



San Diego Mesa College (SDMC) Academic Senate (AS)
Committee of Chairs
October 8, 2025
Room MC 211 A/B
MEETING AGENDA
2nd DRAFT

- I. **CALL TO ORDER AND WELCOME** by Chair of Chairs Ian Duckles:
- II. **APPROVAL OF DRAFT AGENDA:**
- III. **GUEST(s):**
 - A. Celine Ahearn & Ayana Woods: ([Mods 101](#)) ([2024 – 2025 Mods Report](#))
- IV. **APPROVAL OF DRAFT MINUTES: September 24, 2025** (Please send your changes to Sue Saetia (ssaetia@sdccd.edu))
- V. **OLD BUSINESS:**
 - A.
- VI. **NEW BUSINESS:**
 - A. **Chairs Academy Ideas:** Duckles
 - B. **Ideas for Future Meetings:** Duckles
- VII. **DEPARTMENT REPORTS:**
- VIII. **PLANNING/COMMITTEE REPORTS:**
 - A. **Academic Affairs:** Odasso
 - B. **Academic Senate:** Gwin
 - C. **American Federation of Teachers (AFT):** Duckles
 - D. **Curriculum Review Committee (CRC):** Resch
 - E. **Student Services:** Dougherty/Higginbotham/Marrujo/Parker
 - F. **Enrollment Management and Instructional Strategic Planning Committee:** Harrison
 - G. **Planning & Institutional Effectiveness (PIE) Committee:** Gwin/Duckles
 - H. **President's Cabinet:** Gwin/Duckles
 - I. **Program Review Committee (PRC):** Faculty Co-Chair Eliza "Liza" Rabinovich
 - J. **Strong Work Force Committee:** Johnston/Wong
- IX. **ANNOUNCEMENTS/ROUND TABLE/FOR THE GOOD OF THE ORDER:**
 - A. **Common Course Numbering - COMM C1000 (Formerly COMS 103 – Oral Communication):** Malinis
- X. **NEXT CoC MEETING:** October 22, 2025
- XI. **ADJOURNMENT:**



San Diego Mesa College (SDMC) Academic Senate (AS)

Committee of Chairs

September 24, 2025

Room MC 211 A/B

MEETING NOTES

DRAFT

Present:

Chair of Chairs Ian Duckles, Valerie Abe, Juan Bernal, Donna Budzynski, Todd Curran, Nellie Dougherty, Christie DuPraw, Justin Estep, Jim Fegan, Tasha Frankie, Veronica Gerace, Michael Harrison, Erika Higginbotham, Paula Hjorth - Gustin, Amanda Johnston, Candace Katungi, Jesse Keller, Gloria Kim, Ken Kuniyuki, César López, Tara Maciel, Guillermo Marrujo, Annette Miner, Ryan Mongelluzzo, Bruce Naschak, Edeama Onwuchekwa Jonah, Hannah Padilla Barajas, Nathan Resch, Christina Sanchez Volatier, Wendy Smith, Jennifer Snyder, Irena Stojimirovic, Todd White, Robert Wong and Guests SDMC AS President Mary Gwin and SDMC AS Professional Advancement Committee (PAC) Chair Danica Moore

Excused Absences:

Anar Brahmhatt (Proxy to White) and George Ye

I. CALL TO ORDER AND WELCOME by Chair of Chairs Ian Duckles @ 2: __PM.

II. APPROVAL OF DRAFT AGENDA:

1. Chair of Chair Ian Duckles added Social Sciences Department Mixer to the agenda.

Move to Approve with the Addition from Chair of Chairs Ian Duckles:

M/S

Gerace/Budzynski

UNANIMOUS

Anar Brahmhatt
(Proxy to White)

III. GUEST:

A. SDMC AS Professional Advancement Committee (PAC) Chair Danica Moore:

1. Please ask Danica to review your Department Faculty Member's submission documents before they officially submit their Proposal/Completion to the SDMC AS PAC.
2. PLEASE SEND ALL PAC INQUIRIES AND SUBMISSIONS TO: MesaPAC@sdccd.edu
3. Danica will **accept** submissions with **non-digital** signatures.
4. Please make sure your Department Faculty Member's submission item is related to their Faculty Service Area (FSA).
5. Please make sure your Department Faculty Member submits one **(1)** document that includes all required supporting documents for each Proposal/Completion.
 - a. Please make sure your Department Faculty can access the copier/scanner in your School Dean's office to quickly/easily scan all their documents to create one **(1)** single pdf document for a submission.
6. The four (4) district PAC Chairs and AFT President Jim Mahler are working together to clarify and streamline the Sabbatical Application Process.
7. SDMC AS PAC Chair Danica Moore Weekly Office Hours: Fridays (1:00PM – 3:00PM) Room MS 215 Q & Zoom.

IV. APPROVAL OF DRAFT MINUTES: September 10, 2025

M/S

Gerace/Budzynski

UNANIMOUS

Anar Brahmhatt
(Proxy to White)

V. OLD BUSINESS: None

VI. NEW BUSINESS:

A. Chairs Academy Ideas: Duckles

As reported by Ian Duckles:

"Do we want to do one, and if so, what topic do you want covered? Can do specific trainings, roundtable discussions, what would be most helpful for chairs?"

Suggestions:

1. Immediate needs training for new chairs. As a new chair, what am I supposed to do?
2. Chairs Academy working meeting to develop chairs handbook.
3. A list of contact information for all chairs to be able to reach out to colleagues.
4. A list if timelines and deadlines that chairs need to plan around."

B. Ideas for Future Meetings: Duckles

As reported by Ian Duckles:

"What topics should we cover in future meetings? Do you want to meet twice a month? Academic Senate Constitution says we only need to meet once a month. I'm here to serve you.

Suggestions:

1. 15-minute mini-chairs academy as part of each regular CoC meeting.
2. ASCCC Rep to talk about 10+1
3. DSPS Accommodations and how to support faculty in the process
4. Safety
5. Change the meeting structure to once a month.
6. Maintain the twice a month structure, but make the first meeting a regular meeting and the 2nd meeting a working meeting to work on the Chairs Handbook.

Based on this conversation, I would like to move in the direction of option 6. Ian will work with Veronica to implement this idea."

C. Social Sciences Department Mixer with Students: Duckles/Kim

1. Ian and Gloria shared their experience hosting a Social Sciences Department Mixer with Students.

D. Chair of Chairs Report: Duckles

As reported by Ian Duckles:

New Attendance Accounting Procedures:

We all need to evaluate our courses and the scheduled contact hours due to legislative changes on how the colleges are compensated for courses by the state.

Will be a particular issue with lab/lecture combos and performance/workshop courses (i.e. pottery, drawing, etc.) but may impact all courses.

Workshop on 11-14-25 from 9am-12pm. All Chairs are strongly encouraged to attend. I've done it, it is hands on and very productive.

Research:

IE is again open for ad hoc research requests

A bunch of their funding is through grants, so they are likely hurting for staff.

Accreditation Report: Submitted 9-22"

Grade Appeals:

College presidents will now be the final stop for these (used to be the Chancellor)

VII. DEPARTMENT REPORTS:

A. Ian Duckles:

As reported by Ian Duckles:

"Concern about facilities in the BT building. HVAC doesn't seem to be working with many of the classrooms and offices too hot. In addition, there is a significant ant problem in some of the classrooms.

The CBA (3.2) says all indoor spaces should be maintained at a temperature of range of 68 to 76 degrees Fahrenheit.

If the classroom is too hot, faculty can cancel classes. Report such cancellations to the President, VPI, VPA, VPSS, your Dean, your Chair, and the Union."

B. Veronica Gerace: Upcoming Communication Studies Department Events ([LINK](#))

C. Erika Higginbotham: Erika provided a report for DSPS.

VIII. PLANNING/COMMITTEE REPORTS:

A. Academic Affairs: Odasso (No Report)

B. Academic Senate: Gwin

As reported by Mary Gwin:

"Mary Gwin gave a brief report on the activities of the Academic Senate. She reported that a resolution supporting had been passed in the Senate, she spoke about the CFT report and insurance requirement at the recent Board of Trustees meeting, and that the District GE pattern had been approved at Mesa and was moving forward for approval at other campuses. Mary Gwin gave a brief report on the activities of the Academic Senate. She reported that a resolution supporting had been passed in the Senate, she spoke about the CFT report and insurance requirement at the recent Board of Trustees meeting, and that the District GE pattern had been approved at Mesa and was moving forward for approval at other campuses."

Comment from Candace Katungi:

As reported by Candace Katungi:

"Regarding the District GE proposal, I was at the last Senate meeting of last semester. I thought that this proposal had been tabled because Shelly Hess from the district shared concerns related to Title V. Did something with the proposal change between then and now?"

Thank you,
Candace"

C. American Federation of Teachers (AFT): Duckles

As reported by Ian Duckles:

"RAF survey has gone out, please go ahead and propose your funding requests (stuff like need for extra release time would be very useful)"

D. Curriculum Review Committee (CRC): Resch

As reported by Nathan Resch:

"CRC last met on Thursday, 9/18/2025.

The district GE proposal was approved by academic senate at its last meeting. Next steps include CRC Chair Justin Estep communicating the approval with CRC chairs at City and Miramar and scheduling a meeting between the district GE task force chairs, the proposal writer, and CRC chairs from City and Miramar to discuss the proposal.

CRC Chair Justin Estep started emailing lists of active/not offered courses to chairs to consider offering or deactivating courses. He also will share a list of courses that include their last revision date for 6/2 year review planning."

E. Student Services: Dougherty/Higginbotham/Marrujo/Parker

1. Guillermo Marrujo provided a report.

F. Enrollment Management and Instructional Strategic Planning Committee: Harrison

1. Michael Harrison provided a report.

G. Planning & Institutional Effectiveness (PIE) Committee: Gwin/Duckles

As reported by Ian Duckles:

"PIE is identifying deliverables, and planning how to plan for the next accreditation cycle."

H. President's Cabinet: Gwin/Duckles

1. Mary Gwin and Ian Duckles provided a report.

I. Program Review Committee (PRC): Faculty Co-Chair (TBA) No Report

J. Strong Work Force Committee: Johnston/Wong (No Report)

IX. ANNOUNCEMENTS/ROUND TABLE/FOR THE GOOD OF THE ORDER: None

X. NEXT CoC MEETING: October 8, 2025

XI. ADJOURNMENT @ 3:55PM.

Submitted by Sue Saetia