



**San Diego Mesa College
Academic Senate
Committee of Chairs (COC)
September 11, 2019: MC 211 A/B (2:30 PM – 4:00PM)
MINUTES
Draft**

Present: Chair Terry Kohlenberg, Gina Abbiate, Evan Adelson, Christine Balderas, Don Barrie, Jennifer Carmichael, John Crocitti, Nellie Dougherty, Lou Ann Gibson, Paula Gustin, Michael Harrison, Kevin Hazlett, Ed Helscher, Leroy Johnson, Ian Kay, Ken Kuniyuki, Mario Lara, Danielle Lauria, Cesar López, Tara Maciel, Thekima Mayasa, Dina Miyoshi, Ryan Mongelluzzo, Bruce Naschak, Alison Primoza, N. Scott Robinson, Chris Sullivan and guests Vice President of Instruction Isabel O'Connor and Ian Duckles

Absent: Mark Abajian, Nate Betschart, Nate Betschart, Leela Bingham, Anar Brahmhatt, Donna Budzynski, Jarred Collins, Michael Crivello, Howard Eskeew (Excused), Anne Geller, Alison Gurganus (Excused), Joseph Halcott (Excused for Fall 2019), Erika Higginbotham (Excused), Susan Lazear, Brian Lesson, Claude Mona, Jill Moreno-Ikari, Kim Perigo, Rachel Russell, Saloua Saidane, Barbara Sexton, Xiaochuan Song, Irena Stojimirovic, Carlos Toth, Todd White (Excused for Fall 2019) Walter Duane Wesley (Excused) and Tonya Whitfield

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

II. Approval of Draft Agenda:

- A.** Mesa Guided Pathways Co-Coordinator Howard Eskew cannot attend Today's CoC meeting.
1. Howard is attending a Mesa Guided Pathways Mixer today.

III. Approval of Draft Minutes: May 8, 2019

Motion to approve:

M/S

Helscher/Kay

**1 Abstained
Primoza**

IV. Presentation of the 2018-2019 CHAIRS Award to Virgie Emriguez: Terry Kohlenberg

- A.** The Chairs shared examples of the times Virgie helped them:
- Rescuing them when they had a "meltdown" while trying to enter information into PeopleSoft.
 - Saving their Bacon.
 - Making the Business Office a welcoming place.

V. Guest(s):

A. Vice President of Instruction Isabel O'Connor - Enrollment Management:

1. VPI O'Connor said we need a campus perspective and a department perspective.
 - a. She is proud and appreciative of the hard work of our Department Chairs.
 - b. We should meet our fall 2019 enrollment targets.
 - c. We will have a 2020 Intersession after all. (We were able to move around the numbers for summer 2019.
 - d. We are in "Hold Harmless" for three (3) years and we will not have to meet our enrollment goals for three (3) years.
 - We will have to downsize.
 - The districtwide cut is approximately 6,000 FTES.
 - We would like to see more Continuing Education and English Language Acquisitions Students to enroll at Mesa College.
2. VPI O'Connor asked the Department Chairs to keep her informed about the things that are happening in their departments.

3. VPI O'Connor reported she is considering the creation of an Instructional Council for Administration, Instruction, Student Services and Classified Professionals to systematically meet and have conversations about current issues that impact our students.
4. Thekima Mayasa asked what are in line for budget cuts.
 - a. VPI O'Connor said we have a strategy for placing resources in areas where our students have to most need.
 - b. Chair of Chairs Terry Kohlenberg asked if there is room for filling spaces in our departments.
 - We can market what we do to our students.
 - We should try not to cut course sections due to low enrollment.
 - c. Lou Ann Gibson reported her departments have great relationships with Continuing Education.
 - VPI O'Connor said it is good to plant the seed for the future when our funding is restored.
 - d. N. Scott Robinson asked how frequently will Mesa College Faculty hold discussions with City and Miramar College Faculty to make sure disciplines/programs such as Music work together districtwide.
 - VPI O'Connor said we can find out the demand for individual courses on each campus and introduce the idea.
 - N. Scott Robinson reported there is currently no process in place for Discipline Faculty meetings.
 - e. Thekima Mayasa asked if we can add students beyond the cap.
 - VPI O'Connor said the Department Chairs have been very nimble in this regard, but AB 705 has made this difficult for the Math Department.
 - * We can move resources to where they are needed.
 - f. Terry Kohlenberg said class cap decisions are under the purview of Department Chairs, School Deans and Discipline Faculty.
5. VPI O'Connor said the new funding formula will stay.
6. VPI O'Connor reported the Fill-Rate does not equal funding.
 - a. Locally, Mesa College is doing a great job.
 - b. VPI O'Connor and President Luster are supporting Faculty
7. John Crocitti expressed some of his concerns.
 - a. VPI O'Connor said John's concerns can only be addressed through the collective bargaining process.
8. VPI O'Connor asked the Department Chairs to stop by her office and share their concerns with her.

B. Acting Dean of Institutional Effectiveness & Administrative Co-Chair of Program Review Bridget Herrin – New Department Dashboards:

1. Annual Program Review Update: We are trying to simplify the process.
2. The Instructional Theme this year is "Humanizing Data".
 - a. Course Outcomes Dashboard: Course Success Rate Metric
 - Department Faculty for 15 schools and divisions were sent individual reports this semester.
 - Terry Kohlenberg reported Communication Studies reviewed their department's data and the data for each individual Faculty member's classes. (The data is only for inquiry and reflection and will not be tied to Performance Evaluations and an individual Faculty member's data will not be accessible to others.)
 - Trends that are Pervasive and Compelling can be the place to start Internal Reflection.
 - Equity Minded Reflection Questions:
 - * What patterns do you notice?
 - * Does the data challenge assumptions about specific populations?
 - * What are the biggest obstacles/barriers?
 - * What are we doing?
 - * What habits practices, policies, programs or services can be implemented to address equity issues and change the way we work?

C. Mesa Guided Pathways: Chair of Chairs Terry Kohlenberg

1. Terry Kohlenberg reported Mesa College Guided Pathways is part of President's Cabinet (PCab) and led by Vice President of Instruction (VPI) Isabel O'Connor.
2. Mesa Guided Pathways started out messy, but it is getting better.
3. The committee met yesterday.
4. Who will be the leaders?
5. There are four Work Groups who report to the main committee.
6. Course Mapping is required:

- a. Each Department's Faculty members need to work together to create pathways for students who pursue degrees in their discipline.
 - b. Christine Balderas reported she attended the Summer Institute and it was nice to work with non CTE Faculty members. (It opened her eyes a lot.)
 - Terry Kohlenberg asked Christine Balderas to forward the flier she created for outreach to potential Health Sciences students to him.
 - c. Michael Harrison reported he was able to make new connections by having conversations with Faculty outside the Languages Department during the Mesa Guided Pathways Mixers.
7. The Chairs agreed that they want to look at the relationships between the Mesa Guided Pathways Work Groups and the Mesa Guided Pathways Leadership Group.

VI. Old Business: None

VII. New Business: None

VIII. Department Reports: None

IX. Planning/Committee Reports: None

A. Academic Affairs: Kim Perigo/Manuel Velez

B. Academic Senate: Kim Perigo/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: Kim Perigo/Manuel Velez/Terry Kohlenberg

K. Program Review Committee (PRC): Bruce Naschak

L. Student Services: Leroy Johnson (August 2019 Student Services News Letter: [LINK](#))

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

A. AFT Representative Ian Duckles reported the Faculty Contract should be settled in approximately two months.

B. Kevin Hazlett reported more Mesa College Faculty members have received more Canvas Certifications than City and Miramar College Faculty

C. Please let Terry Kohlenberg know if you would like to invite a guest to a CoC meeting.

XI. Next COC Meeting: October 9, 2019 (We do not have any pressing Enrollment Management issues at this time.)

XII. Adjournment @ 4:03PM. (Chair of Chairs Terry Kohlenberg thanked everyone for their hard work and their attendance today.)

Submitted by Sue Saetia

Approved by the CoC: October 9, 2019