJOURNMENT:**



**SAN DIEGO MESA COLLEGE (SDMC)
ACADEMIC SENATE (AS)
September 23, 2024
Room MC 211 A/B
2:20PM – 4:20PM
MEETING MINUTES
DRAFT**

Present:

Academic Senate President Andrew Hoffman, Carlynn Allbee, Lisa Burgert, Jennifer Cost, Christina Crosby, Justin Estep, Erin Evans, Veronica Gerace, Mary Gwin, James Hinton, Geoff Johnson, Candace Katungi, Jesse Keller, Mariam Kushkaki, Sam Lee, Thekima Mayasa, Dina Miyoshi, Ryan Mongelluzzo, Jennifer Moreno, Thu "Tiffany" Nguyen, Dave "Das" Odasso, Scott Plambek, Nathan Resch, Anthony Reuss, Robert Sanchez, Jessica Sardo, Ngoc "Kim" Tran, Karen Wait and Guests SDMC President Ashanti Hands, Parliamentarian Manuel Vélez, Michelle Savage and Associated Student Government (ASG) President Zora Williams

Absent:

Isaac Arguelles-Ibarra, Henry Browne, Nellie Dougherty (Excused), Alex Holowicki, Cathy James, Jaeryoung Lee, Laura Maki, Michelle Rodriguez (Excused), Saloua Saidane, Judy Sundayo (Proxy to Reuss)

I. CALL TO ORDER & WELCOME by Academic Senate President Andrew Hoffman @ 2:39PM.
Parliamentarian – Manuel Velez/Timekeeper – TBD/Speaker Coordinator – TBD

II. APPROVAL OF DRAFT AGENDA:

Move to Approve:

M/S

Resch/Sardo

UNANIMOUS

Sundayo
(Proxy to Reuss)

III. PUBLIC PRESENTATIONS:

A. Associated Student Government (ASG): ASG President Zora Williams

1. ASG President Zora Williams reported:
 - a. I am a Student Trustee on the district Board of Trustees (BoT).
 - b. The fall 2024 ASG Elections is complete. (We were not able to fill every position.)
 - c. 2024 Associates Students Homecoming Pep Rally. (Wednesday- September 25th) 12:00PM (SDMC Quad)
 - Free Food/Games/Prizes

B. Classified Professionals: President Ayana Woods (No Report)

IV. PUBLIC COMMENTS: None

V. APPROVAL OF DRAFT MINUTES: September 9, 2024

Move to Approve:

M/S

Allbee/Johnson

UNANIMOUS

Sundayo
(Proxy to Reuss)

VI. GUEST:

A. SDMC President Ashanti Hands:

1. 2024-2025 President's Goals – "Ignite Your Light": [LINK](#) (Fall 2024 Convocation)
 - a. Achieve **full reaffirmation** of our accreditation status.
 - b. Foster an **equity-minded, data-driven culture**.
 - c. Launch **2nd Baccalaureate degree** in Physical Therapy Assistant.
 - d. Strengthen **Emergency Preparedness and Campus Safety** infrastructure and campus communication.
 - e. Lead a successful **Mesa College Bond Campaign and 60th Anniversary Celebration**.
 - f. **Fundraising, Philanthropy and Relationship Cultivation** for the Benefit of our College.
 - g. Sustain momentum in **enrollment management, Mesa 2030 and budget transparency**.
 - h. Create space for **courageous and purposeful leadership** among college administrators.

VII. REPORTS:

A. Committee Reports:

1. Senate Executive Committees:

- a. *Academic Affairs (AA) Committee:* Chair Dave "Das" Odasso (No Report)
- b. *Professional Advancement Committee (PAC):* Chair Veronica Gerace

As reported by Veronica Gerace:

"The Professional Advancement Committee (PAC) has a new email address: MESAPAC@sdccd.edu. The PAC is requesting that all packets, forms, and email inquiries be sent to that email address. Transcripts can still be sent to Veronica."

c. *Committee of Chairs (COC):* Acting Chair of Chairs Nathan Resch

As reported by Nathan Resch:

- "Our first meeting was Wednesday, 9/11/24.
- AS president Andrew Hoffman/SDMC Faculty Outcomes Coordinator Eliza Rabinovich provided information on outcomes and outcomes assessment as it relates to accreditation reaffirmation.
 - The presentation included details on outcomes assessment processes, which will be important to document for the purposes of accreditation and what can be done in the next year to meet accreditation standards.
 - Chairs discussed current processes issues related to doing this work
- Fraudulent student enrollment continues to haunt the first weeks of the semester and may come back when second eight-week courses start 10/14/24.
 - This is a large problem across the state in mainly GE/online courses.
 - The district in conjunction with Mesa Admissions has been conducting batch drops for courses that have not started, and sweeps for courses that had already begun and lists of students sent to deans who forward to affected faculty. Mesa/the district started contacting students and required in person verification which if not met, the student was dropped.
 - Lexis Nexis is a third-party company that the state chancellor's office is working with on a pilot to mitigate fraud before enrollment in classes. Mesa is part of the pilot.
- Campus Safety and Emergency Response was also discussed. At the time, the safety committee was looking for faculty membership. The campus was working on updating emergency evacuation plans which is nearing completion. The campus also was working toward several goals to be communicated in October around the time of the safety fair in the Mesa quad 10/17.
- Single-Sign-on/Multi Factor Authentication was a major disruption for students and faculty with over 7000 work tickets issued initially. 2nd floor MC technology/printing was opened to support students and there has been some discussion about being able to support evening students in the LRC in anticipation of some last 8-week course students being impacted.
- CBA Article XV related to evaluations was updated with a side letter and Dina Miyoshi provided information related to the changes made.
- Our next meeting is Wednesday, 9/25 where president Hands is a guest.
- We will be hosting a Chairs' Academy from 9:30-11:30 on Friday, 10/18, hopefully in a computer lab where we will be able to do some hands-on chair work together such as running enrollment management reports, learning how to use Meta for curriculum 6-year review, learning how to use the assignment tool in Nuventive for conducting assessments, and more!"

d. *Curriculum Review Committee (CRC):* Faculty Co-Chair Justin Estep

As reported by Justin Estep:

"CRC met last week. CIC meets this week.

Jason Kalchik will be representing Mesa on Policies and Procedures.

Catalog Committee is meeting tomorrow at 3pm.

District GE meeting is happening Friday at 9am.

If you want to be involved or have any questions, please let me know.

Thank you!"

- e. *Program Review Steering Committee (PRSC):* Acting Faculty Co-Chair Dina Miyoshi
As reported by Dina Miyoshi:
- "We are in Year 3 of the Program Review/Outcomes/Assessment Cycle. This is another update year.
 - Below is a summary of the timeline:
 - Dec. 3rd by noon: Drafts of PR Updates and Drafts of Resource Requests (i.e., BARC, FHP, CHP) are due.
 - Dec 4-Jan 10 : Dean/Manager Review period
 - Jan 13-Feb 3: Final Edit period for lead writers
 - Feb 3rd by noon: Final PR and Resource Requests due"
2. Other Committees:
- a. *The Committee for Diversity Action, Inclusion & Equity (CDAIE):* Chair Judy Sundayo (No Report)
- b. *Other Committee Reports:* None
3. Senate Executive Officer Reports:
- a. *President Elect:* Mary Gwin (No Report)
- b. *Vice President:* Veronica Gerace (No Report)
- c. *Secretary:* Vacant
- d. *Treasurer:* Thekima Mayasa
- Please enroll in PeopleSoft for the \$5.00 monthly SDMC AS Faculty Dues that supports our scholarships.
 - We will work on providing light refreshments for future SDMC AS meetings.
- e. Senator at Large – One Year Term: Ryan Mongelluzzo (No Report)
- f. *CTE Liaison:* Vacant
- g. *President:* Andrew Hoffman
As reported by Andrew Hoffman:
- "First off, I want to acknowledge our new parliamentarian, Manuel Velez. Most of you know Manuel already as he has been a past president of Mesa's Academic Senate as well as a leading figure statewide, having served as the Vice President of the ASCCC.
 - Chancellor's Forum is Tomorrow, 2:30-4 pm, in this same room. I hope many of you have the chance to come. I know that the Chancellor has become a bit of a fan of Dreamscape Learn. Some Mesa faculty were present for an introduction to the product, including John Crocitti, our past president. This may be something you want to look into on your own. I do know the product will cost \$100 per student.
 - The Board of Trustees at its most recent meeting approved the new annual budget for the district. We passed the \$1 billion mark in total budget. That's billion with a B.
 - Another note from district: Tasers. There has been some talk and miscommunication about Tasers. The district received some tasers, but they are obsolete and not being used.
 - We're still looking for more participation from faculty for college and district committees. For example, if you are interested in issues like tasers, we need a Mesa faculty representative for the College Police Advisory Committee. We have many other committees with needs. Vice President Veronica Gerace sent out an email Sept. 9, with a list of needs. Also, when someone volunteers for a committee, they need to be approved by the Committee on Committees, headed by Veronica.
 - The Committee on Outcomes and Assessments is working on improving our performance on Outcomes Assessments, including approving a list of questions to add regarding what actions are being taken as a

result of the outcomes assessments. I am part of the ACCJC Outcomes Planning Workgroup, which leads into COA, and COA reports to PIE. Again, at this venue, I would like to stress the need to have correct outcomes in all syllabi. If there are issues with incorrect outcomes in Nuventive, please contact Liza Rabinovich, the Outcomes Coordinator. Also, training has started for DOCs.

- I am working on trying to get the Academic Senate a bigger online presence on Mesa College's website. I want us to be much easier to find than we currently are."

VIII. NEW BUSINESS:

A. Updated District Policies and Procedures: Estep

1. The documents were updated to increase alignment with the Community College League of California.
 - a. *Updated district Administrative Procedures:*

- AP 4020 (Formerly 5020) Curriculum Development
- AP 4025 (Formerly 5025) Philosophy and Criteria for Associate Degree and General Education
- AP 4101 Independent Study
- AP 41XX Career Technical Education (CTE) Programs of Services
- AP 4103 Work Experience Education
- AP 4222 Basic Skills Coursework (Remedial Coursework)
- AP 4225 Course Repetition
- AP 4227 Repeatable Courses
- AP 4235 Credit for Prior Learning
- AP 4300 Field Trips and Excursions (Student Services AP, Information Only)
- AP 4022 (Formerly 5022) Course Approval

- b. *Updated district Board Policies:*

- BP 4102 (Formerly 5102) Career Technical Education (CTE) Programs of Services
- BP 4300 Field Trips and Excursions (Student Services AP, Information Only)
- BP 4030 Academic Freedom
- BP 4040 (Formerly 5040) Library and Learning Support Services
- BP 4050 (Formerly 5050) Articulation

Move to the item forward as "Old Business" to the October 14th meeting for discussion and potential vote:

M/S

Allbee/Johnson

UNANIMOUS

Sundayo
(Proxy to Reuss)

IX. OLD BUSINESS: None

XI. ANNOUNCEMENTS:

- A. The next SDMC Academic Senate meeting is October 14, 2024 @ 2:20PM in **Room BT 101**.
- B. The next Academic Affairs Committee meeting is October 7, 2024 @ 4:15PM in room A117.
- C. The next Committee of Chairs (CoC) meeting is September 25, 2024 @ 2:30PM in room MC 211 A/B. (Guest – SDMC President Hands)
- D. The next Curriculum Review Committee (CRC) Meeting is October 3, 2024 in room LRC 435 @ 2:15PM .
- E. The next SDMC AS Exec meeting is October 7, 2024 @ 2:30PM in room A117.
- F. The next Professional Advancement Committee meeting is October 2, 2024 @ 2:30PM in room A117.

X. ADJOURNMENT @ 3:52PM.

Move to Adjourn:

M/S

Johnson/Reuss

UNANIMOUS

Sundayo
(Proxy to Reuss)

Submitted by Sue Saetia:
Approved by the SDMC AS:

The following is a draft of proposed student evaluation items:

Proposed Draft Student Evaluation Items

Instructions

For statements 1 through 16, please select the answer that best describes the instructor and this class according to the following criteria:

a) Strongly Agree b) Agree c) Disagree d) Strongly Disagree

1. The instructor makes the objectives and requirements of the course clear in the syllabus.
2. The instructor organizes this course well.
3. The instructional materials (i.e., readings, books, multimedia, software) enhance my knowledge and understanding of course content.
4. I feel respected by the instructor.
5. The instructor is available to meet with students during scheduled office hours.
6. The instructor is helpful when I have difficulties or questions.
7. The instructor is enthusiastic about teaching this course.
8. The instructor creates a welcoming and inclusive environment.
9. Course content is explained well.
10. The instructor encourages student participation.
11. The instructor encourages critical thinking about the issues addressed in the course.
12. The instructor provides clear instructions for all activities, assignments and/or exams.
13. The instructor makes it easy to know how I am doing throughout the course.
14. The instructor provides clear, constructive feedback.
15. Doing well on exams and/or assessments require my careful preparation.
16. The instructor encourages students to provide their perspectives and/or to ask questions.

The following are the student evaluation items currently in the CBA:

Current Student Evaluation Items

Instructions

Please “grade” your instructor on each of the statement for questions 1 through 20. Fill in the letter of the answer (use a #2 pencil) which best describes the instructor and this class. Record your response on the computer sheet according to the following criteria:

a) Outstanding b) More than satisfactory c) Satisfactory d) Less than satisfactory e) Not applicable

1. The instructor makes the objectives and requirements of the course clear.
2. Class meetings are well organized.
3. The required readings and/or other assignments are useful in promoting learning.
4. The instructor treats students with respect.
5. The instructor is available to students during scheduled office hours or at other times by appointment.
6. The instructor encourages students, including those who experience difficulty.
7. The instructor is enthusiastic about teaching this course.
8. The instructor uses methods of teaching which seem appropriate to the course.
9. The instructor generally attempts to stimulate interest in the subject.
10. The instructor explains the material well.
11. The instructor encourages student participation when appropriate.
12. The instructor encourages critical thinking about the issues addressed in the course.
13. If students don't understand the material, the instructor gives additional explanation.
14. The instructor uses class time effectively.
15. The instructor gives exams and/or assignments that allow students to demonstrate what they have learned.
16. Exam questions and/or assignments are clear.
17. Exams and/or assignments are corrected, commented upon, and returned within a reasonable time.
18. The instructor makes specific, useful comments and/or corrections on student work.
19. The course objectives stated at the beginning of the course are being achieved or have been achieved.
20. Instructor's exams are challenging and require students to prepare carefully.