



**San Diego Mesa College
Academic Senate
Academic Affairs Committee**

September 14th, 2020: Via Zoom (4:15PM-5:00PM)

Link (cccconfer.zoom.us/j/92505427037) hold "Ctrl" and click to open

Draft Minutes

I. Call to Order by Chair: Oscar V. Torres at 4:17 PM

Committee members who attended were: Oscar V. Torres, Mary Gwin, Leslie Seiger, Amanda Johnston, Danene Brown, Bryan Malinis, Jack Forman, Steve Sanchez, Rebecca Nieman. Sean Ricketts. Guest: Toni Parsons

II. Review and Approval of Draft Agenda:

Torres: asked if members wanted to add any suggestions/comments or delete items from the agenda. No changes were suggested.

III. Announcements:

9-10-20, Thursday, Email by Suzanne Khambata, COVID-19 reporting. The email states that if students report they have COVID-19, then faculty should report them to student health. You can find Khambata email and phone below.

9-15-20, Tuesday, 2:15 pm to 3:45 pm; Mesa PCAB. Torres: These are open to everyone. You can find information below as well.

9-18-20, Friday, 9:00 am to 12:00 pm; Mesa Guided Pathways Retreat

9-21-20, Monday, 2:30 pm to 4:00 pm; Chancellor's Forum for Mesa. Torres: These are open to everyone as well. You can find information below.

9-21-20, Monday, 1:00 pm to 2:30 pm; Mesa Academic Senate. Time has changed for this, but I encourage any faculty member to attend.

IV. Review and Approval of Draft Minutes:

- V. Special Guest(s):** Toni Parsons (Rep. for the Guided Pathways G.P. Team) The announcement is the retreat this Friday, Toni will send out an email with a flyer and registration information to the DL. The retreat will consist of a student panel, breakout room, examine data, and how to apply the data directly to pathways, the action items include attendee reflections. Everyone is invited. Gwin: I'm doing a presentation for the "buddies" group, so I might be late is that ok? Parsons: yes, you can come and go since it is virtual. Torres: is there a form to registration? Parson: the form just collects information about who is present, it is a regular google form. At the end of the year, we then have a roll of attendees. **New topic:** Torres: can you speak about the "cultural audit of curriculum" initiative? Parsons: the next step is for campus faculty leaders to get together and determine how to move forward with the initiative.

The idea is to use faculty data, and talk about equity gaps with an emphasis on best teaching practices. Torres: this sounds similar to the “curriculum re-design” initiative. Parsons: yes, but this has an emphasis on equity gap data. Malinis: Long Beach City College is being highlighted because they have some of the lower success rates for diverse students, so this is just a different theoretical way of approaching how instruction is delivered by adding cultural inclusivity while student learn concepts.

VI. Reports from Chair:

- A. **From PCAB:** 9-1-20 - At the meeting, it was stated faculty are most likely going to continue to teach remotely during the spring of 2021. There was also a description of the role of the President’s Cabinet and shared the link to the Institutional Planning & Governance Guide (IPGG) which includes information on the definition of San Diego Mesa College’s participatory governance, the participatory governance terms/committees/groups, resources, and the governance chart: http://www.sdmesa.edu/about-mesa/institutional-effectiveness/college-planning-documents/documents-college-planning/IPGG_2019_2020_Final_Print.pdf. It was also stated that the budget will be adopted at the next Board of Trustees meeting (September 10, 2020.) SDCCD is still in a budget deficit, no re-hiring empty positions helped. Lorenze Legaspi reported on the CAREs Act funding reminding all that there are two portions of the CAREs Act funding that we have received: one is directly for student aid and the other is the institutional funds which are being spent on things like the Mesa Buddies Program, tutoring, hardware and software for courses, strong workforce, OER, technology, additional counseling hours, professional development, employee and student support to work remotely, including laptops.
- B. **Chancellor’s Cabinet Update:** 9-10-20 - The Chancellor reviewed problems that many institutions of higher education have encountered due to reopening too early during the COVID-19 pandemic. In keeping with the goal of having student and employee health and safety as the top priority, Chancellor Carroll reported that the Intersession will be 100% online and spring semester classes will be primarily online as laboratory, clinical, and career/technical courses are being offered on campus.
- C. **Academic Senate Open Forum:** 9-11-20 - Mesa College Senate President Manuel Velez reported that the Academic Senate discussed academic dishonesty/impact of technology, credit for prior learning, the statewide call to action for racial injustice, and the new ethnic studies requirement by the California State University system. However, the main topic was on the different types of software available to uphold academic integrity in an online distance education format. Each software was cross compared.
- D. **Senate Executive Team:** 9-14-2020 – It is possible to return to campus if you absolutely have too, but contact your dean first. There are some questions that you need to answer first, like are you running a fever, any flu-related symptoms or sickness. Seiger: that is correct, I have had to return for my plants, and they check your temperature, they ask questions about possible exposures, and you are given a wrist band for the day which allows you to be on campus. Brown: they are also encouraging everyone to complete the online Kean safety training before coming to campus. It is only 5-10 minutes. Also, everyone has to wear a facemask and keep a distance. New topic, the utilization of anti-cheating software was discussed. Brown: would this be

available for all faculty? Torres: yes, but only if they wanted to use the software, right now we are using the free trial of “Proctorio” software, but it expires in December.

VI. Old Business:

- A. Membership – Torres: We are still looking for any new members, Fine Arts mainly, our committee is 2 members short.
- B. Updating our website: Reported that the website still needs to be updated. Sanchez emailed Sue.
- C. CARES Act funding “Technology for Remote Working” Brown: at Dean’s council it was stated that technology support is ongoing for the spring semester. So we can use the same form as before. Intercession is also available for faculty technology needs. Torres shared SDCCD documentation outlining CARES Act institutional support spending. We encourage faculty to reach out to deans and their chairs if they need technology to teach remotely.
- D. Academic Senate Constitutional changes and/or recommendations. Torres: Previously, the Executive committee gave us questions to address regarding our Senate constitution. Thus, the Affairs committee split into a work group consisting of: Torres, Gwin, Malinis, Nieman. These are the questions to be address-

Question 1: Can a person serve as president of senate for two, or more, terms? Consecutive and/or otherwise? And can anyone run for president of Senate?

Question 2: What is the current process for faculty appointments to senate committees, and also Mesa reps. to District committees?

Question 3: What are our thoughts on disabling the “chat” comments box during senate zoom sessions?

Question 4: What is the language on requirements for senate committee chair and co-chair assignments?

Parsons: thinks that there are many faculty members, who are not senators, but have senate experience. Thus, they should be allowed to run for any position available. Seiger: agrees that experience is important, and we should discuss how to include this. Forman: the senate is a legislative body, it represents faculty, so a large body of people should elect the members. This is why the senate president is responsible to the faculty as a whole, not just the senate. Torres: I agree that there should be a “third party” option whereby anyone can run as long as they meet the criteria outlined by the constitution. Gwin: agrees, the position of senate president should be open to anybody, even if they are not a senator. Seiger: the criteria, however, of being tenured is important and should be kept. Everyone agreed. Torres: regarding the “chat box” comments during zoom, we were asked to recommend to turn the function on or off during senate meetings. Gwin: it should stay on, because what if a department has multiple senators and they need to talk to one another. Malinis: during regular face to face meetings, it is common for faculty to talk to one another, so why not in virtual setting? Members state they feel the chat box should be on.

VII. New Business: Open Discussion Points

- A. Student Pronto and Canvas Inbox: Torres - in case anyone faculty wants it, here is the link to change options on the Canvas Pronto application (<https://sdccd.canvas.pronto.io/courses/signin>)
- B. Academic Dishonesty in Online Formats: Torres - Here is our District's AP on violations on Student Code of conduct, ([Link](#)) to SDCCD AP 3100.0
- C. Review SDCCD Administrative Procedure (AP) 3900 ([Link](#))
- D. CCC Credit for Prior Learning (CPL): Torres – Here is a link to CPL for your review ([Link](#)), here are the highlights of that Webinar *Article 5. Alternative Methods for Awarding Credit*
“The governing board of each community college district shall adopt and publish policies pertaining to credit for prior learning. The determination to offer credit by examination rests solely on the discretion of the discipline faculty.”
- E. Questions for Administrative Leadership?
Torres – any member with questions for campus leadership, please let me know.

IX. Round Table Discussion/Announcements by Membership:

- A. Flex:
 - 1. **Flex (5001)** 7-1-20 to 5-26-21, confirmed both. 20 hrs. this one too
 - 2. **Flex (5522)** Academic Affairs Committee, 16 hrs., 1 enrolled, 08/24/20-05/10/21
 - 3. **Flex (5520)** has 20 hrs. for SDCCD DE Remote online teaching

IX. Next Meeting: ____ September 28, 2020__at__4:15 pm____

XI. Adjournment Time: _____5:25_pm_____

Web links:

Next Academic Senate Open Forum on Academic Integrity: 10-9-20
<https://cccconfer.zoom.us/j/94442422435>

Chancellor's Forum for Mesa: 9-21-20
<https://cccconfer.zoom.us/j/91969799077?pwd=MzMxYk1UajFBY0RiNjJ4VXpaTGpvQT09>

Suzanne Khambata:
619-388-2774 or email skhambat@sdccd.edu with the Student's name and CSID number

Next PCAB: 9-15-20
<https://cccconfer.zoom.us/j/92799256335?pwd=RytMUVpzejRKd2ZCZmhJZDEyS1ljUT09>
Password: 898373

Next Academic Affairs meeting: 9-28-20
<https://cccconfer.zoom.us/j/92505427037>

Mesa Guided Pathways Retreat: 9-18-20
https://www.sdmesa.edu/mesa-pathways/1_pathways_docs/presentations/MPC-retreat-flyer-09182020.pdf