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AGENDA

- I. Call to Order
- II. Roll Call
- III. Persons Wishing to Address the Committee
Members of the public shall have an opportunity to address the committee either before or during the committee's consideration of each item of business to be discussed at regular or special committee meetings, including closed session items. In addition, with limited exceptions, the committee will provide an opportunity at regular meetings to address the committee on any other item of interest which is within the subject matter jurisdiction of the Academic Senate. In order to efficiently manage the business of the committee, the committee chair may limit the amount of time allocated for public testimony for each individual speaker to three (3) minutes, and to limit the total time allocated on a particular issue to fifteen (15), unless waived by the committee (pursuant to Board Policy 2345). Decorum is to be expected by all members of the committee and public as outlined in Board Policy 2355.
- IV. Changes to Agenda Order
- V. Consent Calendar
 - A. Approval of the Minutes of the Meeting of November 2, 2023
- VI. Reports
 - A. Salary Advancement Committee Chair - *Munshower*
- VII. New Business
 - A. [Review and Consideration of Applications for Advancement on the Salary Schedule](#)
Description: *The Salary Advancement Committee (SAC) will review seven (9) Applications for Approval of Coursework/Activities Toward Advancement on the Salary Schedule and one (1) Application for Changing a Previously Approved Application to Advance on the Salary Schedule. The SAC will vote on applications and establish a timeline for submitting any revisions before forwarding them to Academic Senate for approval.*
- VIII. Information / Discussion
 - A. Appeals Process – *Munshower*
Description: *Academic Senate has requested the Salary Advancement Committee create an appeals process for when an application for advancement on the salary schedule is denied. Munshower will share the progress of the process to date.*
 - B. Database of Previously Approved Coursework – *Munshower*
Description: *Munshower will share information about the database of previously approved coursework he created in a Google sheet. It can be found at this [LINK](#).*
 - C. Program Review
Description: *Subcommittees of the Academic Senate are asked to provide an annual report each spring which is included in the AS program review.*
 - D. Salary Advancement Handbook
Description: *The Salary Advancement Handbook is reviewed each year. Appropriate changes will be made, and the updated handbook will be posted on the SAC website.*
- IX. Adjournment

An executive order issued on 3-18-20 by the Governor of California indicated that the requirements for having a physical space for meetings has been waived due to the Coronavirus (COVID-19). Further, the passage of AB 361 allows for the continuance of conducting meetings remotely. Therefore, meetings may continue to be held remotely until further notice. The public may observe the meeting and offer public comment. A link for remote viewing or calling in is attached to the agenda. Therefore, Sabbatical Leave Committee (SLC) meetings will be held via Zoom. If you wish to attend the meeting and you have another disability requiring special accommodations, please notify the SLC Administrative Secretary at 760.795.6873 or 760.757.2121, extension 6873. The California Relay Service (CRS) is available by dialing 711, or 1-800-735-2929 or 1-800-735-2922.

In compliance with Government Code section 54957.5, nonexempt writings that are distributed to a majority or all of the MiraCosta Community College District SLC in advance of their meetings may be viewed at the Office of the Academic Senate President, One Barnard Drive, Oceanside, California, or by clicking on the SLC website at <http://www.miracosta.edu/instruction/slc/index.html>. Such writings will also be available at the SLC meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Debby Adler, Administrative Assistant to the SLC Chair, at 760.795.6873 or by email at dadler@miracosta.edu.



Salary Advancement Committee Regular Meeting
Thursday, November 2, 2023: 3:00pm – 5:00pm
Hyflex Meeting – Room OC3101
Via Zoom in accordance with AB2449
OC3101 at 1 Barnard Drive, Oceanside, CA 92056
SAN1122 at 3333 Manchester Avenue, Cardiff, CA 92007

UNOFFICIAL MINUTES

- I. **Call to Order** – The meeting was called to order at 3:00pm.
- II. **Roll Call**
Members present at OC3101: Korey Goulette, Donny Munshower (chair), Angela Senigaglia
Members present at SAN1122: Janeen Apalatea, San Arenivar
Members absent: Wendy Horton, Lilia Vidal
- III. **Persons Wishing to Address the Committee** – None.
- IV. **Changes to Agenda Order** – None.
- V. **Consent Calendar**
 - A. **Approval of the Minutes of the Meeting of March 14, 2023**
The consent calendar was approved by unanimous consent.
- VI. **Reports**
 - A. **Salary Advancement Committee Chair – Donny Munshower**
Will discuss creating subcommittees later in this meeting under agenda item VIII. Information / Discussion.
- VII. **New Business**
 - A. **Review and Consideration of Salary Advancement Applications**
Description: *The Salary Advancement Committee (SAC) will review seven (13) Applications for Approval of Coursework/Activities Toward Advancement on the Salary Schedule. The SAC will vote on applications and establish a timeline for submitting any revisions before forwarding the applications to Academic Senate for approval.*
 1. **Eduardo Aguilar** submitted his application in two parts. There was not enough room on one form to list all coursework taken. He submitted ED 836 three times. He noted 836a, 836b, and 836c in his statement, but he did not include the letters on the course list. He listed ARP 837 on 5/23 and 12/23. The committee noted that HR will review what is on this application compared to his transcript. Munshower will follow up with Aguilar to be sure all the repeated courses are needed for his doctorate.
The committee further discussed including something on the application form that asks if a course is allowed to be repeated and if so, to provide a rationale.
Option 2 – part 1: Coursework approved pending clarification regarding repeated courses 836 a, b, and c and 837.
Option 2 – part 2: Coursework approved.
 2. **James Diokno** submitted two applications: one for Option 1 and one for Option 2 divided into two parts because there was not enough room on one form to list all coursework taken.
Option 1: Will need to verify these are semester units.
Option 2 – part 1: ANTH 230 (second one should be June 2023). These are quarter units. Apprentice teaching was listed in both parts of option 2.
Option 2 – part 2: Coursework approved pending clarification regarding Apprentice Teaching ANTH 500 and ask if he needed it two times and confirm these are quarter units.
 3. **Scott Douglas**
Option 2: Coursework approved.
 4. **Isabella Janovick**
Option 1: Coursework approved pending asking if they are semester or quarter units.
 5. **Emily Mercuri** submitted two applications; one for Option 1 and one for Option 2.
Option 1: Coursework approved.
Option 2: Coursework approved.

6. Vivi Ricardez Veasey

Option 2: This was a 4-unit course when she took it. It is now listed as 3 units in the catalogue. Her transcript will show the actual number of units she will be awarded.

Coursework approved.

7. Suganya Sankaranarayanan

Option 1: Coursework approved.

8. Tammy Vaught

Option 2: Coursework approved.

9. Carlos Velasco

Option 1: His semester units for UCSD need to revert back to quarter units that will be on his transcript. **Coursework approved.** There is also a question regarding 6 week – 24 course hours from Loyola Marymount University. How did he convert the hours to units? We need to know what the transcript will say with regard to quarter and/or semester units. Munshower will contact Velasco for clarification.

MSU (Senigaglia / Apalatea) to approve all applications from nine (9) faculty members towards advancement on the salary schedule. With friendly amendment for clarification.

The applications will be forwarded to the Academic Senate for their next meeting on November 17th. The committee discussed modifying the online application to include a column for semester or quarter units. Will also add a section to clarify if they are adding a course more than once and asking to give a reason to repeat it. It was further discussed if an Education Plan should be requested from those pursuing masters or doctorate degrees. There are only certain circumstances where you can repeat a course with an educational objective involved.

The committee also considered adding columns for Option 1 and Option 2 next to the courses listed. Getting rid of the two options was also discussed and whether or not they serve a purpose since the date of completion indicates if they will be taking the courses in the future or if they have already completed them.

Senigaglia suggested using the Portal for the applications and will check to see what that would look like. The form will be modified for the spring semester.

VIII. Information / Discussion

A. Create SAC Subcommittees

Description: *Committee members will join two subcommittees. Once subcommittee will work on creating an appeals process for when an application for advancement on the salary schedule is denied and another subcommittee to create a database of previously approved coursework.*

The request to create an appeals process came from the 2023 AS summary report. The committee was asked if they would like to create an appeals process. It was noted that the subcommittee would meet outside of or in addition to SAC meetings. Correspondence could be done via email.

Discussion of an Appeals Process Subcommittee

It was discussed under what circumstances an appeals process would occur and what situations we are trying to protect. How is information gathered? It was noted there is a five-year recency rule. Changing that would affect negotiations. The one class the committee had denied last year was because of the five-year rule. Creating an appeals process should be fairly easy. After denying an application, the faculty member is notified. If they don't agree, they come back to the committee and state why they feel their application should have been approved.

Discussion ensued regarding who the appeal should go to since SAC had already made the first decision. The five-year recency is an AS rule and would need to go to negotiations to be changed. Every time the committee meets, they either approve or deny applications and with some possible follow up with the faculty member for clarification. It was suggested that SAC could ask for someone on AS to be on the appeals process subcommittee and use that subcommittee for when SAC gives a hard no for an application. It seems an outside body would be the ones to review an appeal. Faculty need to follow procedures in order to be approved.

It was further asked what if an appeals process is not created but, instead, add a section in the Handbook showing typical reasons why an application might be denied such as an incomplete packet, their statement is inconsistent with curriculum, or they are beyond the five-year recency rule.

Discussion of a Database of Previously Approved Coursework Subcommittee

It was noted that someone from the Business Department was approved to take a course that someone from Counseling might like to take, however, would it be approved? This is not a blanket yes just because you request approval to take a course.

It was noted that the committee can create a database of coursework looking back over five years of applications to meet the recency rule.

It was suggested listing the courses related to a specific discipline.

The statement of purpose is where it is seen why the faculty are requesting to take certain classes.

As long as the faculty member is tying the connections together and shows how it will benefit the students, department, or campus, we are pretty agreeable. We also don't want faculty to think that because the courses were approved for one person, it may not be approved for them.

The database can be created in an Excel spreadsheet or Google file. Along the bottom, there can be tabs for each institution/college, class title, number of units, and what the faculty members' department / discipline.

Munshower offered to create the document and ask the committee for feedback.

It was further suggested to list commonly used programs and courses for salary advancement but without showing the department so as to not discourage folks from submitting the courses from their department.

IX. Adjournment – The meeting adjourned at 5:00pm.