



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

**Virtual Meeting**

<https://cccconfer.zoom.us/j/93671528972>

**March 23, 2022**

**2:30PM – 4:00PM**

**MINUTES**

**Present:**

Chair of Chairs Paula Hjorth-Gustin, Mark Abajian, Valerie Abe, Sandra Belew, Donna Budzynski, Jennifer Carmichael, John Crocitti, Todd Curran, Nellie Dougherty, Ian Duckles, Christie Dupraw, Helen Greenbergs, Alison Gurganus, Michael Harrison, Erika Higginbotham, Ken Kuniyuki, Tara Maciel, Bryan Malinis, Thekima Mayasa, Dina Miyoshi, Jill Moreno Ikari, Alison Primoza, Connie Renda, Nathan Resch, Cynthia Rico, Jennifer Sime, Jennifer Snyder, Irena Stojimirovic, Leslie Styles, Chris Sullivan, Oscar V. Torres, Todd White, Robert Wong, George Ye and Guest Toni Parsons

**Excused Absence:**

Bruce Naschak

**I. Call to order and welcome** by Chair of Chairs Paula Gustin @ 2:33PM:

**II. Approval of Draft Agenda:**

**A.** Chair of Chairs Paula Gustin added "Spring 2023 Updates" to the agenda.

Motion to approve with the addition:

**M/S**

Stojimirovic/Primoza

**UNANIMOUS**

**III. Guest:**

**A. Toni Parsons - Credit for Prior Learning (CPL):**

1. Students were only able to earn credit by passing a Faculty approved Credit by Exam tests before the current changes.
  - a. Students had to pay for the units they earned by passing a Credit by Exam test before the current changes.
2. Title 5 has expanded ways Students can earn credit.
3. There are currently three (3) ways for Students to earn credits.
  - a. Credit by Exam.
  - b. Credit for Course Work or Work Experience completed during their military service.
  - c. Portfolio.
4. Recent District CPL Achievements:
  - a. 43 courses are now approved for Credit by Exam.
    - The courses will be added to CurriUNET.
    - Course by course approval.
  - b. The district Board of Trustees (BOT) removed the fee for credit earned by passing a Credit by Exam test.
  - c. There is now a Portfolio for Interior Design.
  - d. The Personal Trainer Program has Certification and Licensing.
  - e. Veteran Students can now earn CPL for military experience through the Military Articulation Platform (MAP).
5. The Military Articulation Platform (MAP) originated at the Riverside Community Colleges District Norco campus
  - a. Army Sergeant 1<sup>st</sup> Class Joey Mora received 30 units for his Military Service through CPL and MAP and he is pursuing a baccalaureate degree.
6. We are working on creating a Faculty Liaison position for CPL.
7. We are developing workshops for Faculty.
8. Department Faculty will develop appropriate rubrics for assessing portfolios.
  - a. Assessments are local.
9. Course transcripts must note credit that was earned via CPL.
  - a. The grades are Pass/No Pass.
    - Students do not receive a letter grade for CPL.

**IV. Approval of Draft Minutes:** March 9, 2022

Motion to approve:

**M/S**

Sullivan/Malinis

**1 Abstain**

Primoza

**V. Old Business:****A. Planning for Fall 2022 and Spring 2023:** Gustin

1. Mesa College has the highest productivity rate in the district.
2. The district has sent emails to Students who they suspect are enrolling in classes fraudulently.
  - a. Mesa College has the lowest fraud rate in the district.
  - b. The state will provide funding to curb fraudulent activities.
3. Dean Bridget Herrin will present data on Enrollment Trends to Deans' Council after spring break.
  - a. Chair of Chairs Paula Gustin will ask Dean Herrin to report the data on enrollment trends to the CoC.
4. The district is pretty open to the Department Chairs scheduling the classes we want for fall 2022.
5. City College has the goal of scheduling 80% of their classes face to face.
6. Please be proactive with ensuring articulation and transfer for your program's courses.
  - a. Chemistry will meet with Articulation Officer Juliette Parker regarding articulation for Chemistry Lab classes that were scheduled during the pandemic.
  - b. Please work with your School Deans and the Vice President of Instruction.
7. Counselors Cynthia Rico and Guillermo Marrujo attended Deans' Council this week.
8. Time slots for science labs in flexible modalities helps.
9. There is a possibilities of scheduling GE classes face to face.
10. Mesa College is providing our Students with at home Covid tests.
11. A Technology Survey is being conducted on the current computers in our offices and classrooms in coordination with our School Deans.
  - a. The district can refresh old computers and make them work better.
12. Bryan Malinis asked about the district's current policy on cloud based servers.
  - a. Academic Senate President John Crocitti reported the district is supporting Microsoft Teams.
  - b. Chair of Chairs Paula Gustin will ask about Microsoft Teams since there seems to be more momentum about increasing Outlook email account memory capacities.

**VI. New Business:****A. Department Chairs Input - Modifications of the Faculty Evaluation Process:** Miyoshi

As reported by Dina Miyoshi:

1. "Chair of Chairs Paula Gustin thanked the Chairs Academy presenters for their hard work including the presentation on the Faculty Evaluation Process.
2. Suggestions - Online Evaluation Process:
  - a. Dina Miyoshi reported we have received a lot of feedback for online and classroom evaluations.
  - b. Please send your feedback.
3. Spring 2022 Evaluation Process Questions:
  - a. Chair of Chairs Paula Gustin reported there are Faculty Evaluators enrolled as Students for online class observations.
  - b. Dina Miyoshi reported that suggestions have been made indicating the current online description of a class visit is not comparable to the face-to-face class visit.
4. Mark Abajian asked Dina Miyoshi if she has reviewed surveys from other schools.
5. Dina Miyoshi said we want to have one survey that fits face to face and online classes in our Faculty Evaluation Process.
6. AFT Negotiations are already underway.
7. Mark Abajian said enrolling as an Instructor is the best way to evaluate.

8. Chair of Chairs Paula Gustin asked the Department Chairs to communicate as much as they can with Dina Miyoshi,
9. Dina Miyoshi reported Mesa College's machines that read and record information from the paper Student Faculty Evaluations forms are not working.
  - a. They are very old and there are no technicians available who can repair them.
  - b. We do not know if we will be able to purchase new machines.
  - c. Cathy Palestini will check the only working machine in the district that is at Miramar College.
10. Alison Primoza asked how can we get more Students to participate in the Faculty Evaluations Process?
  - a. Dina Miyoshi said we met with district last week.
    - The district knows that we are in a bind.
    - The district is trying to create better mobile interface for Students to conduct Student Faculty Evaluations on their cell phones. (Currently the phone interface is not ideal, but does work.)
  - b. Faculty can also include a note about the Student Faculty Evaluation form in the course syllabus.
  - c. Irena Stojimirovic asked about the Student Faculty Evaluations completion rate across the college and programs.
    - The rate for the Physics Department is only about 10%.
      - \* If the rate is as low as Physics campus wide, it is meaningless and should not be part of the Faculty Evaluation Process.
11. Dina Miyoshi said Mesa College Faculty would have to push as a group for paper forms.
12. Dina Miyoshi said we received good response rates for Student Faculty Evaluation forms for some programs.
  - a. We are asking Faculty what they are doing to encourage their Students to complete the evaluation forms.
  - b. Best Practices:
    - Set up completion of evaluation in to do list
    - Set up evaluations in module that has to be completed before moving to next module.
    - Give time in class to complete evaluation on phones.
13. Dina Miyoshi said the response rate for online classes has always been an issue.
14. There are some other colleges that require Students to complete the Students Faculty Evaluation Forms for their current classes before their grades can be posted."

**VII. Department Reports:** None

**VIII. Planning/Committee Reports:**

**A. Academic Affairs:** Torres

As reported by Oscar V. Torres:

"The academic affairs committee met on Monday March 14th , at 4:15 pm. Topics discussed included the survey PowerPoint presentation for the senate. Members present made edits and suggestions. The committee also discussed the need to have faculty join the Elections committee; and the positions up for election. The working remotely ad-hoc requests were also discussed as a round table topic. Our next meeting is scheduled for April 4<sup>th</sup> at 4:15. New items for discussion include hyflex definitions and course designations, return of SDCCD equipment during pandemic, and the elections for our academic senate."

**B. Academic Senate:** Crocitti

1. The Chancellor reported he cannot even increase the storage size for his own Outlook account.
2. Thank you to the Academic Affairs Committee for conducting a Faculty Survey regarding the creation of a Campus wide Test Proctoring Center.
  - a. Thank you to ASG President Natalia Trinh and the ASG for their assistance in creating the survey questions.
  - b. The survey data that Oscar V. Torres and Mary Gwin presented to the Academic Senate supports the creation of a Campus wide Test Proctoring Center at Mesa College.
3. Spring 2022 Academic Senate for CA Community Colleges (ASCCC) Plenary Session: April 7, 2022 - April 9, 2022
  - a. Resolutions for consideration: [LINK](#)
    - City College proposed a resolution asking the ASCCC to investigate for profit businesses that are pushing the sale of equipment to conduct HyFlex meetings during the March 19<sup>th</sup> Area D meeting.
4. San Diego Community College District (SDCCD) Police Department:
  - a. The SDCCD Police Department will take over the contract for Grossmont College and Cuyamaca College.
    - SDCCD Police Department Leadership will lead Grossmont/Cuyamaca College Police Officers.
    - John will express his concerns regarding the decision at next District Governance Council (DCG) meeting.
5. The Academic Senate voted against holding HyFlex meetings if Governor Newsom lifts the state of emergency on March 31<sup>st</sup>.
  - a. The Academic Senate will meet on campus/in person in MC 211 A/B if the state of emergency is lifted.

**C. Curriculum Review Committee (CRC):** Resch

As reported by Nathan Resch:

"Last met Thursday, 3/17

CRC voted in support of a City college initiated special designator for Design (DSGN). Prior to the vote, CRC surveyed various departments with various elements of design as part of the curriculum, with no opposition at Mesa to the proposed special designator.

CRC voted narrowly against supporting the proposed change in the catalog deadline as outlined at the last COC meeting. The change in the catalog deadline would put the cut-off date at Sept 23rd for accepting curriculum changes where it is currently November/December. It was mentioned that this effort is part of establishing an online catalog and allowing for earlier student registration. The change to the catalog deadline will be addressed at the next CIC meeting on Thursday, 3/24."

**D. Student Services:** Rico

1. The Counseling Department will be going to the high schools that are part of Mesa College's pipeline.
  - a. Please let us know if you have information you would like us to share with high schools Students about your programs.
2. JUMP START 2022: [LINK](#)
  - a. Saturday – April 9, 2022 (8:30AM – Noon)
  - b. The event will be held on campus this year.
  - c. Please try to have a Faculty Representative for your program available.
  - d. Please contact Dean Victoria Miller by this Friday if you want to be part of the event.
  - e. Chair of Chairs Paula Gustin reported she has volunteered for the event and represent the Chemistry Department.
  - f. English, Learning Resources/Academic Support and Math Faculty will also be in attendance.
  - g. Irena Stojimirovic reported Dean Victoria Miller will provide the necessary accommodations if you would like to present a demonstration.

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

**F. Enrollment Management and Instructional Strategic Planning Workgroup:** Gustin/Moreno Ikari  
As reported by Paula Gustin & Jill Moreno Ikari:

1. "The team is waiting to hear back from the Strategic Enrollment Management proposal that was submitted last month.
2. The group is discussing a report from Dean Herrin Office of Institutional Effectiveness regarding courses in 8 week enrollment to help with fall 2022 planning & scheduling. The preliminary report shows high success rates and equitable outcomes for African American and LatinX Students."

**I. Planning & Institutional Effectiveness (PIE) Committee:** Crocitti/Gustin

1. Academic Senate President John Crocitti reported the committee discussed the development of a standardized process for requesting funds through BARC, CHP and FHP.
2. [Road Map to 2030](#):
  - a. There is an internal survey of the five (5) goals for the Mesa 2030 plan.

**J. President's Cabinet:** Crocitti/Gustin//Torres (No Report)

**K. Program Review Committee (PRC):** Miyoshi

As reported by Dina Miyoshi:

"Work is being done to align the resource allocation (i.e., FHP, CHP, and BARC) requests and the questions asked in Program Review."

**L. Mesa Pathways Committee:** Gustin

1. Chair of Chairs Paula Gustin reported we worked on looking at Career Pathways.
  - a. Cynthia Rico said we need to review the Career Pathways with our School Deans.
    - Language need to come back regarding degree programs.
    - Some program degrees are missing.
  - b. Ian Duckles reported the VPI was pushing for a timeline regarding the process.

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

**A.** Alison Primoza reported the Faculty Survey regarding Sustainability Course Content is available.

1. Please encourage your colleagues to complete the survey.

**B.** Alison Primoza also reported the Languages Department found the wrong Official Course Outline of Record (COR) description for a German course in the Mesa College catalog.

1. The Department Chairs may want to review the CORs that are listed for your program's courses in the catalog.

**C. Next CoC Meeting:** April 13, 2022 (Spring 2022 CoC Meeting Schedule: [LINK](#))

1. Chair of Chairs Paula Gustin reported the CoC will have to meet on campus again if Governor Newsom lifts the state of emergency on March 31<sup>st</sup>.
2. John Crocitti reported the Academic Senate disapproved holding HyFlex meetings that allows attendees to meet in person or online on March 21, 2022.

**X. Adjournment @ 3:57PM.**

Submitted by Sue Saetia

Approved by the Committee of Chairs: April 13, 2022