

MIRACOSTA COLLEGE FACULTY ASSEMBLY



FACULTY ASSEMBLY COUNCIL MEETING

December 12, 2025

12:00-1:00

Note: Room Change 3515

1. Welcome & Roll Call
2. Exec Reports
 - Mary Gross, President
 - Billy Gunn, Treasurer
3. Remembering Brent Pickett
4. Exec Appointment Confirmed: Welcome Michelle Farnam!
5. 2025/2026 Membership Dues Drive (Billy)
6. TREC Recommended "In-Class E-Survey" Option Script (Annie)
7. FLEX/ Contractual Day (Annie)
8. MOU 26-01: *Pilot Faculty Lateral Transfer Process* (Mary)
Unanimously Approved
9. Closed Session: Negotiation Update (Mary)
 - Academic Freedom
 - Intellectual Property
10. Closure & Reconvene in 3516 for FA's Winter Open House 1:00-2:30!

NEXT FA Council Meeting

Friday, January 23, 2026

OC 3516

MiraCosta College

FA Council Meeting

2025

December 12

Exec Reports

Mary Gross, President

Billy Gunn, Treasurer



**Abbreviated Exec
Reports**



FOUNDATION



September 5, 2025

MiraCosta College Faculty Assembly
Billy Gunn
1 Barnard Dr. MS 2
Oceanside, CA 92056-3899

Dear Billy,

Thank you for supporting educational opportunities for all! MiraCosta College Foundation has received MiraCosta College Faculty Assembly's gift of \$500.00 for the Brotherhood BBQ in support of the Athletics Academic Success & Equity Student and Program Support fund.

MiraCosta College students are driven, resilient, and deeply committed to their education. Your gift empowers our students to pursue their goals with confidence and purpose by removing financial barriers that might otherwise stand in the way of their success and providing support to campus programs, allowing for innovation in and outside of the classroom.

With your partnership, our students are not only able to stay on track academically — they are encouraged and uplifted along the way. The education they receive at MiraCosta will ripple into the community and enrich the lives of future generations.

Billy, thank you for believing in our students and the power of education.

Sincerely,

Shannon Stubblefield
Executive Director, Foundation
Vice President, Institutional Advancement
MiraCosta College
760-795-6775

Thank you all!

Thank
You
Notes



FOUNDATION



October 8, 2025

Billy Gunn
MiraCosta College Faculty Assembly
1 Barnard Dr. MS 2
Oceanside, CA 92056-3899

Dear Billy,

Thank you for your generous gift of \$2,500.00 in support of the CARE Program fund.

MiraCosta College students are hardworking and determined, and with your support, they are even more inspired to reach their educational achievements and goals. Through your work alongside students and staff, our students' financial barriers and obstacles are removed, aiding in their success. Thank you for encouraging them on their important but challenging academic journey.

Because of your gift today, students will thrive not only here at MiraCosta College, but throughout their lifetime – positively benefiting our community and future generations to come.

Billy, thank you for your contribution to our students' academic success.

Sincerely,

Shannon Stubblefield
Executive Director, Foundation
Vice President, Institutional Advancement
MiraCosta College
760.795.6775

*Thank you, Billy for
supporting direct student
need.*

Remembering Brent Pickett



December 13, 2025

12:00-1:00 pm Open House
1:00-2:00 pm Memorial Service

*Foothill Building
1310 Foothill Dr. Vista, CA 92056*

**FA Donation
Lucky Duck Foundation**

Welcome Michelle Farnam!

Spring 2026
Exec Appointment



2025/2026 FA Dues Drive

Operations Committee

★ [Dues Drive Letter](#)

TREC Recommendations

Script for in-class e-student surveys

Annie, TREC Liaison

In-Class Survey Option for Classroom Faculty

Context - If the survey window is closing and course response rates remain low, faculty can use a portion of class time for students to complete surveys. Faculty can choose when to use this option but are encouraged to do so if response rates are below 70%. Faculty can also use this option at the start, middle, or end of a class meeting. The following script should be read if this option is used. In addition, faculty should give students advanced notice when using this option and remain outside of the classroom while students are completing the survey.

Script - This semester I'm being evaluated and all of you are part of the process! Faculty evaluations include student surveys, which are important because they guarantee that student experiences are represented. To ensure that your voice is represented, I'm dedicating some of today's class to completing the survey on Canvas. When you open Canvas, you should see the pop-up window to take the survey. These surveys are completely anonymous and have absolutely no impact on your course grade.

Please be as specific and objective as possible when you share your course experiences. Constructive feedback includes sharing both what has helped your learning and what could be improved. Ultimately, your feedback will help me grow as an instructor and improve the course for future students, so thank you for taking the time to share your examples and suggestions. I'll now step out of the room for about ten minutes to give you time to complete the survey privately. Thank you again!

Contract Spotlight

FLEX as a Contractual Day

C.1.3 Workloads and Workload Equivalencies

Workloads and workload equivalencies shall be common for each full-time faculty appointment, as denoted in the tables below:

1. “Contractual Days” are the 176 days as defined by the academic calendar.
2. See section C.7.0 for contracts extending beyond 176 days.
3. See section C.5.0 for load balancing between semesters.
4. In some years Regular Assignment Days may total 166. On those years All-College Day is included in the 10 “flex” days.

FULL-TIME CONTRACTUAL WORKLOAD (REGULAR CALENDAR, ANNUAL FTE)

DAYS	FALL	SPRING	ANNUAL
Contractual Days	88	88	176
Flexible Calendar*	(5)	(5)	(10)
All-College Day	(1)	0	(1)
Regular Assignment Days (includes finals)	82	83	165

Contract Spotlight

FLEX as a Contractual Day

C.2.0 UNIFORM WEEKLY WORKLOADS

A full-time contractual workload (1.00 FTE) shall consist of 15.00 LHE per semester (sum of classroom and non-classroom LHE).

The standard contractual work week for all full-time faculty is forty (40) hours. Faculty are expected to be reasonably available on regular and any extended contract days (if applicable) for meetings and other scheduled institutional service during that time. The uniform 40-hour work week for each 1.00 FTE faculty appointment shall be distributed among common duties as denoted in the following tables.

C.16.2 Other Professional Duties Associated with the Flexible Calendar

As noted in the workload table in section C.1.3 and described in section C.16.1, there are currently ten (10) “flex” days on the academic calendar, equivalent to eighty (80) contractual work hours. Any of these eighty (80) hours not spent participating in documented professional development activities shall be spent performing non-classroom duties or other professional duties, as defined in section C.1.1. Preapproved professional development hours associated with non-contractual classroom LHE (overload) are separately compensated and do not count towards the eighty (80) contractual work hours (refer to sections C.16.1 and D.2.2).

Contract Spotlight

FLEX as a Contractual Day

C.1.1 Definition of Other Professional Duties

Other Professional Duties

Hours associated with pre-semester preparation for classes, additional professional development activities beyond required “flex” hours, and other professional duties as mutually agreed, in writing, between the Assembly and the district.

C.4.0 REASSIGNED DUTIES

Regular faculty may be assigned, on a temporary or permanent basis, in whole or in part, to administrative, coordinative, directorial, governance, or other comparable duties in lieu of normal assignments to classroom, counseling, or librarian duties. Any such assignment is a “reassignment” and may be made only within the bounds of the 176-day annual contractual calendar, unless the faculty member is appointed to an extended contract (see section C.7.0), in which case the bounds of the reassignment may, upon agreement between the district and Assembly, extend to the length of the contract period in days. All reassignments will have a list of duties and responsibilities to be completed within the reassigned time hours (see section C.4.1).

Reassigned duties for regular faculty (except those in table C.4.2) extend either through a complete fall or spring semester, or through both fall and spring semesters, or through the full length of an extended contract. Faculty whose assignments comprise more than 100% reassigned time must obtain an exception by the appropriate vice president.

Contract Spotlight

FLEX as a Contractual Day

CONCLUSION

FLEX is part of our total “176 contractual assignment days” to be spent performing non-classroom or professional duties. We need to be “reasonably available” for such work during FLEX. Department Chairs, Faculty Coordinators, or other faculty with RT should be reasonably available to conduct their fair share of hours in relation to their RT during FLEX weeks. Past practice also indicates that Department Chairs conduct work during FLEX week including monitoring enrollment, coordinating with the dean on class additions or cancellations, working with Associate faculty, sending informational emails, etc. Department meetings during FLEX are typical and can be identified as FLEX eligible for participants. Faculty Coordinators also use the pre-semester FLEX week for trainings, prep, workshops, and other FLEX events which is part of the regular RT assignment.

Any designated additional "intersession" hours (summer/winter) offered/allocated to Chairs or Faculty Coordinators will fall OUTSIDE of these 176 days

Example: Winter Intersession= December 15- January 9

Chairs can receive up to 30 hours remuneration for work-related activities.

Faculty Coordinators can receive up to 33 hours for Winter Intersession.

NOTE: It must be work that is exigent and pre-approved by one's supervisor.

MOU 26-01

Faculty Lateral Transfer Process

★ MOU proposal

Addresses an issue
currently silent in our CBA

Negotiation Update

Closed Session

Sharing Confidential Information



Academic Freedom



Intellectual Property

NEXT Meeting

**January 23,
2026**

OC 3607

**See you in the
New Year!**