

**Academic Affairs Committee**

Co-Chairs: Paulette Hopkins and Mary Kjartanson  
March 15, 2018

Approved 9/20/18

MINUTES

**Members Present:** Paulette Hopkins, Gerald Ramsey, Cassie Morton, Lou Ascione, Linda Woods, George Beitey, Mara Palma-Sanft, Kirk Webley, Dawn DiMarzo, Alan Viersen, Dan Willkie, Carmen Jay, Andrew Lowe, Namphol Sinkaset, Francois Bereaud, Gina Bochicchio, Darren Hall, Mary Kjartanson, Mary Hart, Larry Pink, Mark Hertica, Adrian Arancibia, Nicolas Gehler, Jordan Omens

**Members Absent:** Scott Moller, Cheryl Barnard, Tonia Teresh, Daniel Miramontez (Mary Hart-proxy), Dan Igou (Molly Fassler- proxy)

**Guests:** Julia McMenamin, David Mehlhoff, Joe Young, Stefanie Johnson-Shipman, Naomi Grisham, Aleena Vargas, Rodrigo Gomez, Rechelle Mojica, Alex Stiller-Shulman, Marie McMahan, Ben Gamboa, Molly Fassler, Neal Erlandsen

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The regular monthly meeting of the Academic Affairs Committee was held on Thursday, March 15, 2018 at 2:30 p.m., in Miramar College Room R3-100. The meeting was called to order at 2:39 p.m. by co-chair Paulette Hopkins, a quorum being present.

**Agenda/Minutes:** Gerald Ramsey and Marie McMahan requested for the agenda item, "Guided Pathways Update" to be moved to the beginning of Old Business items. With these requested changes the agenda was moved by Gerald Ramsey seconded by Darren Hall, and unanimously carried to approve the revised agenda. The minutes were moved by Andrew Lowe seconded by Gerald Ramsey, and unanimously carried to approve the minutes of February 15, 2018.

**Distance Education (Mojica):** Rechelle Mojica reported on the campus' online transition from Blackboard to Canvas. Due to a timeline change in campus solutions, Canvas will be in Campus Solutions in spring 2019. Transition course for Canvas information was sent to all online instructors who are teaching in spring 2018. Mojica says the transition course took approximately about four hours and spoke highly of it. On April 2<sup>nd</sup> Dean Kats Gustafson of Online Learning Pathways will send an announcement for the fall Canvas pilot. One additional volunteer will be sought from each campus for this pilot program. FLEX credit will be available for the Canvas transition course.

**Academic Standards:** Mara Sanft discussed the changes happening with the district graduation requirements. This information has already been shared with Academic Senate and the Curriculum Committee. The changes are in the District GE pattern. Past practices have disallowed students to double-count some major prep courses in their major courses. District Student Services in collaboration with CIC now enable students take courses that satisfy both GE and Major requirements.

**Basic Skills Initiative (Johnson):** Stephanie Johnson reported that nine project proposals have been submitted for next year and the committee will be reviewing and making recommendations. On April 16<sup>th</sup>, there will be a workshop about AB 705 on how it will be changing the way we think about Basic Skills on campus. The two main components are Multiple Measures Replacement and the Timeline to complete Basic Skills at transfer level. Johnson also reported on accelerated curriculum in Math and English, which are funded by the Basic Skills Transformation grant. Students must complete ENGL 42/28 and ENGL 43/48 in order to take ENGL 101. Rodrigo Gomez reported on the one pilot class that ran last semester in which he taught. There was an 82% passing rate, students that failed were due to attendance. Currently this semester, Adrian Arancibia and other faculty are teaching three accelerated English sections. The plan in the next semester is to scale the number of accelerated English classes in fall 2018 with this co-requisite model. Francois Bereaud reported that in the Math program, students would be placed based on High School GPA in courses taken in High School. Expecting students to be placed into Math 96, which is an associate level course that already exists in our curriculum. Statway is currently an accelerated pathway, may be a decelerated pathway in the future. Carmen Jay reported that assessment for placement is changing in that Accuplacer will be discontinued and moving towards directed self-placement. This new procedure could mean students would place themselves based on reading information on courses. It is too early to see how this will pan out, but there are on-going discussions and research within the English and Math sub-groups.

**Honors (Jay):** Nothing to report.

**IPR/SLOAC Update (McMenamin):** Julia McMenamin reported that April 20<sup>th</sup> is the due date for completing program review in Taskstream. April 2<sup>nd</sup> and April 16<sup>th</sup> Program review workshop will be held in M-101 (1:15-4:30), led by IPR/SLOAC. On March 20<sup>th</sup>, Instructions will be emailed out. McMenamin asked if the committee would like an additional workshop—Larry Pink proposed Thursday, April 12<sup>th</sup> date. McMenamin previewed step-by-step instructions on how to complete program review. Paulette Hopkins mentioned that when developing goals, which we need to look at our college-wide priorities. When goals are measured, they will most likely line up with any of the priorities, she says.

**Guided Pathways Update (Ramsey/McMahon):** Marie McMahon reminded everyone that the Guided Pathways has three elements: the self-assessment, the proposal for a steering committee, and the work plan. On February 26<sup>th</sup>, there was a reconciling of what the document should be and an agreement had been reached. The State does not have our officially approved version, which would incorrectly populate the work plan. McMahon has asked the President to send the officially agreed upon self-assessment to the states Executive Vice Chancellor, Laura Hope. Work continues to get the correct file to the Vice Chancellor. McMahon also mentioned that a lot of progress has been made in the work plan, highlighting a great meeting. A final draft has been sent out to all the constituencies to get feedback, and then come to an agreement by Friday, March 16 in hopes of endorsement on Monday, March 19.

Gerald Ramsey reported on a discussion with Mia Keeley, a technician at the chancellor's office who reviewed the original assessment tool. The chancellor's office has migrated to a new portal—Nova. The assessment tool that was sent and migrated into the new system Nova only populated element number one. It did however pull the ratings that were on the document into the template. Ramsey had received confirmation that the information on the ratings on the original tool was going to be used to get an idea where campuses are. There are no changes we can make in the system at this point, however when the

work plan is upload it will become a live document. Ramsey will summarize his conversation with Hope in writing and will send out that summary out in an email.

**Strong Workforce Program Update: District Marketing of CE Programs (Morton):** Benjamin Gamboa gave an update on District Marketing on CE Programs. If any CE programs are interested in marketing as a part of, the whole regions push to send information to the Office of Instruction/PIO. Gamboa says this is a new round of funding. Perkins applications are due on March 20<sup>th</sup>.

**High School Partnership (Ascione):** Lou Ascione reported that he will be facilitating a meeting that will discuss High School Program Issues on Thursday, March 22 (2:30-3:30) in Room N-201. Discussion arose about having a faculty liaison for the High Schools and having it as part of their load. Committee would like to re-visit the idea of having a faculty liaison in addition to having an Associate Dean of Outreach and School Relations for the high school.

**IPR/SLOAC Subcommittee Recommendation to Provide Taskstream Access (Second Reading):** Julia McMenamin explained the problem and impact of not having a point person for program review, creating workspace in Taskstream and the ability to run BRDS reports. Faculty discussion ensued regarding the IPR/SLOAC recommendation. Larry Pink stated that program review is a faculty driven process, he then asked, "Why is there no point person for program review?" Larry Pink motioned to provide release time for IPR/SLOAC faculty co-chair to perform PR tasks in Taskstream with the stipulation that it be reviewed by IPR/SLOAC subcommittee to determine release time commensurate to workload. Carmen Jay seconded the motion, with Gerald Ramsey and Paulette Hopkins opposing.

**Strategic Enrollment Management:**

1. **Summer 2018 (Hopkins):** Hopkins discussed the summer 2018 sections overview and the different sessions we have this year. She thanked the chairs for making this possible.
2. **IEPI Student Survey Report (Kjartanson):** Kjartanson reported that implementation of some schedule changes are happening in fall 2018 based on the results that were gathered from the survey. Another survey requesting schedule preferences will be distributed to the students shortly.
3. **IEPI Supported Professional Development (Wilborn/Maduli-Williams):** Kjartanson reported on behalf of the IEPI Professional Development leads. \$19,000 has been budgeted for professional developments in which 19 faculty have taken advantage of the opportunity spanning four separate conferences.
4. **Campus Solutions Update (Hopkins):** Hopkins reported that Campus Solutions will launch in spring 2019.

**Recommendation from Chair's Committee to Change Academic Affairs' Electorates (Kjartanson) –**  
Tabled.

**Degrees & Certificates Campaign (Barnard/Woods):** Linda Woods reported on graduation and commencement numbers. The next deadline is on March 23<sup>rd</sup> for students to be included in the commencement program. 148 students have signed up for graduation as of March 14, 2018. April 30<sup>th</sup> is another deadline to sign up; however their name will not be included in the printed program. As of Thursday, March 15<sup>th</sup>, there are 1,010 students who signed up to have degrees between fall, spring, and summer semesters. The list of students will be sent to the deans for distribution to the chairs.

**SDICCCA Internships (Ramsey)**. Ramsey reported that the applications are not ready and that when they are, Rachel Martinez will send them to the Deans. All applications will need to be funneled through the deans.

**Adjournment:** Meeting was adjourned at 3:58 P.M.

*Eli Jed Manalastas*