SAN DIEGO MESA COLLEGE

San Diego Mesa College

Meeting Notes

February 4, 2022

1:00 p.m. – 2:30 p.m., Zoom

<table>
<tr><td colspan="2" align="center">ATTENDEES</td></tr>
<tr><td>Co-Chairs</td><td>Faculty</td></tr>
<tr><td>Bridget Herrin – Co-Chair</td><td>Mark Abajian – Business and Technology</td></tr>
<tr><td>Erika Higginbotham – DSPS</td><td>Kevin Branson – Technology Services (absent)</td></tr>
<tr><td>Lorenze Legaspi – BARC (absent)</td><td>Bruce Naschak – Humanities</td></tr>
<tr><td>Dina Miyoshi – Social Behavioral Science</td><td>Michael Cox – Curriculum</td></tr>
<tr><td></td><td>Kimberly Mills- Health Science & Public Service (absent)</td></tr>
<tr><td>Administrators</td><td>James Hinton – Math and Science</td></tr>
<tr><td>Linda Hensley – Humanities</td><td>Alison Gurganus – LRC</td></tr>
<tr><td>Larry Maxey – Student Equity (absent)</td><td>John Crocitti – AS Pres/Designee</td></tr>
<tr><td></td><td>Jake Portugal – ES, Health, Dance & Athletics (absent)</td></tr>
<tr><td>Classified Professionals</td><td>Donna Flournoy – CTE (absent)</td></tr>
<tr><td>Mona King – CS Pres/Designee (excused)</td><td></td></tr>
<tr><td>Joel Arias – Admin Svcs (absent)</td><td>Committee Reps</td></tr>
<tr><td>Alan Goodman – Instruction</td><td>Monica Romero – Strong Workforce</td></tr>
<tr><td>Olivia Picolla – Student Svcs</td><td>Isabel O'Connor – FHP</td></tr>
<tr><td></td><td>Ellen Engels – CHP</td></tr>
<tr><td>Students</td><td>John Crocitti– FHP</td></tr>
<tr><td>Forest Corbett (absent)</td><td>Howard Eskew- Pathways</td></tr>
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<tr><td>Administrative Support: Sahar King (excused)</td><td>Guest: Stephanie Oldengarm – IE, Project Assistant</td></tr>
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Agenda Item A: Call to Order: Approval of December 3, 2021, Minutes

<table>
<tr><td>DISCUSSION:</td></tr>
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1. **Approval of December 3, 2021, Minutes.**
    a. Minutes were M/S by Erika Higginbotham and Monica Romero and approved.

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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Post approved minutes to the COA website	1. Sahar King	1. Before the next meeting

Agenda Item B: Continuing Business

DISCUSSION:

1. **Software Selection Update**
    a. Official recommendation was for Nuventive
    b. Waiting for selected software to be implemented 0nce the contract is final
    c. Each college will have their own instance of Nuventive
    d. Feedback over the summer before going fully live on campus (goal – August 2022)
    e. Decisions on request portal / Nuventive TBD
2. **Resource Alignment Workgroup Update**
    a. Continued to meet throughout end of Fall semester
    b. Identify places where BARC, CHP, FHP have obvious overlap
    c. Left off – global questions are drafted in handbook – wait to see how those groups plan to move through semester and adjust processes
3. **Program Review Handbook**
    a. Global questions are drafted
    b. Need to wait to see how resource groups plan to move through semester and adjust processes into next year

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Send Program Review Handbook template to Communications for designing	• Bridget Herrin	• TBD
• Members of resource groups report on plans moving forward	• CHP, FHP, BARC members	• Ongoing

Agenda Item C: New Business

DISCUSSION:

1. Roadmap to DEI Audit
   a. Development and Implementation of DEI Audits across campus
   b. It will be an internal reflection of a unit's (program, classroom, school) alignment with DEI values
   c. Make process more systematic
   d. Erika H. volunteered to join group
2. Updates from Resource Group Representatives
   a. FHP
      i. Dates for next meetings mid-February and end of March
      ii. Need more time than by May 1st for all process changes they want to implement
   b. BARC
      i. No updates – haven't met yet this semester
   c. CHP
      i. Haven't met yet this semester

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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Agenda Item D: Announcements/ Adjournment

DISCUSSION:
1. **Next meeting: March 4, 2022**
2. **Meeting Schedule 2021-2022**
3. **Bridget Herrin adjourned the meeting at 1:58 pm**

Submitted by: Stephanie Oldengarm, Project Assistant

Approved on: