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AGENDA

- I. Call to Order
- II. Roll Call
- III. Teleconferencing for Meetings
 - A. Recertify the Resolution (R. 2-21) Authoring Teleconferencing for Meetings Pursuant to AB 361 – *Lara*
Description: *The Academic Senate approved resolution R. 2-21 on 10/1/21 to authorize teleconferencing pursuant to recent legislation AB 361, since meeting in person would present imminent risks to the health or safety of attendees. To continue to meet under these abbreviated teleconferencing procedures, AB 361 requires a legislative body to make specified findings not later than 30 days after the first teleconferenced meeting and to make those findings every 30 days thereafter. Academic Senate will reconsider the circumstances of the state of emergency and determine if the emergency continues to directly impact the ability of members to meet safely in person. This item will be a recurring item until the body determines the circumstances no longer support the findings in R. 2-21. The last ratification was on 02/04/22.*
- IV. Persons Wishing to Address the Senate
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.
- V. Changes to Agenda Order
- VI. Consent Calendar
 - A. Approve Minutes of the Regular Meeting of February 4, 2022
 - B. Ratify Updates to the Faculty Committee Assignments for AY21-22
 - C. Curriculum
Description: *Every year the Courses and Programs Committee (CPC) reviews curriculum and submits it to Academic Senate for approval in multiple parts. Part III is a smaller packet and contains mostly courses that have been modified.*
 - D. Materials Fee
Description: *The materials fee list is updated every year to reflect any changes to materials fees in the fall when curriculum is approved. There were no changes this year.*
- VII. Reports
 - A. Academic Senate President – *Lara*
 - B. College Superintendent/President – *Cooke* [time certain: 9:08am]
 - C. Classified Senate – *Phillips*
 - D. Associated Student Government – *Siebelink*
 - E. Redesigning the Student Experience – *Ha*
 - F. Accreditation - *Lara*

- VIII. Old Business
- A. Approve Recommended Changes to AS Bylaws and AS Rules – *Lara*
 Description: *In accordance with Article 3.H of the AS Bylaws, a taskforce was formed to conduct the annual review of the AS Bylaws and AS Rules. There are several recommend changes impact both documents. Linked is a document with a summary of changes. This comes back to Academic Senate for a vote.*
- IX. New Business
- A. AS Goal #2 Taskforce Recommendations – *Safaralian*
 Description: *The Academic Senate taskforce for Goal #2 will provide a progress report and recommendations for the Academic Senate to consider scaling faculty data coaching efforts.*
- X. Information/Discussion
- A. Transitions Program Update – *Pohlert [time certain: 10:00am]*
 Description: *Dr. Pohlert, along with students and colleagues will provide an update on the MiraCosta Transitions program. Serving incarcerated and formerly incarcerated students is core to the California Community Colleges’ mission, critical to the Chancellor’s DEI Call to Action, and closely aligns with the Vision for Success goal to reduce equity gaps among traditionally underrepresented student groups. The CCCCO Rising Scholars programs now reach and serve almost 20,000 justice-involved students both on campus and in prisons, jails, and juvenile detention centers throughout the state. MiraCosta College’s [Transitions program](#) was developed with a coalition of staff, faculty, and administrators utilizing cross divisional expertise with instruction and student services in 2021-2022.*
- XI. Senator Reports
 Description: *Academic Senators will have the opportunity to make brief announcements and updates.*
- XII. 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 will 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, Academic Senate (AS) meetings will be held via Zoom. If you wish to attend the meeting and you have another disability requiring special accommodation, please notify the Academic Senate Administrative Assistant at 760-795-6873. 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 Academic Senate 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 website at <http://www.miracosta.edu/governance/academicsenate/index.html>. Such writings will also be available at the Senate 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 Academic Senate President, at 760.795.6873 or by email at dadler@miracosta.edu.

Audio recordings of AS meetings are available upon request. Please contact the MiraCosta College AS President’s Office 760-757-2121 x6213 or dadler@miracosta.edu.

**A Resolution of the MiraCosta College Academic Senate:
Authorizing Teleconferencing for Meetings Pursuant to AB 361 (R. 2-21)**

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a statewide emergency arising from the coronavirus (COVID-19); and

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Brown Act pertaining to teleconferenced meetings; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 which indicated that Executive Order N-29-20's authorization for holding virtual meetings would expire on September 30, 2021; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 (Rivas) as urgency legislation effective immediately, which provides that legislative bodies may continue to meet remotely during a declared State of Emergency subject to certain conditions; and

WHEREAS, AB 361 amends the Brown Act (Government Code section 54953) to add the following provision:

- (e)(1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:
 - (B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, AB 361 amends the Brown Act (Government Code section 54953) to add the following provision:

- (e)(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:
 - (A) The legislative body has reconsidered the circumstances of the state of emergency.
 - (B) Any of the following circumstances exist:
 - (i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

NOW THEREFORE, BE IT RESOLVED that the MiraCosta College Academic Senate finds that the Governor's March 4, 2020 declaration of a state of emergency due to the COVID-19 pandemic remains active.

BE IT FURTHER RESOLVED, the MiraCosta College Academic Senate finds that due to the state of emergency, meeting in person would present imminent risks to the health or safety of attendees and/or the state of emergency continues to directly impact the ability of the members to meet safely in person due to the prevalence of the Delta variant of the COVID-19 virus, the indoor setting of meeting facilities, the potential presence of unvaccinated individuals attending meetings, the potential for noncompliance with mask wearing requirements, and desire to protect the health of immuno-compromised faculty, staff, students, and the public.

UNOFFICIAL MINUTES

I. Call to Order

Academic Senate President, Luke Lara, respectfully acknowledged that the meeting is being held on the traditional territory and homelands of the Luiseño/Payómkawichum people. It is also important to acknowledge that this land remains the shared space among the Kumeyaay and Ipai peoples. In addition, we want to pay respect to elders, both present and past, the respected keepers of history, wisdom, culture, and knowledge. The meeting was called to order at **9:02am**.

II. Roll Call

Members present: Robin Allyn (Coordinating Officer), Ingrid Bairstow, Karla Cordero, Zulema Diaz, Jim Julius, Himgauri Kulkarni, Luke Lara (President), Delores Loedel, Tyrone Nagai, Gilbert Neri, Brian Page, Hossein Ravanbaksh, Leila Safaralian (President-elect), Krista Warren

Members absent: Yessenia Balcazar, Sunny Cooke (ex-officio), Oswaldo Ramirez

Others present: Thao Ha, Zhenya Lindstrom, Denée Pescarmona, Ingrid Phillips, Angela Senigalia, John Siebelink

I. Teleconferencing for Meetings

A. Recertify the Resolution (R. 2-21) Authoring Teleconferencing for Meetings Pursuant to AB 361

The Academic Senate considered the circumstances of the state of emergency and determined if the emergency continues to directly impact the ability of members to meet safely in person pursuant to AB 361.

MSU (Warren / Page) to approve recertifying resolution (R. 2-21) authorizing teleconferencing for meetings pursuant to AB 361.

The Governors' new executive order, 54935F, was noted; however, AB 361 does not expire until January 1st, 2024 and so there are no changes due to this executive order. This body can continue to meet virtually based on the resolution. It was further indicated that there is no pressure to return to in person meetings. The Brown Act does allow teleconferencing, but all address locations must be listed on the agenda and the majority of the legislative body must be within district boundaries. It was suggested to continue meeting via Zoom.

MSU (Warren / Ravanbaksh) to continue to meet on Zoom virtually throughout the spring 2022 semester under the conditions of AB361 as long as they continue to exist.

II. Persons Wishing to Address the Senate

None.

III. Changes to Agenda Order

None.

IV. Consent Calendar

A. Approve Minutes of the Regular Meeting of January 14, 2022

B. 2022-2023 Curriculum Packet, Part II – *Senigaglia*

Every year the Courses and Programs Committee (CPC) reviews curriculum and submits it to Academic Senate for approval. The curriculum approval is submitted in multiple parts. Part II is a smaller packet and contains mostly courses and programs that have been modified with four program deletions (all certificates of proficiency) and six credit course deletions. This is the second of three curriculum packets for this year.

The Consent Calendar was approved by unanimous consent.

V. Reports

A. Academic Senate President

Academic Senate President, Luke Lara, welcomed everyone and noted Black Excellence Month. Later today is the 9th Annual State of the Black Campus. Thanked Wendy Stewart for her leadership for starting

this event. Check emails that contained links to other events for the month. Kudos were given to the library for its on ground and online exhibit, The Human Hill We Climb on the Pulse of Morning, showcasing 20 black poets. Zhenya Lindstrom sent out an email this morning with details. A reminder was noted that AS passed a resolution for distance education and all instructional faculty must adhere to the published course schedule. Noted it is important to teach per the schedule and messages to students were sent during this temporary period. The AS elections process is about to start on Monday, 2/14. FT and AF will receive an email from the Elections Committee explaining the process. Open positions include a one-year term for VP, four full-time faculty senators, and two AF senators. All faculty who are ending their terms are encouraged to run again for another term. Elections website will be updated prior to 2/14. A reminder that program review is due April 1st. Contact Polo Mariscal and Kaitlin Fischer for assistance. Program review should involve all faculty in the department and discipline. This is an accreditation standard and expectation. Wendy Brill-Wynkoop from the Faculty Association of California Community colleges (FACCC) has been invited to present on March 18th. ASCCC is closely tied to FACCC. Webinars can be found on the ASCCC and FACCC websites. Lauren McFall was welcomed as the interim Joyful Teacher in Residence for the TLC/C3. It was noted that March 4th will be the next regular meeting of AS due to President's holiday on 2/18.

B. College Superintendent/President

Vice President of Instruction, Denée Pescarmona, reported on behalf of Superintendent/President, Sunny Cooke who is on her way to D.C. for advocacy for community colleges at the federal level. The sentiments of the celebration of Black History month were echoed. Recognition of Richard Ma and the library staff was given in regard to the great interactive exhibit on the 2nd floor of the library. Everyone was thanked for their patience as the beginning of the semester transitions. After meeting with Teacher in Residence of the TLC/C3, Lauren McFall, it was noted she is looking at sustainable teaching during this pandemic. She is a fantastic advocate. It was noted we have seen the peak of Omicron although the numbers are high but in decline. The college will continue to do what it can to ensure the safety of all faculty staff, and students. Administration is doing the best to make decisions based on the information they have. The college continues work with Futures. The focus is on planning for the Educational Master Plan, Technology, Staffing, Equity, and eventually, the Facilities Master Plans. All are encouraged to attend the Futures trainings and would like folks to engage and learn about the work of Futures. More opportunities to engage are to come and everyone is invited.

C. Classified Senate

Vice President of CS, Ingrid Phillips, - not present, no report.

D. Associated Student Government

ASG Executive Vice President, John Siebelink, not present – no report.

E. Redesigning the Student Experience

AS President, Luke Lara gave a brief update on behalf of Lead, Thao Ha, who was not present. They had hoped to have a workshop in beginning of flex week but it postponed it in order to allow faculty to focus on the pivot from in person to online classes for the first month of the spring semester. They hope to conduct the workshop within the next few weeks or so. Today there will be a presentation on the scale of adoption assessment. In preparation, meetings have taken place with governance committees to institutionalize the guided pathways / redesigning the student experience framework: AAC, IPRC, OAC, CPC, and BPC.

F. Accreditation

AS President, Luke Lara, shared his report attached to the agenda. The document informs where we are. Last semester standard 4, sections A, B and C were introduced. Since then, starting this spring, the tri-chairs including Dr. Cooke, Lara, and Banks, will begin a rough draft for this standard. It will come to AS for discussion later this semester. Included in the agenda are links with examples. When asked why some areas were not included such as San Marcos and Escondido, it was noted they are not in MCC district boundaries. It was suggested they probably should be included in the report since MCC serves students from those areas.

VI. New Business

A. AS Goal #3 Taskforce Recommendations

The Academic Senate taskforce for Goal #3 provided a progress report and recommendations for the Academic Senate to improve communication strategies. The Goal #3 taskforce, Julius, Page, Warren, Kulkarni, and Diaz met to discuss communication strategies. A survey of subcommittee chairs was

conducted. Communication occurs between senators and their constituents. It was discussed if there is a way to highlight more important items in the bigger picture from one committee to another so faculty would know what is happening and then get involved. Subcommittee chairs are willing to provide brief highlights. Therefore, the AS coordinating officer (CO) will develop a brief newsletter highlighting committee work and disseminate monthly. AS will purchase the Basic Education license for “smore” software at \$79 and the CO, Robin Allyn, will deploy a newsletter by the end of February. AS is asking to suspend the rules in order to approve the recommendations now.

MSU (Warren / Allyn) to suspend the rules in order to vote on AS Goal #3 Taskforce Recommendations.
MSU (Warren / Kulkarni) to approve AS Goal #3 Taskforce Recommendations as presented.

Discussion ensued around what smore looks like, how this newsletter is different than the AF newsletter to AF constituents, and the pilot nature of this newsletter in relation to CO duties.

B. Recommended Changes to AS Bylaws and AS Rules

In accordance with Article 3.H of the AS Bylaws, a taskforce was formed to conduct the annual review of the AS Bylaws and AS Rules. There are several recommend changes impact both documents. Linked is a document with a summary of changes. Although it was realized there might be some things that need adjustments in the Bylaws and Rules, they may not be applicable in this current election cycle. The summary of changes attached to the agenda were displayed and outlined for everyone. One complicated issue of note was that if an AF member were not assigned a class in a semester, they would have to vacate their seat on Senate because they are not technically employed by the college. The district will not guarantee an assignment just because they are in a seat on a governance committee. They are hired to teach/counsel or do library work. This needs to be handled more at a legislative level. Other changes include AS subcommittees concerning voting rights of members and giving each subcommittee the right to determine the voting rights of their committee members. Other changes made were for parity and clarity as noted in the document(s). Section J is a new section regarding campaigning which made adjustments to sections J – P. Noted this item will come back at the March 4th meeting with constituent feedback.

C. Faculty Awards Committee Recommendation for the ASCCC Regina Stanback-Stroud Diversity Award

The Academic Senate for California Community Colleges annually presents an award to honor committed faculty who consistently rise to meet the challenges our students face. The Faculty Awards committee is recommending associate faculty member Christian Vela Che to compete for this award at the state level. The committee recommends the body suspend the rules for this item due to the timeline for this award. The Awards Committee read the initial documentation and had some recommendations. They were impressed with what Che has done at the college in providing technical support to our English language learners. She has been chair of Diversity Day for the past few years. A video link was included in her application. This application is ready to move on to the next step.

MSU (Warren / Safaralian) to suspend the rules in order to vote on the recommendation to forward Christian Vela Che’s name to the ASCCC for the Regina Stanback-Stroud Diversity Award.

MSU (Ravanbaksh / Bairstow) to approve the Faculty Awards Committee recommendation of Christian Vela Che for the ASCCC Regina Stanback-Stroud Diversity Award.

D. Chancellor’s Office Guided Pathways Scale of Adoption Assessment Report

MCC is required to submit a yearly “Scale of Adoption Assessment” (SOAA) report to the Chancellor’s Office concerning the status of its Guided Pathways restructuring effort. The report must be approved by both the Academic Senate and College president. The deadline is March 30, 2022. The assessment is presented by Zhenya Lindstrom to the Academic Senate for a first read and initial feedback. The final version will be presented on March 18 for approval. Wanted to make this meaningful and is looking for feedback from folks that will shape the direction and action items that will help to define ourselves for the next year. These are research-informed practices. The Chancellor’s Office will change this next year. Need to look at the practices and assess where we are, specifically scale. Definitions are at the front of the document for parts of the rubric. AS is asked to review and identify two or three areas they can focus on for the institution to move the needle and look at equity consideration questions. What practices AS subcommittees can focus on for even one outcome. Feedback is due by March 11th and the full assessment is due to the Chancellor’s Office on March 30th. This will come back to AS on 3/18 for a final draft. As well,

they are planning a Guided Pathways scaling up event on March 3rd. Lindstrom shared the [LINK](#) to the document from her presentation and asked AS to share with their constituents for feedback.

VII. Information/Discussion

A. Progress Update on AS Ethnic Studies Resolution (R. 1-21)

The Academic Senate approved the Resolution on the Creation of an Ethnic Studies Department (R. 1-21) on 2/19/21. Robles Lopez provided a report to the Academic Senate on the progress the Ethnic Studies workgroup has made towards the goals set forth within the last two resolves. Out of this resolution, they established an independent ethnic studies workgroup led by Robles Lopez to plan to meet student needs and grow ethnic studies course offerings leading to the establishment of an ethnic studies department. The goal was to not only establish an ethnic studies program and department, but more importantly, to do so in a way that respected and acknowledged the unique historical roots and epistemological and pedagogical practices of this field of study. The high priority was to hire one full-time faculty position. They have met all of the resolves in the 2021 resolution and the hire request was approved and ranked #1. Although they are not a clear about the process to create a new department, this is an opportunity to learn how to do that better for the future. Through every step of the process, students were also involved. Thanked Senate for supporting the resolution and look forward to the process and encourage documenting this for potential future. Pescarmona thanked the work of the Ethnic Studies workgroup and to the Senate for being forward thinking in recognizing that this was going to be needed. She noted that while the college has a BP for program discontinuance, there is none for the initiation of a department. To create this new department will take a series of meetings. There are a lot of voices and at the state level having deep conversations about what ethnic studies means. Our processes respect the role of AS and need time to develop curricula in line with MCC. The district is now ready to do the work and meeting that resolve in an intentional manner.

B. Update on AS Goal #2 Data Coaching Goal

This item is a follow up discussion from 12/3/21 where Academic Senators were asked to collect constituent feedback on the linked data coaching progress report. This was to learn more about data coaching. They researched what is available outside MCC and interviewed other colleges and showed their models. They are now looking for feedback and next steps, and recommendations from AS constituents. Would support the efforts to empower faculty to engage with their course data in a meaningful way. It was suggested to expand on what MCC is doing right now and also asked if the other colleges noted what the impacts have been for them. Other colleges have not tracked the faculty however, MCC can and should customize what we want for our own college. We do not have to follow other college models. There are also concerns that this will become mandatory. Sees the value in data coaching but there is a lot to do to prepare a pedagogy. The taskforce will bring this back with changes based on recommendations included today.

VIII. Senator Reports

Krista Warren was inspired by the speaker at ACD when she spoke to the gaps our faculty have in teaching students who learn differently and come from different parts of the world and cultures. Warren has been teaching these students for years but has not had any support from the state. She created CLEAR paths, i.e. Career Life Education Advocacy and Readiness at MCC. After a couple of years was told the name could not be used because it didn't go through the right process. She is happy to see these students were noted at the state level. Lara mentioned a couple of things he did not include in his accreditation report; 1) he sent an email to all AS senators regarding the Accreditation Institute coming up on February 25 and 26 joint effort between ACCJC and the Statewide Academic Senate and paid for by MCC for attendance. Chris Tarman is collecting names. If interested, let him know; and 2) Sent email regarding upcoming ASCCC 2022 Spring Plenary – Hybrid event inviting all subcommittee and AS leaders to attend. Anyone can attend and can be paid for by AS, if response received by February 10. This is a hybrid event taking place in Burbank and you can attend in person or virtually from April 7-9. These sessions are not recorded but the materials are available afterwards.

IX. Adjournment

The meeting adjourned at 11:08am.



Updates to the Faculty Committee Assignments 21-22 (as of 3-4-22)

Add: Elise Fanney, Associate Faculty, will serve on OAC during Spring 2022

Change: Katy Ortiz, Associate Faculty, only served on OAC during Fall 2021

Change: Cristina Toharia only served on OAC during Fall 2021

2022-2023 Curriculum Approvals

Effective: August 2022

Part III

I. Credit Course Level						
B. Modified Courses						
Department	Subject	Course #	Additional Approvals	Course Title & Catalog Description	Units	Date Approved
BIO	BIO	340	O	Molecular Mechanisms of Disease	3	2/10/2022
COUN	COUN	101	O	Orientation to College	1	2/10/2022
CS	CS	111	O	Introduction to Computer Science I: Java	3	2/10/2022
CS	CS	112	O	Introduction to Computer Science II: Java	3	2/10/2022
MUS	MUS	115	O/GE	History of Classical Music	3	2/10/2022
MUS	MUS	116	O/GE	A Survey of World Music	3	2/10/2022
MUS	MUS	119	O/GE	Jazz History	3	2/10/2022
MUS	MUS	119H	O/GE	Jazz History (Honors)	3	2/10/2022
MUS	MUS	241	O	Advanced Vocal Techniques	1	2/10/2022
MUS	MUS	253	O	Jazz/Commercial Improvisation	2	2/10/2022
NAAH	PHAR	201	O	Pharmacology Review and Update	2	2/10/2022
PSYC	PSYC	100	O/GE	Psychology of Personal Growth	3	2/10/2022
BUS	BUS	117	O	Human Resources Management	3	2/24/2022
CS	CS	113	O	Basic Data Structures and Algorithms	3	2/24/2022
CS	CS	150	O	C++ Programming	3	2/24/2022
CS	CS	151	O	Advanced C++ Programming	3	2/24/2022
CS	CS	220	O	Computer Architecture and Assembly Language	3	2/24/2022
BUS	HOSP	130	O	Conference and Special Event Management	3	2/24/2022
MAT	MAT	105	O/GE	History of Graphic Design	3	2/24/2022
MAT	MAT	120	O/GE	Media Design 1: Production	3	2/24/2022
MAT	MAT	150	O/GE	Animation and Interactivity	3	2/24/2022
MAT	MAT	180	O/GE	Digital Publishing: Adobe InDesign	3	2/24/2022
MAT	MAT	190	O	Programming for Animation, Interactivity, and Games	3	2/24/2022
MAT	MAT	230	O	Advanced Publishing: Output for Print	3	2/24/2022
PHREL	PHIL	302	O	Bioethics	3	2/24/2022
Total Credit Course Modifications: 25						

2022-2023 Curriculum Approvals
Effective: August 2022
Part III

I. Credit Course Level					
C. Deleted Courses					
Department	Subject	Course #	Course Title & Catalog Description	Units	Date Approved
PHSC	PHSN	106L	Introduction to Physical Science: Physics and Chemistry (Lab)	1	2/10/2022
BUS	HOSP	110	Guest Services and Presentations	3	2/24/2022
Total Credit Course Deletions: 2					

2022-2023 Curriculum Approvals

Effective: August 2022

Part III

I. Noncredit Course Level					
A. Modified Courses					
Department	Subject	Course #	Additional Approvals	Course Title	Date Approved
				None.	
Total Noncredit Course Modifications: 0					

I. Noncredit Course Level					
B. Deleted Courses					
Department	Subject	Course #	Additional Approvals	Course Title	Date Approved
NCOTHER	NCENG	40		Information Literacy & College Success	2/10/2022
Total Noncredit Course Deletions: 1					

**Instructional Material Fees
FY 2022-2023**

Reviewed at February 24, 2022 CPC meeting.

Subject	Course #	Title	Status	Material Fee	Description
ART	103	3D Design	CURRENT	25.00	The fee is used to purchase: - Materials for additive projects such as clay, wood, etc. - Materials for subtractive projects such as plaster, structolight, styro foam, etc. - Materials for casting such as aluminum, latex, silicon rubber, metal lath, bronze, wax, etc. - Construction materials including wire, ropes, screws, nails, fasteners, adhesives.
ART	177	Art in the Elementary Schools	CURRENT	10.00	The fee is used to purchase: -Building materials such as wood, paper, plastics, etc. -Craft supplies such wires, foam, etc. -Adhesive supplies such as tape, wire, wood glue, hot glue sticks, assorted fasteners, etc.
ART	201	Objects and Ideas in Contemporary Art	CURRENT	30.00	The fee is used to purchase materials for three dimensional art assignments. For construction of the projects materials include: foam and plaster for carving, Epoxy and other glues, aluminum rivets, and mould making products (silicone rubber, mould release, mother mould material, hydrostone, etc.). Surface treatment materials include: matte medium, modeling paste, 2-part clear hardener, student grade acrylics, and spray adhesives.

**Instructional Material Fees
FY 2022-2023**

Reviewed at February 24, 2022 CPC meeting.

Subject	Course #	Title	Status	Material Fee	Description
ART	216	Sculpture	CURRENT	25.00	The fee is used to purchase materials that will be used for in-class assignments. <ul style="list-style-type: none"> - Materials for additive projects such as clay, wood, mild steel, welding rods, etc. - Materials for subtractive projects such as plaster, structo light, styro foam, etc. - Materials for casting such as aluminum, latex, silicon rubber, bronze, wax, etc. - Construction materials including wire, ropes, adhesives - Welding materials such as welding rods and metal
ART	217	Figure Sculpture I	CURRENT	25.00	The fee is used to purchase materials that will be used for in-class assignments. <ul style="list-style-type: none"> - Materials for additive projects such as clay, wood, mild steel, welding rods, etc. - Materials for subtractive projects such as plaster, structo light, styro foam, etc. - Materials for casting such as aluminum, latex, silicon rubber, bronze, plaster, wax, etc. - Construction materials including wire, ropes, nails, screws, fasteners, adhesives, etc.
ART	219	Figure Sculpture II	CURRENT	25.00	Ceramic clay (50lbs), \$15; Acrylic paint, \$5; Hot glue sticks, \$5.
ART	223	Woodworking and Furniture Design I	CURRENT	25.00	The fee is used to purchase: - rev. per AO 2/13/09 <ul style="list-style-type: none"> - 225 board feet of 8/4 poplar, (wood for projects) - Construction materials such as nails and screws, assorted fasteners - Basic adhesives, such as glue - Finishing products, such as Varathanes, varnishes, aniline dyes, paints, etc.
ART	224	Woodworking and Furniture Design II	CURRENT	25.00	Hardwood, \$10; softwoods, \$10; paints, screw, and adhesives, \$5.

**Instructional Material Fees
FY 2022-2023**

Reviewed at February 24, 2022 CPC meeting.

Subject	Course #	Title	Status	Material Fee	Description
ART	225	Ceramics I	CURRENT	25.00	The fee is used to purchase: - Ceramic tools - Clay body - High and low fire decorative materials
ART	226	Ceramics II	CURRENT	25.00	Ceramic tools, \$15; Clay, \$5; decoration materials, \$5.
ART	227	Ceramics III	CURRENT	25.00	Ceramic tools, \$15; Clay, \$5; decoration materials, \$5.
ART	228	Ceramics IV	CURRENT	25.00	Clay, \$15, decorative tools and materials, \$5, safety equipment, \$5
ART	229	Woodworking and Furniture Design III	CURRENT	25.00	Wood, \$25
ART	230	Installation Art	CURRENT	25.00	Fee is collected for RTV silicon mold-making rubber, hydrostone gypsum cement, mother/master mold making supports, parting agents, glues and protective gloves.
ART	239	Woodworking and Furniture Design IV	CURRENT	25.00	Wood, \$15, fasteners and adhesives, \$5, decorative materials, \$5
ART	245	Digital Art and Media	CURRENT	15.00	Fee covers ink and paper usage on large format 12 color UV plotter and cmyk tabloid printers. Fee also covers foam foam-core, mounting materials and exhibition hanging hardware.
BTEC	110	Basic Techniques in Biotechnology	CURRENT	30.00	Students will be charged a fee for a laboratory kit that include a personal disposable particle mask, solvent-proof marking pens, specific lab notebook, gloves, autoclavable labeling tape, and a laboratory manual of activities and assignments.
BTEC	110H	Basic Techniques in Biotechnology (Honors)	CURRENT	30.00	Students will be charged a fee for a laboratory kit that include a personal disposable particle mask, solvent-proof marking pens, specific lab notebook, gloves, autoclavable labeling tape, and a laboratory manual of activities and assignments.
DRAM	232	Movement for the Stage	CURRENT	20.00	Fee covers: 1 neutral mask, \$5, 1 neutral costume/shirt, \$10, and fabrics, feathers, balloons, streamers, \$4.50.

**Instructional Material Fees
FY 2022-2023**

Reviewed at February 24, 2022 CPC meeting.

Subject	Course #	Title	Status	Material Fee	Description
DRAM	253	Makeup for Theatre, Television, and Film	CURRENT	70.00	Covers cost of industry standard Ben Nye Make-Up kits for instructional purposes. All materials belong to the student and become part of their personal make-up kit. These costs cover the traditional kit as well as additional makeup and supplies needed for prosthetic and hair augmentation.
DRAM	256	Stagecraft for Theatre, Television, and Film	CURRENT	25.00	This fee is to provide materials for the student to construct a scenery flat, which the student keeps as a portfolio piece and as an example of the step-by-step process.
MATH	28	Math Fundamentals I	CURRENT	20.00	This one time materials fee will provide the students with the printed course materials. Each student will be provided the printed and bound course workbook and also printed copies of all of the homework sets.
MATH	102	Math Fundamentals II: Mathematics for Life	CURRENT	20.00	This one time materials fee will provide the students with the printed course materials. Each student will be provided the printed and bound course workbook and also printed copies of all of the homework sets.
NURS	170	Licensed Vocational Nursing I	CURRENT	30.00	The fee pays for 51% of the total cost (\$58.59) for a nursing kit that contains more than 50 items, including syringes, a blood pressure cuff, a stethoscope, sterile gloves, bandages, a penlight, and face masks.
NURS	180	Fundamentals of Nursing	CURRENT	30.00	A one time fee for lab supplies the students will own and use throughout the nursing program. The supplies will be a Foley catheter kit, sterile gloves, and dressings.
NURS	180	Fundamentals of Nursing	CURRENT	667.00	ATI fee for tutorials, flashcards, assessments, test prep, remediation, book, quiz bank, analytics, simulations, eBook, and case studies.
NURS	182	Maternal-Child Nursing	CURRENT	667.00	ATI fee for tutorials, flashcards, assessments, test prep, remediation, book, quiz bank, analytics, simulations, eBook, and case studies.
NURS	281	Medical Surgical Nursing III	CURRENT	667.00	ATI fee for tutorials, flashcards, assessments, test prep, remediation, book, quiz bank, analytics, simulations, eBook, and case studies.

**Instructional Material Fees
FY 2022-2023**

Reviewed at February 24, 2022 CPC meeting.

Subject	Course #	Title	Status	Material Fee	Description
NURS	283	Medical Surgical Nursing IV	CURRENT	667.00	ATI fee for tutorials, flashcards, assessments, test prep, remediation, book, quiz bank, analytics, simulations, eBook, and case studies.

Redesigning the Student Experience / Guided Pathways Update - *Ha*

- **Scale of Adoption Assessment (SOAA)**

Seeking input/feedback by **Friday, March 11**. Review and comment on the [SOAA](#). Will return to AS on March 18 for 2nd read and vote.

- **Regional Guided Pathways Coordinators**

Regional Guided Pathways Coordinators hold regular office hours and showcase meetings once a month. They have put together a resource guide: <https://tinyurl.com/SDIGPResources>. The resource guide has links to presentations and other resource such as listserves, recordings of prior office hours, and future opportunities learn and connect.

- **FLEX SESSION - Student Mentoring: designing a model for the 21st century**

Students love their mentors, and research shows that students succeed at much higher rates when they have mentors who understand and can relate to their life experiences and help them navigate the college system (Mirelos-Rios and Garcia 2018). The Redesigning the Student Experience team invites faculty and staff to participate in the design of a model for student mentoring that meets the needs of the 21st century. Many of us mentor students formally (ASE programs, Honors, Internships, etc.) and informally. Your perspectives are valuable to this work. If you haven't mentored students before but you're inspired to, join us, too! We'll gather to share our experiences and insights to design an institutional model that expands the opportunity to support more students to achieve their life and educational goals. This convening will be a conversation starter. We will be planning and designing throughout the year.

Monday, March 7

3:00 pm - 4:30 pm

Zoom link: <https://miracosta-edu.zom.us/s/99144959970>



Accreditation Report on 03/04/22 – Luke Lara

In preparation for the fall 2023 Accreditation visit and Institutional Self-evaluation Report (ISER), which is due in spring 2023, we will have a standing report on Accreditation.

On February 25-26, 2022, several institutional leaders, including Leila and myself, attended the joint [ACCJC](#) and ASCCC virtual [Accreditation Institute](#). Presentation materials will be posted soon. Highlights include:

- Discussion of the development of new standards that will be adopted by June 2023 and will impact the first cohort in fall 2015. There should be fewer than 127 standards (current) and several standards will be relegated to a check list.
- ACCJC has several [policies](#). They had a policy on diversity and in 2021, they replaced it with a [Policy on Social Justice](#). ACCJC expects institutions will acknowledge and address structural inequalities and appropriately interrogate practices and outcomes consistent with its mission. The new standards will have more explicit language around equity and anti-racism.
- Accreditation work does not end after the ISER is written and submitted. Accreditation work is about continuous quality improvement. Several suggestions were made regarding integrating a permanent accreditation focus:
 - The Accreditation steering group should meet regularly to continue to collect evidence.
 - It should be made explicit that accreditation work is flex eligible.
 - Identify which committees link to accreditation standards and require those committees to reflect annually and gather evidence.
 - Designate a Faculty Accreditation Liaison Officer (ALO) to be the faculty lead to co-chair steering committee with the Institutional ALO.

Executive Summary of Recommended Changes to AS Bylaws and AS Rules – 2/4/22

At the December 3, 2021, Academic Senate meeting, the AS President announced the formation of a taskforce to conduct the annual review the AS Bylaws and AS Rules in accordance with Article 3.H of the AS Bylaws. The taskforce was composed of Luke Lara, Leila Safaralian, Robin Allyn, and Krista Warren. Given the discussion around the recently developed and approved Election information flier on 1/14/22, the taskforce reviewed the AS Bylaws and AS Rules to address associate faculty eligibility and election campaigning. In addition, the taskforce discussed changes to AS Subcommittees to align what is happening in practice.

Below is a table of the specific sections of each document that were amended. Changes were indicated on each document with an underline for additions and a strikethrough for deletions. There were a few minor typographical updates throughout the documents.

AS Bylaws	AS Rules
Article 4.B – changes in associate faculty eligibility	Section I.1 – corresponding change
Article 6.B. – recommend no change	
Article 10.B and 10.C – changes to reflect reality of some AS Subcommittees where administrators and other representative members may have a vote	Section P.7 and P.8 – corresponding changes and clarification
	Section D.4 and E.4 – add parity
	Section H.1 and H.2 – add clarity
	Section J – new section on campaigning Adjust sections J - P

The main change in Associate Faculty member eligibility for Academic Senate is to reflect the current pandemic reality of the past several years and what may continue to impact us going forward. In particular, the current *five consecutive* semesters of employment requirement will make eligibility even more difficult for associate faculty who have had their assignment cancelled due to low enrollment. The suggested change of eliminating the *consecutive* requirement and instead provide a range of years, allows for associate faculty who have stepped away for one or two semesters for whatever reason, to still be eligible.

MiraCosta College Academic Senate

Bylaws

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Article 1: Name

Article 2: Purpose

Article 3: Functions

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Article 5: Officers

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Article 7: Election and Terms of Office of Academic Senate Officers and Members

Article 8: Amendments to Academic Senate Bylaws

Article 9: Academic Senate Rules

Article 10: Subcommittees

ARTICLE 1 Name

The name of this organization shall be the ACADEMIC SENATE OF MIRACOSTA COLLEGE.

ARTICLE 2 Purpose

It shall be the purpose of the Academic Senate to,

- A. Represent the faculty of MiraCosta College and thereby ensure a formal and effective procedure for participating in the formation of policies and procedures on academic, and professional matters, as outlined in BP/AP 2510 on Collegial Governance and Participation in Local Decision Making.
- B. Promote and preserve the integrity of the educational program.
- C. Facilitate communication between the faculty and the Board of Trustees.
- D. Develop equitable policies and procedures related to academic and professional matters, and promote their implementation.
- E. Assist the members of the faculty of MiraCosta College in exercising their voice in academic and professional matters.
- F. Develop, communicate, and encourage ethical and professional conduct.
- G. Advise, and make recommendations to, the Administration and Board of Trustees on academic and professional matters.
- H. Establish and maintain a productive, collegial relationship with the Faculty Assembly for full-time faculty and the MiraCosta College Academic Associate Faculty/CTA/NEA for associate faculty intended to produce consensus between the bodies when deliberating lines of authority in relation to matters that involve both working conditions, and areas of academic and professional matters as defined by AB 1725 and MiraCosta Community College District Board Policies and Administrative Procedures.
- I. Represent the faculty of MiraCosta College to other faculties, to the local Academic Senates of other colleges and universities, and to the Academic Senate for California Community Colleges, the Faculty Association for California Community Colleges, and other appropriate state and national organizations, concerning academic and professional matters.

ARTICLE 3 Functions

- A. The Academic Senate shall provide a forum for discussion of matters of interest to members of the faculty.
- B. The Academic Senate, shall jointly develop with the Board of Trustees and the Superintendent/President, policies and procedures relating to academic and professional matters.
- C. Pursuant to the California Education Code and Academic Senate Bylaws, the Academic Senate President and/or Vice President/President Elect shall represent faculty in collegial consultations with the Superintendent/President on personnel matters that are not under the jurisdiction of the Faculty Assembly for full-time faculty or the MiraCosta College Academic Associate Faculty/CTA/NEA for associate faculty.

- D. The Academic Senate shall review all proposals routed through the governance process. In academic and professional matters, the Academic Senate shall make final recommendations to the Superintendent/President and/or the Board of Trustees, as appropriate.
- E. Under all conditions provided for in Title 5, California Code of Regulations, the Academic Senate may carry its recommendation(s) directly to the Board of Trustees.
- F. The Superintendent/President is requested to inform the Academic Senate regarding budgetary matters, and the Academic Senate shall make recommendations concerning them.
- G. The Academic Senate shall consider, in a timely matter, resolutions proposed by individual faculty members. Any action by the Academic Senate on recommendations and/or resolutions submitted by members of the faculty shall be recorded in the meeting minutes in which the action took place.
- H. Academic Senate shall conduct an annual review of the Academic Senate Bylaws and Academic Senate Rules. Whenever the Academic Senate Bylaws and/or the Academic Senate Rules are changed, both should be reviewed to ensure consistency.

ARTICLE 4 Membership and Constituent Groups

Section I: Membership of the Academic Senate

- A. Full-time faculty members who have been granted tenure by the MiraCosta College Board of Trustees are eligible to be officers of the Academic Senate.
- B. Associate faculty members currently employed by MiraCosta College, who have served at least five consecutive semesters in the past four years, are eligible to be members and the Coordinating Officer of the Academic Senate. Summer is an intersession and does not count for the purpose of counting five consecutive semesters.
- C. The Academic Senate shall consist of 17 members 16 of whom are voting members.
- D. The Academic Senate shall consist of three officers and fourteen members. The officers shall be: President, President Elect or Vice President, and the Coordinating Officer. The thirteen members shall consist of eight full-time faculty senate members elected at large by full-time faculty members, five associate faculty senate members elected at large by associate faculty members, and the Superintendent/President or their delegate (non-voting). The President, President Elect, and Vice President shall be full-time faculty members. All faculty members, both full-time and associate, are eligible for the office of Coordinating Officer.
- E. Nomination and election of the full-time faculty members to the Academic Senate shall be carried out according to Senate Rules. (See Senate Rule H.)
- F. Nomination and election of the associate faculty members to the Academic Senate shall be carried out according to the Academic Senate Rules. (See Senate Rule I.)
- G. The duties of the Academic Senate officers and members are enumerated in the Academic Senate Rules. (See Senate Rules C – F for officers, and Rule G for members.)
- H. The Superintendent/President or their delegate shall serve as an *ex officio*, non-voting member of the Academic Senate. All other Academic Senate members shall have one full vote. The Academic Senate President votes only to break a tie.
- I. All faculty officers and members of the Academic Senate are subject to recall (See Senate Rule ~~J~~K).

Section II: Constituent Groups of Academic Senate Members

- A. Academic Senate members, except the Academic Senate President, the President Elect, the Vice President, the Coordinating Officer, and the Superintendent/President, represent faculty constituency groups, assigned according to the Academic Senate Rules. Full-time faculty Academic Senate members represent full-time faculty constituent groups and associate faculty Academic Senate members represent associate faculty constituent groups. (See Senate Rule ~~L~~M.)

ARTICLE 5 Officers

Section I: List of Officers

- A. The Officers of the Academic Senate shall include the President, President Elect or Vice President (in alternating years), and Coordinating Officer.
- B. No individual may hold more than one officer position simultaneously.

Section II: President

- A. The Academic Senate President Elect will take the office of President at the end of the current President's term, or when the Academic Senate President resigns or is recalled. The duties of the Academic Senate President are enumerated in the Senate Rules. (See Senate Rules C and G.) The Academic Senate President shall take office on June 1.
- B. The Academic Senate President shall be the spokesperson for the Academic Senate.
- C. Term of Office: The Academic Senate President shall serve a single two-year term, including two summers, effective June 1 through May 31 of the second year.

Section III: President Elect

- A. Full-time faculty and Associate faculty shall elect the President Elect from the ranks of full-time faculty in the spring of alternating years. Each faculty member shall have a full vote.
- B. Full-time faculty votes shall be counted separately from Associate faculty votes. If a majority of votes of each faculty group favors the same candidate, then that candidate will be elected. If the majority of one faculty group favors a candidate other than that favored by a majority of the other faculty group, then the Academic Senate shall choose the President Elect from the list of all those receiving votes, provided that the number of votes cast by Associate Faculty is at least equal to the number of votes cast by full-time faculty. Otherwise, if the number of votes cast by Associate Faculty is less than those cast by full-time faculty, then all votes of both groups will be tallied together to determine the winner.
- C. The duties of the President Elect are enumerated in the Senate Rules. (See Senate Rules D and G.)
- D. Term of Office: The Academic Senate President Elect shall serve a one-year term beginning on June 1. The President Elect will succeed to the office of President when that officer's term ends, and will serve a two-year term as President.

Section IV: Vice President

- A. Full-time faculty and Associate faculty shall elect the Vice President from the ranks of full-time faculty in the spring of alternating years (those years when the President Elect is currently serving). Each faculty member shall have a full vote.
- B. Full-time faculty votes shall be counted separately from Associate faculty votes. If a majority of votes of each faculty group favors the same candidate, then that candidate will be elected. If the majority of one faculty group favors a candidate other than that favored by a majority of the other faculty group, then the Academic Senate shall choose the Vice President from the list of all those receiving votes, provided that the number of votes cast by Associate Faculty is at least equal to the number of votes cast by full-time faculty. Otherwise, if the number of votes cast by Associate Faculty is less than those cast by full-time faculty, then all votes of both groups will be tallied together to determine the winner.
- C. The duties of the Vice President are enumerated in the Senate Rules. (See Senate Rules E and G.)
- D. Term of Office: The Vice President shall serve a single, one-year term beginning on June 1.

Section V: Coordinating Officer

- A. Full-time faculty and Associate faculty shall elect the Coordinating Officer from the ranks of full-time faculty or associate faculty on a rotating two-year cycle. Each faculty member shall have a full vote. The inaugural cycle will elect a full-time faculty member. The subsequent cycle will elect an associate faculty member.
- B. Full-time faculty votes shall be counted separately from Associate faculty votes. If a majority of votes of each faculty group favors the same candidate, then that candidate will be elected. If the majority of one faculty group favors a candidate other than that favored by a majority of the other faculty group, then the Academic Senate shall choose the Coordinating Officer from the list of all those receiving votes, provided that the number of votes cast by Associate Faculty is at least equal to the number of votes cast by full-time faculty. Otherwise, if the number of votes cast by Associate Faculty is less than those cast by full-time faculty, then all votes of both groups will be tallied together to determine the winner.
- C. The duties of the Coordinating Officer are enumerated in the Senate Rules (See Senate Rules F and G.)
- D. Term of Office: The Coordinating Officer shall serve a two-year term beginning on June 1.

ARTICLE 6 Meetings, Quorum, and Voting

Section I: Meetings

- A. The Academic Senate shall meet regularly.
- B. The Academic Senate President shall call a meeting of the Academic Senate at their discretion, upon the request of the Academic Senate, or upon the written request of 21 full time faculty or 21 associate faculty members. This number will be reviewed annually and adjusted if needed.
- C. Academic Senate must conduct business in public in accordance with the Ralph M. Brown Act, other state and local laws and regulations, and the Academic Senate Meeting Guidelines.

- D. The President of the Academic Senate shall give public notice, and post meeting agendas, at least 72 hours in advance of regular meetings, or 24 hours in advance of special meetings (in accordance with the Academic Senate Meeting Guidelines and applicable laws and regulations).
- E. All faculty may submit items to be included on the Academic Senate Agenda as specified in the Senate Rules. (See Senate Rule MO.)
- F. Robert's Rules of Order, Revised shall provide procedures for governing meetings of this organization unless otherwise provided for in the Academic Senate Bylaws or Academic Senate Rules.

Section II: Quorum and Voting

- A. A majority of the members of the Academic Senate shall constitute a quorum at any meeting of the Academic Senate.
- B. Individual full-time and associate faculty members of the Academic Senate shall have equal voting strength.
- C. No Academic Senate member shall have more than one vote.
- D. Academic Senate members shall not vote by proxy, or assign their votes to other Academic Senate members.
- E. Votes are recorded in accordance with the Ralph M. Brown Act and the Academic Senate Meeting Guidelines.

ARTICLE 7 Election and Terms of Office of Academic Senate Officers and Members

- A. Academic Senate members shall be elected according to the Academic Senate Rules, with the exception of the Academic Senate President and the Superintendent/President or their delegate. (See Senate Rules H and I)
- B. The terms of the Academic Senate officers shall be as follows: President—Two years; President Elect—One Year; Vice President—One year (only in years when there is no President Elect); Coordinating Officer—Two years.
- C. Full-time faculty members and associate faculty members of the Academic Senate shall serve for two- year staggered terms as specified by the Academic Senate Rules.
- D. A vacancy in office shall be filled in accordance with the Academic Senate Rules. (See Senate Rules H and I.)
- E. New Academic Senate officers and members shall take office on June 1.

ARTICLE 8 Amendments to Academic Senate Bylaws

- A. The Bylaws of the Academic Senate may be amended by a simple majority vote of the Academic Senate members present at a meeting of the Academic Senate. A copy of the proposed amendment must be sent two (2) weeks in advance to all faculty.

ARTICLE 9 Academic Senate Rules

- A. The purpose of the Academic Senate Rules is to codify rules and procedures that are not of sufficient importance to be included in the Academic Senate Bylaws.

- B. Academic Senate Rules may be amended by a simple majority vote of the Academic Senate members present at a meeting of the Academic Senate. A copy of any proposed change to Senate Rules must be sent out one (1) week in advance to all faculty.

ARTICLE 10 Subcommittees

- A. Subcommittees of the Academic Senate shall be created or disbanded by the Academic Senate President, with the approval of the Academic Senate. Committee status, description, mission, functions, terms of service, and membership are defined in the Senate Rules. (See Senate Rule ~~OP~~.)
- B. The authority of faculty members on Academic Senate subcommittees is subject to the restrictions of Senate members' authority put forth in the Senate Bylaws.
- C. Each faculty member of an Academic Senate subcommittee shall have one vote. Each subcommittee may determine voting status of other members, including Ex-officio, and resource members, and other representative members do not have a vote. Voting rights of other members shall be presented to the Academic Senate for approval. The chair votes only to break a tie.

MiraCosta College Academic Senate
Senate Rules

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PREAMBLE, Academic Senate Rules

The purpose of the Academic Senate Rules is to codify rules and procedures that are not of sufficient importance to be included in the Academic Senate Bylaws. The Rules, which are easier to amend than the Bylaws, cannot stand if they contradict the Bylaws. The Rules take precedence over Robert's Rules of Order, Revised.

A. Meetings, Quorum, and Voting of the Academic Senate (Article 6, Bylaws)

1. A 72-hour notice and agenda shall be posted and sent to all faculty members, full-time and associate, prior to a regular Academic Senate meeting. A 24-hour notice and agenda shall be posted and sent to all faculty members, full-time and associate, prior to a special Academic Senate meeting. Agendas shall be posted in accordance with the Meeting Guidelines established by the Academic Senate, and in accordance with applicable laws and regulations.
2. Meetings may be held at multiple locations via teleconference, in accordance with the Meeting Guidelines, and in accordance with applicable laws and regulations.
3. A majority of the members must be present at a meeting before a vote can be taken at the meeting.

B. Associate Faculty Academic Senate Member Voting (Article 6, Bylaws)

1. Individual associate faculty members of the Academic Senate shall have a voting strength equal to that of individual full-time faculty members of the Academic Senate. Voting privileges of associate faculty members of the Academic Senate are subject to the restrictions put forth in the Academic Senate Bylaws.

C. Duties of the Academic Senate President (Article 5, Sec II, Bylaws)

The President shall, subject to the restrictions put forth in the Preamble, Senate Bylaws:

1. Preside over Academic Senate meetings.
2. Facilitate communication among the faculty, administration, classified professionals, students and governing board.
3. Jointly develop, with representatives of the governing board, recommendations relating to academic and professional matters, and present those recommendations to the administration and governing board.
4. Assure adequate resources, including the Academic Senate auxiliary fund, for the Senate and manage them in consultation with other AS officers and AS administrative assistant. Serve as an authorized signatory on all accounts. Provide annual report to the Academic Senate on the Academic Senate fund and propose new spending initiatives.
5. Appoint full-time and associate faculty members of districtwide committees, taskforces, and workgroups, and full-time and associate faculty members of subcommittees of the Academic Senate by conferring with committee/subcommittee chairs and Academic Senate Officers (e. g., Vice-President, President Elect, Coordinating Officer) to inform the committee appointment process and ensure appropriate committee composition.
6. Serve as the official spokesperson and advocate for the Academic Senate and the faculty in academic and professional concerns.
7. Engage in ongoing discussions with faculty on the issues of the day and facilitate development and airing of faculty perspectives.

8. Attempt to resolve concerns of individual faculty members.
9. Meet with new full-time faculty members once a semester for the first year to discuss any problems and to further familiarize them with collegial governance.
10. Register Academic Senate endorsement of certain important documents sent to relevant authorities (e.g., 50% Law, Student Equity and Achievement Program, accreditation self-studies and reports).
11. Identify and address regulatory issues (e.g., Education Code, Title 5) as they relate to academic and professional matters, and organizes a faculty response in a collegial and timely manner.
12. Initiate identification and pursuit of important institutional issues.
13. Participate in the joint development of institutional policy (e.g., minimum qualifications and equivalencies, faculty hiring procedures, tenure review and faculty service areas, faculty evaluation procedures).
14. Participate in the search and selection of candidates to fill the positions of Superintendent/President and Vice Presidents.
15. Convene, develop agendas for, and conduct meetings of the Academic Senate.
16. Attend and participate in meetings and retreats of the MiraCosta Community College District Board of Trustees.
17. Provide leadership to Academic Senate subcommittees to ensure productive and efficient completion of tasks.
18. Designate Academic Senate Members as official liaisons of the Academic Senate to groups or committees (e.g., department chair liaison, Classified Staff Committee liaison, Associated Student Government liaison).
19. Meet with the Superintendent/President, the Vice Presidents, and with other administrative staff as needed.
20. Sit as a member of College Council, the Budget and Planning Committee, and the Administrators Committee.
21. Participate in the evaluation of administrative staff.
22. Allocate the secretarial support of the Academic Senate.
23. Ensure that minutes of Academic Senate meetings are published in a timely manner, and that they accurately reflect the actions taken at the meetings.
24. Further, the Academic Senate President shall engage in the Academic Senate correspondence.
25. Conduct orientations to explain the functions of the Academic Senate.
26. Assign faculty office space.
27. Assist in the orderly transfer of authority to the Academic Senate President Elect.
28. Attend, participate in, and serve as the MiraCosta College delegate for the fall and spring plenary sessions and Area D meetings of the Academic Senate for California Community Colleges (ASCCC).
29. Interact with the ASCCC and academic senates of other California Community Colleges.
30. Attend conferences and seminars of statewide organizations that relate to California community colleges (e.g., ASCCC Leadership Institute, Faculty Association of California Community Colleges (FACCC) Conference, Community College League of California (CCLC)).

31. Keep abreast, and inform all faculty, as appropriate, of communications and deliberations of organizations that impact on California community colleges (e.g., ASCCC, CCLC, Chancellor's Office, Board of Governors, California Community College Trustees, FACCC, legislative committees).
32. Allocate, in consultation with the Academic Senate, Academic Senate reassigned time that is not specifically allocated by position.

D. Duties of the Academic Senate President Elect (Article 5, Sec. III, Bylaws)

The President Elect shall:

1. Act as President in the absence of that officer.
2. Perform such functions as the President assigns to assist in carrying out the purposes and policies of the Academic Senate.
3. Serve as a member of the College Council, and of the Budget and Planning Committee.
4. Serve as the Academic Senate's formal liaison to the Faculty Assembly Council and MiraCosta College Academic Associate Faculty CCA/CTA/NEA Executive Board.
5. Take the office of Academic Senate President after the term ends, or when the President resigns.

E. Duties of the Academic Senate Vice-President (Article 5, Sec. IV, Bylaws)

The Vice President shall:

1. Act as President in the absence of that officer.
2. Perform such functions as the President assigns to assist in carrying out the purposes and policies of the Academic Senate.
3. Serve as a member of the College Council, and of the Budget and Planning Committee.
4. Serve as the Academic Senate's formal liaison to the Faculty Assembly Council and MiraCosta College Academic Associate Faculty CCA/CTA/NEA Executive Board.

F. Duties of the Academic Senate Coordinating Officer (Article 5, Sec. V, Bylaws) The Coordinating Officer shall:

1. Serve to coordinate and advance the annual goals of the Academic Senate.
2. Chair the faculty awards subcommittee.
3. Maintain faculty governance, Academic Senate subcommittee, and advisory committee rosters and terms of service.
4. Monitor student and associate faculty membership sought for Academic Senate committees and recruit as necessary.
5. Assist the Academic Senate President in communicating regularly with committee chairs to ensure a proper flow of issues and materials to the President and Senate.
6. Arrange the Academic Senate Subcommittee Chair Retreat and build agenda with President.
7. Collaborate with the President and Vice President/President Elect to identify and pursue important institutional issues related to academic and professional matters (10+1).

G. Duties of Academic Senate Members (Article 4, Bylaws)

Each Academic Senate Member shall:

1. Attend Academic Senate meetings regularly.
2. Review thoroughly all Academic Senate materials sent to them before the meeting in

which the materials will be discussed.

3. Read everything received if it is in regard to their job as a senator.
4. Ensure that in both open and closed sessions, only documented facts are raised and discussed. Personality conflicts, feelings, impressions, and hearsay about others are irrelevant, and shall not be raised or discussed during Academic Senate meetings.
5. Read and follow all Academic Senate-approved documents containing policies and procedures in which the Academic Senate has a role.
6. Help identify, prioritize, and accomplish the Academic Senate's annual goals.
7. Represent Academic Senate as liaisons to groups or committees as authorized (e.g., department chair liaison, Classified Staff Committee liaison, Associated Student Government liaison)

Each Academic Senate Member with a constituent group shall:

1. Keep constituents informed of Academic Senate issues and decisions.
2. Solicit input from constituents when the Academic Senate or President has instructed them to do so.
3. Accept input from constituents without regard to medium (e.g., voice mail, phone conversation, face-to-face discussion, email, letter), and act as a representative to constituents by relaying such input at Academic Senate meetings.
4. When requested, maintain the confidentiality of constituents providing input.
5. Inform a constituent immediately that an item will not be taken to the Academic Senate if a constituent's identity cannot be protected if confidentiality was requested, or if an item a constituent asks to be presented to the Academic Senate is inappropriate for Academic Senate review.

H. Nomination and Election of the Officers and Full-Time Faculty Members to the Academic Senate (Articles 4 and 7, Bylaws)

1. Full-time faculty members who have been granted tenure or will be granted tenure by the start of the following academic year by the MiraCosta College Board of Trustees are eligible to be officers or members of the Academic Senate.
2. Full-time faculty members who have been granted tenure or will be granted tenure by the start of the following academic year by the MiraCosta College Board of Trustees are not eligible to run when there is a foreseeable disruption in service during the service term. Examples of foreseeable disruption in service include sabbaticals or un-banking of a full load during a semester.
3. By the beginning of the fourth week of classes of the spring semester, the Elections Subcommittee shall establish an election timeline consistent with the procedure described below.
4. By the beginning of the sixth week of classes of the spring semester, the Elections Subcommittee shall put out a call for nominations for the office of either President Elect or Vice President (in alternate years) to all full-time faculty members, and to all faculty members, both full-time and associate, for the office of Coordinating Officer. The nomination period lasts approximately two weeks (not including spring break should it be during the nomination period) while classes are in session. Only those faculty members nominated within the nominations period, and who meet the eligibility requirements (Article 4, Bylaws) shall be considered for the ballot.

5. The Elections Subcommittee shall verify the eligibility of each nominee and notify each eligible nominee via email. Any member of the Elections Subcommittee who accepts a nomination shall resign from the subcommittee, and be replaced by appointment by the Academic Senate President if necessary. Nominees will have at least one week from the close of nominations to accept the nomination, and to submit a candidate statement (and possibly other requested materials) via email to the designated person on the Elections Subcommittee. If at one week from the close of nominations there are no more bona fide candidates than the number of seats for a particular position on the Academic Senate to be filled, the candidate(s) shall be declared winner(s) by the Elections Subcommittee and no election for such position(s) shall be held. Any process noted here may be done through automated or electronic means.
6. If an election is to be held, within two working days after the deadline to submit candidate statements, the Elections Subcommittee shall make an Election Brochure available online via the Academic Senate website. It may also be distributed electronically or in print. The Elections Subcommittee shall notify all faculty members how and when to access the brochure.
7. Ballots shall be distributed within three working days after the election brochure is available. Once the ballots are distributed, faculty members shall have at least three working days (weekdays when classes are in session) in which to submit their votes and at least five working days from the date the brochure was made available. In the race for full-time faculty members of the Academic Senate, a single paper or electronic ballot shall list all candidates and voters shall be instructed to vote for candidates equaling the number of vacant seats on the Academic Senate. All ballots shall be returned either in person, via campus mail, or electronically to the chair of the Elections Subcommittee or designee according to the election timeline. Votes for candidates who are not listed on the official ballot shall not be counted or considered.
8. After the deadline for submission of ballots according to the timeline established by the Elections Subcommittee, the Elections Subcommittee shall count the ballots. Ballot counting may be done through automated means using appropriate technology.
 - a) The candidate for Academic Senate President Elect who receives a majority of the vote shall be declared the winner. If there is no majority in the initial balloting, within a week, a runoff election shall be held between the two candidates who received the highest number of votes. The person who receives the majority in the runoff shall be declared the winner.
 - b) The candidates for Academic Senate Vice President and Coordinating Officer who receive a majority of the vote shall each be declared the winner for those offices. If there is no majority in the initial balloting for either position, within a week, a runoff election shall be held between the two candidates who received the highest number of votes. The person who receives the majority in the runoff shall be declared the winner.
 - c) Full-time faculty Academic Senate member seats shall be filled by those candidates who win the highest number of votes in the initial election. In case of a tie for the last position, within a week, a runoff election shall be held.
 - d) As winning candidates are determined, the Elections Subcommittee shall notify all faculty members of the results for each position (President Elect, Vice President, Coordinating Officer, Academic Senate member).

9. Any candidate may request a recount of the votes. In the case of this request, each candidate in that race may be present during the recount and may inspect the Elections Subcommittee security for the paper or electronic ballots. In the case of a mistake in counting the votes or a breach of security, the Elections Subcommittee may amend the results of the election to declare the candidate who received the majority of the votes cast to be elected or may conduct a new paper or electronic ballot if a security breach compromised the results of the election.
10. Vacancies shall be filled in one of two ways:
 - a) Those vacancies that occur for Vice President, Coordinating Officer, or Academic Senate members while half or less of the term is unserved shall be filled by appointment by the Academic Senate President and confirmation of the Academic Senate.
 - b) Those vacancies that occur while more than half of the term is unserved, or a vacancy in the office of Academic Senate President Elect, shall be filled by special election using the same process as for the general election in points H.1-H.7 above, but with an adjusted timeline as determined by the Elections Subcommittee. Once the ballots are tabulated and the winner with the most votes declared, the winner shall take office immediately.

I. Nomination and Election of the Associate Faculty Members to the Academic Senate (Articles 4 and 7, Bylaws)

1. Any person currently employed as an associate faculty member who has served for at least five consecutive semesters in the last four years at MiraCosta College is eligible for election as an associate faculty member or Coordinating Officer of the Academic Senate. Summer is an intersession and does not count for the purpose of five consecutive semesters.
2. If an associate faculty member of the Academic Senate ceases employment in the district during the academic year, the Academic Senate seat is immediately forfeit.
3. The associate faculty members of the Academic Senate are elected to two-year terms by those associate faculty currently employed. The terms for associate faculty Academic Senate members shall begin on the first day of June following completion of the election and end two years later on May 31st.
4. Each associate faculty member shall have a full (as opposed to proportionate) vote in electing associate faculty Academic Senate members. By the beginning of the ninth week of classes of the spring semester, the Elections Subcommittee shall put out a call for nominations to all associate faculty members. The nomination period lasts approximately two weeks while classes are in session. Only those faculty members nominated within the nominations period shall be considered for the ballot.
5. The Elections Subcommittee shall verify the eligibility of each nominee and notify each eligible nominee via email. Nominees will have at least one week from the close of nominations to accept the nomination, and to submit a candidate statement (and possibly other requested materials) via email to the designated person on the Elections Subcommittee. If at one week from the close of nominations there are no more bona fide candidates than the number of seats for a particular position on the Academic Senate to be filled, the candidate(s) shall be declared winner(s) by the Elections Subcommittee and no election for such position(s) shall be held. Any process noted here may be done through

automated or electronic means.

6. If an election is to be held, within two working days after the deadline to submit candidate statements, the Elections Subcommittee shall make an Election Brochure available online via the Academic Senate website. It may also be distributed electronically or in print. The Elections Subcommittee shall notify associate faculty members how and when to access the brochure.
7. Ballots shall be distributed within three working days after the election brochure is available. Once the ballots are distributed, associate faculty members shall have at least three working days (weekdays when classes are in session) in which to submit their votes and at least five working days from the date the brochure was made available. In the race for positions on the Academic Senate, a single paper or electronic ballot shall list all candidates and voters shall be instructed to vote for candidates equaling the number of vacant associate faculty member seats on the Academic Senate. All ballots shall be returned either in person, via campus mail, or electronically to the chair of the Elections Subcommittee or designee according to the election timeline. Votes for candidates who are not listed on the official ballot shall not be counted or considered.
8. After the deadline for submission of ballots according to the timeline established by the Elections Subcommittee, the Elections Subcommittee shall count the ballots. Ballot counting may be done through automated means using appropriate technology.
 - a) Associate faculty Academic Senate member seats shall be filled by those candidates who win the highest number of votes in the initial election. In case of a tie for the last position, within a week, a runoff election shall be held.
 - b) As winning candidates are determined, the Elections Subcommittee shall notify all faculty members of the results for each position (President Elect, Vice President, Coordinating Officer, Academic Senate member).
9. Vacancies shall be filled in one of two ways:
 - a) Those vacancies that occur while half or less of the term is unserved shall be filled by appointment by the Academic Senate President and confirmation of the Academic Senate.
 - b) Those vacancies that occur while more than half of the term is unserved, shall be filled by special election using the same process as for the general election in points I.1-I.8 above, but with an adjusted timeline as determined by the Elections Subcommittee. Once the ballots are tabulated and the winner with the most votes declared, the winner shall take office immediately.

J. Campaigning

1. Academic Senate is a legislative body, and the political use section of Administrative Procedure 3720 (Computer and Network Use) applies. Individual candidates may not use MiraCosta College District email distribution lists or other MiraCosta College District mass media tools for campaigning.
2. Candidate debates/forums can be requested by any voter or candidate and held prior to the voting period, subject to candidate and venue availability. Candidates can also be contacted directly by voters.
3. All candidates shall have the opportunity to submit official candidate statements that will be published in the election brochure, online and distributed electronically to all faculty.
4. Campaigning must be free of elements that interfere with the education process,

endanger/slander persons, or damage property; candidate behavior must comply with Board Policy and Administrative Procedure 3050-Institutional Code of Ethics.

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K. Recall of Academic Senate Officers and Members

1. To initiate a recall of any Academic Senate officer (President, President Elect, Vice President, or Coordinating Officer) a written petition bearing the signatures of at least 20 percent of the full-time faculty members and an equal number of associate faculty members must be presented to the Elections Subcommittee. A separate petition is required for each officer being recalled. A recall may not be held if three months or less remain in the officer's or full-time faculty member's term.
2. To initiate a recall of a full-time faculty Academic Senate member, a written petition bearing the signatures of at least 20 percent of full-time faculty members must be presented to the Elections Subcommittee. A recall may not be held if three months or less remain in the associate faculty Academic Senate member's term.
3. To initiate a recall of an associate faculty Academic Senate member, a written petition bearing the signatures of at least the number of associate faculty members, as calculated by 20 percent of full-time faculty members, must be presented to the Elections Subcommittee. A recall may not be held if three months or less remain in the associate faculty Academic Senate member's term.
4. If a valid petition is received, the Elections Subcommittee shall establish a nominations period of no less than two weeks and issue a call for nominees. If no one accepts a recall nomination, then no recall shall be held.
5. If at least one full-time faculty member accepts a recall nomination, then the Elections Subcommittee shall distribute paper or electronic ballots to the appropriate group of faculty members (full-time faculty or associate faculty). The ballot shall contain two questions per position subject to recall: (1) "Shall [name of officer or member] be recalled?" and (2) "If [name of officer or member] is successfully recalled, which of the following candidates should replace them?"
6. All ballots shall be returned either in person, via campus mail, or electronically to the chair of the Elections Subcommittee or designee within five class days.
7. If the first question is successful, the candidate receiving the majority of the votes shall be declared the winner. If there is no majority in the initial balloting, within a week, a runoff election shall be held between the two candidates who received the highest number of votes. The person who receives the majority in the runoff shall be declared the winner.
8. The winning candidate shall serve for the remainder of the recalled officer's term, effective immediately on declaration of a winner by the Elections Subcommittee.

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L. Resignation of Academic Senate Members and Officers

1. In order to resign their position, an Academic Senate member or officer must send a message of resignation to the Chair of the Elections Subcommittee that also specifies their last date of service. A simultaneous copy will be sent to the Academic Senate President (or President Elect or Vice President, if the officer resigning is the Academic Senate President). This message must be sent via MiraCosta College email.
2. The resignation and its effective date shall be official once the Chair of the Elections

Subcommittee has verified the message and replied to the Academic Senate member or officer via MiraCosta College email. A simultaneous copy of the reply will be sent to the Academic Senate President (or President Elect or Vice President, if the officer resigning is the Academic Senate President).

3. Once a resignation message has been verified, it is not possible to rescind this resignation.

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M. Constituent Groups of the Academic Senate (Article 4, Sec. II, Bylaws)

1. All Academic Senate members shall represent specific groups of faculty constituents. Academic Senate officers shall not represent specific groups of constituents, but will instead represent the entire faculty.
2. Full-time Faculty Constituent Groups: Constituent groups of approximately equal size shall be created and shall consist of full-time faculty members.
 - a) Full-time faculty members may elect to join one of the constituent groups by informing the Academic Senate President. The Academic Senate President may assign new full-time faculty members to the constituent groups and may also reassign full-time faculty members to constituent groups in order to keep the several groups approximately equal in size.
 - b) Following the election of the Academic Senate, the Academic Senate President, in consultation with the Academic Senate, shall assign each full Academic Senate member to represent one of the constituent groups. Such assignment shall automatically make the Academic Senate member a member of the constituent group they represent.
3. Associate Faculty Constituent Groups: Constituent groups for associate faculty Senators will receive information in a format determined by the collective of associate faculty Senators. Information will be distributed to all associate faculty from the collective. Associate faculty constituents will be divided into groups by the first letter of their last name. Associate faculty Senators will be assigned a constituent group to receive feedback. Associate faculty may contact the Senator of their constituent group or any other associate faculty Senator to provide input on matters of the Academic Senate.

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N. Terms of Office for Academic Senate Members (Article 7, Bylaws)

1. Each member of the Academic Senate, with the exception of the President, President Elect, Vice President, Coordinating Officer, Superintendent/ President or their delegate, shall serve two years with approximately half of the members being elected each year.

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O. Placing of Items on the Agenda of the Academic Senate (Article 6, Sec. I.E, Bylaws)

1. Faculty members may submit items to be included on the Academic Senate agenda. An item may be placed on the agenda by contacting the Academic Senate Administrative Assistant for an "Agenda Item" form (also available on the Academic Senate website). This form is to be filled out and returned to the Academic Senate Administrative Assistant by 4:00 p.m. six working days prior to an Academic Senate meeting. Each agenda item may have backup information. If appropriate, backup information must be submitted to the Academic Senate Administrative Assistant by 4:00 p.m. six working days prior to an

Academic Senate meeting. If appropriate backup material is not submitted in a timely manner, the Academic Senate President may delay the agenda item until information is provided.

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P. Subcommittees of the Academic Senate (Article 10, Bylaws)

1. All full-time and associate faculty members are eligible to serve on subcommittees of the Academic Senate.
2. Subcommittees or taskforces may be established as required to perform necessary Academic Senate functions. The purview of such committees shall be internal to the Academic Senate and shall not duplicate the functions or assignments of college committees.
3. The Academic Senate Coordinating Officer shall maintain an accurate and current membership list of both subcommittees and taskforces of the Academic Senate.
4. Taskforces (ad hoc groups) may be created by the Academic Senate President with the concurrence of the Academic Senate. Taskforces serve at the pleasure of the Academic Senate President and Academic Senate. During the first two weeks of May for each taskforce, the Academic Senate President shall disband the taskforce or recommend the committee's conversion to a subcommittee (see ⊖P.5.).
5. Subcommittees may be created by the Academic Senate President with the concurrence of the Academic Senate when the proposed subcommittee has existed as a taskforce and requires continued work beyond one year. During the first two weeks of May, for each subcommittee, the Academic Senate President shall disband the committee or direct the committee to continue as a subcommittee.
6. The Academic Senate President shall assign faculty members to the subcommittees of the Academic Senate, including the chairs. Those assignments shall be subject to approval by the Academic Senate.
7. Each subcommittee shall draft its mission, ~~and~~ functions, and membership (i.e., number of faculty, ex-officio, resource members, and other representative members) to be approved by the Academic Senate within one month of the subcommittee's creation. The committee chair or designee shall present the proposed mission and functions to the Academic Senate. The mission, ~~and~~ functions, and membership of each ~~standing~~ subcommittee shall be posted on the Academic Senate website within two weeks of receiving Academic Senate approval. Any revisions to a subcommittee's mission, ~~and/or~~ functions, and/or membership (e.g., composition or voting rights) shall be brought to the Academic Senate for approval in April (see ⊖P.8.).
8. In April of each year, the Academic Senate President or designee shall request and gather from the chair of every subcommittee and taskforce a report of the group's accomplishments and work over the past academic year, along with the group's projected agenda items for the next academic year. At this time subcommittee chairs are encouraged to submit any proposed revisions to committee status, mission, membership, terms of service, or functions.
9. All Academic Senate Subcommittees must conduct business in public in accordance with the Ralph M. Brown Act, other state and local laws and regulations, and the Academic Senate Meeting Guidelines.

Recommendations from Goal #2 Taskforce

Goal #2: One of our goals at the Academic Senate is to provide Data Coaching for faculty and create mentor faculty who can lead data coaching in MiraCosta College. Professors Hossein Ravanbaksh, Tyrone Nagai, and Leila Safaralian are the members of this taskforce.

The taskforce completed the following from September 2021 through January 2022:

- Held three taskforce meetings and four interviews with Data Coaching leaders inside and outside MiraCosta College.
- The taskforce interviewed Dr. Giovanni Sosa, Dean of Office of Institutional Effectiveness, Research, & Planning at Crafton Hills College and Laura Gonzalez and Xi, Data Coaching Coordinators at Miramar College.
- The taskforce interviewed Dean of Strong Work Force at MiraCosta College, Ben Gamboa.
- The taskforce interviewed the Cultural Curriculum Collective facilitators at MiraCosta College, JahB Prescott and Nate Scharff.
- The taskforce met with Dr. Denise Stephenson, PDP Coordinator at MiraCosta College and discussed the possibility of Data Coaching program at MiraCosta College.
- The results of the interviews and research were shared with the Academic Senate in December 2021.
- The Academic Senate Senators received feedback from their constituents regarding this research and shared them during the Academic Senate meeting in February 2022.

Recommendations:

Based on an cursory assessment of local data coaching programs (Strong Work Force and Cultural Curriculum Collective) and external data coaching programs, we recommend the Academic Senate support the development of a broader faculty data coaching program in collaboration with current program leadership (i.e., Strong Work Force and Cultural Curriculum Collective) and the Office of Research, Planning and Institutional Effectiveness, and administration to do the following:

- Train faculty in data coaching to analyze course success rates with an equity lens.
- Provide pedagogical interventions to respond to disproportionate impacts.
- Track the success rate of the participants for two years and provide collective untraceable data to the Academic Senate for review and individualized private data to participants.
- Provide incentives to faculty participants.
 - Including stipends or reassigned time for leadership or mentoring roles

The development of a broader data coaching program will scale data coaching efforts across all disciplines, create a data informed culture, leverage faculty-to-faculty data literacy, and enhance faculty's relationship with the RPIE Office.