

## **Academic Senate – End of the Year Report 2023-2024**

The Academic Senate is a governance committee that represents the Faculty to the Board of Trustees and President/Superintendent in [Academic and Professional Matters](#).

The Academic Senate President and Vice President are meeting twice a month with the Superintendent/President, Dr. Sunny Cooke and the Assistant Superintendent/Vice President, Instructional Services, Denée Pescarmona regarding Academic and Professional Matters.

### **Fall 2023 Membership**

**Officers:** Leila Safaralian, President  
curry mitchell, President Elect  
Jim Julius, Coordinating Officer

**Full-time Senators:** Angela Beltran-Aguilar, Erica Duran, Shawn Firouzian, Rachel Hastings, Jim Julius, Don Love, Candy Owens, Alexis Tucker Sade

**Associate Faculty Senators:** Robin Allyn, Julie Graboi, Brian Page, Hossein Ravanbaksh, Krista Warren

**Ex-officio:** Sunny Cooke

### **Spring 2024 Membership**

**Officers:** Leila Safaralian, President  
curry mitchell, Vice President  
Jim Julius, Coordinating Officer

**Full-time Senators:** Daniel Ante-Contreras, Angela Beltran-Aguilar, Erica Duran, Shawn Firouzian, Jim Julius, Don Love, Candy Owens, Alexis Tucker Sade

**Associate Faculty Senators:** Julie Graboi, Robin Allyn, Brian Page, Hossein Ravanbaksh, Krista Warren

**Ex-officio:** Sunny Cooke

In fall 2023 and spring 2024, the Academic Senate attended to its business within shared governance and set one goal of regular engagement with college initiatives relating to program completion, classroom practices, and community building (more details further below).

### **Highlights of AS's 2023-24 work include:**

- Providing multiple updates related to educational policies such as AB1705, AB928, and AB1111.
- Collaborating with the Social Justice and Equity Center to plan and offer a series of workshops and events throughout the year for faculty, classified professionals, and administrators.
- Creating a strong partnership with the Faculty Assembly, MiraCosta College Academic Associate Faculty, Classified Senate and Associated Student Government.
- Participating in ASCCC plenary events and the Area D meetings to represent MiraCosta College.
- Discussing the improvement needed in the training for hiring faculty.
- In consultation with the district, creating and planning a Calendar Committee to research the possibilities of an alternate Academic Calendar.

- Reviewing and revising the reassign time for the faculty leadership appointed by the Academic Senate President.
- Reviewing and updating the Academic Senate Bylaws and Rules through a DEI lens and several changes were adopted.
- Collaborating with IDEA office on writing and implementing Culturally Responsive Pedagogies Grant.
- Collaborating with the PDP, Classified Senate, and the district in redesigning Professional Learning at MiraCosta College.
- Working with the Credit for Prior Learning (CPL) team to explore the possibility of including the challenge form process in the CPL work.
- Attending the Associated Student Government meetings for support and collaboration.
- Inviting the Associated Student Government representatives to present at the first Academic Senate meeting in January 2024.
- Offering workshops related to AI and generative AI tools such as ChatGPT in collaboration with faculty leaders on campus.
- Communication with AAC regarding AI and generative AI tools such as ChatGPT and the possible future impact on the policies.
- Creating a task force to develop guidance on the use of AI for teaching and learning, especially with regard to equity and social justice.
- Creating the Dual Enrollment taskforce to discuss the possibility of improving the program.
- Publication of two "Academic Senate News" online newsletters each semester to engage faculty more closely in the work of the Academic Senate and its subcommittees.
- Planning the second Associate Faculty Recognition during the Spring Celebration of Excellence. This award was created in the prior year in collaboration with HR.
- Continuing awarding the *NDN Intertribal Collective Scholarship* that was created in the prior year in partnership with the Classified Senate and IDEA office.
- Creating and planning the second campus-wide event focusing on *Cultivating Human Connection* in partnership with the Classified Senate and PDP.
- Creating a Possibility Statement for Professional Learning in partnership with the PDP.
- Creating and implementing guidelines related to the AB2449 and the Brown Act for the Academic Senate and all subcommittees.
- Writing the second Academic Senate Comprehensive Annual Report that replaced the program review for transparency and discussing the current tasks and goals.
- Collaborating with our guided pathways team. And bringing their voice to the Academic Senate
- Working with the Faculty Assembly for updating important MOUs such as Juntos Podemos and Teaching & Learning Center/Joyful Teacher; partnering on important issues and initiatives such as Calendar and Student Conduct; and in general, strengthening faculty relations and community

### **Academic Senate Goal for 2023-24: Themes and Lenses**

The Senate has shared interest in bringing more attention and focus to teaching and learning, specifically the areas of program completion, classroom practices, and community building.

In lieu of creating 2-3 task force groups to work on SMARTER goals, we decided on setting one goal to engage with AS subcommittees and faculty work groups who are leading in key focus areas. We decided to set themes to coordinate our monthly meetings, first to hear presentations from leadership groups and next to engage in discussion. For each thematic topic, we will rely on specific lenses to craft questions to focus our inquiry.

Our goal then will be to understand how various groups are focused on teaching and learning, ask how AS can provide needed leadership, and then act.

**Some possible questions to consider for different lenses:**

**Lens 1: Classroom Practice**

1. What are the relevant, equity-minded classroom practices, and who is innovating / sharing these?
2. What leadership is needed from AS to increase access to, collaboration around, and application of classroom practices?

**Lens 2: Program completion**

1. What are the hidden roadblocks preventing students from accessing, persisting, and completing programs?
2. What leadership is needed from AS to help students join, persist, and complete programs?

**Lens 3: Relevant communities**

1. Who is impacted and do they have resources? Who is leading and how do we support them?
2. Who is not involved, who should be, and how do we connect them?
3. What leadership is needed from AS to help support and connect important communities?

Month	Theme Presentation Recordings/Resources
September	<a href="#">Dual enrollment discussion 9/1</a> See also <a href="#">Dual Enrollment presentation slides</a>
October	Collaboration with All Counselors ( <a href="#">Oct. 6 Presentation</a> ; <a href="#">Oct. 20 Discussion</a> )
November	Guided Pathways ( <a href="#">Nov. 3 presentation</a> ; <a href="#">Nov. 17 discussion</a> )
December	Dual enrollment ( <a href="#">Dec. 1 presentation</a> ; <a href="#">Dec. 15 discussion</a> )
January (one meeting)	<a href="#">Student groups</a>
February	<a href="#">Closing Equity Gaps</a> (Wendy Stewart presentation) <a href="#">AI and Equity Discussion</a>

March	<a href="#">Culturally Responsive Pedagogy and Practices Grant discussion</a> <a href="#">MESA Grant discussion</a> <a href="#">HSI Grant and Junto Podemos discussion</a>
April	<a href="#">C3 Teaching and Learning Center</a> <a href="#">AS Meeting 04-19-24 C3 Discussion.mp4</a>
May	Noncredit

### Closing the Equity Gap

The Academic Senate has been at the center and forefront of the Redesigning the Student Experience through the guided pathways framework. The theme for the month of November was Guided Pathways and we invited our Guided Pathways faculty leaders to the Academic Senate twice to share their experience and wisdom. The recordings of these sessions were shared with all faculty. One outcome of these sessions was designing Student Centered Scheduling summits that were offered twice during the spring 2024 and many faculty, counselors, deans and colleagues across the campus attended and shared their ideas. The purpose of the summits is to redesign the student experience by changing the current practices of course scheduling. Past practices, such as roll-over and limited collaboration across disciplines, will be re-envisioned to ensure our course schedules increase student success and completion. The February summit was focused on learning about the challenges that students face with our schedules and discussing student-centered scheduling principles. The March summit engaged participants in collaborative development of year-long student-centered schedules for priority programs and student populations, with the goal to inform AY2025-2026 scheduling. More sessions will be offered in the near future to improve class scheduling.

Furthermore, the theme in the Academic Senate in the month of February was Closing Equity Gaps. As such, Dr. Wendy Stewart, IDEA Chief Officer, attended the Academic Senate and presented on MiraCosta College data on disproportionately impacted students. The recording of this session was shared with all faculty colleagues.

### Academic Senate Budget

The Academic Senate general/supplies budget starts with a beginning balance of \$9,853.00 and is split between Academic Senate \$4,853.00 and the Professional Development Program \$5,000.00 each fiscal year. As depicted in the chart below, the current and estimated AS expenditures to date amounts to \$2,695.76 leaving a remaining balance of approximately \$2,157.24. Additionally, an equipment budget in the amount of \$1,200.00 is also split between AS \$600.00 and PDP \$600.00. These funds have not been expensed for this fiscal year.

Academic Senate	GENERAL / Supplies / Equipment		FY '23-'24
<b>General Supplies</b>			
<b>Beginning balance</b>			\$ 4,853.00
<b>Date(s)</b>	<b>Vendor / Item description / Notes</b>	<b>Amount</b>	<b>Balance</b>
7/27/2023	Amazon - office supplies for retreat of 8/11/23	\$ 74.13	\$ 4,778.87
7/31/2023	Amazon - Harabi Strategy game x 4 for AS retreat of 8/11/23	\$ 38.92	\$ 4,739.95
08/11/23 (open PO)	Culinart - retreat 8/11/23 - breakfast/lunch	\$ 761.54	\$ 3,978.41
1/18/2024	Culinart - Seasons of Change	\$ 809.17	\$ 3,169.24
04/23/2024 (punchout)	B&H Photo - purchase of Owl for AS (estimate)	\$ 907.00	\$ 2,262.24
04/23/2024 (punchout)	Amazon - office equipment for Academic Senate (estimate)	\$ 105.00	\$ 2,157.24
<b>Equipment</b>			
<b>Beginning balance</b>			\$ 600.00
<b>Date(s)</b>	<b>Vendor / Item description / Notes</b>	<b>Amount</b>	<b>Balance</b>
		\$ -	\$ 600.00
<b>Account Strings in Workday:</b>	<b>General funds:</b>	<b>Equipment funding string:</b>	
<b>Fund</b> 11_FD Unrestricted General Fund		same	
<b>Cost Center</b> 182-CC Academic Senate Office		same	
<b>Program</b> 6031_PG Academic Senate		6013_PG Aca Admin-Dean Community Ed	
<b>Designation</b> 1356_DG UnRest Dept Operating Funds		same	
<b>Spend Category</b> 1001_SC - Supplies Instructional		64 - Equipment	
<b>Spend Category</b> 1215_SE - Supplies - Office or Other (non-instructional)			
<b>Spend Category</b> 1003_SC - Food/Refreshments			

Academic Senate's travel budget starts with a beginning balance of \$16,050.00. Current and estimated travel expenditures to date amount to \$10,133.72 leaving a remaining balance of approximately \$5,916.28.

Academic Senate	TRAVEL / Conferences		FY '23-'24
<b>Date(s)</b>	<b>Faculty member - description / Notes</b>	<b>Amount</b>	<b>Balance</b>
<b>Beginning balance   SA#</b>			\$ 16,050.00
9/28/23 SA#3532	Leila Safaralian F'23 ASCCC Plenary	\$ 1,163.85	\$ 14,886.15
9/28/23 SA#3531	Jim Julius F'23 Plenary	\$ 353.94	\$ 14,532.21
9/28/23 SA#3548	Krista Warren F'23 Plenary	\$ 1,471.33	\$ 13,060.88
9/19/23 SA#3503	Registration F'23 Plenary; Safaralian, Julius, Warren, mitchell	\$ 2,035.00	\$ 11,025.88
10/18/23 SA#3643	Maria Figueroa F'23 Plenary	\$ 783.39	\$ 10,242.49
2/6/24 SA#4020	Olivia Quintanilla ASCCC '23-'24 Exemp Program Aware	\$ 818.29	\$ 9,424.20
2/12/24 SA#4033	Luke Lara ASCCC S'24 Plenary (not final)	\$ 907.54	\$ 8,516.66
4/2/24 SA#4334	Registration S'24 Plenary; Safaralian, Julius, mitchell	\$ 1,275.00	\$ 7,241.66
4/13/2024 SA#4390	Katrina Tamura - ASCCC Hayward Award	\$ 86.50	\$ 7,155.16
4/15/24 SA#4396	Anastasia Zavodny - ASCCC Plenary presenter (not final)	\$ 1,238.88	\$ 5,916.28
<b>Account Strings in Workday:</b>	<b>General funds:</b>		
<b>Fund</b> 11_FD Unrestricted General Fund	<b>Designation</b> 1356_DG UnRestr Dept Operating Funds		
<b>Cost Center</b> 182-CC Academic Senate Office	<b>Ledger Account Summary</b> 52 - Travel and Conferences		
<b>Program</b> 6031_PG Staff and Faculty Development			

**Reassigned Time for Faculty Co-chairs:** The current (2023-2024) Faculty Assembly CBA was adopted in May 2021. **Article B.1.0 SUPPORT FOR ACADEMIC SENATE LEADERSHIP RESPONSIBILITIES** now states:

"The Academic Senate shall be provided with 3.0 FTE reassigned time per semester in support of Academic Senate leadership responsibilities. At least 0.4 FTE reassigned time is intended to allow a faculty member to serve as the Professional Development Program ("PDP") Coordinator. The Academic Senate shall also be provided with 1.5 FTE reassigned time per semester for faculty chairs and co-chairs of district governance committees (section C.4.3). At least 0.2 FTE reassigned time is intended to provide leadership for the Outcomes and Assessment Committee. Reassigned time may be redistributed between these two blocks with the approval of the superintendent/president or designee. The Academic Senate shall have the discretion to distribute this reassigned time as it deems appropriate. The Academic Senate president will notify the Office of Instruction prior to the end of the preceding semester as to which faculty are receiving reassigned time."

### **Fall 2023-Spring 2024 – FTE/LHE Reassigned Time for AS Leadership Responsibilities**

#### **Academic Senate Leadership**

- AS President: Leila Safaralian – 0.9 FTE (12 LHE)
- AS Vice President: curry mitchell – 0.4 FTE (4.5 LHE)
- AS Coordinating Officer: Jim Julius – 0.2 FTE (3 LHE)

#### **Academic Senate Subcommittee Faculty Chairs**

- Academic Affairs (AAC): Stacey Hull – 0.3 FTE (4.5 LHE)
- Courses & Programs (C&P): Theresa Bolanos & Scott Fallstrom – 0.5 FTE (7.5 LHE)
- Diversity, Equity, and Cultural Competency (DEqCC): Xuchi Eggleton – 0.3 FTE (4.5 LHE)
- Professional Development Program (PDP) Coordinator (split):
  - Aaron Roberts – 84 hours summer stipend; F22/S23 – 0.333 FTE (5 LHE)
  - Chad Tsuyuki – 15 hours summer stipend; F22/S23 – 0.067 FTE (1 LHE)
- Chairs of the Equivalence, MOE, Sabbatical Leave, and Salary Advancement committees do not receive RT. Chairing the Awards Committee is part of the duties of the Coordinating Officer.

#### **Faculty Chairs / Governance**

- Budget & Planning (BPC): Maria Figueroa – 0.3 FTE (4.5 LHE)
- Institutional Program Review (IPRC) Co-chair (split):
  - Kaitlin Fisher – 0.2 FTE (3 LHE)
  - Polo Mariscal – 0.2 FTE (3 LHE)
- Outcomes & Assessments (OAC) Co-chair and Faculty Leads:
  - Janelle West, Co-chair – 0.333 FTE (5 LHE)
  - Joanne Benschop, SLO Coordinator – 0.267 FTE (4 LHE)
  - John Thomford, Core Competency Coordinator – 0.2 FTE (3 LHE)

**In summary, AS leadership RT has been broken down as follows:**

AS President	0.9 FTE (12 LHE)
AS VP/Elect	0.4 FTE (4.5 LHE)
Coordinating Officer	0.2 FTE (3 LHE)
DEqCC Chair	0.3 FTE (4.5 LHE)
Academic Affairs	0.3 FTE (4.5 LHE)
Courses & Programs	0.5 FTE (7.5 LHE)
PDP Coordinator	<u>0.4 FTE (6 LHE)</u>

**Total: 3.0 FTE (45 LHE)**

**Faculty Chairs / Governance**

Outcomes & Assessments	0.333 FTE (5 LHE)
BPC co-chair	0.3 FTE (4.5 LHE)
IPRC co-chair	0.4 FTE (6 LHE)
Core Competency Coord.	0.2 FTE (3 LHE)
SLO Coord.	<u>0.267 FTE (4 LHE)</u>

**Total: 1.5 FTE (22.5 LHE)**

## **Annual Reports of Academic Senate Subcommittees**

### **Academic Affairs Committee (AAC) – End of Year Report 2023/2024**

The Academic Affairs committee has accomplished the following during this academic year:

- Development of the 25-26 Academic Calendar and participation in the campus-wide Calendar Taskforce.
- Fall 2023 full-time faculty hiring prioritization.
- Review of procedures for full-time faculty hiring prioritization.
- Update of policies focused on Academic Calendar, Academic Freedom, Opening Class Sessions to the Public/Visitors to the Classroom, Attendance Accounting, Student Rights and Grievances, Field Trip and Excursions, Grade Changes, and Program Discontinuance.
- Update of the Syllabus Checklist.
- Participation in the SURF Update Taskforce.

### **MiraCosta Awards Committee – End of Year Report 2023/2024**

Awards Committee members: Robin Allyn, Janeen Apalatea (fall), Scott Fallstrom (spring), Jim Julius (Chair), Eduardo Mariscal, Albert Nyman

#### **Primary Activities**

- Facilitated the nomination of the Ethnic Studies program (Olivia Quintanilla) for the ASCCC Exemplary Program Award - and it won!
- Facilitated applications for the ASCCC Hayward Award and nominated Eric Bishop and Katrina Tamura. Katrina Tamura won!
- Facilitated applications for the ASCCC Stanback-Stroud Diversity Award and nominated Edwina Williams. She won, making MiraCosta 3 for 3 in ASCCC statewide awards this year!
- Facilitated applications for the local Leon Baradat Award. Selection is still to come as of the writing of this report.

## **Courses and Programs Committee (CPC) – End of Year Report 2203/2024**

CPC had a very busy year related to the college's curriculum, and the outside hand of legislation weighed heavy on portions of our year. Chancellor's office memorandums guiding implementation forced removal of advisories and prerequisites related to pretransfer letters and math courses, as well as the deactivation of all pretransfer courses in those areas. Additionally, more than 80+ courses related to experiential learning had to be updated with a 2-month turnaround due to errors in and then delayed communication about implementation of the new Title 5 changes. Other title 5 changes brought our local GE pattern, "Plan A", up for discussion and revision. Along with the scheduled review of nearly a dozen BP/APs, the inclusion of Ethnic Studies as a GE category required an overall update of our local GE requirements. Thankfully, revising every course in the catalog for the AB1111 changes has been delayed temporarily so only a handful of courses will be modified along with the CalGETC modifications (AB928) during the 2024-25AY.

For this curriculum cycle, the future database in our CMS (CurriQunet Meta) shows 42 programs and 334 courses that have been considered by CPC this year. This includes:

- 17 new courses and 7 new programs
- 285 modified courses and 30 modified programs
- 32 deactivated courses and 5 program deactivations.

The committee created task forces for the upcoming implementation of Program Mapper software, Honors Program Changes, IDEAA guidelines for curriculum, and the Plan A modification to be in effect for the May 1 launch of the 2024-25 catalog. Further, we agreed to make some major modifications to our processes so that department chairs got information much earlier, and that information was more complete. Department chairs now receive in one message (on or before Feb 1) the critical information about:

- Sunset List (now including a 1-year warning message)
- MCUL (now including a 5-year warning message)
- Typically Offered Issues (impacts student ed plans and scheduling)
- SLO update reminders
- Materials fees
- Experiential Learning Changes (one time only)
- Discipline Review
- Honors Program Update
- Bi-annual Local Degree Completers

CPC leadership met with OAC, IPRC, and AAC about related issues and provided feedback about ways to improve the curriculum process. Linked to this was a timeline change to the due dates for new and modified curriculum so that faculty authors and/or department chairs could be more efficient with their time, as well as reducing the number of times they would be needed at CPC meetings. The new co-chairs also pushed for more contact with curriculum authors during tech-review to alleviate issues and give feedback more efficiently.

Working with the Honors Advisory Council, CPC has a plan moving forward related to upcoming Honors changes in our catalog with goals of better serving students and to be in compliance with BP/APs, Title 5, and Ed Code. The next year will be quite exciting and no doubt, more changes will be coming. CPC meets in person and it has created an environment with more civil discussions and more engagement with the CPC members. Thank you to our great team.



## **Diversity, Equity, and Cultural Competence Committee (DEqCC) – End of Year Report 2023/2024**

2023-24 Membership: Xuchi Eggleton (chair, 1st year), Tina Walker, Emily Mercuri, Alicia Lopez, Kristine Arquero, Suganya Sankaranarayanan, Aaron Roberts, Sonia Gutierrez, Maryan Rizk (fall only), Eliza Rabinovich (fall only), Shayla Turk (spring only)

As I near the end of this first year as Chair of DEqCC, this committee's work is ongoing and, in some ways, a continuation of the previous year's work. This committee is a true collaboration and continuation of equity work.

This year, we continue to build on last year's work and ideas, from diving deeper into conversations about cultural humility to the ongoing reflection of what the Cultural Conference means to the college and this committee. That said, this narrative will reflect what our committee has accomplished and is currently working on for this Fall 2023 and Spring 2024 academic year in chronological order.

### **Continuation of 12th Cultural Competency Conference planning from the previous year's work:**

Summer 2023 prep began at the end of June 2023 and ran steadily through the beginning of the fall semester. The conference's timing, which typically occurs at the start of the semester, is less than ideal for contract faculty as there are always DEqCC members that must be available to plan the conference the following entities: planning with speakers and related departments such as media services, copy center, Student Equity, athletics, Culinary, and facilities. Three members dedicated a few hours a week towards planning from the end of June through the first week of the fall semester, amounting to 8 weeks of interrupted off-contract time. This year, it was me and two other current members. It is not unusual, as the conferences frequently occur at the beginning of the semesters, resulting in inevitable planning that must occur during off-contract time.

### **Major committee activities from 2023-2024**

- 12th conference recap and analysis: 200 RSVPs, 164 signed in. This successful conference brought together the college community to discuss equity-minded practices focused on faculty learning. The afternoon wellness movement yoga and morning sessions were well attended. We received positive feedback and are progressing toward implementing ideas that include staff.
  - I want to note that our colleagues Luke Lara and Ghada Osman were our speakers and that our college community is grateful for their sharing of knowledge and time.
- Held a fall Retreat to acquaint new members with a DEqCC orientation and set goals for the year
- Held ongoing discussions regarding 1) Cultural Humility and a DEqCC event planned for May 2024, 2) AI and Equity in the classroom and the future of education
- We worked to develop a collaborative consensus and statement (written by the chair) to our executive administrative team regarding the DEqCC committee members attending NCORE; as a committee that propels equity, diversity, and cultural competence, we feel our members must have priority to attend the largest conference on race and equity.
- Three committee members will be attending NCORE to bring back equity-minded practices. Planned attendees have begun to collaborate.
- This year's goals, all of which are ongoing at various stages of completion:
  1. "In Community..." will be a Cultural Humility event scheduled for May, focused on campus equity partners.
  2. "Canvas resource revision and relaunch": edit and update our DEqCC container for recent additional resources. It is scheduled for completion by the end of the term and may be used for professional development and employee orientation.

3. Planning the 13th 2024 conference prep: a two-part planning group, a Spring and summer task force. The conference is the heavy lifting for our committee, which will require summer hours for completion.

**In the role of Chair.... there has been involvement in:**

- Book advisement and discussions on Bettina Love's book, and I will be the full-time Faculty present for the Linda Sarsour book reading this spring, 2024.
- Involvement in the Culturally Responsive Practices and Pedagogy grant; completed USC's Equity Minded and Teaching Institute.
  - Ongoing work with the CRPP grant as it continues onto phase two: I will be working with Wendy Stewart to plan faculty listening sessions in preparation for designing a program that can be scaled up for faculty. We begin this spring, and the work will last a year plus.
  - This involvement led to participation in an All College Day workshop discussing an EMTI tool, Forma of Racism.
- DEqCC representative in the new AI and Equity taskforce- led by Jim Sullivan and Jim Julius.
- PDP liaison (Eggleton), IDEA Advisory (Sankaranarayanan, Eggleton 2024), First Friday for TREC (committee).

**Ongoing and future partnerships with other Committees or college workgroups:**

PDP liaison, IDEA Advisory, First Friday for TREC, Students Conduct Police Advisory Committee  
As we move forward with the 13th Cultural Competency Conference, we aim to provide a greater sense of community for faculty and staff by planning keynote speakers and creative hands-on activity to build community and collaboration amongst attendees. Since the planning of the fall conference requires

faculty to work during the summer months, it is something that may not always occur during this time as it can amount to up to 20 hours of unpaid work per committee member; last summer, three members planned the conference during the summer months. It would be difficult to stop having the conference during this time, as it has become a MiraCosta tradition that brings our community together, which is even more critical in these post-pandemic times to create a sense of belongingness for colleagues. Should the timing continue to fall during the fall, I ask that honorariums be provided for those faculty working the summer months.

With the historic nature of the DEqCC committee and the continued service and programming that this committee routinely provides, it is also a request that the college consider institutionalizing funding for DEqCC so that we are not limited to outside entity funding or having to piece together funds from various sources. An actual budget would indicate a sign of good faith and support from the college that this committee is here to stay indefinitely.

**Equivalency Committee – End of Year Report 2023/2024**

The Equivalency Committee has benefited in the past year from two new members bringing insight and fresh perspectives to our small but important role in the hiring of faculty colleagues. We continue to examine and refine our understanding of Equivalency while following our established procedure for evaluating requests and advising Academic Senate.

Recently the Equivalency Committee Chair has been consulted on specific Equivalency requests much earlier in the process than what had been common practice in prior years. While this has not been a

problem, we might consider establishing clearer guidelines regarding the chair's role in providing input/shepherding proposals through the Equivalency process.

Moreover, the committee would benefit from having a full roster of seven voting members. While we have never been at risk of not having quorum so far this year, the occasional extreme urgency of a meeting makes having a seventh member (and the ability to quorum with three absentees) an important safeguard.

### **MiraCosta Online Educators (MOE) – End of Year Report 2023/2024**

2023-24 Membership: Sean Davis, Roland Estrella, Jim Julius (chair), Nadia Khan, Lauren McFall (fall), Paulino Mendoza, curry mitchell, Lemee Nakamura, Leola Powers (sabbatical/unbanking), JahB Prescott, Mariana Silva, Cristina Toharia

#### **Highlighted work and accomplishments from 2023-24 (some still in progress at the time of the report)**

- Held a community-building in-person retreat to start the year; implemented member-led check-ins at the start of every meeting to continue our community formation.
- Met with RPIE to discuss potential needs assessment approaches as called out in the new Online Education Plan.
- Began providing input to the Joyful Teacher about teaching and learning issues emerging from MOE.
- Held ongoing discussions and advised the Faculty Coordinator of Online Education and Vice President of Instruction about online education issues such as:
  - course modality data disaggregation and reporting
  - Turnitin's AI detection capability
  - DE class information in SURF
  - adoption of Instructure's Impact tool, and other Canvas-related technology issues
  - the CVC course exchange and MiraCosta's participation in the CVC Consortium
  - the relationship between MOE and the new Instructional Technology subcommittee of the Tech Advisory Committee.
- In spring, members are prioritizing the following work:
  - Participating in the AS AI task force
  - Working with AAC's SURF task force
  - Developing recommended onboarding practices for departments to consider in support of faculty new to teaching online
  - Developing recommendations for student-centered, equity-minded scheduling practices with regard to modalities

### **Professional Development Program (PDP) – End of Year Report 2023/2024**

The Professional Development Program committee had a busy 23-24 academic year. At the end of last year, I wrote in the report that the campus had been undergoing changes in the overall professional development work. At the request of President Cooke, a committee has been working on a campus-wide professional development exploration over the year and a half. We have been discussing shared missions/vision/values, new resources, and possible collaborations. [I've put together a document that captures our work here.](#)

In general, the committee work has been very collegial and positive. Faculty have felt that our voice has been heard on the steering committee, we've had assurances that faculty retain their primacy over their own professional development, and we found agreement on mission/vision/values statements.

However, the work has also been very slow and inconsistent. It has often felt like we're spinning our wheels. For key faculty leadership roles, this steering committee work has eaten up valuable time. It's also been unclear what the general outcome of the work is supposed to be from the beginning. It seems that a centralized professional learning office, with an admin position and a classified position, is the primary goal of this work for administrators and classified professionals. Faculty already have much of that in our current model. There is also concern from the broader faculty community about the centralization of professional development under the supervision of HR.

We're still deciding how much we as faculty are going to engage with this new professional development office. So far, for us, nothing is changing. Faculty are in charge of professional development for faculty. Though a new administrative position for professional development and resources for an office, and the budgetary fate of the faculty C3 Teaching and Learning Center and the Joyful Teacher in Residence faculty position, both of which are on MOUs, is certainly a challenging situation.

As a committee, PDP is currently in a very good place. We've met this year in the C3, which centers us in our professional development space on campus. In our last two meetings, I noticed that every single person on the committee spoke their opinion at least once in the meeting, including a new member in their first meeting. That was a huge achievement for me seeing that the dominance of white/male/tenured/loud voices can negatively impact the work of a committee through forced silence and agreement. We are a diverse group and people feel safe speaking their mind. Our meetings are often active and collaborative, such as working in groups around the C3 space. It feels like a true community is forming on the committee.

We've also started to rethink how we view flex in coordination with our campus calendar project. Our flex call and how we pitch/market our offerings is changing from strictly "Flex Week" to flex activities that are organized throughout the semester. Our call for the fall semester will be an ongoing call with particular points of the semester highlighted, including asynchronous activities. Our overhaul of our online resources is also still in process. We are hoping to make it easier than ever to access professional development resources for faculty.

As a leader of the committee, I recognize that I have done a lot to shape the committee, but also still need to improve in a lot of ways. Last report, I noted that I need to better utilize the committee in between meetings. This year, I've struggled to delegate and steer work and ask for help. I have a lot of growing to do personally in my organizational skills. Without Debby Adler's support and the work done by Jim Sullivan to shape PD as Joyful Teacher in Residence, I would be struggling.

I still stand by my personal PDP mission as coordinator that I included in the last report:

Each one of us needs to grow in our own ways and largely knows what we want or need to grow. We're unique individuals with agency over our lives. But we also can't grow alone. Our best, healthiest, and most sustainable growth will happen in community. PDP is going to take care of this community of people and help them grow together.

## PDP Budget 2023-2024

The PDP general supplies budget starts with a balance of \$5,000 each fiscal year. This year, to date, we have spent an estimated \$2,882.20 and have a remaining balance of approximately \$2,117.80. There is an additional \$600 remaining in our equipment budget. Further, we have a PDP travel funds budget that starts each year with \$35,000. This year, to date, we have allocated an estimated \$26,125.04 for travel funds for our full-time and associate faculty combined. There is a current remaining balance of approximately \$8,874.96.

PDP / Flex	GENERAL / Supplies / Equipment		FY '23-'24
<b>General Supplies*</b>	*General supplies includes punchouts for Office Depot, amazon, and B&H		
<b>Beginning balance</b>			\$ 5,000.00
<b>Date(s)</b>	<b>Vendor / Item description / Notes</b>	<b>Amount</b>	<b>Balance</b>
8/14/2023	Culinart - C3 Expo Lunch split with Online Ed	\$ 300.40	\$ 4,699.60
8/11/2023	Culinart - New faculty lunch	\$ 179.70	\$ 4,519.90
8/14/2023	Culinart - Coffee Chat at the C3	\$ 205.68	\$ 4,314.22
8/15/2023	Culinart - Coffee Chat in the 3500/3600 courtyard	\$ 205.68	\$ 4,108.54
8/15/2023	Culinart - New faculty lunch in room 3606	\$ 179.70	\$ 3,928.84
10/30/2023	Copy Center - Print the Vibe	\$ 10.40	\$ 3,918.44
11/13/2023	B&H Photo - camera equipment for PDP Office	\$ 493.00	\$ 3,425.44
11/15/2023	Coy Center - Print the Vibe	\$ 9.00	\$ 3,416.44
1/17/2024	Culinart - Parenthood @ MCC Flex	\$ 250.33	\$ 3,166.11
1/17/2023	Copy Center - Printing for Cultivating Human Connection Event	\$ 19.04	\$ 3,147.07
4/11/2023	Copy Center - Print the Vibe	\$ 29.27	\$ 3,117.80
Date tbd	Punchout order from B&H and/or Amazon - Home audio/video kits from PDP (estimate)	\$ 1,000.00	\$ 2,117.80
<b>Equipment</b>			
<b>Beginning balance</b>			\$ 600.00
<b>Date(s)</b>	<b>Vendor / Item description / Notes</b>	<b>Amount</b>	<b>Balance</b>
			\$ 600.00
<b>Account Strings in Workday:</b>	<b>General funds:</b>	<b>Equipment funding string:</b>	
<b>Fund</b>	11_FD Unrestricted General Fund	same	
<b>Cost Center</b>	182-CC Academic Senate Office	same	
<b>Program</b>	6031_PG Academic Senate	6013_PG Aca Admin-Dean Community Ed	
<b>Designation</b>	1356_DG UnRest Dept Operating Funds	same	
<b>Spend Category</b>	1001_SC - Supplies Instructional	64 - Equipment	
<b>Spend Category</b>	1215_SE - Supplies - Office or Other (non-instructional)		
<b>Spend Category</b>	1003_SC - Food/Refreshments		

## Sabbatical Leave Committee (SLC) – End of Year Report 2023/2024

The SLC spent time in the Fall reviewing and approving sixteen SL applications. These applications were for faculty who plan to take their SL during Fall 2024 and/or Spring 2025. It was noted, a committee member was assigned to each faculty member to assist in any needed application revision(s). The SLC also discussed five individual SL reports received from faculty who returned from their sabbatical leaves during Spring 2023. A taskforce was assigned to each returning faculty member and was responsible for reviewing documentation. The SLC voted on the SL reports based on meeting application objectives and hours and forwarded the reports to Academic Senate for approval. After Board approval of the SL applications, the SLC Chair notified each dean and department chair of all faculty who had been approved for a sabbatical leave and the semester of the approved leave. Each candidate was also notified.

During the Spring meeting the SLC discussed and voted on the eight individual SL reports received from faculty who returned from their sabbatical leaves during Fall 2023. Prior to the meeting, a task force reviewed the report documentation. These reports will be forwarded to Academic Senate for approval at

their April meeting. During the Spring SLC meeting, revisions/changes to the SLC handbook were also discussed. The committee voted on the chair/co-chair for 2024/2025. Pilar Hernandez and Jennifer Paris will be co-chairs.

### **Salary Advancement Committee (SAC) – End of Year Report 2023/2024**

Provided by Donny Munshower, Chair SAC

SAC had two meetings during the 2023-2024 academic year. The two meetings were held on: November 2, 2023 (3pm – 5pm), and on March 28, 2024 (11am – 1pm).

SAC approved 22 applications for Approval of coursework/activities + 1 Application for Altering an Approved Proposal (18 faculty members in total)

Completed and planned projects:

- Continue with two application cycles per academic year: one application due in each of the Fall and Spring terms; continue providing a Salary Advancement informational workshop (aimed for FLEX approval) 1-2 weeks before each deadline or during FLEX week.
- Continue to update the online applications to make the submission process even easier.
- Created a list of previously approved coursework linked on the SAC website.
- Continue to increase awareness of Salary Advancement for all faculty.
- Under development: The creation of an “appeals” process for faculty who receive a denial of coursework for salary advancement.
- Create a survey to faculty who have gone through the salary advancement process to get feedback on the application, process, and follow through. The feedback will be used to see how else we can improve salary advancement at MiraCosta.

### **Academic Calendar Taskforce (an ad hoc, faculty-led committee) – End of Year Report 2023/2024**

The Academic Calendar Taskforce--chaired by a faculty member and comprised of faculty, classified professional, and administrator stakeholders from across departments and programs--took up a transparent and inclusive process to design an academic calendar. The taskforce began with comprehensive research, including a districtwide survey of values and impacts. From this research, the taskforce modeled three unique calendars and presented these to the campus community in all-district townhall meetings for feedback. The taskforce then drew upon the most promising elements from each model based on feedback received to develop a final calendar recommendation believed to best serve students in their course completion, learning, and overall persistence.

Review the entirety of the taskforce’s work archived on their website:

<https://sites.google.com/view/themiracostacalendarproject>