

MiraCosta College  
Academic Affairs Committee Regular Meeting  
November 8, 2024  
9:00 – 11:00 am, OC3515



[Link for remote viewing and public comment](#)

Meeting ID: 821 7914 8944

I. **Call to Order**

II. **Remote Member Attendance**

*Description: AAC will consider remote participation of members under the provisions of AB2449, if any.*

III. **Roll Call**

IV. **Public Comment**

V. **Changes/Additions to the Agenda**

VI. **Minutes of the October 11, 2024 Regular Meeting: Review and Approval (attachment)**

VII. **Subcommittee Memberships: Updating Academic and Board Policies (AP/BP), 26/27 Calendar Development, Textbook Affordability, SURF Updates, Syllabus Checklist**

VIII. **Reports**

- a. **Hiring (Hull)**
- b. **Calendar (Hull)**
- c. **Textbook Affordability (Pescarmona)**
- d. **SURF Updates (Hull)**
- e. **Updating Syllabus Checklist (Hull)**
- f. **Redesigning the Student Experience (Pescarmona)**

IX. **Old Business**

a. **AP 5530: Student Rights and Grievances**

Description: Update to the conflict resolution section related to resolving any issue with a faculty member. Part B now includes “department chair or faculty designee” as some programs do not have a department chair. Returned by Academic Senate for further discussion. Vote before forwarding recommendation to Academic Senate. (see attachment)

X. **Adjournment**

**Next Meeting: December 13, 2024**

On September 13, 2022, California Governor Gavin Newsom signed California Assembly Bill 2449 (AB 2449) into law. This bill changes remote attendance rules under Ralph M. Brown Act's open meeting laws. With an effective date of January 1, 2023, AB 2449 imposes four periods of differing rules on remote access to, and member attendance of, local agency public meetings under the Ralph M. Brown Act (Brown Act). Further, a state of emergency is no longer in effect and so governing bodies will now meet in person with the possibility of approved remote attendance. The public may observe the meeting remotely or in person and offer public comment. A link for remote viewing or calling in is noted on the agenda. Therefore, Academic Senate and its subcommittee meetings will be held in person with a Zoom link available. If you wish to attend a meeting and you have another disability requiring special accommodation(s), please notify the Academic Senate Administrative Assistant at 760-795-6873. The California Relay Service (CRS) is available by dialing 711, or 800-735-2929 or 800-735-2922 for English or 800-855-3000 for Spanish.

In compliance with Government Code section §54957.5, nonexempt writings that are distributed to a majority or all of the MiraCosta Community College District, Academic Senate and its subcommittees 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 Academic Senate's Committees website at <https://www.miracosta.edu/governance/academic-senate/committees.html>. Such writings will also be available at the meetings. 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 Academic Senate President, at 760.795.6873 or by email at [dadler@miracosta.edu](mailto:dadler@miracosta.edu).

Audio recordings of meetings may be available upon request. Please contact the MiraCosta College AS President's Office 760-757-2121 x6213 or email Debby Adler, Administrative Assistant to the Academic Senate at [dadler@miracosta.edu](mailto:dadler@miracosta.edu).

**MiraCosta College  
Academic Affairs Committee  
Meeting Minutes**

October 11, 2024  
9:00 – 11:00 am  
OC3515

I. **Call to Order**

9:09am

II. **Remote Member Attendance**

Lauren Greenwald, Claudia Flores

III. **Roll Call**

Shafin Ali, Christopher Sleeper, Kyle Arriola, Lauren McFall, Denee Pescarmona, Darlene Burke, Michaela Garcia (Student), Daria Davis, Stacey Hull (Chair), Ticey Hosley, Tyrone Nagai, Tracy Williams, Robert Kelley

**Members absent-** Gianna Carey, Kris Peck, Sylvia Harrington, John Makevich, Kathy Rodriguez, Julie Cord, Adrean Askerneese

IV. **Public Comment**

Pescarmona mentioned that Adreane Askerneese will be rejoining the committee in Spring 2025.

V. **Changes/Additions to the Agenda:** None

VI. **Minutes of the Sept 13, 2024, Regular Meeting: Review and Approval (attachment): [McFall/Ali] MSP approval Sept 13, 2024 minutes.**

Hull questioned if the AP/BPs added for review during the 24-25 AY by Kathy Rodriguez were routed through AAC. Hull and Pescarmona would reach out to Kathy Rodriguez to confirm.

VI. **Subcommittee Memberships: Updating Academic and Board Policies (AP/BP), 26/27 Calendar Development, Textbook Affordability, SURF Updates, Syllabus Checklist**

Members signed up for workgroup membership. Hull mentioned that she will be making sure everyone has signed up and that all the workgroups are balanced. Pescarmona provided a brief description of the different subcommittee memberships to new members.

VII. **Reports**

- a. **Hiring** (Hull) – Discussion held for item under New Business.
- b. **Calendar** (Hull)- Workgroup will generate two versions of the 26-27 calendar: current 18-week semester (1 week flex + 1 week finals) and compressed calendar format recommended by the campus-wide calendar workgroup in Spring 2024; inclusion of inclusive language related to holidays; accessible; focus on calendar audience.
- c. **Textbook Affordability** (Pescarmona) – Update on AB 607 (Course Materials Cost Publication). 40% of our classes need to have costs associated with them in SURF by January 2025. Pescarmona also answered questions that were raised by committee members.
- d. **SURF Updates** (Hull)- None
- e. **Updating Syllabus Checklist** (Hull)- The Workgroup will discuss the possibility of updating the syllabus checklist twice a year instead of once. Requirement of faculty office hours in syllabi was discussed to align with Associate Faculty submitting syllabi for scheduling of compensated office hours. Pescarmona mentioned that other ideas are currently being discussed.
- f. **Redesigning the Student Experience** (Pescarmona)- None

VIII. **New Business**

a. **Recommended Prioritization of Full-time Faculty Requests**

Hull provided a brief description of the process followed by prioritization workgroup. Twenty-five plans were prioritized, and it is likely that 10 positions will be funded by the college. Prioritization was discussed by the entire committee and questions were answered. The committee unanimously voted to forward the recommendation to the Academic Senate.  
[Nagai, McFall] **MSP Approve forwarding prioritization to Academic Senate.**

IX. **Old Business**

a. **AP/BP 4300: Field Trips and Excursions**

Hull provides a brief description of what was discussed at the last meeting. Incorporated language to encourage faculty to support students missing class for college-authorized field trips. Garcia asked if club excursions were included under the umbrella of field trips and excursions and Pescarmona explained that they do when they are a college-authorized event. Motion [Burke, McFall] **MSP Approve the changes made to AP/BP 4300.**

b. **AP 5530: Student Rights and Grievances**

To be discussed at November meeting.

X. **Adjournment - 11:09am**

The purpose of this procedure is to provide an efficient and equitable means of resolving student grievances. This procedure is available to any student who believes a decision or action by an instructor, college official, or by another student has adversely affected their status, rights, or privileges as a student.

Grievances related to course grades are addressed in Board Policy 4231: Grade Changes and Administrative Procedure 4231: Grade Changes.

For grievances related to sexual harassment, sexual assault, or discrimination (i.e. age, ancestry, citizenship status, color, physical disability, mental disability, ethnic group identification, sex, gender, gender identity, gender expression, genetic information, marital status, medical condition, national origin, parental status, race, religion, sexual orientation, or military and veteran status, or because they are perceived to have one or more of the foregoing characteristics), students should contact the Title IX Coordinator, Deputy Title IX Coordinators, and/or the MiraCosta College Police Department. Staff members in those areas will assist students with the correct processes for resolution. Complaint and investigation policies and procedures related harassment and discrimination (including sexual assault, sexual violence, dating violence, stalking and domestic violence) can be found in Board Policy 3433: Prohibition of Sexual Harassment under Title IX, Administrative Procedure 3433: Prohibition of Sexual Harassment under Title IX, Administrative Procedure 3434: Responding to Harassment under Title IX, and Administrative Procedure 3435: Discrimination and Harassment Complaints and Investigations.

This procedure does not apply to the following:

- A. Student conduct, which is covered under Administrative Procedure 5500: Standards of Student Conduct, and Administrative Procedure 5520: Student Conduct Procedures.
- B. Traffic tickets. Those complaints must be made to the local courts.
- C. Parking tickets. Those complaints must be made at the College Police Office.
- D. Grievances related to sexual harassment, sexual assault, or discrimination.

## Definitions

- A. The college: This means MiraCosta Community College District.
- B. Grievance: A statement of a complaint about something believed to be wrong or unfair.

A student who has a concern or complaint should follow the conflict resolution process, which is described below. The Student Affairs department can assist a student with this process.

## Conflict Resolution

To resolve any issues with a faculty member, the student should make a reasonable effort to follow the steps listed below:

- A. Contact the instructor in person, by email, or by telephone, unless there is a valid reason (student feels intimidated, instructor unavailable after several attempts, etc.) to omit this step.
- B. If the concern or complaint is not resolved satisfactorily by contacting the faculty member, contact the faculty member's department chair or faculty designee in person, by email, or by telephone. The department chair or faculty designee will determine if the student contacted the faculty and if applicable, explore their reasons not to do so.
- C. If the concern or complaint is still not resolved, contact the faculty member's dean in person, by email, or by telephone. The dean will determine if the student contacted the faculty and/or department chair and if applicable, explore their reasons not to do so.
- D. If the concern or complaint is still not resolved, contact the Dean of Student Affairs, the Director of Student Services at the San Elijo Campus, or the Director of Student Services at the Community Learning Center to explore other possible options to address the concern.

To resolve any issue with a staff member or administrator, the student should make a reasonable effort to follow the steps listed below:

- A. Contact the staff member or administrator with whom the student has the grievance in person, by email, or by telephone, unless there is a valid reason (student feels intimidated, staff member or administrator unavailable after several attempts, etc.) to omit this step.
- B. If the concern or complaint is not resolved satisfactorily, contact the appropriate supervisor in person, by email, or by telephone.
- C. If the concern or complaint is still not resolved, contact the appropriate dean or department head in person, by email, or by telephone.

- D. If the concern or complaint is still not resolved, contact the Dean of Student Affairs, the Director of Student Services at the San Elijo Campus, or the Director of Student Services at the Community Learning Center to explore other possible options to address the concern.

To resolve a conflict with another student, the student with the complaint should make a reasonable effort to follow the steps listed below:

- A. If appropriate, discuss the issue with the other student directly in person, by email, or by telephone unless there is a valid reason (student feels intimidated, other student unavailable after several attempts, etc.) to omit this step.
- B. Meet with the Dean of Student Affairs, the Director of Student Services at the San Elijo Campus, or the Director of Student Services at the Community Learning Center, or designee in person to explore other possible options to address the concern.