

Academic Affairs Committee

Co-Chairs: Paulette Hopkins and Mary Kjartanson
September 20, 2018

MINUTES

Members Present: Paulette Hopkins, Adrian Gonzales, Linda Woods, Lou Ascione, Jesse Lopez, Mara Palma-Sanft, Kirk Webley, Mary Hart, Dawn DiMarzo, Larry Pink, Dan Willkie, Carmen Jay, Mark Hertica, Daniel Igou, Richard Halliday, Andrew Lowe, Namphol Sinkaset, Nicolas Gehler, Mary Kjartanson, Scott Moller, Jordan Omens

Members Absent: Alan Viersen, Francois Bereaud, Darren Hall

Guests: Cheryl Barnard, Ann Gloag, Rebecca Bowers-Gentry, David Mehlhoff, Joe Young, Neal Erlandsen, Duane Short, Shelly Hess, Kandice Brandt, Laura Murphy, Marie McMahon, Patti Manley, Lisa Brewster, Becky Stephens, Rechelle Mojica, Benjamin Gamboa, Tonia Teresh

The regular monthly meeting of the Academic Affairs Committee was held on Thursday, September 20, 2018 at 2:30 p.m., in Miramar College Room R1-101. The meeting was called to order at 2:32 p.m. by co-chair Paulette Hopkins, a quorum being present.

Agenda/Minutes: A motion to approve the agenda was made by Carmen Jay, seconded by Nicholas Gehler, and unanimously carried to approve the agenda. A motion to approve the minutes from the March 15th meeting was made by Larry Pink and seconded by Dan Willkie all in favor, none opposed with Dan Igou abstaining. A motion to approve the minutes from the April 19th meeting was made by Dan Igou and seconded by Mara Palma-Sanft with all in favor, none opposed and was carried to approve the minutes. A motion to approve the minutes from the May 15th meeting was made by Gina Bochicchio and seconded by Linda Woods with all in favor, none opposed with Larry Pink abstaining carrying to approve the minutes.

Review of Committee Membership, Goals and Procedures: Discussion occurred on the lack of clarity on the voting membership description. It was suggested by Paulette Hopkins for members from each area come together and revise the language. Joe Young, Mary Kjartanson, Molly Fassler, Andy Lowe all volunteered to form a working group to revise the membership language for Academic Affairs.

Distance Education (Mojica): Rechelle Mojica reported on the Canvas Institute which is an open lab that will help move your course content from Blackboard into Canvas. Starting Friday, September 21st workshops will be held in the W-building relating to transitioning course content. Student Training for Canvas on campus will be occurring sometime in the future. Bochicchio brought up a situation where a Pearson product used by a professor would have to go through evaluations for accessibility and was seeking clarity on this. Mojica says that any 3rd party products from a publisher need to meet

accessibility standards regardless of what online platform is being used. Mojica will look more into the situation.

Academic Standards: Nothing to report.

Basic Skills Initiative (Stephens): Becky Stephens stated that there is a problem with the committee being called the Basic Skills Initiative as the initiative no longer exists. She displayed the committee membership and would like to make changes to the designation (two math faculty and two English faculty) and ESOL becoming ELAC. The committee would like to add a member-at-large position who wouldn't be represented from ENGL, MATH, or ELAC department. Changes to the membership and wording will be sent to Kjartanson to be emailed to the committee for review. Next Academic Affairs meeting committee will vote.

Honors (Jay): Carmen Jay reported on the status of Honors courses for Fall 2018. She highlighted full enrollment for five stand-alone honors courses. 341 honors contract requests were collected. 62 faculty here at Miramar College across 22 disciplines offering honors contracts. Jay thanked everyone for supporting the students. Call for proposals for new honors courses will be sent out, and the deadline for those proposals is October 31st. She encouraged other schools outside of Liberal Arts to submit proposals for new honors courses.

IPR/SLOAC Update (Manley): Patti Manley reported on the newly developed process of obtaining BRDS sheets with the help of video software Camtasia. She reminded everyone that the accreditation recommendation plan was to develop a way to disaggregate course SLO results. A recommendation to disaggregate by modality will be done. A survey is also in development to ask about the program review process, the interpretation of program review, and way we can make it beneficial and much better. On October 29th a workshop will be held on creating meaningful SLOs. A six semester calendar which guides faculty through the whole cycle of program review will be sent out. Manley reported on the revised committee makeup and procedures and its revisions. This revision will be brought back for voting in the next Academic Affairs meeting.

Guided Pathways Update (Gonzales/McMahon): Marie McMahon shared her experience and highlights on the Academic Academy conference attended by herself, other faculty and managers in San Francisco. She explained from the Guided Pathways Steering committee a core group of 8 members (two members from each of the four constituencies). Compensation work being done related to Guided Pathways is still in discussion. Adrian Gonzales shared that the steering committee wants to move forward and focus will be looking at research already out there and consider key elements we can bring to this college. Gonzales emphasized that this is a multi-year effort to look how we can better serve our students. Pink mentioned as more professional development opportunities occur how the importance of sending team to gain broad awareness will help the college. The opportunity to talk to other faculty about their experiences helped him understand where we are as a community college.

High School Partnership (Nguyen/Ascione): Dean Nguyen and Ascione reported an update on the problems brought up during the May 17th Academic Affairs meeting. The biggest issue of communication was addressed by the hiring of Dean Sonny Nguyen. He works directly with the SDUSD and disseminates all the information between the two districts. Dean Nguyen addressed the three issues at the high school of communication, technology, and planning. Faculty orientations have been held at the high school sites so instructors are aware of the processes at the high schools. Nguyen also we are leading

the district in being proactive of addressing high school situations. Dean Jesse Lopez shared his appreciation for all the continued work that Dean Nguyen is doing at the high schools.

Strong Workforce/Perkins Update: (Gamboa): Benjamin Gamboa reported that round three numbers have been released on how much was going to be allocated to our district by the state. He is estimating a smaller allocation from the state of approximately \$80,000. An approach is being taken up by the region to provide an opportunity to invest in infrastructure across program support services. Last year the region invested \$200,000 into our career center. Moving forward a job placement coordinator will be hired which will be completely funded by regional money. Gamboa expects many opportunities for faculty to increase work-based learning in the classrooms.

Student Centered Funding Formula & Enrollment Management Strategies (Bell): Brett Bell presented and reviewed the three components of the student centered formula, how it will change over the next three years, how it is linked to the state-wide community college's vision for success, and the Miramar college priorities. The model is predicated on Base Allocation (FTES), a supplemental allocation and success allocation. Bell went on to discuss the handout given to the committee in detail.

Enrollment Management Strategies (Hopkins): Hopkins talked about needing to continue to schedule classes strategically so we can increase student success and completion. Some strategies are having a lot more offerings of Math 96x in the Summer and the Fall.

Building Diversity and Hiring Workshop Report (Lopez): Will bring this presentation in the next Faculty Hiring Committee Meeting.

Adjournment: Motion to adjourn the meeting was made by Larry Pink, seconded by Jordan Omens. Meeting was adjourned at 4:00 P.M.

Eli Jed Manalastas
Mary Kjartanson