

San Diego Miramar College
Academic Affairs Committee
Co-Chairs: Jerry Buckley and Linda Woods
Thursday, April 18, 2013

APPROVED 05/16/13

MINUTES

Present: Jerry Buckley, Linda Woods, Lou Ascione, Dawn Burgess, David Buser, Bob Fritsch, Sheryl Gobble, Mary Hart, Paulette Hopkins, Mary Kjartanson, Mark Manasse, Marie McMahon, Erica Murietta for David Navarro, Lynne Ornelas, Rod Porter, Gerald Ramsey, Tom Schilz, Susan Schwarz, Katinea Todd, Harvey Wilensky, Dan Willkie and Joe Young.

Guest: Laura Murphy.

Absent: George Beitey, Ed Brunjes, Adela Jacobson, Steve Lickiss, Jordan Omens, Duane Short and Dana Stack.

1. **Call to order:** The meeting was called to order at 2:22 p.m. by L. Woods.
2. **Approval of agenda.** It was moved, seconded and carried to approve the agenda of April 18, 2013.
3. **Approval of minutes.** It was moved, seconded and carried to approve the minutes of November 15, 2012, and March 21, 2013.
4. **Old Business.**
 - a. MLTT Recommendations. L. Woods reported that the MLTT program will receive short-term funding to enable the cohort which started in spring to graduate, and that MLTT will be institutionalized as a program on this campus. Funding will be addressed and communicated later.

The Academic Senate accepted this committee's recommendation that this campus needs a formal process for creating, evaluating and discontinuing programs, recommended that CEC determine the composition of a group to create that process by the end of 2013-2014, and that this process be in place before creating new programs.

5. **New Business.**
 - a. Calendar for next year. It was moved, seconded and carried to reverse the meeting schedules for the Academic Affairs Committee and the Faculty Hiring Committee for the 2013-14 academic year, thereby moving the Faculty Hiring Committee from first to third Thursdays, 2:00-4:00, and the Academic Affairs Committee from third to first Thursdays, 2:30-4:00.
 - b. Early College Discussion. L. Woods presented and discussed a pilot program being developed for the Early College Program with Mira Mesa High School (MMHS). This program was requested by the Joint Boards of SDCCD and San Diego Unified School District, to be implemented at San Diego Miramar College (SDMC), and this committee has been charged by CEC with most of the planning. The basic goals

are to provide an opportunity for high-achieving students from Mira Mesa High School to experience the high quality teaching at Miramar College, to enhance the quality of incoming students and to better prepare them for college and transfer to four-year institutions, with minimum impact on our own native students, and minimum-to-no impact on our workload,

The pilot program will begin in fall 2014, and will be planned on a yearly basis rather than by semester, starting small with five students who will be released from their campus at 11:40. Courses that have been suggested are Math 150, Math 151, Personal Growth 120 and Political Science.

L. Woods requested input on how to select the students, who will participate in the planning process and the sequence of courses. She suggested making the courses into LCOM and/or Honors classes to link them all together. There was concern that the high school students might take seats from our own students and that our counseling and budget resources would be stretched even more than they currently are. She made the following list of the committee's questions and concerns that were discussed:

- As much as we try to start with a small size for the pilot, we still have a LACK of resources and will impact the counselors' workload and also the honors coordinator's workload.
- Currently, are the high school students taking Calculus AB and Calculus BC math at the MMHS campus? We understand that coming to SDMC will be a difference, but we would just like to find out the background on this one.
- In the future, perhaps, we still add cohort? EMT specifically asked and we did not have an answer; English asked too, but we know that they had said that they have a very successful program.
- Currently, all of the First Year Experience students will need to be in PERG 120; how will this impact in PERG 120 enrollment?
- Can have a different cohort for CTE programs, specifically Aviation? But then this is when AUTO/DIESEL jumped in and told everyone about their experience at Patrick Henry High School.
- POLI 102 satisfied only half of the American Institutions requirements for CSU. Is this what we want???
- Are we capping these courses at their normal cap and then increasing five seats (increased work load), or will we artificially lower the cap by five and this will probably impact five native students?

No decisions were made, but this will be a continuing topic of discussion.

- c. Program SLO/Curriculum Mapping and Review of Student Achievement Data. J. Buckley presented and discussed documents containing curriculum mapping information, student achievement data and enrollment data created to aid in making decisions for schedule development and enrollment management.

6. **Presentations.** None.

7. **Information.**

- a. VPI Report. J. Buckley reported that this past week CEC approved a proposal to form an overarching program review team to be made up of the individuals who manage the three individual program reviews. There was also a discussion on how to improve the overall campus integration of SLOs, SSOs and ASOs and that will be a continuing discussion.
- d. Student Success/SB1456. G. Ramsey said that SDMC has approached implementation of SB1456 in a systematic way, considering our limited resources. Counseling has created an Ed Plan Committee and has established enrollment priorities which categorize students with at least 80 units of college credits as low priority, and efforts will be made to help them complete their studies here and move on. Beginning in fall 2014, counselors will provide new students with two-semester Ed plan guides which will later be expanded to become comprehensive Ed plans. Some implementation mandates have been moved to 2015-16. G. Ramsey will keep us informed on this topic.
- e. SLO. Postponed.
- f. College Hour. Postponed.

8. **Subcommittee Reports.**

- a. The PLACe Advisory Group. Sheryl Gobble reported the Group's finding that there is a need for a full-time, 1.0, campus-wide tutoring lab coordinator and that it should be a faculty position. She discussed the duties of the current coordinators of the English ESOL lab, the Math lab and The PLACe. She said that The PLACe has requested, with support from the other lab coordinators, that a full-time 1.0 position be funded through the college's allocated FTEF, starting in fall of 2013.

The tutoring lab coordinators subsequently suggested that rather than having one position with 1.0 FTEF over all the tutoring labs, or even dividing the 1.0 position between the three coordinators, each of the three coordinators receive 0.4 FTEF, for a total of 1.2 FTEF, using general budget funds; then BSI Grant funds could go toward programs rather than coordinators. Discussion followed and alternative suggestions were made. This will be a continuing topic of discussion.

- b. BSI. No report.

- c. Program Review/SLOAC. L. Murphy said that in her role as SLOAC Facilitator, she was asked in fall 2013 to develop a plan for the college to reach proficiency in SLOs and to move forward to reach sustainability. She presented and discussed the draft plan for the college which has been reviewed and approved by the PR/SLOAC committee and posted to the SLO assessment page of the college website. She requested this committee's approval, and it was suggested that she take it to the Academic Senate because this committee only deals with Instructional program review/SLOAC, and she agreed to do so.
- d. Distance Education. No report.
- e. Academic Standards. No report.
- f. Honors. No report.

9. **Other**. None.

10. **Adjournment**: The meeting was adjourned at 4:19 p.m.

Next regular meeting: May 16, 2013.

Reporter: K. Todd