



San Diego Mesa College
Committee of Chairs (COC)
October 9, 2019: MC 211 A/B (2:30 PM – 4:00PM)
MINUTES

Present: Chair Terry Kohlenberg, Gina Abbiate, Don Barrie, Donna Budzynski, Jennifer Carmicheal, Jarred Collins, John Crocitti, Nellie Dougherty, Lou Ann Gibson, Alison Gurganus, Michael Harrison, Kevin Hazlett, Ed Helscher, Erika Higginbotham, Leroy Johnson, Ian Kay, Mario Lara, Cesar López, Tara Maciel, Thekima Mayasa, Dina Miyoshi, Ryan Mongelluzzo, Jill Moreno-Ikari, Bruce Naschak, Alison Primoza, N. Scott Robinson, Chris Sullivan, Walter “Duane” Wesley, George Ye and guests President Pam Luster, Deans Crakes, Hensley and Shimazaki and AFT Representative/Professor Ian Duckles

Absent: Mark Abajian, Evan Adelson, Christine Balderas (Excused), Sandra Belew, Nate Betschart, Leela Bingham, Anar Brahmabhatt, Michael Crivello, Howard Eskew (Excused), Michael Fitzgerald, Anne Geller, Paula Gustin, Joseph Halcott (Excused for Fall 2019), Amanda Horner, Ken Kuniyuki, Eduardo Landeros, Danielle Lauria (Excused), Susan Lazear, Brian Lesson, Claude Mona (Excused for Fall 2019), Kim Perigo, Waverley Ray, Rachel Russell, Saloua Saidane, Barbara Sexton, Xiaochuan Song, Irena Stojimirovic (Excused for Fall 2019), Carlos Toth and Todd White (Excused for Fall 2019)

I. Call to order and welcome by Chair of Chairs Terry Kohlenberg & Presentation by George Ye @ 2:33PM.

II. Approval of Draft Agenda:

Motion to approve with the addition of Department Course Outcomes Assessment (COA) Presentations to “New Business”:
M/S Robinson/Gibson **UNANIMOUS**

III. Approval of Draft Minutes: September 11, 2019 (Please send your changes to Sue Saetia.)

IV. Guests:

A. Laurie Lorence Teachers Education Program:

As reported by Laurie Lorence:

1. Laurie Lorence presented information about Mesa's Teacher Education Program and its efforts to recruit more people of color into teaching, especially in STEM subjects. She asked for advice from Chairs as to the best way to market this program at Mesa. She can be reached at llorence@sdccd.edu.

B. President Pam Luster:

1. President Luster said it is nice to see all the Department Chairs together.
2. We are going through a whole system change right now, but we can empower ourselves and deal with any changes.
 - a. The fall 2019 Campus Solutions Implementation is creating many challenges.
 - District Programmers are rewriting codes to try to make Campus Solutions/People Soft meet our needs.
 - b. The district has a Hiring Freeze.
 - c. The new state funding formula is hurting us.
3. We are proud of our Equity work and our Hispanic Serving Institution work.
4. The first annual Mesa College LBGTQ+ Celebration Week in October 14th–October 18th culminating with a Masquerade Ball.
5. Spring 2020 Class Schedule:
 - a. Bruce Naschak asked about the calendar for creating the spring 2020 class schedule.
 - Jill Moreno-Ikari reported the deadline to load your spring 2020 classes into Campus Solutions is November 1st.
 - Lou Ann Gibson reported she received her department’s CRNs during the Tape Cut and forwarded the information to her Department Faculty.

C. Howard Eskew: Mesa Guided Pathways (Faculty Co-Coordinator Howard Eskew is attending a conference.)

1. Chair of Chairs Terry Kohlenberg reported Howard Eskew forwarded the Mesa Guided Pathways documents to the Department Chairs.
 - a. Please send your feedback to Howard Eskew.
2. Alison Primoza reported she was tasked by Vice President of Instruction (VPI) Isabel O'Connor to develop questions for Faculty to carefully consider before they attend a Mixer.
 - a. How do the Learning Outcomes for your program cross-pollinate with the Learning Outcomes for other programs?
 - b. Please share the questions with your Department Faculty and encourage them to attend the Mixers.
 - c. We added two Friday Mixers in addition to the Tuesday/Wednesday Mixers and we need people to lead the meetings that Howard Eskew cannot attend.
3. Alison Primoza also said Faculty can list as many classes as they want on their Mesa Guided Pathways Maps.

D. Paul Sykes: Online Catalog

1. Paul reported he would like us to have an interactive online catalog.
2. Paul asked the Chairs to let him know how many hard copies of the catalog their department needs.
 - a. Thekima Mayasa reported some of her students do not have access to a computer at home to access the online catalog.

E. Ian Duckles: American Federation of Teachers (AFT)/Collective Bargaining Agreement (CBA) Negotiations Updates

1. We are close to settling the contract.
 - a. There are only a handful items that still need to be negotiated.
 - b. The Resource Allocation Formula (RAF) will be very low this time around.
2. Assembly Bill 500 for Six Weeks of Maternity is sitting on Governor Newsome's desk.
3. There is also a bill to increase Adjunct Faculty workload to .85 FTE that will take approximately two years to move through the process.

V. Old Business: None

VI. New Business:

A. Assigning Courses to Disciplines: Cesar López

1. Cesar López reported the Chicano Theatre Course that originated at City College was approved by the Mesa College Curriculum Review (CRC) Committee.
 - a. The Mesa College Chicano/Chicana Department was not aware of the course.
 - b. Cesar started working with Drama Department Chair George Ye on the cross-disciplinary Chicano/Chicana Studies and Drama course after he became aware of the Chicano Drama course created at City College.
 - c. Ed Helscher said Department CRC Representatives need to pay close attention to courses that impact their programs.
 - CRC Faculty Representatives do not have the background necessary to fully assess courses outside their departments/program.
 - d. Cesar said we need to consult and collaborate with each other regarding cross-disciplinary courses that impact other departments and make sure we are not duplicating our work.
 - The Minimum Qualifications (MQs) for teaching courses from a Black or Chicano/Chicana Perspective are different from the MQs to teach traditional courses.
 - Thekima Mayasa said Black Studies courses are also different from traditional courses and require consultation with discipline experts.

- B. Campus wide Test Proctoring Center Proposal:** Disability Support Programs and Services Chair Erika Higginbotham
1. Erika reported she was asked to develop a proposal for a Campus wide Supervised Academic Test Proctoring Center.
 - a. Erika has compiled information from institutions with Test Proctoring Centers that can serve as models.
 - b. The Campus wide Test Proctoring Center could serve students and programs that include the following:
 - Athletes
 - Disability Support Programs and Services (DSPS) Students
 - Homeless Students
 - Students taking Hybrid Classes
 - Students who need who need to take a make-up test
 - Students who need more time to take the test
 2. The Campus wide Testing Center may become a test center for outside groups such as licensing groups.
- C. Department Course Outcomes Assessment (COA) Presentations:** Don Barrie
1. Don Barrie reported he found out that Faculty will have to give a presentation for Course Outcomes Assessments for departments.
 2. Ed Helscher suggested that we have a repository for Faculty to share the Course Outcomes Assessment "Best Practices".

VII. Department Reports: None

VIII. Planning/Committee Reports: None

- A. Academic Affairs:** Manuel Velez
- B. Academic Senate:** Manuel Velez
- C. Basic Skills Committee (BSC):**
- D. Budget & Allocation of Resources Committee (BARC):**
- E. Catalog Committee:** Paul Sykes
- F. Curriculum Review Committee (CRC):** Ed Helscher
- G. Mesa College Facilities Committee/District Review of Services Committee:** Kim Perigo
- I. Planning & Institutional Effectiveness (PIE) Committee:**
- J. President's Cabinet:** Manuel Velez/Terry Kohlenberg
- K. Program Review Committee (PRC):** Bruce Naschak
- L. Student Services:** Leroy Johnson (September 2019 Student Services Updates: [LINK](#))

IX. Announcements/Round Table/For the Good of the Order:

- A.** Christine Balderas' Email Invitation: Virtual 5K to Celebrate 50 Years of Physical Therapy Assistants. [LINK](#)
- B.** Ed Helscher reported each Faculty Member can only receive \$400.00 maximum in an academic year from the **Conference and Travel Committee.** ([LINK](#))
 1. We are already almost out of funds for 2019-2020.
 2. Please ask your Departments Chairs to include the reasons the committee should fund a request for conference/travel funding when the department does not provide funding.
 3. Faculty can identify other funding sources such as:
 - a. AFT
 - b. Equity
 - c. Hispanic Serving Institution
 - d. Humanities Institute
 - e. Strong Work Force
- C.** Ed Helscher asked the Department Chairs to make sure they review the courses in their CurriUNET Queue before the course moves to the next step in the review process. (Chairs have 10 days to review a course.)

X. Next COC Meeting: October 23, 2019 Regular Meeting (2019-2020 CoC Meeting Schedule: [LINK](#))

- A.** Chair of Chairs Terry Kohlenberg is attending a conference on November 13th.

XI. Adjournment @ 4:06PM.