



- I. **Call to Order**
- II. **Public Comment**
- III. **Changes/Additions to the Agenda**
- IV. **Minutes of the March 12, 2021 Regular Meeting: Review and Approval (attachment)**
- V. **Reports/Discussion**
  - a. **Hiring** (Bonds-10 min)-Discuss draft of hiring ranking timeline, and the hiring prioritization guide. Seeking consensus before disseminating these documents.
  - b. **Calendar** (Bonds- 5 min)-Consider the need for another calendar subcommittee meeting date.
  - c. **Textbook Affordability** (McFall-10 min)
  - d. **SURF Updates** (Willis-5 min)
  - e. **Updating Syllabus Checklist** ( -0 min)-
  - f. **Redesigning the Student Experience** ( -5 min)
- VI. **New Business**
  - a. **AP 5070 Attendance Accounting**

Description: No changes are needed. It can return in May for a second read before AAC votes to forward the updated AP document to the Academic Senate, or we can vote to forward it at this meeting.
- VII. **Old Business**
  - a. **Academic Calendar 2022-23** (Bonds-25 minutes)

Description: Continue discussion of the draft options of the proposed calendar for the 2022-23 term. Our goal is to forward an approved version of the academic calendar to the Academic Senate after this meeting.
  - b. **BP 4030 Academic Freedom** (Bonds/McFall/Ante-Contreras/Dudley-20 minutes)

Description: The CCLC does not recommend any particular modifications to this AP. We're reviewing the changes the subcommittee made. AAC can vote to forward the updated BP document to the Academic Senate. (Time Certain **9:30am**)
  - c. **AP/BP 4010 Academic Calendar** (Bonds-15 minutes)

Description: The CCLC does not recommend any particular modifications to these. We're continuing our discussion to consider any possible modifications. We can vote to forward the updated documents to the Academic Senate after this meeting.
  - d. **AP/BP 4250 Probation, Disqualification, and Readmission** (Bonds-10 minutes)

Description: The CCLC does not recommend any particular modifications to these. We're continuing our discussion to consider any possible modifications. We can vote to forward the updated documents to the Academic Senate after this meeting.
- VIII. **Information**

**Next Meeting: May 14, 2021, 9:00 a.m.-11:00 a.m., Online via Zoom**

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**MiraCosta College**  
**Academic Affairs Committee**  
**Meeting Minutes**

March 12, 2021  
9:00 a.m., ZOOM

**Members Present:** Shafin Ali, Daniel Ante-Contreras, David Bonds (Chair), Julie Cord, Diane Dieckmeyer, Yana Gardiner, Wendy Horton, Tricia Hoste, Stacey Hull, Joseph King, Dave Massey, Lauren McFall, Thong Nguyen, Beth Powell, Steve Torok, Alexis Tucker Sade,

**Members Absent:** Allison Phinney, Rosa Viramontes, Heidi Willis

**Guests:** Erica Duran, Maria Figueroa, Luke Lara, Alicia Lopez, John Makevich, Tina Walker

I. **Call to Order:** 9:00 a.m.

II. **Public Comment:** None

III. **Changes in/Additions to the Agenda:** None.

IV. **Minutes:** [Powell/Ali] MSP - Approval of February 5, 2021 minutes as presented.

V. **Reports/Discussion**

- a. **Hiring** – A draft timeline was presented by Bonds. Three years ago the reading process was decreased to just 3 weeks. This will be a first read and he wanted everyone to make sure the timeline was still ok with respect to getting things into Program Review on time.

It was asked if there could be a provision within the timeline to address faculty replacements for departments impacted by retiring faculty who do not submit retirement paperwork in time to put the request in Program Review. Dieckmeyer suggested that AAC develop paragraph outlining the parameters and the process for this to happen.

- b. **Calendar** – No report

- c. **Textbook Affordability** – McFall gave an overview of the student struggle to purchase all the textbooks that they need. The Climate Survey showed textbook affordability affects student debt, and expenses. 2518 MCC students submitted CARE Requests which supplies financial assistance. Textbook costs continue to increase. She explained that the library offers 200 online textbooks.

- d. **SURF Updates** – No Report

- e. **Updating Syllabus Checklist** – No Report

- f. **Redesigning the Student Experience** – No Report

VI. **New Business**

- a. **AP/BP 4010 Academic Calendar** – Bonds pointed out that FA is not involved in this BP. The AP is also outdated. One of the options for change is redistributing the FLEX day and to have a compressed calendar. This is not being voted on today. Changes can be made at our next meeting.

- b. **BP 4250 Probation, Disqualification, and Readmission** – No CCLC changes.

VII. **Old Business**

- a. **Academic Calendar 2022-23** – No Discussion

- b. **BP 4300 Field trips and Excursions** – The travel restrictions were updated to align with other CCC's. Dieckmeyer suggested NOT adding the states because this list may change periodically. A link to refer to current information on banned states can be added instead listing the states.  
[Torok/McFall] MSP

- c. **BP 4030 Academic Freedom** – This BP was modified significantly. The tone of the document was changed. The committee thought it had a sort of "fear factor" in the wording. Bonds suggested tabling this BP until next meeting.

VIII. **Information**

- a. **Ethnic Studies Department/AS Resolution** – Alicia Lopez talked about a resolution to develop an Ethnic Studies department. She explained that the troubles in the US in the past years have lead the state to develop a new area GE area F. The hiring of a full-time instructor to develop/run/support the department is the goal. This will change the way we educate and allow us to uphold the ethnic studies history.

Maria Figueroa reminded everyone of the commitment that MCC made to transform the campus into a more

racially just campus. There is a demand and a need to move forward in developing the Ethnic Studies Department. Please reach out to her or Alicia if you have a wish for more dialogue.

Bonds expects a position request for this full-time position coming up in August/September, although there is no model in program review. Data within Chicano/Chicana Studies and Black Studies will be looked at with an attempt to develop a narrative and proposal.

- b. Implementing Credit for Prior Learning** – Dieckmeyer reminded everyone that the workgroup worked through this AP, but it never got implemented. This AP will allow for students with 'real life experience' to get credit for a course. So some folks immersed themselves into this topic to learn what the next steps are to implement this AP.
- c. Back to Campus Plans** – No Discussion
- d. Educational Master Plan Update** – Dieckmeyer explained that our Educational Master Plan (EMP) expired in 2020 so work is being done to update it.

**IX. Future Agenda Items**

- a. AP 5070 Attendance Accounting** – No report

**X. Adjournment: 11:15 am**

DRAFT

## **DRAFT 1 Academic Affairs Subcommittee Hiring Taskforce Fall 2021 Timeline for Full Time Faculty Hire Plan Prioritization**

Ranking of all full-time faculty requests for both new and replacement faculty includes an analysis of quantitative and qualitative data as outlined in the AAC Hiring Prioritization Guide. Supporting evidence can be provided corresponding to five areas of consideration used in the scoring/ranking process:

- Area 1: Departmental and Institutional Planning
- Area 2: Student Success and Equity
- Area 3: Leadership
- Area 4: Campus Impact and External Factors
- Area 5: Program Quantitative Data

### **Timeline:**

**End of Week 3 of the Fall Semester (Sept 10, 2021):** Departments who are requesting a full-time position submit their full-time faculty hire request, providing supporting evidence of need under the five areas of consideration. During these first three weeks of the semester, deans will work with disciplines to determine which should submit requests for full-time faculty positions. Department Chairs/Plan Authors notify the Academic Affairs Subcommittee Chair via email that their program is submitting a plan form to request a faculty position. **Retiring faculty must submit their notification to HR by this deadline** in order for a replacement position to be considered and ranked as such, rather than as a new faculty request.

**Weeks 4-5 (September 13-24):** The AAC hiring taskforce members will individually review all requests and evaluate each according to the five areas of consideration outlined in the AAC Hiring Prioritization Guide. Members will rank the position requests in priority order, and will keep notes on rationales for each ranking.

**Week 6 (September 27-October 1):** The AAC hiring taskforce will meet to discuss each plan and determine a recommended priority ranking and write a rationale for each position's ranking.

**Week 7 (October 8):** The Academic Affairs Committee votes on the prioritization of the hiring requests.

**Week 8 (October 15):** The Academic Affairs Subcommittee chair forwards the recommended prioritization to the Academic Senate for their first read.

**Week 11 (November 5):** The Academic Senate votes on the prioritization of the hiring requests and forwards their recommendations to the Superintendent/President, who makes the final decision about the number of hires and their rankings. Human Resources and Deans collaborate with programs approved for full-time faculty positions to finalize the job announcements and begin the recruitment process.

Attendance accounting is conducted in accordance with the requirements of Title 5 and the statewide Attendance Accounting Manual. Collection and reporting of attendance is the responsibility of the Admissions and Records Office. Attendance accounting is accomplished using the following procedures:

- A. Computation of units of full-time equivalent student (FTES) based on the type of course, the way the course is scheduled, and the length of the course.
- B. Selection of a single, primary term length for credit courses.
- C. Reporting of FTES during the “first period” (between July 1 and December 31), “second period” (between July 1 and April 15), and “annual” (between April 16 and June 30).
- D. Compliance with census procedures prescribed by the California Community Colleges Chancellor’s Office for all credit courses, including work experience, independent study, and credit courses being reported on an actual-attendance basis.
- E. Preparation of census-day procedure tabulations.
- F. Preparation of actual student contact hours of attendance procedure tabulations.
- G. Preparation (as applicable) of actual apprentice hours of teaching procedure tabulations.
- H. Preparation of support documentation regarding all course enrollment, attendance, and disenrollment information.
- I. Computation of FTES that includes only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the district authorized to render service in the capacity and during the period in which they served.
- J. Maintenance of at least a 175-day calendar during the fiscal year.

Academic freedom represents an understanding of mutual respect in valuing how faculty and students engage in conversations and learning.

For students, academic freedom is the right to express and to defend their views, to question, and to differ with the views of their instructors or the district, without penalty.

For faculty in the classroom setting, academic freedom is the right to interpret their fields and to communicate conclusions without interference or penalty even when these conclusions are at variance with those of constituted authorities, organized groups, or individuals.

For faculty outside of the classroom setting, academic freedom is the right to research, present, and publish without interference or penalty, subject to the adequate performance of their other academic duties. Research for financial gain should be based upon an understanding with the MiraCosta Community College District, conforming to Board Policy/Administrative Procedure 3715, Intellectual Property Rights.

Academic freedom carries with it community responsibility. This responsibility emphasizes the obligation to study facts, to present and interpret ideas concerning human society and all fields of knowledge, and to share those ideas with consideration for the impact on students and colleagues. While showing respect to others and striving to avoid bias on controversial topics, faculty members may present conclusions and interpretations supported by the evidence, both in the classroom and outside of it. Both faculty and students are free to compare and contrast issues and concepts taught in a course with any field of human expression and/or time period.

Faculty members are citizens, authorities of their discipline, and community representatives of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their unique position in the community imposes corresponding obligations. As educational scholars, faculty should be aware that the public may judge their profession and their institution by their statements, and should therefore strive for accuracy, and make every effort to indicate that they are not speaking for the institution. Additionally, all employees must be mindful of the district's policies on non-discrimination and equal opportunity as well as institutional values.

Faculty, staff, students, and administrators should at all times strive for accuracy and engage in respectful discourse, especially when opinions differ.

The superintendent/president and the Board of Trustees of MiraCosta Community College District will demonstrate their support for the principles of academic freedom by actively and openly working toward a climate that will foster this freedom.

Such participation will extend to the point of defending and supporting any tenured or untenured faculty member who, while maintaining the high standards of the profession, finds his/her freedom of expression attacked or curtailed.

### **Definitions**

Academic freedom in the classroom is the right of faculty members to interpret their fields and to communicate conclusions without being subjected to interference or

penalty because these conclusions may be at variance with those of constituted authorities, organized groups or individuals.

Outside the classroom, faculty members are entitled to full freedom in research and in the presentation and publication of the results, subject to the adequate performance of their other academic duties. Research for pecuniary return should be based upon an understanding with the MiraCosta Community College District, conforming to Board Policy/Administrative Procedure 3715, Intellectual Property Rights.

Academic freedom carries with it corresponding responsibility. Academic responsibility emphasizes the obligation to study facts, to present and interpret ideas concerning human society and all fields of knowledge. Since human knowledge is limited and changeable, faculty members will acknowledge the facts on which controversial views are based and show respect for opinions held by others. While striving to avoid bias, faculty members may nevertheless present the conclusions to which they believe the evidence points, both in the classroom and outside of it. However, controversial matters that bear no relation to the subject matter should not be introduced into classes.

Faculty members are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times strive for accuracy, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

The superintendent/president and the Board of Trustees of MiraCosta Community College District will demonstrate their support for the principles of academic freedom by actively and openly working toward a climate that will foster this freedom.

Such participation will extend to the point of defending and supporting any tenured or untenured faculty member who, while maintaining the high standards of the profession, finds their freedom of expression attacked or curtailed.

The academic freedom of students is the freedom to express and to defend their views, to question, and to differ with the views of their instructors or the district, without penalty.

MiraCosta Community College District

Adoption History:	4/21/09
Periodic Review:	6/16/15
Reference Update:	11/14
References:	Title 5, §51023 Accrediting Commission for Community and Junior Colleges Eligibility Requirement 20 Accreditation Standard I.C.7 American Association of University Professors 1940 Statement of Principles on Academic Freedom and Tenure
CCLC Update:	#25, 11/14
Steering:	AAC / AS

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The MiraCosta College Academic Calendar is reviewed and developed annually by a ~~subcommittee~~ **taskforce** of the Academic Affairs Committee. This ~~subcommittee~~ **taskforce** shall be comprised of members of Academic Affairs plus additional resource members. These resource members should include the Professional Development Program (PDP) Coordinator, representatives of the Offices of Instruction and Student Services, and others as needed.

### Regulatory Variables

- A. Per California Code of Regulations (CCR) §55701, the academic year consists of a minimum of 175 days of instruction. Note that both assessment and “flex” days (as arranged through the Flexible Calendar Program per CCR §55720) are included within the 175 days.
- B. Primary terms of the academic year are fall and spring semesters. The academic year begins with the fall semester.
- C. There must be sufficient time to meet the minimum required instructional hours for each course, in accordance with the course outline of record.
- D. All state and federal holidays are scheduled on the specified days/dates (with the exception of Veterans Day and Lincoln Day, which generally have allowable options). Refer to Education Code §79020 for the list of official academic holidays and laws regulating the scheduling of Lincoln Day, Veterans Day, and holidays that fall on weekends. The Board of Trustees may declare other days to be holidays, but must maintain the minimum required 175 days of instruction.

### Operating Principles

- A. Veterans Day is observed on the federal holiday if all other regulatory constraints are met.
- B. Spring break is scheduled for one week following the eighth week of instruction during the spring semester.

#### MiraCosta Community College District

Revised (Academic Senate): 1/19/10, 4/5/13, 1/18/14  
References: Education Code §79020  
CCLC Update: #19, 8/11; #25, 11/14  
Steering: AAC / AS

## **Timeline**

- A. In the spring semester, the Academic Affairs Committee develops an academic calendar for the year after the next academic year and proposes it to the Academic Senate Council.
- B. By mid-September, the Academic Senate Council approves the recommended academic calendar.
- C. The superintendent/president submits the Academic Senate's recommended academic calendar to the Board of Trustees for their approval; the board adopts the academic calendar by the end of October.

By the end of September of each year, the superintendent/president shall, in consultation with the Academic Senate, submit to the Board of Trustees for approval an academic calendar for the year following the next academic year.

See Administrative Procedure 4010.

## Probation

A student shall be placed on academic probation if they have attempted a minimum of 12 semester units resulting in an evaluative grade and has a grade point average of less than a "C" (2.0).

A student shall be placed on progress probation if a) they have attempted a total of at least 12 semester units, and b) if 50 percent or more of these attempted units resulted in grades of "W"-withdrawal, "I"-incomplete, "NC"-no credit, or "NP"-no pass. A student who is placed on probation may submit an appeal to the Committee on Exceptions in accordance with procedures to be established by the superintendent/president.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W"- withdrawal, "I"-incomplete, "NC"-no credit, or "NP"-no pass drops below 50 percent.

## Dismissal

A student who is on academic probation shall be subject to dismissal if the student's cumulative grade point average in all units attempted remains below 2.0 for a second consecutive semester.

A student who is on progress probation shall be subject to dismissal if the percentage of units attempted in which grades of "W"-withdrawal, "I"- incomplete, "NC"-no credit, or "NP"-no pass remains at or above 50 percent for a second consecutive semester.

A student who is subject to dismissal may submit a written appeal to the Committee on Exceptions in compliance with administrative procedures. Dismissal may be postponed and the student continued on probation if the student shows evidence of extenuating circumstances or shows significant improvement in academic achievement.

## **Readmission**

A student who has been dismissed may be reinstated when the student:

- A. Does not attend for one semester.
- B. Consults with a counselor to determine whether the reasons that led to dismissal have been corrected sufficiently to enable improved performance.

Readmission may be granted, denied or postponed according to criteria contained in administrative procedures.

The superintendent/president shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

## **Disqualification from Veterans Administration Educational Benefits**

Veterans Administration regulations require that educational assistance benefits to veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward completion of his or her training objective.

See Administrative Procedures 4250 and 4255, Disqualification and Dismissal.