



**San Diego Mesa College  
 Academic Senate**

**Committee of Chairs (COC)**

**October 23, 2019: MC 211 A/B (2:30 PM – 4:00PM)  
 MINUTES**

**Present:** Chair Terry Kohlenberg, Gina Abbiate, Evan Adelson, Christine Balderas, Don Barrie, Donna Budzynski, Jennifer Carmichael, John Crocitti, Howard Eskew, Lou Ann Gibson, Alison Gurganus, Michael Harrison, Kevin Hazlett, Ed Helscher, Erika Higginbotham, Leroy Johnson, Ian Kay, Ken Kuniyuki, César López, Tara Maciel, Thekima Mayasa, Dina Miyoshi, Ryan Mongelluzzo, Jill Moreno-Ikari, Bruce Naschak, Alison Primoza, Waverley Ray, N. Scott Robinson, Chris Sullivan, Walter "Duane" Wesley, George Ye and guests President Pam Luster, Deans Crakes, Hensley and Shimazaki, Academic Senate President Manuel Vélez, AFT Representative Ian Duckles, Course Outcomes and Assessment Committee Chair Kris Clark, Curriculum Review Committee (CRC) Faculty Co- Andrew Hoffman, Guided Pathways Faculty Co-Coordinator Toni Parsons and Senior Secretary Alison Mona

**Absent:** Mark Abajian, Sandra Belew, Nate Betschart, Leela Bingham, Anar Brahmhatt, Jarred Collins, Michael Crivello (Excused for Fall 2019), Howard Eskew (Excused), Nellie Dougherty (Excused), Michael Fitzgerald, Anne Geller, Paula Gustin, Joseph Halcott (Excused for Fall 2019), Amanda Horner, Eduardo Landeros, Mario Lara, Danielle Lauria (Excused), Susan Lazear, Brian Lesson, Claude Mona (Excused for Fall 2019), Kim Perigo, 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 @ 2:31PM:**

**A.** Terry reported that President Luster enjoyed meeting with the Chairs on October 9<sup>th</sup>.

**II. Approval of Draft Agenda:**

**A.** Approved with the addition of Curriculum Review Committee (CRC) Faculty Co-Chair Andrew Hoffman as a guest.

**III. Approval of Draft Minutes: October 9, 2019**

**A.** Approved with a change from César López. (Please send your changes to Sue Saetia.)

**IV. Guests:**

**A. Andrew Hoffman - Faculty Co-Chair Curriculum Review Committee (CRC):**

1. Andrew asked the Chairs to please keep an eye out for CurricUNET notices and review the updated/revised course information right away before the item is forwarded to their School Dean.
  - a. Chair of Chairs Terry Kohlenberg asked the Department Chairs to not let items sit in their CurriucUNET queue for the full ten working days and hold up the approval process.
    - Processing a CurricUNET item can be delayed for as long as 30 working days if the Department Chair and School Dean wait until the last possible day to review the item or do not review the item at all.
2. Please closely review course revisions made by our sister colleges.
3. Andrew reported he received the current list of Active, but Not Offered Courses and he will contact the departments with courses that are active, but have not been offered/scheduled for four years.

**B. Jennifer Kearns – Office of Communications:** Advertising your classes.

Office of Communications: [LINK](#) (Toolbox: [LINK](#))(Project Request Form: [LINK](#))

1. The Office of Communications can help Faculty advertise their classes and special events.
2. The project to develop the event flier and advertise/promote the first annual Mesa College LGBTQ+ Celebration Week this year took a few months.
  - a. Class advertisements/promotions take less time.
3. There are several user-friendly promotional templates available on the Toolbox Page [LINK](#) to advertise your classes and events.
4. The Toolbox Page also has Logo Templates, PowerPoint Presentation Templates and a Photo Gallery.

**C. Alison Mona – Schedule Development Support:** October 15, 2019 – June 30, 2020 (Room A104 – VPI's Office)

1. Schedule:
  - Tuesdays: 7:30AM - 12:00PM
  - Wednesdays: 12:30PM - 4:00PM
  - Thursdays: 7:30AM - 12:00PM
  - Fridays: 12:30PM - 4:00PM
2. There are a lot of issues with Campus Solutions, please bear with us.
  - a. Mona is working with Human Resources and Payroll to resolve issues.
3. We are developing the Fall 2020 Semester Schedule Development Timeline.
4. We are developing a process to make things easier for the Department Chairs.
5. The next Roll Forwards will be electronic.
6. We are trying to get the Deans to distribute the Printer's Proofs faster.
7. Mona is also working with Arlis Svedberg to try to replace the "Change to Master" form.
8. She asked the Department Chairs to let her know what kind of assistance she can provide.

**V. Old Business:****A. Assigning Courses to Disciplines:** César López

1. Chair of Chairs Terry Kohlenberg reported President Pamela Luster told him that she would like to see more cross-disciplinary courses with different emphasis.
2. César López reported he is not receiving CurricUNET updates.
  - a. CRC Faculty Member Ed Helscher reported Vice President of Instruction (VPI) Isabel O'Connor asked the district to make sure all current Department Chairs receive CurricUNET updates.

**B. Outcomes & Assessments:** Don Barre

1. Committee on Outcomes & Assessment (COA) Chair Kris Clark reported the COA wants to have a repository of "Best Practices" for Mesa College.
  - a. Please tell COA the following:
    - What you are doing?
    - What is working?
    - What are your "Best Practices"?
    - What resources do you need?
2. Department Outcomes Coordinator Reports keeps the COA updated on what is happening throughout campus.
3. Department Outcomes Coordinators are invited to make a presentation to the COA, but are not required to present.
4. Departments Chairs may want to make it possible for their Department Outcomes Coordinators to receive reassigned time from a stable funding source.
  - a. Donna Budzynski said Faculty should be compensated for additional duties.
  - b. Alison Gurganus said Non-Classroom Faculty receive ESUs.

**C. Mesa Pathways Scale of Adoption Self-Assessment Form:** Co-Coordinator Howard Eskew & Toni Parsons

1. Chair of Chairs Terry Kohlenberg reported Mesa College Departments/Programs are not using the term "Meta Majors" as of the last Administrative and Faculty Leadership meeting.
2. Counseling Department Chair Leroy Johnson said the term "Advisor" needs to be changed to "Counselor".
  - a. Toni Parsons reported this is a national document in which the term "Advisor" means "Counselor".
  - b. Toni Parsons also reported that we cannot make any changes to the left side of the document.
3. John Crocitti said the terms are jargons only used by Guided Pathways and the terms are vague.
4. Chair of Chairs Terry Kohlenberg said we will be able to review the documents before they are submitted during the next three years.

**D. Proctoring Center:** Erika Higginbotham (No updates due to time constraints.)

**VI. New Business:** None

**VII. Department Reports:** None

**VIII. Planning/Committee Reports:** No Reports

**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 (October 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.** The next Mesa Guided Pathways Mixer is Thursday, October 24<sup>th</sup> from 2:00PM–4:00PM in room BT 215

**X. Next COC Meeting:** December 11, 2019 ([2019-2020 CoC Meeting Schedule](#): [LINK](#))

**XI. Adjournment @ 4:07PM.**