San Diego Mesa College (SDMC) Academic Senate (AS)
Committee of Chairs
October 23, 2024
Room MC 211
MEETING MINUTES
DRAFT

Present:

Acting Chair of Chairs Nathan Resch, Valerie Abe, Donna Budszynski, John Crocitti, Ida Cross, Nellie Dougherty, Ian Duckles, Erin Evans, Paula Gustin, Michael Harrison, Erika Higginbotham, Candace Katungi, Gloria Kim, Ken Kuniyuki, Tara Maciel, Bryan Malinis, Guillermo Marrujo, Dina Miyoshi, Ryan Mongelluzzo, Bruce Naschak, Hannah Padilla Barajas, Connie Renda, Wendy Smith, Leslie Saline Styles, Jennifer Snyder, Irena Stojimirovic, Todd White, Robert Wong, George Ye and Guests SDMC AS President Andrew Hoffman, SDMC Campus Store Supervisor Rob Meyers, SDMC Occupational Environment Health & Safety Coordinator Matt Fay and SDMC Textbook Buyer Scott Krause

Excused Absences:

Anar Brahmbhatt (Proxy to White), Gloria Kim (Excused) and César López (Excused – Fall 2024)

I.   CALL TO ORDER AND WELCOME by Acting Chair of Chairs Nathan Resch @ 2:31PM.

II.   APPROVAL OF DRAFT AGENDA:
   Move to Approve:
   M/S   Abe/Malinis   **UNANIMOUS**

III.   GUESTS:

   A.   SDMC Bookstore Supervisor Rob Meyers and Textbook Buyer Scott Krause: Course Materials Submission Link

      1.   Intersession 2025/Spring 2025 Course Materials Request Submissions:

         a.   The Department Chairs thanked Rob Meyers and Scott Krause for supporting SDMC Faculty and Students.

         b.   Please submit your Course Materials Request(s) as soon as you receive your teaching assignment.

         c.   Please submit a Course Materials Request every semester.

         d.   You want to make sure our Students know the cost of course materials to help them decide which courses they want to enroll in.

         e.   SDMC Students receiving Financial Aid can only use their Financial Aide to purchase textbooks at the SDMC Bookstore.

         f.   It takes time for the Bookstore to contact the publisher and make the textbook(s) for your course available to your Students when you do not submit a course material request for the current semester.

            •   Your Students will have to wait to purchase their textbooks when you do not submit a Course Materials Request for the current semester.

            •   Students receiving Financial Aid will have to wait until the textbook is available at the SDMC Bookstore before they can purchase a textbook. (Faster sources will not be available to them.)

            •   Your Students will not be able to access the textbook(s) for your course at the beginning of the semester.

         g.   Mesa College's only Textbook Buyer cannot be the person responsible for making sure that every Faculty Member submits a Course Materials Request for the upcoming semester.

B. **SDMC Occupational Environmental Health & Safety Coordinator Matt Fay**: Emergency Management Rollout

    1. SDMC Emergency Building Evacuation Plan: LINK

       a. The plan will be a living document that we will review annually and update when necessary.

       b. The evacuation plan will be different for each building.

       c. Some buildings have specific evacuation issues including the presence of chemicals and specialized equipment.

       d. There will be someone assigned to coordinate the evacuation for each individual floor in each building.

       e. Matt Fay has been providing information regarding the evacuation plan during department and school meetings.

           • Matt Fay can provide additional training to anyone who needs to be trained.

       f. Each multiple floor building has at least one (1) Evacuation Chair on each upper floor.

           • Matt Fay can provide instructions on how to safely transport someone.

       g. The district is looking into an application that can provide mass notification to people on each campus and/or throughout the district when an emergency event occurs.

       h. Matt Fay will reach out to the representatives for every SDMC Evacuation Map Zone.

IV. **APPROVAL OF DRAFT MINUTES**: O c t o b e r 9 , 2024

Move to Approve:

M/S	Malinis/Gustin	**2 ABSTAIN**
		Maciel
		Renda

V. **OLD BUSINESS**:

A. **Draft Plan to address Accreditation Recommendation 2**: Hoffman/Miyoshi/Resch

    1. Acting Chair of Chairs and Exercise Science Department Chair shared Exercise Science's Outcomes and Assessment Training PowerPoint Presentation on October 9th.

    2. Program Review Steering Committee Acting Faculty Co-Chair Dina Miyoshi shared the Accreditation Standard II PowerPoint Presentation on October 9th.

    3. SDMC Faculty Outcomes Coordinator Eliza Rabinovich sent the Important Updates on the Year 3 Program Review Cycle on October 17th via Outlook.

    As reported by Nathan Resch:

    "Please Also please see 10/17 email from Liza Rabinovich on program review regarding mid-cycle updates and unit goals action plans and updates."

    4. SDMC Faculty Outcomes Coordinator Eliza Rabinovich sent the Important Updates on CLOs and Year 3 Outcomes Timeline on October 21st via Outlook.

    As reported by Nathan Resch:

    "Please see 10/20 email from Liza Rabinovich to the Department Outcomes Coordinators (DOCs) and chairs regarding Nuventive documentation space for closing the loop discussions, manage assignments tool covered at chairs' academy, flex for adjuncts participating in outcomes assessment work and training and support."

    5. There was a "Nuventive" presentation during the October 18th Chairs Academy.

B. **Discussion Regarding Impact of a 32-Hour Work Week on Instruction**: Resch

    1. Black Studies Department Chair Candace Katungi and Physical Sciences Department Chair Irena Stojimirovic shared their thoughts on the subject.

VI. **NEW BUSINESS**: None

VII. DEPARTMENT REPORTS:

    A. American Sign Language (AMSL) Department Chair Leslie Styles reported that she has a class in the Student Services Building that starts @ 8:00AM, but the building does not open until 8:00AM.

        1. Counseling Department Chair Guillermo Marrujo reported that she can request a building key through her School Dean.

    B. Black Studies Department Chair Candace Katungi provided a report.

VIII. PLANNING/COMMITTEE REPORTS:

    A. Academic Affairs Committee: O dasso

        1. The committee is reviewing and updating the draft "Syllabus Checklist" for the SDMC Department Chairs.

            a. Acting Chair of Chairs Nathan Resch thanked Das Odasso for developing the document.

    B. Academic Senate: Hoffman

As reported by SDMC AS President Andrew Hoffman:

"At the Academic Senate meeting of October 14, VPI Isabel O'Connor was a guest. Dr. O'Connor spoke on the following issues:

- Our college's response to the Accreditation Report, with working being done by the folks in Program Review, the Committee on Outcomes and Assessment, and the ACCJC Findings Taskforce.

- Issues with Common Course Numbering. I encouraged chairs to complete the surveys for the CCN Phase II even if no faculty are working on the COR rewrites.

In addition, I noted that the Area D meeting was held Friday, October 18. I pulled one resolution from the Consent Agenda. That is a resolution to do away with Student Learning Objectives and only have Outcomes. I feel this is a very bad idea as the objectives are more granular and give a better sense of what a course is actually teaching. FHP training for lead writers will be Friday, November 15 at 11 am. The location is still TBD, but it will be a Hyflex activity. The video will be available afterwards."

    C. American Federation of Teachers (AFT): Duckles (No Report)

    D. Curriculum Review Committee (CRC): Resch

As reported by Nathan Resch:

- "Single sign-on is planned for Peoplesoft, faculty staff and student rollout. Timeline was Fall 2024/October but have heard this will be pushed to Spring 2025.

- Continuing discussion on outcomes and CRC's role related to process."

    E. Student Services: Dougherty/Higginbotham/Marrujo/Parker

As reported by Nellie Dougherty:
Priority Registration will begin Nov 4 . Registration labs will be available on November 4 & 5 in the assessment center.

Financial Aid Application will open on Dec 1, 2024

    F. Enrollment Management and Instructional Strategic Planning Committee: Budzynski (No Report)

    G. Planning & Institutional Effectiveness (PIE) Committee: Hoffman/Resch

As reported by Nathan Resch:

- "Further defined the goals/deliverables for 2024/2025 including a robust discussion on PIE's role related to accreditation, facilitating the production and review of the ISER, and the October 2025 follow-up report.

- Completed the PIE Integrated Planning calendar with goals/deliverables for 2024/2025"

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H. President's Cabinet: Hoffman/Resch

As reported by Nathan Resch:

1. "10/25 is the Spirit of Mesa celebrating 60 years of Mesa's impact

1. EEO Data analysis for district was shared; originally presented by Chancellor Smith

   - Provides info about district hiring data based on ethnicity
   - Data compares San Diego County and District hiring
   - Disparity with impacts upon applicants identifying as Black and Latin/Hispanic
   - Questions related to hiring process; Miramar to share their processes and data to explain the pilot

2. Open enrollment is 10/17-10/31

   - More options on no-cost health care

3. HH is on the ballot

   - Social media images that are in the parameters that SDCCD can use have been distributed

   $1.3 M raised to support the bond efforts

4. District New Hire onboarding was discussed at Chancellor's cabinet

5. Library report provided info on services and support for students and faculty

6. Building Evacuation plans with Deans/Building manager of each space can be discussed and practiced for each space/building; contact Jacqueline Collins for more info

7. DEIA discussion guide will be sent out later this month and presented at Chairs in November.

8. Efficiency at 19 with late start 8-week courses.

9. Drop for non-payment back for Spring 2025; holds going on for as low as $2; payment plans available."

I. Program Review Committee (PRC): Acting Faculty Co-Chair Dina Miyoshi

1. Dina Miyoshi provided a report.

J. Strong Work Force Committee: Johnston/Wong (No Report)

IX. ANNOUNCEMENTS/ROUND TABLE/FOR THE GOOD OF THE ORDER: None

X. NEXT CoC MEETING: November 13, 2024 (Room MC 211 A/B) 2:30PM-4:00PM

XI. Adjournment @ 4:00PM.

Submitted by Sue Saetia:

Approved by the SDMC AS Committee of Chairs: