

**San Diego Mesa College (SDMC)**  
**Academic Senate (AS)**  
**Academic Affairs Committee**  
**August 26, 2024**  
 Room A117  
 4:15PM – 5:30PM  
**MINUTES**

**Present:** Chair Dave “Das” Odasso, Dean Linda Hensley, Gail Bachman, Lisa Burgert, Miriam Pacheco, Sean Ricketts, Ngoc “Kim” Tran and Guest Mary Gwin.

**Absent:** Leslie Seiger (Excused)

**I. Call to Order & Welcome by Chair Das Odasso @ 4:20PM.**

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

Move to Approve:

**M/S**

Burgert/Ricketts

**UNANIMOUS**

**III. Guest(s):** None

**IV. Review of Draft Minutes:** May 6, 2024

Move to Approve:

**M/S**

Burgert/Ricketts

**4 Approve**

**2 Abstain**

Burgert

Hensley

**V. Fall 2024 Mesa College and SDCCD Meetings:**

**A. Academic Senate:** Next Meeting – September 9, 2024

**B. Committee of Chairs:** September 11, 2024

**C. President’s Cabinet:** September 3, 2024

**D. Senate Executive Committee:** Met Today

1. Possible 2024 – 2025 SDMC AS Items: Fall 2024 SDMC AS Retreat Brainstorming Session:

a. Civility Policy for the SDMC AS: Issues arose in 2023 – 2024 (There are Existing SDCCD Civility Policies.)

b. New District Contract Faculty Hiring Process:

- Using Artificial Intelligence (AI) to redact information listed on employment applications.
- How do we know AI is doing a good job of retaining the most important information?
- San Diego Miramar College is piloting the new process.
- We will invite a district Employment Recruitment Representative to answer our questions.

c. Role of AI in Education:

- Role of the SDMC AS in managing AI on behalf of SDMC Faculty?
- There is a wide range of attitudes about AI at SDMC.
- There is also a wide range of policies.
- Will the district support Faculty when Students violate the rules?
- We need information from the district?
- Would Vice Chancellor Michelle Fischthal (Executive Innovation Officer - Institutional Effectiveness & Educational Technology) be the best person to answer our questions about the district’s policies on AI?

2. Syllabus Check List:

- a. Chair Das Odasso and Lisa Burgert will develop a "Syllabus Check List" for the SDMC Department Chairs.
  - Dean Linda Hensley asked Das and Lisa to review the Accrediting Commission for Community and Junior College's (ACCJC) requirements.
  - Sean Ricketts shared the Syllabus Guideline that Exercise Science Department Chair Nathan Resch sends to Department Faculty.
  - The Academic Senate Secretary shared Social Sciences Department Chair John Crocitti's Syllabus Guideline.
  - A course syllabus should be targeted to the specific course.
  - No one has an absolute answer to what is required.
  - Accreditation Requirements:
    - \* Dean Hensley reported some of our Course Learning Outcomes are labeled incorrectly. We need to correctly list the Course Learning Outcomes in "Curricunet META". We only have about 12 months to list our Course Learning Outcomes accurately. The SDMC Department Chairs are good at labeling Course Learning Outcomes correctly. We also have to list our Student Course Learning Objectives correctly.
    - \* Mary Gwin said we are not making sure that we are addressing Course Learning Outcomes issues via the resources that are available through the Program Review process, the Budget Allocation of Resources process or the Faculty Hiring Prioritization process.
  - Mary Gwin asked how are we making sure that we are meeting the necessary benchmarks in "Curricunet META and Nuventive"?
  - Our Faculty Members want to be able to choose the Course Learning Outcomes for their own course(s).
  - Mathematics and Science courses have more room for uniformity.
  - What are the Collective Bargaining Agreement (CBA) requirements?
  - Kim Tran said the Department Chairs have to review the Faculty Syllabi to make sure all the "Check List" items are included and the Course Learning Outcomes listed are vague.
  - Lisa Burgert said we should be able to map the course assignment and projects to Course Learning Outcomes.

**E. Senate Executive Officers Meeting with President Hands & the SDMC Vice Presidents:** September 18, 2024

**F. SDCCD Board of Trustees (BOT):** August 22, 2024 (Next Meeting – September 12, 2024)

**VII. Old Business:** None

**VIII. New Business:**

**A. SDMC AS "Syllabus Check List":**

1. Chair Das Odasso and Lisa Burgert will develop a "Syllabus Check List".
  - a. Dean Linda Hensley asked Das and Lisa review the Accrediting Commission for Community and Junior Colleges (ACCJC) requirements.
  - b. Sean Ricketts shared the Syllabus Guideline that Exercise Science Department Chair Nathan Resch sends to Department Faculty.
  - c. The Academic Senate Secretary shared Social Sciences Department Chair John Crocitti's Syllabus Guideline.

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

**A.** Kim Tran reported there are currently issues with Dual Authentication.

**X. Next Academic Affairs Committee Meeting:** September 16, 2024

**XI. Adjournment @ 5:09PM.**

Move to Adjourn:

**M/S**

Burgert/Ricketts

**UNANIMOUS**

Submitted by Sue Saetia:

Approved by the SDMC AS Academic Affairs Committee: September 16, 2024