



ACADEMIC • SENATE

Minutes

Thursday, September 12th, 2024

2:00 – 3:45 p.m.

Present: Karen Marrujo, Dan Curtis, Rita Ghazala, Jane Gazale, Moriah Gonzalez-Meeks, Karla Gutierrez, Debra Hills, Amy Huie, Rachel Jacob-Almeida, Raad Jerjis, Kristin McGregor, Rachelle Panganiban, Joan Rettinger, Miriam Simpson, Scott Stambach, Jennifer Tomaschke, Asma Yassi

Absent: Hanaa Alkassas, Sasha Carter, Sahar King

Other: Jeanie Machado-Tyler, Jessica Robinson, Jane Gazale, Marvelyn Bucky, Bri Brown, Bri Hays, Tania Jabour

Recorder: Aiden Lovewell

The Senate minutes are recorded and published in summary form. Readers of these minutes must understand that recorded comments in these minutes do not represent the official position of the Academic Senate. The Academic Senate expresses its official positions only through votes noted under "Action." In accordance with the Ralph M. Brown Act guidelines, Senators voting "nay" or abstaining will be identified. All other present members will be assumed to have voted "aye."

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- 1. Call to Order:** Karen Marrujo, Academic Senate President, called the meeting to order at 2:04pm.
 - 2. Approval of Minutes: May 23rd, 2024** – Senate reviewed the minutes from May 23rd, 2024. Senate to approve minutes. **Motion/Second:** Dan Curtis/Rachel Jacob-Almeida. **Nays:** None. **Abstentions:** Amy Huie, Kristin McGregor, Scott Stambach. **Motion Passes.**
 - 3. Public Comments – None**
 - 4. Announcements / Spotlights -**

A. Updates from President Robinson:

The President of Cuyamaca College, Jessica Robinson, gave an update. President Robinson thanked Academic Senate for letting her come to the meeting and she noted that there has been an increase in students on campus. She has met several students recently that are taking on-campus classes for the first time after taking online classes for several semesters which is really good to see. President Robinson welcomed all of the senators to the fall semester and touched on Convocation and how successful it was. She expressed pride in the students that shared poems at Convocation and noted that the theme of Convocation, Together, is crucial as there is always a lot of work to do and that this semester is no exception. However, together we can get it done. There are 18 people on the Administrative advisory team, of those 18 individuals, 13 have been hired on for a total of 14 including President Robinson herself. We want to help administrators answer any questions they might have such as how to tackle all of the stuff

coming down to our College. President Robinson noted that every year FHPC meets to rank all of the faculty positions and that 3 faculty positions that have individuals in them and are now vacant, Donna Hojj retired from COUN, Tammi Marshall moved from faculty to dean, and the heartbreaking passing of Curtis Sharon. The next step is to evaluate what occurred and what are we going to do about those positions now. We are going to be moving forward with those 3 positions. We are also filling straight from the ranking, #1 computer sciences, #2 biology, #3 CIS. CS and CSIS are critical needs as there are no contract faculty members in either of these disciplines and these classes teach for high demand careers. Additionally, both indicate growth in California in the next 5 years. The biology ranking will be focused on life sciences and to assist with degree completion and transfer plans. There are currently 13+ sections with 32-50 students in each section for bio 130 and 131. There have been large enrollment increases in biology since coming out of the pandemic. The EOPS – NextUP ranked #6 faculty position is being filled through categorical funds which allows us to be able to move on it immediately. However, the college wants to take a careful approach and make sure that our budget can sustain this for the long-term. We are close to making a decision on if we move forward on this now or wait one more year to monitor the funds and gather more data. Additionally, there will be 2 more retirees coming up soon but we want to focus on what is happening now with the current list.

Joan Rettinger noted that CE is 30% of enrollment but only 14% of faculty and there is a strong need for faculty.

B. Review of Academic Senate Roles:

Karen Marrujo reviewed the roles of Academic Senate. These roles include the duties of the senators that Karen Marrujo shared. These duties include attending and participating in meetings, appointed proxies as necessary, dissemination of information to and from constituents, and voting in accordance to the input of constituents. Karen also shared a slide regarding community and shared responsibilities. She stressed the importance of working collectively, supporting, valuing each other, learning from each other, being transparent, honest, and constructive, among other values.

C. Teleconference Rules:

Karen Marrujo reviewed the rules regarding teleconference and the Brown Act. We want these meetings to be accessible to all but senators have stricter rules. The Brown Act AB 2449 rules stipulate that if you have just cause or emergency circumstances then you would let Karen know and then the Academic Senate would vote to allow it. These emergency circumstances are only allowed for 2 meetings per year. Additionally, senators would not be allowed to turn off their camera or mute their mic. They would also be required to disclose all adults present at their location.

D. Sabbatical Orientations:

Karen Marrujo reviewed the sabbatical orientations. Sabbatical orientations are happening now with the first ones happening today. She then shared days and times for additional orientations and these will be linked on the Academic Senate website. The next one is tomorrow, September 13th from 1:30pm – 2:30pm.

Rachelle Panganiban noted that you only have to attend once in your time at Cuyamaca and recommended saving your proof of attendance just in case.

5. Action Items –

A. Fall 2024 Instruction Program Review Annual Update:

Bri Hays reviewed the Fall 2024 Instruction Program Review Annual Update. Bri gave context and informed the Senate that this item hasn't changed. The college is ready to roll out Nuventive and it will be launching after approval of senate. College faculty have been giving good feedback and the training calendar is also ready to launch. Bri extended her appreciation for everyone's patience during this transition.

Vote to approve the Fall 2024 Instruction Program Review Annual Update. **Motion/Second:** Joan Rettinger/Miriam Simpson. **Nays:** None. **Abstentions:** None. **Motion Passes.**

B. Fall 2024 Student and Instructional (Library & Tutoring) Services Program Review Template Annual Update:

Bri Hays reviewed the Fall 2024 Student and Instructional (Library & Tutoring) Services Program Review Template Annual Update. Bri shared that this update information is the same as the first update information.

Vote to approve the Fall 2024 Student and Instructional (Library & Tutoring) Services Program Review Template Annual Update. **Motion/Second:** Moriah Gonzalez-Meeks/Asma Yassi. **Nays:** None. **Abstentions:** None. **Motion Passes.**

C. Fall 2024 Instructional Program Review Comprehensive Template:

Bri Hays reviewed the Fall 2024 Instructional Program Review Comprehensive Template. Bri noted that his template has had some slight revisions to reduce redundancies but is essentially the same as the spring changes.

Vote to approve the Fall 2024 Instructional Program Review Comprehensive Template. **Motion/Second:** Moriah Gonzalez-Meeks/Rachelle Panganiban. **Nays:** None. **Abstentions:** None. **Motion Passes.**

6. Information (First readings and updates for future action) –

A. October Curriculum List:

Jane Gazale reviewed the October Curriculum list. Jane explained that bringing the list before everything has been officially approved is normal practice when the board packet is not quite ready yet. There are a few items on the list that are waiting to be approved at the Sept 17th meeting. The actual board packet will be posted on the Academic Senate website later. The board meeting is on October 8th. This list includes all curriculum reviewed from April to September including new certificates and course additions. There are a few items that will be voted on at the Curriculum on the 17th. The local GE proposal has not been voted on yet but one of the two will be approved and come back to senate. The board packet is due for submission on the 25th and the next curriculum meeting will fall on the 26th so curriculum is seeking a suspension of rules and approval now.

Academic Senate discussed amending the list to remove the local GE pattern until one of the two options has been voted on.

Vote to suspend the rules for approval of the October Curriculum List. **Motion/Second:** Miriam Simpson/Dan Curtis. **Nays:** None. **Abstentions:** None. **Motion Passes.**

Vote to amend the October Curriculum List to remove the Local GE item from the list. **Motion/Second:** Joan Rettinger/Rachel Jacob-Almeida. **Nays:** None. **Abstentions:** None. **Motion Passes.**

Vote to approve the amended October Curriculum List. **Motion/Second:** Moriah Gonzalez-Meeks/Debra Hills. **Nays:** None. **Abstentions:** None. **Motion Passes.**

B. Updates from the Vice President of Instruction:

Jeanie Machado-Tyler gave Academic Senate an update. Karen asked Jeanie to come to talk on AB 298 funds and enrollment. Jeanie stressed the importance of reaching out and collaborating with each other. There is so much work being done and Jeanie wanted to express thanks to everyone and Jane Gazale specifically for the GE work being done. Jeanie noted that Jane worked tirelessly to do the best job that she can. AB 928 is new legislation from the state. The intent is to get students that have self-identified a desire to get an associate degree and then transfer to a 4 year university automatically put on a transfer pathway. The good intention of this legislation sometimes does not best serve our students. The new State Chancellors office system GE reform comes with a new GE pattern statewide minimum and the colleges will make its own GE pathway based off of the minimum. Jeanie noted that we are taking directive from a highly resourced system. There is an August 1st mandatory implementation date for the pathway and we currently have minimum compliance. The CAL-GETC and local GE deadline is in November of 2025. Jeanie also noted that April 28th is student registration for summer and fall 2025. Jeanie informed the senate that the State Chancellor system provided each college with an allocation to implement this work and a piece of the allocation for the college was set aside to allow the district to do all of the behind the scenes work that we don't do on campus like partnering with consultants and Colleague work. Our campus allocation was 280k and one of the first things the college did was honor and recognize the work that the GE taskforce has done through compensation from those funds. Once the Curriculum work is done, the heavy lifting will come from Counseling. We are also looking at using some of the funds to pursue support for evaluators, articulation officer, counseling, counseling chair, IOPS, and professional development.

Raad believes that we will need strong marketing to encourage students to see the counselors.

Jeanie also gave an enrollment management update. 13 individuals went to the Enrollment Management Academy in July. There were learning sessions in the mornings and teamwork activities in the afternoons. Enrollment management is a large umbrella and includes guided pathways and how to institutionalize it. Jeanie shared that one of the products of EMA is there is now a proposal that will hopefully be on the agenda next meeting for a strategic enrollment management committee. This committee would be aligned with budget. The goal is to have the committee roll out this fall, codify strategic enrollment plan in spring, and to operationalize in fall of 2025. Jeanie noted that enrollment has grown and dual enrollment has helped with this enrollment growth. Waitlists are good data for what's needed and what students want and we need to look at how we offer and approach waitlists with limitations being taken into consideration. Collaborative work with the deans and department chairs are essential to communicating the needs and making changes for waitlists and scheduling.

Moriah noted that it is important that we think about how much money we are allocating to enrollment. Moriah expressed a desire to have more of the budget be shifted towards getting students off waitlists. She also expressed concern over being able to add courses as well as losing courses through rollovers. Asking for clarity around how some of these decisions are

being made and noted that having participatory governance around strategic enrollment would be helpful.

Raad recommends boosting ESL enrollment because those waitlists are completely full.

Jeanie noted that we have a district partner, along with Laurie Woods, who were able to partner with community institutions that we never had before. This amazing work also opened new flood gate of interest that we didn't have a plan for and haven't been able to adequately respond to. Strategic enrollment would help prepare for thing like this.

Debra, ESL has 100's of students on the waitlist. We knew we had projected growth, how are going to ensure that waitlisted students are going to return since the need isn't adequately being filled by our college.

Jeanie noted that we don't have an exact answer on that right now. There is dialogue being had around this issue and this dialogue will continue to hopefully find a solution.

Jessica noted that there is work being done on all fronts to work on this issue.

Asma expressed the importance of offering these entry level ESL courses to students who can't access other courses without it.

Tania Jabour noted the loss of a lot of sections and that we currently have one of the smallest schedules in a long time. There were efforts made to offer more of the waitlisted English classes but they were denied and requested additions were also denied. This has caused increased frustration over the inability to grow.

Marvelyn Bucky noted that there is data that indicates that the completion of the English requirements directly correlates to increased success in other courses afterwards.

Jeanie expressed that open communication with anyone is highly encouraged. Conversation regarding these issues will only help.

Joan Rettinger said that she was told that waitlist isn't the only determining factor in adding classes and asked what the determining factors are.

Jeanie said that one of the factors is a concern over potentially fraudulent activity.

Moriah asked why we can't just open a section and let it fill. Growing the programs while simultaneously putting the responsibilities of fraudulent activity on faculty is unreasonable.

Karla noted that making decisions around the fraudulent students and not around the actual students is not beneficial towards anyone, especially students.

Vote to extend the meeting by 15 minutes. **Motion/Second:** Miriam Simpson/
Kristin McGregor. **Nays:** None. **Abstentions:** None. **Motion Passes.**

- C. Faculty Hiring Priorities Committee (FHPC) Charge and Composition Revisions:
Tabled.

D. Faculty Hiring Priorities Committee Guiding Principles:
Tabled.

E. Sabbatical Project Presentation:
Tabled.

F. Camera Operating Protocol With Attachments:
Karen Marrujo shared the Camera Operating Protocol, including attachments. This was received from district executive council and we are being given time to provide feedback. This falls under operational, but transparency and collaboration is still vital. This will come back as an information item again. Jessica noted that there have been changes made since we last spoke on this issue and urged senators to take a look at the document to stay up to date.

7. Committee Reports – None

8. President’s Report – None

9. Vice President’s Report – None

10. Part-time Faculty Report – None

11. Adjourn –
Meeting adjourned at 3:57pm.