



**SAN DIEGO MESA COLLEGE ACADEMIC SENATE**  
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**San Diego Mesa College  
 Academic Affairs Committee  
 October 15, 2018: Room A117 (4:15PM-5:30PM)  
 MINUTES  
 Draft**

**Present:** Chair Howard Eskew, Jack Forman, Mary Gwin, Bryan Malinis, Miriam Pacheco, and Oscar V. Torres and guests Miramar College Academic Senate President Marie McMahon, Mesa College Academic Senate President Kim Perigo and Mesa College Academic Senate Vice President Dina Miyoshi

**Absent:** Joe Safdie (Excused) and Steve Sanchez (Excused)

**I. Call to Order by Chair Howard Eskew @ 4:21PM.**

**II. Review and Approval of Draft Agenda:**

Motion to approve with the addition of an Update to the Research Project on Equivalency by Bryan Malinis:  
**M/S** Malinis/Forman **UNANIMOUS**

**III. Review and Approval of Draft Minutes:** October 1, 2018

Motion to approve:  
**M/S** Forman/Malinis **UNANIMOUS**

**IV. Report from Academic Senate Meeting:** October 8, 2018 (No Report)

**V. Guest: Marie McMahon** (Miramar College Academic Senate President)

**A. Miramar College Committee Structure:**

Miramar College Governance Handbook: <http://www.sdmiramar.edu/node/15223>

Miramar College Committees: <http://www.sdmiramar.edu/campus/governance>

Miramar College Academic Senate: <http://www.sdmiramar.edu/campus/governance/committees/asen/main>

1. Marie McMahon reported the Miramar College Committees follow the Miramar College Governance Handbook.
  - a. The handbook includes the goals and charges for each committee.
2. Marie McMahon reported the Miramar College Academic Senate appoints all Faculty Committee Members.
  - a. The Academic Senate President maintains a binder with the current Faculty Committee Members.
  - b. New Committee Members are recruited in the spring semester and begin their committee service the following fall semester.
  - c. Miramar College Committee Members serve two-year terms.

3. Mesa College Academic Senate President Kim Perigo asked Marie McMahon who the Miramar College Committees report to.
  - a. Marie McMahon reported the Miramar College Committees provide their reports to President's Cabinet.
4. Marie McMahon reported there have been some uncertainties about the membership and the purpose/charge of some of Miramar College's committees.
  - a. It took a year to develop the Professional Development Committee.
5. Marie McMahon reported the Miramar Colleges Deans' Council holds closed meetings.
  - a. The Mesa College Deans' Council also holds closed meetings.
6. Kim Perigo asked Marie McMahon if there is a cap on the number of committee members.
  - a. Marie McMahon reported it is determined by whether the committee is a participatory governance committee.
7. Kim Perigo asked Marie McMahon if Miramar College identifies committees as ad hoc, operational, shared governance, task force, work group or any other classification.
  - a. Marie McMahon reported the Facilities Committee is identified as "Operational".
  - b. Dina Miyoshi asked if all the different classifications are necessary.
8. Marie McMahon reported the Miramar College Academic Senate also has the following responsibilities:
  - a. Approves Facilities expenses.
  - b. Makes decisions about 10+1.
  - c. Receives reports from the Planning and Institutional Effectiveness (PIE) Committee.
    - Mary Gwin reported the Mesa College PIE Committee is listed as a governance committee on the Mesa College website.
9. Academic Affairs Committee Chair Howard Eskew said Guided Pathways should provide annual reports to President's Cabinet.
10. Dina Miyoshi said providing annual reports give committees/subcommittees a voice.
11. Dina Miyoshi also said the purpose of a committee should be determined before Committee Chair(s) and Committee Members are selected.
12. Bryan Malinis said he likes the idea of having a Governance Handbook.
13. Dina Miyoshi said she hopes to have every Mesa College Committee listed in one place on the Mesa College website.
14. Marie McMahon said the Mesa College Academic Senate should expand the role of the Committee on Committees and expand its purview.
15. Howard Eskew said Academic Affairs can look into the Academic Affairs Subcommittees.
16. Howard Eskew also said the current Academic Affairs Subcommittees should report to a committee that can provide funding.

**VI. Old Business:**  
**A. Guided Pathways (GP) Inquiry Groups:** Tabled

**VII. New Business:** None

**VII. Round Table:** None

**VIII. Next Meeting:** October 29, 2018

**IX. Adjournment @ 5:34PM.**  
 Motion to adjourn:  
**M/S**

Forman/Malinis

**UNANIMOUS**