



**San Diego Mesa College (SDMC) Academic Senate (AS)**

**Committee of Chairs (CoC)**

**September 13, 2023**

**Room MC 211 A/B**

**2:30PM – 4:00PM**

**MINUTES**

**Present:**

Chair of Chairs Jill Moreno Ikari, Valerie Abe, Anar Brahmhatt, Donna Budzynski, John Crocitti, Ida Cross, Todd Curran, Nellie Dougherty, Ian Duckles, Tasha Frankie, Paula Gustin, Michael Harrison, Erika Higginbotham, Janue Johnson, Amanda Johnston, Candace Katungi, Gloria Kim, Ken Kuniyuki, César López, Tara Maciel, Bryan Malinis, Dina Miyoshi, Ryan Mongelluzzo, Hannah Padilla Barajas, Nathan Resch, Cynthia Rico, N. Scott Robinson, Wendy Smith, Jennifer Snyder, Irena Stojimirovic, George Ye and Guests Dean Leticia Diaz, SDMC AS President Andrew Hoffman, Curriculum Review Committee (CRC) Faculty Co-Chair Justin Estep and SDMC AS Academic Affairs Committee Chair Mary Gwin

**Excused Absences:**

Bruce Naschak and Todd White

**I. CALL TO ORDER AND WELCOME** by Chair of Chairs Jill Moreno Ikari 2:33PM.

**II. APPROVAL OF DRAFT AGENDA:**

Motion to Approve:

**M/S**

Duckles/Crocitti

**UNANIMOUS**

**III. GUEST(s):**

**A. Test Proctoring Center Updates:** Dean Leticia Diaz/DSPS Chair Erika Higginbotham

PowerPoint Presentation: [LINK](#) (Please copy and paste the link.)

1. The expanded SDMC Test Proctoring Center officially opened on Monday in room 1400 405 Disability Support Programs/Services (DSPS) Office.
  - a. The center has 19 work stations and 3 private rooms.
2. Available Proctoring Services:
  - a. Disability related exam accommodations (as authorized by DSPS Counselors).
    - DSPS Students have priority.
  - b. On Campus Proctoring for Computer Based Exams.
  - c. On Campus Proctoring for Paper & Pencil Exams.
  - d. Instructor Approved Make-up Exams.
  - e. On Campus Proctoring for Course Challenge Exams.
3. Please review the PowerPoint Presentation for additional information:
  - a. [LINK](#) (Please copy and paste the link.)

**B. Justin Estep – Resources for SDMC Catalog:**

1. Catalog Proofing Information: [LINK](#)

As reported by Justin Estep:

“Justin Estep shared the Catalog Proofing instructions and resources. Justin Estep requested that Chairs proof their sections and sign off by September 25. Chairs were also invited to join the forming Catalog Committee. For questions or to join the Catalog Committee, please contact J. Estep.

Any feedback would be appreciated. And feel free to include those two links as well.

Jill - Thank you again for having me. I think it was a nice atmosphere at Chairs.

Best,

--

Justin Estep”

**IV. APPROVAL OF DRAFT MINUTES:** May 10, 2023

Motion to Approve:

**M/S**

Budzynski/Johnston

**6 ABSTAIN**

- Cross
- Johnson
- Katungi
- Kim
- López
- Smith

**V. OLD BUSINESS:** None

**VI. NEW BUSINESS:**

**A. Collective Bargaining Agreement (CBA) Draft Updates - Faculty Evaluations Article XV:** Miyoshi

[LINK](#)

1. Please review the proposed changes to the Faculty Evaluations Article XV section of the CBA and send your feedback.

**B. Fall 2023 SDMC AS CoC Department Chars’ Academy:** Moreno Ikari

1. The fall 2023 Chairs Academy is September 29, 2023 (11:00AM – 12:30PM) in Room LRC 435.
2. The Chairs’ Academy is open to all Faculty.
3. Jill Moreno Ikari is developing questions for SDMC President Ashanti Hands.
  - a. Please let Jill Moreno Ikari know if you have a question for President Hands.
4. The SDMC Vice Presidents of Administrative Services, Instruction and Student Services will also attend the Chairs’ Academy.
5. There will be two (2) panels of presenters.
6. Dean of Arts and Languages Leslie Shimazaki will present during the event.
7. Thank you to Learning Resources/Academic Support (LRAS) Chair Janue Johnson for taking care of all the behind the scenes set-ups for the Chairs’ Academy!

**VII. DEPARTMENT REPORTS:** None

## **VIII. PLANNING/COMMITTEE REPORTS:**

### **A. Academic Affairs:** Gwin

As reported by Mary Gwin:

"Academic Affairs is currently working on a report about generative AI. We are surveying policies at the institutional and course level, as well as looking at journal policies. Additionally, we will invite Erika H. back to Senate to talk about DSPS accommodation policies."

### **B. Academic Senate:** Hoffman

1. The SDMC Academic Senate held our fall 2023 retreat on August 15<sup>th</sup>.
2. We still need to fill the Secretary, two (2) Senators at Large and Career Technical Education (CTE) Liaison positions on the Senate Executive Committee.
3. The four (4) district Academic Senate Presidents met with the Vice Chancellor of Facilities Services regarding the new Parking Enforcement system that will utilize cameras that capture license plate numbers.

### **C. American Federation of Teachers (AFT):** Duckles

1. Ian Duckles provided AFT updates to the Department Chairs.

### **D. Curriculum Review Committee:** Resch

As reported by Nathan Resch:

"The first CRC meeting was on 9/7 and was packed with curriculum on track to make the 2024-2025 catalog (pending CIC/Board/State approval—and may need ACCJC/WASC approval). 9/7 was the deadline for curriculum revisions to make the 2024-2025 catalog. The next CRC deadline for changes to the 2025 Intersession/Spring Schedule is April 18, 2024. Catalog deadlines and CRC information can be found on the CRC webpage: <https://www.sdmesa.edu/about-mesa/administration/instructional-services/curriculum-review-committee/>"

### **E. Student Services:** Dougherty/Higginbotham/Rico

1. DSPS: Higginbotham
  - a. The expanded SDMC Test Proctoring Center opened on Monday.
2. EOPS: Dougherty
  - a. Nellie Dougherty's report was forwarded to the SDMC Department Chairs.
3. Student Services: Rico

As reported by Cynthia Rico:

"Transfer Career and Evaluations will have a "Monsters University" Open House September 26<sup>th</sup> and 27<sup>th</sup> 11:00AM to 3M I4-306. Please announce to your students."

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

### **G. Enrollment Management and Instructional Strategic Planning Workgroup:** Budzynski (No Report)

### **I. Planning & Institutional Effectiveness (PIE) Committee:** Hoffman/Moreno Ikari (No Report)

### **J. President's Cabinet:** Hoffman/Moreno Ikari (No Report)

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

As reported by Dina Miyoshi:

"Program Review for this academic year has officially begun. The Kick-Off was on Friday, September 8<sup>th</sup> and lead writers can access program review in Nuventive. The timeline is similar to what it was pre-COVID, with a draft due in early December and the final deadline in early February (i.e., February 5<sup>th</sup>). Trainings are scheduled throughout the semester and the training schedule is posted on the Program Review website."

**L. Mesa Pathways Committee:** Alioto/Eskew

As submitted by Howard Eskew via Outlook:

"Academic and Career Pathways: Call for Participation

Your Academic and Career Pathway (ACP) needs YOU to help implement a greater sense of community for students in your ACP with equity impact. Our Academic and Career Pathways are designed to help students explore related programs in areas that interest them and connect students to relevant resources and support.

Check out our ACPs here: <https://www.sdmesa.edu/academics/v2/academic-career-pathways/>

Join us to learn more! The ACP Workgroup meets bimonthly during our Mesa Pathways working meetings. Our next meeting is Wednesday, September 13th from 12:45 - 2:15pm.

If you are interested in becoming involved, please reach out to Marisa Alioto ([malioto@sdccd.edu](mailto:malioto@sdccd.edu)) or to Howard Eskew ([heskew@sdccd.edu](mailto:heskew@sdccd.edu)).

Mesa Success Coaches:

Over the summer, the Mesa Success Coaches workgroup implemented their planned expansion of the Mesa Success Coaches Program, which included the following milestones:

- Recruitment of 35 coaches.
- Development of a Canvas shell for the coaches with templates for communication and a directory of campus resources.
- An orientation to onboard coaches.

With the start of the academic year, the program has formally begun, and with the help of the Office of Student Success and Equity, 220 students (and counting), all of whom self-identify as Black/African American or Latinx, have requested a coach. Due to the overwhelming demand, an additional 11 coaches have been recruited and oriented to the program in one on one meetings.

As of the end of Week 2, every student has been matched with a coach. Most coaches have been matched with five students, though some have more or fewer. All coaches have made initial contact with their students and success stories are already being reported! Coaches will meet as a cohort on a monthly basis to touch base, share insights and offer support.

Kudos to core workgroup members: Ian Duckles, Gina Abbiate, Pahua Vang and Leslie Shimazaki for their hard work to make this program a reality!

Technology:

The Technology Workgroup meets on the first and third Wednesday of each month from 11:15am-12:15pm. Their first meeting will be this Thursday, September 6th.

For additional information, please contact Ian Duckles ([iduckles@sdccd.edu](mailto:iduckles@sdccd.edu)) or Jennifer Kearns ([jkearns@sdccd.edu](mailto:jkearns@sdccd.edu)) for details.

College of Continuing Education (CCE):

The College of Continuing Education Workgroup is working on details for a second CCE Day at Mesa, which will be held in Spring 2024.

Program videos for English and Math have been edited and the ESL video is in the process of being edited. Upon completion of all, these videos will be added to the newly revamped web page, the expected launch date is TBD.

The CCE Workgroup meetings are the first Friday of each month from 10:00 - 11:00 am. If you are interested in the work of the CCE Workgroup, please contact Cat Prindle ([cprindle@sdccd.edu](mailto:cprindle@sdccd.edu)) or Jen Park ([jpark002@sdccd.edu](mailto:jpark002@sdccd.edu)) for additional information.

Next Mesa Pathways Working Meeting: Our next Mesa Pathways Working Meeting will take place on September 13th from 12:45 - 2:15pm (meetings are held online via Zoom).

*To learn more about Mesa Pathways: <https://www.sdmesa.edu/mesa-pathways/>*

**M. Strong Work Force Committee:** Johnston/Wong

1. Robert Wong reported the committee has not met this semester.

**IX. ANNOUNCEMENTS/ROUND TABLE/FOR THE GOOD OF THE ORDER:**

**A. Fall 2023 SDMC Department Chairs' Academy:** September 29, 2023 (11:00AM – 12:30PM) Room LRC 435

1. Event Flier: [LINK](#)
2. RSVP: [LINK](#) (Please copy and paste the link.)

**X. NEXT COC MEETING:** September 27, 2023 (**Room LRC 435**)

**XI. ADJOURNMENT@ 4:01PM.**

Submitted by Sue Saetia:

Approved by the SDMC AS CoC: September 27, 2023