



**San Diego Mesa College
Academic Senate
Committee of Chairs (COC)
Virtual Meeting
December 8, 2021
MINUTES**

Present:

Chair of Chairs Paula Hjorth-Gustin, Mark Abajian, Valerie Abe, Donna Budzynski, Jennifer Carmichael, Jarred Collins, John Crocitti, Todd Curran, Nellie Dougherty, Ian Duckles, Christie Dupraw, Helen Greenbergs, Michael Harrison, Erika Higginbotham, Ken Kuniyuki, Bryan Malinis, Dina Miyoshi, Jill Moreno Ikari, Ryan Mongelluzzo, Bruce Naschak, Alison Primoza, Cynthia Rico, N. Scott Robinson, Leslie Saline-Styles, Jennifer Sime, Jennifer Snyder, Irena Stojimirovic, Chris Sullivan, Oscar V. Torres, Manuel Vélez, Todd White and Guests Meegan Feori and Sharon Hughes

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

II. Approval of Draft Agenda:

Motion to approve:

M/S

Rico/Budzynski

UNANIMOUS

III. Guest:

A. Tutoring Center Director Mark Manasse - Classroom Materials for Tutors:

1. Message sent to the Mesa College Department Chairs:

"Dear Chairs:

The MT2C Tutoring Program at San Diego Mesa College needs your support!

Our program helps students achieve academic and personal goals each semester, and we focus on promoting equitable services and providing resources to both learners and tutors in order to close student educational gaps. And this is why we need your help.

We are currently working to get our tutors access to textbooks and supplemental materials used in Mesa College's classes, so that they can better prepare themselves for their tutoring sessions and offer better assistance to our students.

To help, you could ask faculty to:

- Donate any (extra) textbooks that they currently use in their classes at Mesa
- Order desk copies of the textbooks and share them with us
- Provide tutors access to Canvas Shells or other electronic, supplemental material

Your help is very important and we appreciate it!

If you have any questions or other ideas, please do not hesitate to reach out to the MT2C Program Coordinator, Dr. Mark Manasse, at mmanasse@sdccd.edu.

To donate books/materials, please contact Nina Rostworowski Stocco at: crostworowski@sdccd.edu

Thank you!

Mark Manasse, Ph.D.

Program Coordinator - Mesa Tutoring and Computing Centers
San Diego Mesa College"

https://docs.google.com/document/d/1hWJkJcSzSF1EEQFcBbwg2eB9v_u-qYDRgi8JTwoAd64/edit?usp=sharing

2. Please share your course materials with our Tutors.
3. Chair Paula Gustin asked Mark Manasse if there are certain courses that Students need the most help with.
 - a. Mark Manasse said probably Languages, Music and some Math courses.
4. Learning Resources/Academic Support Department Chair Alison Gurganus reported the donated materials will be separate from your course reserves.
5. Mark Manasse reported he has reached out to Alison Gurganus and the Mesa College Bookstore.
6. Departments can request a copy of the schedule of Tutors for their courses.

IV. Approval of Draft Minutes: November 10, 2021

Motion to approve:

M/S

Sullivan/Duckles

1 Abstained

Resch

V. Old Business:

A. Reopening Updates: Gustin

1. Technology Requests/Issues:
 - a. Mesa Colleges only has two (2) Information Technology Staff Members who are working on updates for all our Faculty offices.
 - b. The technology is currently available in a classroom is dependent on the age of the building.
 - c. How do we develop a long term technology plan with identified funding sources?
 - d. Bruce Naschak said we need to get feedback from Faculty to find out what Faculty needs before they install new technology
 - e. Chair of Chairs Paula Gustin reported the information technology list has been given to the School Deans.
 - Faculty can direct their questions to their School Dean.
2. Master Draft Document with Important Links for Faculty:
 - a. Please let Chair of Chairs Paula Gustin know when you would like her to attend a school or department meeting to share the information.

B. Spring 2022 Schedule Updates: Gustin

1. Spring 2022 enrollment is sluggish.
2. Enrollment depends on the program and whether the class is face to face, online or hybrid.
3. Enrollment seems to be all over the place.
4. Discussions on changes to a course's modality will occur in January.
5. There has been a profound change for Faculty during the past two years during the pandemic.
6. Trends:
 - a. Higher level classes in our sequences are filling up.
 - b. Introductory classes are sluggish in a way that we have never seen.
 - c. A lot of Students are waiting for the time when there are no vaccine requirements.
 - d. Our college has created a lot of barriers for our Students.
 - e. Hopefully, our Students will keep enrolling.
 - f. There seems to be inappropriate use of Wait Lists at our sister colleges.
 - Our Vice President of Instruction (VPI) will meet with the VPIs for our sister colleges.
 - Please send your examples of inappropriate uses of the Wait Lists to our VPI.
7. Mark Abajian reported we have a high 60% fill rate for online classes.
 - a. The Fill Rate for asynchronous and on campus classes are very low.
 - b. I can't put some of our classes on our schedule because Faculty do not want to teach on campus.

8. Donna Budzynski reported via chat message that she has seen Faculty at City College who are teaching completely online loads as high as 1.4 in Chemistry.
 - a. Ian Duckles reported via a chat message that under the current Collective Bargaining Agreement (CBA) that exceptions to teaching more than 67% of a load online are at the discretion of the VPI at that school.
9. Chair of Chairs Paula Gustin reported we have gone to the union, but they keep saying there is nothing that they can do.
 - a. It wouldn't hurt for Department Chairs to send an email to the Vice Chancellor of Human Resources with their concerns.
10. Bruce Naschak said there is currently a big problem, but we are still almost two months out from spring 2022.
 - a. We should wait about a month.
 - Chair of Chairs Paula Gustin agrees.
11. Bruce Naschak also said the Enrollment Fill Rate is not a fair or balanced way of determining successful enrollment for a program.
 - a. We need a balance in Class Caps.
 - Mesa College's Class Cap is 45, while City and Miramar College's Class Cap is 35.
 - We need to know the Class Caps and how many Students are enrolled.
12. Chair of Chair Paula Gustin said Department Chairs can ask the VPI their questions during the December 13th Academic Senate meeting.
 - a. Oscar V. Torres reported that he forwarded a list of questions to Academic Senate President John Crocitti.
 - b. We want to make sure our voices are heard.
13. Oscar V. Torres said Course Modality and Length need to be based on what our Students really need.

C. Vision of College Equity and Modality Discussion: Tabled

VI. New Business: None

VII. Department Reports: None

VIII. Planning/Committee Reports:

A. Academic Affairs: Torres

1. We hosted ASG representatives on Monday.
 - a. They would like to bring forward a resolution for Mesa College to offer more AAPI courses.

B. Academic Senate: Gustin

1. The list of Faculty who want to serve on Mesa College President Search Team has been forwarded.

C. Curriculum Review Committee (CRC): No Report

D. Student Services: Rico

1. We will be open on December 20, 2021 & December 21, 2021 from 9:00AM – 4:00PM to assist Students.
 - a. EOPS will be available to help Students on December 20th and 21st.
2. We are limited on how much we can help Students face to face at the counter right now.
3. Admissions can help Students upload their vaccine cards.
 - a. We are finding that Students are still having a difficult time uploading their vaccine cards.
4. We do not have enough Counselors to meet with Students face to face and on Zoom at the same time.
5. Cynthia Rico and another Counselor are updating the curriculum maps to reflect updates to Course Title Changes and Unit Changes reflected in the new Mesa College catalog.
 - a. Cynthia Rico will contact Faculty to review the updated maps.
6. DSPS will attend the school meetings in January to share changes that have been made to streamline DSPS forms and streamline the Test Proctoring Process.

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

F. Enrollment Management and Instructional Strategic Planning Workgroup: Gustin

1. We meet regularly.
2. VPI O'Connor thinks the 2022-2023 FTEF will be the same as this year.
3. How can we best attract Students?
 - a. We will keep you updated.
4. Process for Crashing Classes:
 - a. Chair of Chairs Paula Gustin asked Counseling Department Chair Cynthia Rico about the possibility of extending the period of time that Students can enroll.
 - Cynthia Rico reported all three district sister colleges would have to be in agreement.
 - b. We need to inform our Students and direct them on what the process is for crashing classes.
 - c. Donna Budzynski said Vaccine Mandates necessitates crashing classes online.
 - It seemed to work for fall 2021.
 - Students will need to submit/upload their vaccine cards before they can crash a class on campus.
 - d. Cynthia Rico said the information needs to be disseminated to our Students.
 - What does an "Open" class mean?
 - We need to get ahead of it.

G. Planning & Institutional Effectiveness (PIE) Committee: Gustin

1. Accreditation is under way.

H. President's Cabinet (PCab): Gustin/Crocitti/Torres

1. Academic Senate President John Crocitti reported he moved to send the Hiring Priority List back to the Faculty Hiring Prioritization Committee (FHPC) for review and Immediate Past President Manuel Velez seconded his motion.
 - a. John Crocitti pointed out flaws in the process by which the hiring requests were scored.
 - b. John Crocitti reported Manuel Velez and Oscar V. Torres also articulated why the process was flawed.
 - c. N. Scott Robinson reported that he also questioned the new rubric that was used.
 - d. The VPI and Academic President do not score the Faculty Hiring Prioritization requests.
 - e. Alison Primoza reported she served on FHPC last year.
 - The rubric works for classroom Faculty.
 - The data does not help us evaluate non-classroom positions, which has to be considered.
 - We did not find a good way to accurately evaluate non-classroom position requests.
 - f. Chris Sullivan said FHPC could not find the fairest process.
 - g. Dina Miyoshi said the current FHP list was removed from the Program Review process, which needs to be looked at.
 - h. Chair of Chairs Paula Gustin reported the FHP list normally goes to the Planning and Institutional Effectiveness Committee (PIEC) first and then PCab.
 - i. Oscar V. Torres said we have the right to vote against the current list.
 - It is unbalanced.
 - There were 33 individual requests.
 - Four (4) were approved to move forward.
 - The discussion centered more about the procedure.
 - I recommend standardizing to scores in the future.
 - j. Irena Stojimirovic said there seems to be a bias for how particular positions are scored.
 - Our Students need an Engineering Instructor to lead the program.
 - k. Donna Budzynski said it seemed like some people knew things, but some did not.
 - Was there a release of the list before hand?
 - * Alison Gurganus reported via a chat message that the list was presented during the PCab meeting.
 - l. Chair of Chairs Paula reported the first vote was to reject the list and return list to FHPC and the second vote was to approve the list, which was passed by Administration.
 - The process was not normal and presented all kinds of issues.
 - We have to make sure we pay attention and prevent this from happening again.
 - m. Chair of Chairs Paula Gustin also reported that her position supports both classroom and non-classroom Faculty and she abstained from the vote.

- n. The Administrative Members of PCab voted to accept the list as is.
 - The off-cycle list supersedes the previous list.
 - Three (3) Classroom and One (1) Non-Classroom positions were moved forward.
 - o. President Luster said that she might alter the list, as it is her prerogative.
 - She will review all of the proposals before making a decision.
 - * One option for her is to delay one or more of the six (6) off-cycle hiring.
 - Alison Gurganus reported in a chat message that President Luster has said that she keeps all of the FHP lists and uses them as part of her decision making process each time she makes her FHP decision.
2. Academic Senate President John Crocitti's notified PCab during the Academic Senate report that the Academic Senate agreed that he should sign the grant application for Credit for Prior Learning for Military Veterans.
 - a. John Crocitti also reported that he will sign the Mesa Pathways Progress Report as soon as it is presented to him.
 3. Chair of Chairs Paula Gustin reminded the Department Chairs that the 50% law is very important right now because instructional and classroom expenditures have shrunk.

I. Program Review Committee (PRC): Miyoshi

As reported by Dina Miyoshi:

"The program review drafts were due on Monday, December 6th. Taskstream is now closed so managers can provide feedback. Taskstream will reopen on January 11th for lead writers to make edits. The final deadline is February 6th. A question was asked by a chair about incorporating sustainability into program reviews as it is relevant to Mesa 2030. If programs think this is applicable to their programs, these additions can be made to program reviews once Taskstream reopens on January 11th."

Alison Primoza reported the Environmental Sustainability Committee Would like to add Sustainability to Program Review as part of the 2030 Plan's Environmental Stewardship Goal section.

J. Mesa Pathways Committee: Alioto/Eskew (No Report)

IX. Announcements/Round Table/For the Good of the Order:

- A. Vice President of Instruction Isabel O'Connor will attend the December 13th Academic Senate meeting.
 1. There will be a Question and Answer Session to address Enrollment and Scheduling concerns.
 - a. The Department Chairs are highly encouraged to attend the December 13th Academic Senate meeting.

X. Next COC Meeting: February 9, 2021

XI. Adjournment @ 4:00PM.

Submitted by Sue Saetia

Approved by the Committee of Chairs: February 9, 2021