

**Academic Affairs Committee**

Co-Chairs: Paulette Hopkins and Mary Kjartanson  
October 18, 2018

Approved 11/15/2018

MINUTES

**Members Present:** Paulette Hopkins, 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, Francois Bereaud, Mary Kjartanson, Scott Moller, Jordan Omens, Duane Short (Proxy for Alan Viersen)

**Members Absent:** George Beitey (sent Paulette Hopkins as Proxy), Gina Bocchicio (sent Andrew Lowe as Proxy), Adrian Gonzales, Alan Viersen (sent Duane Short as Proxy), Darren Hall

**Guests:** Cheryl Barnard, Molly Fassler, Lisa Brewster, Anne Gloag, Rebecca-Bowers Gentry, David Mehlhoff, Joe Young, Aleena Vargas, Kandice Brandt, Kevin Petti, Benjamin Gamboa, Tonia Teresh, Sonny Nguyen, Rechelle Mojica, Patricia Manley, Naomi Grisham, Darrell Harrison, Laura Murphy, Marie McMahon,

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The regular monthly meeting of the Academic Affairs Committee was held on Thursday, October 18, 2018 at 2:30 p.m., in Miramar College Room R1-101. The meeting was called to order at 2:36 p.m. by co-chair Paulette Hopkins, a quorum being present.

**Agenda/Minutes:** Mary Kjartanson proposed to move Item 7B to be moved up right before the Education Policy discussion. A motion to approve the agenda was made by Mara Palma-Sanft, seconded by Lou Ascione with all in favor and none opposed. A motion to approve the minutes from the September 20<sup>th</sup> meeting was made by Dan Igou and seconded by Rich Halliday with all in favor and none opposed with Duane Short abstaining.

**Distance Education (Mojica):** Rechelle Mojica reported on the email about Canvas being postponed to Summer 2019. This will provide more time for workshops and trainings for the transitions. Pilot will continue for the eight courses and instructors in Spring 2019. Addressing Learning Tools Interoperability (LTI), before being loaded onto Canvas shells they will be checked for accessibility by the Online Learning Pathways department. Information will be sent out from Dean Kats Gustafson regarding this process. Hands-on workshops are being held every Friday in the W-building.

**Academic Standards:** Nothing to report.

**Basic Skills Initiative (Stephens):** Marketplace Interactive Techniques took place on Monday, October 15. The committee will look to do a similar event in the future.

**Honors (Jay):** Carmen Jay reported on new honors numbers. Three-hundred sixty five honors courses for fall, 63 faculty teaching across 22 disciplines. These numbers are higher in comparison to what was reported at the last Academic Affairs meeting.

**IPR/SLOAC Update (Manley):** Patricia Manley reported on the ACCJC recommendation on disaggregation and a resolution is being developed. The IPR/SLOAC committee is working with the research department to develop a survey about program review. On October 29<sup>th</sup>, a mini-training conference will be held for faculty on how to write meaningful SLO's and tying it to the college mission statement (3:00-4:30) in room H-203.

**FLEX Coordinator (Mehlhoff):** David Mehlhoff, reported on the deadline for independent project requests to be submitted. Adjuncts who don't do FLEX will get docked in their pay. Email will be sent to the Deans listing adjunct faculty who are deficient in completing their FLEX obligation.

**Faculty Evaluations Coordinator:** Nothing to report.

**Title V Change to Distance Education Student Interaction Discussion (Short).** Duane Short reported on the Title V regulation related to instructor contact in distance education courses and its recent changes. The new added language interaction should be done among students synchronously (chat room) or asynchronously (discussion board). Short discussed the current built in language in curriculum of what types of contact distance ed class should include but not limited to. District curriculum steering committee will look into modifying language on the course distance ED information ("Type and frequency of contact may include, but is not limited to") to make it compliant with what Title V states. Chairs and Deans when evaluating online courses it's recommended that you evaluate the interaction among students and between the instructor and students because of the new law.

**ASSIST – Statewide Articulation Database (Sanft).** Mara-Palma Sanft reported on ASSIST – Statewide database that houses articulation agreements between public institutions and California community colleges. There was a plan to update it years ago, but a creation of a new database led to the old one to be neglected and not populated. Entering year three with no sort of database has led to Region X articulation officers bringing forward a resolution paper to the counseling department, curriculum committee and the academic senate. Resolution has been unanimously approved by the area D meeting for Academic senate and will move to the statewide plenary. Should this problem be resolved all students will receive updated information.

**AB-705 Update (Sanft).** Update was given from the district perspective by Palma-Sanft. She reported on the accomplishments such as Math and English have finalized their decision tree. Action items such as creating advising emails for students to help them along.

**Guided Pathways Update (Gonzales/McMahon):** Marie McMahon provided an update stating that the work group is in process of completing inquiry, which is what the guided pathways plan calls for. Having conflicted definitions of guided pathways is the worse way to start. Laura Murphy shared that there are things that can be done in the initial phases to optimize this transformative process of guided pathways to be successful.

**High School Partnership (Nguyen/Ascione):** Sonny Nguyen reported that classes for Spring 2019 are final, STEN dates are being worked on. 2019-2020 being worked on such as the structure to streamline the process. Looking at ways in bringing some of the high school classes back onto Miramar campus. A

report will be shared from the research office addressing CCAP data. Dan Igou inquired about if in the future our high school classes would be starting the same time Miramar starts their term. Nguyen highlighted that City and Mesa who currently do this practice experience a lot more problems in starting their HS classes the same time the college does. Carmen Jay requested to be mindful of faculty inclusion when dialogue of new courses occurs between SDCCD and SDUSD for the next AY.

**Strong Workforce Program Regional Update: (Gamboa)**: Benjamin Gamboa reported on SWP implementing first phases of infrastructure building. He encourages everyone to complete the survey about work-based learning and strategies sent out by Laurie Vasallo-Dusa. Hoping the information received will start conversations with faculty. Regional funds will be used to help drive these conversations and strategies. A second assessment will be forthcoming about 21<sup>st</sup> century employability skills. This would highlight the soft skills that employers are looking for in future employees.

**Strategic Enrollment Management (Hopkins)**: Paulette Hopkins reported on the Degree/Certificate comparisons, and how great we did last year and will continue to do the same this year. Adjustments will be made with the new student funding formula taking place.

**IPR/SLOAC College Governance Handbook Change Proposal (1<sup>st</sup> Reading) (Manley)**. Manley reported on the changing of procedures and displayed the redacted version and the finalized version. A vote will take place during the next meeting.

**Basic Skills College Governance Handbook Change Proposal (1<sup>st</sup> Reading) (Stephens)**. Stephens shared the proposed changes for the Basic Skills Subcommittee with Academic Affairs. She displayed the statement, the committee composition, and their proposed change, which is essentially a just change of verbiage because of AB 705. After Spring there will be no Basic Skills grant, which could mean there is no basic skills committee. A motion was made by Lou Ascione, with Andy Lowe making a second with all in favor and none opposed to suspend the rules to move this proposal forward. A motion was made by Dan Igou and seconded by Linda Woods to waive the second reading with all in favor, none opposed, and motion was carried.

**Review of 2018-2019 Instructional Division Goals (Hopkins)**. Hopkins reported on the division goals which is a compilation of the program reviews from each school. She discussed the individual goals in detail with the committee. These goals are in Taskstream, are able to reviewed, and are open for suggestions.

**Review of the Miramar College Fall 2013-Spring 2020 Strategic Plan (Miramontez/Grisham)**: Naomi Grisham gave an overview of the strategic planning and how it works. The mission statement is the foundation for our planning. Currently the mission statement is being reviewed in the PIEC committee.

**Building Diversity and Hiring Workshop Report (Lopez)**: Jesse Lopez reported on the building diversity workshop that he attended. Presentation was led by Shasta College. The big takeaway from the workshop was looking at how we hire adjunct faculty and the impact it has on diversity. Challenges everyone to continue this important conversation and to continue to serve the diverse students we serve. Lopez will share the PPT with the committee.

**Bakersfield Program Mapper Tool Discussion (Gamboa)**: Benjamin Gamboa reported that we ended up applying for the Bakersfield program mapper but we weren't selected to participate in the first round. By not being selected early on this gives us more time to have a dialogue as a campus. Gamboa

proposed setting up regular conversations for those interested in the program mapper. Plan would be to coordinate with the Academic Senate and compile questions and answer them in those meetings.

Several faculty shared the following concerns:

- Exploring different program mappers that are out there
- Establish a common understanding of what this mapper will be used for
- What process do we use? What our goal is?
- The \$50,000 upfront cost to participate in the pilot

Gamboa urged to continue to have these conversations about knowing what we currently have and what is available to help bridge our understanding of what is possible. The students cannot wait and will not be served to the best of our ability if we wait for the perfect solution. The college shouldn't wait close to the second round to discuss quickly if we need to participate. The more time we give ourselves to have these conversations, the better decision we are going to have. Tonia Teresh also advocated to have a dialogue started.

**Academic Affairs Committee College Governance Handbook Change Proposal (1<sup>st</sup> Reading)**  
**(Kjartanson):** Tabled.

**Adjournment:** Meeting was adjourned at 4:04 P.M.

*Eli Jed Manalastas*