



**San Diego Mesa College  
Academic Affairs Committee**

**October 4, 2021: Via Zoom (4:15PM-5:00PM)**

**Link (<https://cccconfer.zoom.us/j/93838962989>) hold "Ctrl" and click to open**

**Draft Minutes**

- I. Call to Order and Attendance by Chair: Oscar V. Torres, 4:12 PM**
- II. Review and Approval of Draft Agenda: 10-04-2021**  
Members had no additions or edits to the agenda.  
*Roll of attendance* – Members present included: Jennifer Sime, Linda Hensley, Mary Gwin, Bryan Malinis, Leslie Seiger, Miriam Pacheco, Amanda Johnston, Das Nugent-Odasso, Oscar V. Torres, Sean Ricketts. Absent: Steve Sanchez. Guests: Marisa Alioto (Mesa Pathways), Helen Greenbergs (Academic Senate), Isabel O'Connor (Vice President, Instruction).
- III. Reports from:**
- |                        |                               |
|------------------------|-------------------------------|
| Chairs Committee       | Wednesday, September 22, 2021 |
| Academic Senate        | Monday, September 27, 2021    |
| Campus Community Forum | Tuesday, September 28, 2021   |
- IV. Review of Draft Minutes: 9-20-21.** Committee minutes had been emailed to members for their review. No suggestion, edits or comments were brought forward.
- V. Special Guest(s):**  
*Vice President, Instruction: Isabel O'Connor*  
Discussion: Torres - Based on Chancellor Cortez's criteria for how to build the spring 2022 schedule, what seems to be a priority when looking at course offerings? O'Connor - The criteria that the Chancellor put forward really matches the work that chairs and Deans have been doing together for some time, especially taking into consideration the spreadsheet we used to outline, develop, as well as shaped course offerings in relation to the student needs. There is also consideration for courses that have not been offered in a very long time, and for courses were teachers provide better environments for discussion. Thus, there is no one or two criteria for building the schedule, but many to consider. These conversations are happening between chairs, faculty and Deans, then I review the final product.
- Seiger – I am wondering what is the main driver behind decisions when coming back or placing courses online? There seems to be conversations at different meetings regarding offering more online courses, over and above what was previously offered. O'Connor - Faculty have done an amazing job of really trying to figure out how to offer courses remotely, so we do have faculty saying this works really well for us and I

want to continue teaching online, while on the other hand, there are “hard to convert” courses were students might be struggling. Thus, we're really going to adjust based on what we hear from students and what works best in the disciplines. I think it's important to remember here that one size does not fit all.

Torres - what is the flexibility for that going both ways actually for those particular faculty who are eager to return and perhaps do more than that, and for other faculty members who might have reservations?

O'Connor - There is a 67% CAP online in 33% on face to face, these number are just a guidance, if faculty want to teach more face to face or your students need more face to face labs, then this is fine. Nonetheless, I am the one who decides, based on the contract, so these requests come to the Vice President of Instruction where I review them, and then decide, then inform the District. In other cases that may involve health concerns of the Faculty, then they would go through HR just like any other process. Torres – would this office, at District, be Risk Management? O'Connor – correct, Karen Woods is the contact person. Torres - other than going to the district is there an internal appeal process? O'Connor – there is no formal appeal process, but I always encourage faculty to come and talk with me and we'll figure things out maybe I missed some details.

Torres - would it be advisable to expand the schedule throughout the day so that student have the best opportunity to enroll onto a full schedule while on campus? Are departments considering this? Or is it likely that most courses will be offered during “prime-time”, thus inadvertently creating competition between programs? O'Connor - not only competition, but it really hurts students when we schedule all the classes at the same time. At our Dean Council, it was discussed develop patterns or scheduling loads/blocks of class offerings that represents a coordination between programs. The Counseling department would aid in this “cross pollination” task, because sometimes student can't register due to overlapping schedules. Torres – I agree, it is very important to have a cohesive scheduling plan that benefits the students and were we don't have this competition going on between programs.

Torres – On the 2021-2022 outlook FTEF budget report, 9-20-21, the data shows that there will be more FTEF for the Spring 2022 relative to that of Fall 2021, will this translate to more course offerings?

O'Connor – each Dean receives an allocated portion of FTEF to use throughout the year. This includes regular semesters, short-term classes, summer, winter etc. Then, there should be a conversation between faculty and chairs to recommend, to the Dean, what student needs are and courses can be moved around based on demand. Torres – my follow up question, then what happens to that FTEF if we don't “use” it? O'Connor – then in those cases, the District sweeps it back at the end of the budget year.

Torres –looking at the District reports on FTES, it was noted that some students were dropped because of the non-vaccination requirement. At the beginning of the Semester, there was some changes with respect to single dose vaccinations. What can we expect for the spring 2022? Can we expect a similar scenario? O'Connor – will have to be fully vaccinated vaccine plus two weeks after in order to enroll. At the District level, I have advocated very strongly that they don't wait until the last minute to make any changes. However, given that many people are fully vaccinated, I don't anticipate we will lose many students due to non-vaccination, but they do have to upload their documents.

Amanda Johnston –will there be any vaccination exemption petitions for the spring, and if so do students have to re-submit another exemption, if they already have one for this semester? That is, will there be an continuation of exemption throughout enrollment? O'Connor – excellent questions, at the District level I have asked if student have an exemption on file, will they need to upgrade it or resubmit it, but, they [District] are looking into it.

Torres -The Faculty Hiring Prioritization Committee has been meeting. Now that there are some opportunities to hire, how many positions for Mesa? O'Connor –Okay, so I have now confirmation, the actual number is six, and I am very happy to say we are going to hire. These include all faculty positions such as instruction, counseling, librarians, tutoring etc. Seiger – during the pandemic, there were many faculty who retired, will these positions be replaced? O'Connor – during the hiring freeze, many of these positions did not get replaced, but it depends on the position.

The committee members thanked Dr. Isabel O'Connor for her visit.

*Mesa Pathways:* **Marisa Alioto**

The Mesa Pathways group is meeting regularly, and a major emphasis is the Pathways project funding. Please send an email to the mesa address ([mesapathways@sdccd.edu](mailto:mesapathways@sdccd.edu)) if you have any questions or seek further information on the grand initiative. Also, please attend one of our “student success” mixers forums, there are still some spots left in the semester for any faculty member interested in attending. (<https://www.sdmesa.edu/mesa-pathways/events-presentations.shtml>)

## **VI. General Updates from Campus and SDCCD**

## **VII. Old Business:**

### **A. Meeting minutes on google docs**

Gwin – The executive committee just discussed minutes and the Brown Act, and there is no real policy how minutes are done or approved. Recommendations suggest minutes/documentation must be posted for public viewing for a minimum of 10 days. Gwin – shared out the web link. This is, however, different when looking at parliamentary procedures and Robert's Rules of Order. Torres – asked the committee if they have examined some of the minutes on our google link? Because the ultimate goal is to post these on our website. Malinis – says he has looked at most of the minutes, but not all of them. Torres – based on the idea by Linda of having an aid, or person, who can help Sue with posting and taking minutes was brought up during our previous meeting, I raised this idea at the Executive committee, and it was indeed welcomed. Torres – also, Bryan had previously suggested (during our 9/20/21 meeting) if I could reach out to Joel Arias, so that I may receive the web training and obtain access to our webpage, and thus post the minutes ourselves. The committee agrees to post daft minutes on our website. Hensley – stating a due date would be beneficial in order to be in compliance, by the next meeting is best.

## B. Constitutional update

Torres - Executive committee members are in need of the updated constitution, but our voted on changes from Senate are not reflected upon the constitution. This is causing issues given that discussions are happening and decision are being based on older version of the constitution. The committee agrees that this takes priority and we should ask Senate leadership to have an updated constitution. Gwin – there are new members of Executive committee that should not be relying on old version of the constitution, we should not let the issue go. Linda – agrees. Malinis – people should not look-up or rely on minutes to examine constitutional changes.

## C. Associated student representative

Torres – I communicated with our visitor from Associated Students, Forest Corbet. A question that came up was, does our Academic Affairs committee want more visitors or special guest from Associated Student government? Johnston – says it is important to have the student voice heard. Ricketts – says yes, we should have more special guest from student governing body. Seiger – it really depends on the topic or subject being discussed. Pacheco – it does depend on the point of discussion, says she is neutral on the matter. Nugent-Odasso – I agree, because I’m new here and sometimes I still somewhat become confused regarding conversation happening, and so I would only image how some students might feel. Malinis – suggest that we invite, not one special guest, but a few students from student government, to hear their topics of interest and see how we can move forward with some of their agenda items. Thus, rather than having a standing associated student representative, our committee could invite them [associated students] to one of our scheduled meetings and hear form them. The committee unanimously agreed.

## VIII. New Business:

### A. Executive team proctoring center & direction

The Executive committee is giving us the charge of investigating and researching the feasibility of developing a proctoring center, or testing center, at Mesa college. This was based on a survey but forward by our Senate secretary, Wavery Ray. Based on the result, it seems most faculty identify the creation of a testing center for students as a key point which the Senate should focus on. The Senate president, John Crocitti, mentioned this at PCAB. Torres and Seiger volunteer to start the process.

## IX. Round Table Discussion/Announcements by Membership:

### A. Open item for discussion: Curriculum offerings and faculty campus return

Now that we have heard from Dr. Isabel O'Connor, how should our committee move forward with request from the Chair of CoC in developing documentation on modality and course offerings in upcoming semester moving forward and out of the COVID-19 pandemic. That is, what role should faculty play when considering the future of course offerings, and modalities? Some members believe our committee should be involved in these conversations, and that it is our responsibility to investigate the matter. Other members believe these questions have been asked by various other committees, even though the decision process has involved student learning needs and prioritizing educational goals. Furthermore, the spread sheet of courses that need to come back to campus has been a collaborative

and inclusive process between administration and faculty. Other members stated there is concern regarding the District survey on student preference for class duration and modalities, as to whether or not decisions will be based on similar processes. Maybe we can develop a document for long-term.

**B. Open item for discussion: Academic Affairs in Spring 2022**

At the Academic Senate, there will be voting regarding our return to campus and meeting in person in relation to committees. That is, during the spring 2022, are sub-committees and standing committees of the Senate going to meet in person or remain online. This issue is important, so contact your department senator to have meaningful discussions.

**X. Next Meeting:** October 18, 2021

**XI. Adjournment Time:** \_\_\_\_5:38\_pm\_\_\_\_

**Academic Senate**

Zoom Link

<https://cccconfer.zoom.us/j/99023841887>