

SAN DIEGO MESA COLLEGE (SDMC)

ACADEMIC SENATE (AS)

October 27, 2025

Room MC 211 A/B

2:20PM – 4:20PM

MEETING AGENDA

DRAFT

- I. CALL TO ORDER & WELCOME** by Immediate Past President Andrew Hoffman:
Parliamentarian – TBD /Timekeeper – TBD/Speaker Coordinator – TBD
- II. APPROVAL OF DRAFT AGENDA:**
- III. PUBLIC PRESENTATIONS:**
 - A. Associated Student Government (ASG):** Senator Nicole Rodriguez & Senator Jay Tarvin
 - B. Classified Professionals:** President Ayana Woods & Vice President Alison Mona
- IV. PUBLIC COMMENTS:** 3 Minutes Maximum for Each Speakers (PTK Report – President David Merino)
- V. APPROVAL OF DRAFT MINUTES:** October 13, 2025
- VI. GUEST(s):**
- VII. REPORTS:**
 - A. Committee Reports:** 3:15PM
 - 1. Senate Executive Committees:**
 - a. *Academic Affairs (AA) Committee:* Chair Dave "DAS" Odasso (No Report)
 - b. *Professional Advancement Committee (PAC):* Chair Danica Moore(2 Minutes)
 - c. *Committee of Chairs (COC):* Chair of Chairs Ian Duckles (1 Minutes)
 - d. *Curriculum Review Committee (CRC):* Faculty Co-Chair Justin Estep (2 Minutes)
 - e. *Program Review Steering Committee (PRSC):* Faculty Co-Chair – TBA (1 Minutes)
 - f. *The Committee for Diversity Action, Inclusion & Equity (CDAIE):* Chair Edeama Jonah (5 Minutes) (Oct. 2025) (DEIA@Mesa)
 - g. *SDMC AS Task Force on the Use of Artificial Intelligence (AI):* Chair Ryan/Mongelluzzo (1 Minute)
 - h. *Other Committee Reports:* Environmental Sustainability Committee (ESC) Michelle Rodriguez (1 Minute)
 - 2. Senate Executive Officer Reports:**
 - a. *Vice President:* Veronica Gerace (7 Minutes) (Committee Service)
 - b. *Secretary:* Katlin Choi (No Report)
 - c. *Treasurer:* Thekima Mayasa (Minutes)
 - d. Senator at Large #1: Ryan Mongelluzzo (Minutes)
 - e. Senator at Large #2: Irena Stojimirovic (No Report)
 - f. *CTE Liaison:* Vacant
 - g. *Immediate Past President:* Andrew Hoffman (Minutes)
 - h. *President:* Mary Gwin (10 Minutes)
- VIII. NEW BUSINESS:** 3:45PM
 - A. ADMINISTRATIVE PROCEDURES (AP) & BOARD POLICIES (BP) UPDATES:** Estep (1st Reading)
- IX. OLD BUSINESS:**
- XI. ROUND TABLE TOPIC:** SDMC Administrative Services: Safety/Budgets & Reimbursements/Facilities/Campus Climate Survey
- XII. ANNOUNCEMENTS/FOR THE GOOD OF THE ORDER:**
 - A. UPCOMING Communications Studies Events:** [LINK](#)
 - B. The next SDMC Academic Senate meeting is November 10, 2025 from 2:20PM – 4:20PM in Room MC 211 A/B.**
 - C. The next Academic Affairs Committee meeting is November 3, 2025 from 4:15PM – 5:30PM in Room A 117.**
 - D. Committee of Chairs (CoC) Meeting November 12, 2025 from 2:30PM – 4:00PM in Room BT 101.**
 - E. The next Curriculum Review Committee (CRC) meeting is November 6, 2025 @ 2:15PM in Room LRC 435.**
 - F. The next SDMC AS Exec meeting is November 3, 2025 from 2:30PM – 4:00PM in Room A 117.**
 - G. The next Professional Advancement Committee meeting is November 5, 2025 @ 2:30PM in Room A117.**
- X. ADJOURNMENT:**



SAN DIEGO MESA COLLEGE (SDMC)

ACADEMIC SENATE (AS)

October 13, 2025

Room MC 211 A/B

2:20PM – 4:20PM

MEETING MINUTES

DRAFT

Present:

Academic Senate President Mary Gwin, Carlynn Allbee, Isaac Arguelles-Ibarra, Henry Browne, Katlin Choi, Jennifer Cost, Nellie Dougherty, Ian Duckles, Justin Estep, Jennifer Frost Moreno, James Hinton, Andrew Hoffman, Alex Holowicki, Dante Jones, Jesse Keller, Wendell Kling, Mariam Kushkaki, Sam Lee, David Lizarraga, Thekima Mayasa, Ryan Mongelluzzo, Danica Moore, Roger "Rusty" Nichols, Dave "Das" Odasso, Mychal Odom, Miriam Pacheco, Scott Plambek, Anthony Reuss, Michelle Rodriguez, Jessica Sardo, Scott Suarez, Ngoc "Kim" Tran, Richard Unis, Karen Wait, Michael Williams and Guests SDMC Vice President of Instruction (VPI) O'Connor, Professor Bryan Malinis, Professor Rachel Russell, ASG Senator Nicole Rodriguez and ASG Senator Jay Tarvin

Absent:

Erin Evans (Proxy to Crosby), Veronica Gerace (Excused), Geoff Johnson, Laura Maki, Edeama Onwuchekwa Jonah and Louis Valenzuela

I. CALL TO ORDER & WELCOME by Academic Senate President Mary Gwin @ 2:26PM.

Parliamentarian – TBD /Timekeeper – TBD/Speaker Coordinator – TBD

II. APPROVAL OF DRAFT AGENDA:

Move to Approve:

M/S

Allbee/Sardo

UNANIMOUS

Evans

(Proxy to Crosby)

III. PUBLIC PRESENTATIONS:

A. Associated Student Government (ASG): Senator Nicole Rodriguez & Senator Jay Tarvin

1. N. Rodriguez and J. Tarvin provided reports. (Wed. (10/22/25) @ 12:00PM (Quad) - Homecoming Pep Rally) [LINK](#)

B. Classified Professionals: President Ayana Woods & Vice President Alison Mona (No Reports)

IV. PUBLIC COMMENTS:

A. SDMC Phi Theta Kappa (PTK) President David Merino provided a report.

As reported by David Merino:

"PHI THETA KAPPA HONOR SOCIETY UPDATES:

- Accolades: San Diego City Council & San Diego Board of Supervisors declare third week in May as "Phi Theta Kappa Honor Scholar week"
- Mesa is a Leading Chapter out of 1,300 PTK Chapters

ACTIVITIES:

- Held Scholarship Training Session
- Direct Fundraiser to fund PTK Scholarships
- "Honorween" event planned in association with Academic Honors on Oct. 22 12:30-3pm
- Added 50 new potential members from Fall Club Rush
- Upcoming San Diego Flood Victims distribution activity

PTK MEMBERSHIP INFO:

Please recommend any interested students that are:

- At least 18 years old
- Have completed as least 12 college-level units
- Have at least a 3.5 GPA

Email interest in joining to mesaptk@gmail.com"

B. SDMC Community Members provided comments in support of Resolution 2025.9.1 - Supporting Career Services.

V. APPROVAL OF DRAFT MINUTES: September 29, 2025

Move to Approve:

M/S

Moore/Allbee

27 Approved

Evans

(Proxy to Crosby)

8 Abstained

Arguelles Ibarra

Dougherty

Holowicki

Jones

Kling

Mayasa

Rodriguez

Sardo

VI. GUEST:

A. SDMC Vice President of Instruction (VPI) Isabel O'Connor:

1. Funding Challenges:

- Asian American and Native American Pacific Islander - Serving Institution (ANAAPISI):
 - Federal Funding ended on September 30, 2025
- How do we fund our programs?
- How do we prioritize our programs?
- How do we sustain our programs?
- Block Grants allow flexibility in spending.
- The VPI needs Faculty to work with her to find creative ways to support our programs.

2. Enrollment Management:

- Our enrollment is going well.

3. New Attendance Accounting System: Training (November 14th) Miramar College

- There will only be one (1) calculation method as opposed to the current multiple methods.
 - The impact will be different for different programs.

4. Andrew Hoffman asked about Fraudulent Enrollment.

- VPI O'Connor reported our fraud numbers are decreasing.
 - AI software is catching fraudulent enrollees earlier in the process. (Each California Community College has to pay a fee to use the software.)
- Please report all suspected fraudulent Students to your Department Chair and School Dean.
- Michal Odom reported he uses the "Follow-Up" buttons to check on suspected fraudulent Students.

VII. REPORTS:

A. Committee Reports:

1. Senate Executive Committees:

- a. *Academic Affairs (AA) Committee:* Chair Dave "DAS" Odasso (No Report)
- b. *Professional Advancement Committee (PAC):* Chair Danica Moore
 - The next submission deadline is 5:00PM (October 29th) for the November 5th meeting.
- c. *Committee of Chairs (COC):* Chair of Chairs Ian Duckles
 - The SDMC Department Chairs will start work on developing a Department Chairs Handbook on October 22nd.
- d. *Curriculum Review Committee (CRC):* Faculty Co-Chair Justin Estep
 - Justin Estep provided a report.
- e. *Program Review Steering Committee (PRSC):* Faculty Co-Chair – TBA
 - Mary Gwin reported Eliza "Liza" Rabinovich resigned and we are working on filling the position.
- f. *The Committee for Diversity Action, Inclusion & Equity (CDAIE):* Chair Edeama Jonah (No Report) (DEIA@Mesa)
- g. *SDMC AS Task Force on the Use of Artificial Intelligence (AI):* Chair Ryan/Mongelluzzo
 - We are meeting this week.
- h. *Other Committee Reports:* Environmental Sustainability Committee (ESC) Michelle Rodriguez
As reported by Michelle Rodriguez:
 - "The ESC met 10/3 at 2pm via zoom. We had 7 people in attendance, including a student representative from the Associated Students.
 - We are working on:
 - The 3 year update of the Environmental Sustainability Survey which will be delivered during the spring semester
 - Presentations about the LEAF program at a statewide conference about environmental sustainability (on 9/29) and at the ASCCC fall plenary in November, and our workshop at Catalyst (hopefully) in January.
 - Developing projects to advance some of the goals in the Climate Action Plan
 - We are also
 - Participating in Mesa 2030 discussions to simplify and clarify how to incorporate environmental goals in our program reporting
 - Meeting with facilities next week on a plan for "trash centralization"
 - Put in a request for 2 interns for the spring semester and we thank the AS for help with compensating a part-time faculty serving on our committee
 - District Committee on Sustainability met on 9/26
 - Faculty are hoping to shift meetings to focus on district goal setting and implementation, especially when it comes to bond investments in energy systems and other infrastructure"

2. Senate Executive Officer Reports:

- a. *Vice President:* Veronica Gerace (No Report)
- b. *Secretary:* Katlin Choi
 - Please include Katlin Choi (kchoi@sdccd.edu) in your email messages regarding SDMC AS agenda items, reporting attendance/absences/proxies and comments/reports for inclusion in the meeting minutes.
- c. *Treasurer:* Thekima Mayasa (No Report)
- d. Senator at Large #1: Ryan Mongelluzzo (No Report)
- e. Senator at Large #2: Vacant
- f. *CTE Liaison:* Vacant
- g. *Immediate Past President:* Andrew Hoffman (No Report)

h. *President:* Mary Gwin:

As reported by Mary Gwin:

"Mary Gwin reported on the Administration's decision not to include the AS Senate, Classified Senate, or Associated Student Government in the Administration offices in the new building. This seems like a missed opportunity for participatory governance. Mary also reported that our Vice President of Administrative Services attempted to schedule a meeting with her, Sim Barhoun, and Andrew Hoffman to talk Measure HH and the construction of the English Building, but has not responded to emails to schedule the meeting or answer questions. Mary also reported on the failure to repair the damage from the LRC's fourth-floor sewer system clog. The clog caused an overflow of water that affected the 4th floor and leaked through the 3rd floor ceiling. An emergency was declared on July 11, 2025. The total cost estimate was \$252,945; the completion estimate was originally the end of August, then it was updated to the last week of September. It is now the middle of October. Finally, after the tragic event that occurred on our campus in April 2024, there is no apparent emergency plan in place."

- Common Course Numbering - COMM C1000 (Formerly COMS 103 – Oral Communication): Malinis

As reported by Bryan Malinis:

"Bryan Malinis (Communication Studies) spoke about concerns regarding administrative interference with the curriculum review and approval process. District is asking for a full review of COMM C1000 despite no proposal from faculty at any of the colleges to change the Course Outline of Record (COR). District did not express concerns until enforcement of the 25-student cap per CBA was invoked."

VIII. NEW BUSINESS: None

IX. OLD BUSINESS:

A. Resolution 2025.9.1 - Supporting Career Services: Russell/Wait (Second Reading)

1. Senators spoke in support of the resolution and the importance of having the Faculty's request for funding to support Career Services on the record.

Move to Approve:

M/S

Moore/Choi

UNANIMOUS

Evans

(Proxy to Crosby)

XI. ROUND TABLE TOPIC: Addition of an Adjunct Faculty Representative to the Senate Exec Committee

- A. The current SDMC AS Exec Members are Tenured or Tenure-Track Faculty Members.
- B. The Senators shared their thoughts.

XII. ANNOUNCEMENTS/FOR THE GOOD OF THE ORDER:

- A. American Federation of Teachers (AFT) Faculty Representative Vice President Ian Duckles announced AFT will host an Informational Event for the new Contract for Faculty and Staff on Tuesday (October 14th) in SDMC LRC 435 from 11:00AM – 2:00PM.
- B. UPCOMING Communications Studies Events: [LINK](#)
- C. The next SDMC Academic Senate meeting is October 27, 2025 from 2:20PM – 4:20PM in Room MC 211 A/B.
- D. The next Academic Affairs Committee meeting is October 20, 2025 from 4:15PM – 5:30PM in Room A 117.
- E. Committee of Chairs (CoC) Department Chairs Handbook Development - October 22, 2025 from 2:30PM – 4:00PM in Room MC 211 A/B.
- F. The next Curriculum Review Committee (CRC) meeting is October 16, 2025 @ 2:15PM in Room LRC 435.
- G. The next SDMC AS Exec meeting is October 20, 2025 from 2:30PM – 4:00PM in Room A 117.
- H. The next Professional Advancement Committee meeting is October 15, 2025 @ 2:30PM in Room A 117.

X. ADJOURNMENT @ 4:20PM

Submitted by Katlin Choi & Sue Saetia:

Black text = comments from CRC

Blue text = Shelly's responses

BPs

The summaries at the top describe BP 4107 as renumbered, but I cannot find what it was renumbered from.

BP 4050 is formerly 5050 (not 4050). Additionally, I think the description from 4107 was for 4050 (and perhaps the description from 4107 is missing).

I updated formerly 5050; left the description for 4107—we are moving it to the 4000s numbering, and added a description for 4050.

- BP 4107 Health Occupation Instruction—Use of Clinical Facilities
 - Minor technical changes and change number to align with CCLC numbering system

BP 4050

1

-
- BP 4050 (Formerly 4050) Articulation

On 4023, there is a "Faculty may not [...]" seems to be floating. Should this be 4) or e. or is it intended to be floating?

It should be e. I updated the original, it updated the remaining numbers

d. Faculty shall submit the required information and/or order textbooks and instructional materials in accordance with published deadlines to ensure that:

- 1) The information can be listed in the online class schedule;
- 2) The bookstore can procure the most cost-effective options for students; and
- 3) Disability Support Programs and Services DSPS has sufficient time to procure accessible alternatives as needed.

Faculty may not require any course material if there is uncertainty that the item will be used.

e. The direct sale of textbooks and other instructional materials or supplies to students, by faculty or staff, is prohibited.

- 1) The information can be listed in the online class schedule;
- 2) The bookstore can procure the most cost-effective options for students; and
- 3) Disability Support Programs and Services DSPS has sufficient time to procure accessible alternatives as needed.

~~g.~~ Faculty should not list, as required, course materials if there is uncertainty that the item will actually be used. Faculty may not require any course material if there is uncertainty that the item will be used.

~~f.~~ The direct sale of textbooks and other instructional materials or supplies to students, by faculty or staff, is prohibited.

~~g.~~ Neither individual faculty, nor programs/departments, inclusively, may accept incentives from publishers or their representatives offered as inducements for the consideration and/or adoption of textbooks or other instructional materials, other than reduced costs on textbooks or other instructional materials that directly benefit students. Faculty, programs, and departments may not accept incentives from publishers other than reduced or no cost textbooks or other instructional materials that directly benefit students.

~~h.~~ Faculty will make every effort to look for the most cost-effective option when choosing course materials without compromising the quality or integrity of the course.

I don't understand "Supersedes" with a date and no AP or BP that is superseded. Should this be "Revised" (instead of Supersedes) or is this missing something?

I added BP 3306

Adopted: ~~October 27,~~

~~2016~~ Supersedes ~~BP 3306:~~

~~2/10/11, 3/14/13;~~

~~10/27/16~~

BP 4060 – DELINEATION OF FUNCTIONS AGREEMENTS

Whenever a mutual agreement with a school district or other educational entity relating to responsibility for noncredit continuing education programs is required by state law, the Chancellor shall present an appropriate memorandum of understanding to the Board of Trustees for approval.

See Administrative Procedures: To Be Determined

Reference: Education Code Sections 8535; 8536

Adopted:

Supersedes : 7/07

I think per APxxxxx needs filled in with some information (see attachment below)

There are also extra spaces "use _ of" "use _ aligns" "the _ educational" and "Colleges _."

BP 4107 – HEALTH OCCUPATION INSTRUCTION—USE OF CLINICAL FACILITIES

The Board of Trustees directs the Chancellor to establish procedures ensuring the use of off-campus resources and clinical facilities enhances the career technical educational capability of health occupations instruction when such use aligns with the educational objectives of the San Diego Community College District Colleges. The Chancellor is directed to develop and implement procedures based upon the following standards:

1. A fully executed agreement between the District and a clinical facility must be approved by the Board of Trustees and be on file at the District Office prior to assignment of any health occupations program students.
2. A clinical facility must be licensed by the State of California to operate as a health care facility.
3. The clinical facility must be willing to assist the District in helping to accomplish its educational objectives.

Per APxxxxx, the district shall keep and submit such records and reports concerning approved clinical placement sites.

Reference: Title 5, Section 55304

Adopted:

Supersedes: Policy AC-5100 3/12/75; Policy 5160 5/26/82, 1/23/97, 7/7/11

I do not understand (and could not find) Policy AC-5100 or Policy 5160.
(AC-5100 and 5160 were the previous versions. They won't be available)

APs

AP 4100

States 18 semester units in general education. Should this now say 21? [Good catch, I updated the original.](#)

It also states, "18 semester units **or** in a major." Should this be just "18 semester units in a major" (without "or")? [Good catch, I updated the original.](#)

III. Associate Degrees.

For the Associate Degree, Associate of Science (AS) or Associate of Arts degree (AA), students must satisfactorily complete at least 60 semester units or 90 quarter units of degree-applicable lower division credit courses, including courses that apply to the major or area of emphasis in career technical fields and courses in composition, reading, and mathematics or quantitative reasoning not more than one level below transfer. Below transfer level course requirements must align with Education Code section 78213.

AP 4100

2

The courses must include at least 18 semester units in general education and at least 18 semester units or in a major listed in the community college's "Taxonomy of Programs."

Courses completed at other institutionally accredited institutions that meet or exceed the standards of the California Community Colleges will be accepted and counted toward the unit requirements for an associate degree.

Students who intend to transfer shall be advised of limitations transfer institutions may place on the transferability of credits, based on institutional accreditation, course modality, and any other relevant factors.

We are unsure why it says "baccalaureate degree" under the ADT section (bottom point in the image below). I updated it in the original-copy/paste error

II. Associate Degrees for Transfer

To earn an Associate in Arts for Transfer (AA-T) or an Associate in Science for Transfer (AS-T) degree, students must satisfactorily complete the graduation requirements outlined in Title 5 regulations, Senate Bill 1440, and Senate Bill 400.

These transfer degrees are specifically designed for students intending to pursue a baccalaureate degree in a related major at a California State University (CSU). However, acceptance of an AA-T or AS-T degree may vary by CSU campus and major.

General Education

Students must successfully complete California General Education Transfer Curriculum (Cal-GETC).

Students who have established and maintained catalog rights may fulfill general education requirements by using an approved intersegmental lower-division general education transfer pattern (e.g., IGETC or CSU GE) that was in effect when they first enrolled at a California community college aligned with their designated catalog year.

Grade Point Average (GPA) and Minimum Grade Requirements

- Students must earn a grade of "C" or better in courses required for the major. A pass grade, "P", meets this requirement.
- Students must complete the requirements for the baccalaureate degree with a minimum cumulative grade point average of 2.0 in degree applicable courses.

It does the same thing under General Education (baccalaureate degree). (It is not under Associate Degrees - non-transfer.) I updated it, it's a copy paste error

To that point, there seems to be a lot of redundancy in this AP. The 12-unit residency is listed multiple times, including under General Education (I do not understand why it would be listed there). This instance of General Education is a subheading under Associate Degrees. I removed the IV; we listed residency for each type of degree. We separate out ADTs because they have some distinct requirements.

Here's the updated screenshot:

career technical fields and courses in composition, reading, and mathematics or quantitative reasoning not more than one level below transfer. Below transfer level course requirements must align with Education Code section 78213.

The courses must include at least ~~18~~ 21 semester units in general education and at least 18 semester units ~~or~~ in a major listed in the community college's "Taxonomy of Programs."

Courses completed at other institutionally accredited institutions that meet or exceed the standards of the California Community Colleges will be accepted and counted toward the unit requirements for an associate degree.

Students who intend to transfer shall be advised of limitations transfer institutions may place on the transferability of credits, based on institutional accreditation, course modality, and any other relevant factors.

General Education



The degree must include at least 21 semester units or 28-31.5 quarter units of general education. One course must be selected from each of the following areas: English, Composition; Oral Communication and Critical Thinking; Mathematical Concepts and Quantitative Reasoning; Arts and Humanities; Social and Behavioral Sciences; Natural Sciences; and Ethnic Studies.

This 12-unit residence requirement is effective for all degrees awarded regardless of catalog year.

Courses completed via credit for prior learning, including credit by examination, do not qualify for the 12-unit residence requirement.

The Board may excuse the residence requirement to alleviate injustice or undue hardship.

The "VII." is not bold but the other Roman Numerals are. I fixed it

VII. Curriculum Approval

All degrees and certificates of achievement shall be approved by the colleges' curriculum committees, Curriculum and Instructional Council, the Board of Trustees, the California

AP 4100

4

AP 4102

There is a floating "1." We'll fix this when we accept the changes. I made a note so we don't forget

8