



**San Diego Mesa College
Academic Senate
Committee of Chairs (COC)
Virtual Meeting
October 13, 2021
MINUTES**

Present:

Chair of Chairs Paula Hjorth-Gustin, Valerie Abe, Mark Abajian, Evan Adelson, Sandra Belew, Donna Budzynski, Jennifer Carmichael, Jarred Collins, John Crocitti, Todd Curran, Nellie Dougherty, Ian Duckles, Helen Greenbergs, Alison Gurganus, Michael Harrison, Erika Higginbotham, Ken Kuniyuki, Tara Maciel, Bryan Malinis, Dina Miyoshi, Ryan Mongelluzzo, Jill Moreno Ikari, Bruce Naschak, Alison Primoza, Nathan Resch, Cynthia Rico, N. Scott Robinson, Leslie Saline-Styles, Jennifer Sime, Jennifer Snyder, Irena Stojimirovic, Chris Sullivan, Carlos Toth, Todd White, Roger Wong, George Ye and Guest 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

Crocitti/Robinson

UNANIMOUS

III. Guest:

A. Work Based Learning & Work Experience- Shawn Fawcett

1. Work Base Learning website: www.sdmesa.edu/wbl.
2. PowerPoint Presentation:
https://docs.google.com/presentation/d/1-ItNTnNZ7FzTYD7-Ii27-SRCcf3ojsEYPo_InjrJGU/edit?usp=sharing
3. Paula Gustin asked Shawn Fawcett about her role working with our business partners.
 - a. Shawn Fawcett reported some Faculty Members have extensive networks with employers.
 - b. We can help Faculty connect with specific employers and employers in specific industries.
 - c. We will work to meet the needs of your particular course.

III. Approval of Draft Minutes: September 22, 2021

Motion to approve with changes from Donna Budzynski and Alison Primoza:

M/S

Primoza/Budzynski

1 Abstained
White

IV. Old Business:

A. Spring 2022 Planning: Gustin

1. Academic Senate President John Crocitti asked how many off campus classes are hybrid, asynchronous and synchronous.
2. Please let Chair of Chairs Paula Gustin know if you need her to ask for resources for your department.
3. Alison Primoza asked if web cams will be provided for Faculty Office Hours.
4. Chair of Chairs Paula Gustin will try to meet with President Luster next week to inform her of the resources Faculty needs.
5. Donna Budzynski reported Chemistry received office web cams this week, but they are horrible.
 - a. She has to bring her own tablet to work.
6. Chair of Chairs Paula Gustin asked Faculty to check their classrooms right away in order to find out what technology are available and request missing/needed technology.

B. Reopening Updates: Gustin

1. Chair of Chairs Paula Gustin reported our Students are required to receive a second vaccination dose.
2. Faculty may want to proactively submit their vaccine records to the district.
3. Academic Senate President John Crocitti reported his Faculty Members who received vaccine exemptions are being told that they have to submit their Corvid 19 vaccination documentation.
 - a. His Faculty Members who already submitted their vaccination documentation are also being asked to submit their vaccination.
4. Chair of Chairs Paula Gustin would like to provide a FLEX workshop for Faculty regarding best practices for returning to campus.

C. Fall 2021 Faculty Evaluations: Miyoshi

1. Please let Dina Miyoshi know if you still need evaluation packets.
2. Please return any extra blank evaluation forms.
 - a. We will be able to use them next semester.
3. Alison Primoza said Promotional Evaluations have an earlier deadline.
 - a. Dina Miyoshi asked the Department Chairs to email her if they are missing any documents.
4. Spring 2022 Evaluations:
 - a. We will send the packets out at the end of fall 2021.
5. Bruce Naschak would like his Students to conduct their Faculty evaluations face to face next semester.
 - a. Dina Miyoshi said Students can conduct their Faculty evaluations face to face in spring 2022.

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

1. Who is San Diego Mesa College as a campus?
2. Faculty must have purview over how we want to teach our classes.

V. New Business:

A. New Chairs Academy: Gustin

1. Donna Budzynski, Ian Duckles, Jill Moreno Ikari and Dean Leslie Shimazaki will hold an event on October 29th.
2. We want to have a good turnout since we have to address so many current issues and we need to prepare and develop the strategies we need to employ to track our enrollment numbers.

B. Planning/Committee Reports - Review of Presenters: Gustin

1. The Department Chairs reviewed the current list of committees and the members who will provide the reports.

VI. Department Reports:

A. Updates from the English Department: Jill Ikari Moreno (Presentation [LINK](#))

1. There are only two fully face to face classes during fall 2021. (HUMA 205/JOUR 210)
2. We will schedule more face to face classes on line during spring 2022.
3. We have dual enrolled classes in the local high schools.
4. ENGL 237 (Women's Literature) will be a new course in spring 2022.
5. We will have an eight (8) week New Testament course an eight (8) week Old Testament course.
6. The Learning Communities (LCOMs) will be hybrid.
7. Data shows that our Students' ability to access Tutoring Services does help close the Equity Gap.
 - a. All Students regardless of ethnicity or income have access to Tutoring Services for ENGL 101 and ENGL 205.
 - b. Data for spring 2019, fall 2019 and fall 2020 shows that access to Tutoring Services results in higher success rates and retention rates.
 - c. Irena Stojimirovic said she would like to collect data in a meaningful way.
 - She asked how many Students were included in the data and how many times or how frequently did the Students access Tutoring Services.

8. Grant money is available to Faculty who want to include an Asian American Pacific Islander (AAPI) lens in their courses.
 - a. Everyone can apply for the grant.
 - b. Kaitlin Choi from Work Based Learning is the main grant investigator.
9. Alison Primoza reported the Languages Department has been trying to get classroom embedded Tutors for a long time.
 - a. We have been working on this for years to find funding to support our Students.
 - The Students who reach out and go to tutoring are the ones who need tutoring the least.
10. Chair of Chairs Paula Gustin asked if funding for Tutoring Services for each Department can be requested through the Program Review Process in the future.

VII. Planning/Committee Reports: The Department Chairs updated the list of committee reports on October 13, 2021.

A. Academic Affairs: Torres

As reported by Oscar Torres

"The Academic Affairs committee met on October 4th, 2021. Our Vice President on Instruction, Dr. Isabel O'Connor attended as a special guest. Discussion points included hiring positions, student vaccination requirements, and criteria for scheduling courses. New items for discussion will include our upcoming resolution regarding the Tenure and Promotion Committee (TPRC) as well as the Professional Advancement Committee (PAC) and their association with the Senate, as well as the DE re-calculation formula Memo sent out by our SDCCD."

B. Academic Senate: Crocitti

As reported by John Crocitti:

1. We reviewed President Luster's feedback regarding the FHP proposal of 24 September. We will use the data provided by the Institutional Effectiveness Office and use the rubric approved by FHP and President's Cabinet in May 2021. When the ranking is submitted to the President, FHP will include a note indicating where the requests appeared on the prior two ranking lists. President Luster will take the prior two lists into account when she decides on the final ranking.
2. In Spring 2022 after Program Review is completed and new hiring requests are made, FHP will submit a regular list to supersede the off-cycle list. This new list will be used to fill retirements in 2022-2023, budgetary constraints permitting.
3. FHP will request that the Program Review change the date for training lead writers on the new rubric to either 18 or 19 October. (Program Review agreed to reschedule the FHP training, which will now occur on 18 October at 11:00 am-12:00 pm.)
4. FHP will distribute the new rubric to Program Review ahead of the training to allow lead writers an early chance to start crafting their proposals. (Completed shortly before this report was submitted.)
5. The timeline from submission of hiring requests to President Luster's announcement of the final ranking is as follows:
 - a. Hiring request applications are due on Monday, 8 November. FHP will begin scoring the applications.
 - b. FHP meets on Tuesday, 30 November to discuss our scores and develop the ranking list. If more time is needed to complete the ranking list, FHP will continue this work on 1 December.
 - c. FHP will send the ranking list to President Luster no later than 2 December.

C. Curriculum Review Committee (CRC): (No Report)

D. Student Services: Rico

1. We are waiting with anticipation for the online classroom schedule to be available on October 18th.
2. We are being bombarded by questions from our Students.
3. October and November are Transfer Season months.
4. Reports on Disciplinary Clearance:
 - a. They are processed through Student Affairs.

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

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

1. We are working on the kickoff to accreditation.
2. The Accreditation Team will inform the Department Chairs of their role in the process.

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

H. Program Review Committee (PRC): Miyoshi (No Report)

I. Mesa Pathways Committee: Alioto & Eskew

As reported by Howard Eskew:

"CCCCIO Fall 2021 Conference:

Dr. Isabel O'Connor, Dr. Trina Larson and Lead Fellow Daniela Perez Padilla have been selected to present at the California Community College Chief Instructional Officers Fall 2021 Conference and will present on *Engaging Student Voices: A Toolkit and Case Study in Equity* on Wednesday, October 27th from 2:15-3:15pm.

Pathways Project Funding:

The Mesa Pathways Committee will provide up to \$50,000 to fund projects related to advancing our Mesa Pathways efforts here on campus. *Applications are due Friday, October 15, 2021.* Winners will be announced the week of November 15, 2021. If you have questions regarding a funding proposal, please contact MesaPathways@sdccd.edu.

Details, including application information about the funding process, previous awardees, and non-allowable expenses can be found here: <https://www.sdmesa.edu/mesa-pathways/pathways-projects.shtml>.

Technology Project Group:

Our technology project team has just been launched and is charged with developing a project plan and timeline for integrating all of Mesa College's student support services and technologies into a seamless, efficient, and effective resource to enhance the overall student experience. Their first meeting was held Wednesday, October 6th, and moving forward, meetings will take place the first and third Wednesdays of the month from 12:45 - 1:45pm.

Student Success Teams Workshops: This Fall, the campus will have opportunities to learn and share ideas about Student Success Teams at one-hour workshops, which are open to the entire Mesa community. Flex credit is available, and participants will be entered into an opportunity drawing. For more information, please visit the Pathways website: <https://www.sdmesa.edu/mesa-pathways/events-presentations.shtml> or contact Ian Duckles: iduckles@sdccd.edu.

Call for Members: Pathways Workgroups and Project Teams: If you are interested in becoming involved in a Pathways workgroup or project team, please reach out to MesaPathways@sdccd.edu.

SOAA – Scale of Adoption Assessment: The Mesa Pathways workgroup and project teams have completed their update work to the SOAA. We are in the process on condensing and finalizing the draft for distribution into the governance groups."

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

IX. Next COC Meeting: October 27, 2021

X. Adjournment @ 4:09PM.

Submitted by Sue Saetia

Approve by the Committee of Chairs: October 27, 2021