

Academic Affairs Committee

Co-Chairs: Paulette Hopkins and Dan Igou
Thursday, September 19, 2019, 2:30-4:00 p.m.

Room L-302

MINUTES

Approved: 10/17/19

Present: Lou Ascione, Cheryl Barnard, Francois Bereaud, Gina Bochicchio, Rebecca Bowers-Gentry, Reginald Boyd, Dawn DiMarzo, Neal Erlandsen, Molly Fassler, Ben Gamboa, Nick Gehler, Adrian Gonzales, Darren Hall, Richard Halliday, Mary Hart, Paulette Hopkins, Carmen Jay, Mary Kjartanson (Acting Co-Chair), Jesse Lopez, Andrew Lowe, Pablo Martin, Jessica McCambly, David Mehlhoff, Daniel Miramontez (by proxy), Scott Moller, Jordan Omens, Mara Palma-Sanft, Larry Pink, Namphol Sinkaset, Tonia Teresh, Gail Warner, Kirk Webley, Dan Willkie, Linda Woods

Absent: John Couture, Dan Igou

Guests: Allen Andersen, Brett Bell, Denise Maduli-Williams, Lynn Neault, Cheryl Reed, Becky Stephens

AGENDA

- I. Call to Order
The meeting was called to order at 2:39 pm by Co-Chair Paulette Hopkins. She informed everyone that Mary Kjartanson agreed to step in and facilitate the meeting since Co-Chair Dan Igou was absent.
- II. Approval of Agenda
MSC (Omens/DiMarzo) to approve the agenda as presented. (Nayes-0; Abstentions-0)
- III. Approval of Minutes
Carmen Jay requested an edit to the Honors update. MSC (Omens/Ascione) to approve the minutes of May 16, 2019 as amended. (Nayes-0; Abstentions-0)
- IV. Review of Committee Membership, Goals, and Procedures
Mary Kjartanson displayed the committee charter and reviewed. She indicated Minh Anh (ASG president) is in the process of filling the student membership. It was mentioned that Sean Young (Classified Senate president) might be working on filling committee vacancies for classified professionals.

Mary Kjartanson reiterated that this committee's focus is strategic enrollment management as part of an integrated planning process. She also commented that the College Governance Handbook is undergoing a major revision.

v. Approval of Calendar

Mary Kjartanson reported that she and Dan Igou attended the College Governance Committee (CGC) meeting. Mary Kjartanson reported that it was determined at CGC that process change for the Faculty Contract Hiring Committee (FCHC) did not need to go through participatory governance.

In order to meet the deadline of having a priority list established in the fall semester, meetings need to be added or combined with the FCHC's. Mary indicated that Duane Short will give a review of the new process to the committee at the next meeting and assist the VPI Office Staff with the quantitative spreadsheet.

MSC (Pink/Woods) to accept the calendar as revised (Nayes-0; Abstentions-0)

VI. Subcommittee and Coordinator Reports

A. Distance Education

Denise Maduli-Williams (Online Faculty Mentor) and Cheryl Reed (Distance Education Committee Chair) reported on recent activity with the Online platform and Distance Education. This year, Denise Maduli-Williams and Cheryl Reed will be closely working together to enhance function while ensuring faculty pedagogy remains in sight, and Accreditation Strategic Goals One and Two are met. They also provided updates with Unicheck (plagiarism software), the Canvas roll-out, and faculty training events.

B. Evaluations

John Salinsky gave an update on Evaluation timelines and Student Evaluation process. He emphasized that, according to the CBA contract, information as to which Adjunct faculty are due for evaluation originate from the Dean's Office, not the Office of the Vice President/Instruction.

C. Academic Standards

Mara Palma-Sanft reported that Miramar's awards were audited by the District because of new Title 5 regulations regarding unit thresholds. The Academic Standards subcommittee members recommended converting the Certificate of Performance (CP) in Honors Global Competency and the CP in Sustainability to Certificates of Achievement and will work with faculty in the subject areas. Additionally, Sanft reported that the proposed change related to students earning additional degrees is still being reviewed.

D. Basic Skills Initiative

Becky Stephens reported that the committee is continuing to address the State mandate for transfer English and Math. One focus for this year will be to train faculty for "X" courses. "X" courses are transfer-level courses with an extra unit of lab to help students reach competency. With this model, it seems students either have the same or better pass rates, but the committee will continue to collect data on outcomes.

E. Honors

Carmen Jay mentioned that 313 Honors students are enrolled in courses, and approximately 200 contracts have been issued this semester; mostly in English, History, Psychology, and

Spanish. She also reported that a current Miramar Honors student, Denzell Williams, has started a Google Developers Club of which she is co-Advisor. The club is designed for all majors intertwining technology with a social justice platform. Denzell hopes to transfer to Stanford.

F. IPR/SLOAC Update

Patti Manley reported the following:

- Current vacancy for the Faculty-At-Large committee membership
- SLO Disaggregation Study currently consists of several courses; however, more is needed
- BRDS report has been distributed; sheets are due by October 16. If a subsequent report is needed, Manley or Eli Manalastas (VPI Staff) can be e-mailed to request.
- Program Review is in an “update” year; not a full cycle. Everyone should be reviewing SLO assessment.

G. FLEX Coordinator

Allen Anderson stated overall Flex obligations overall were easier to complete because of required trainings. Because of intermittent technical challenges with the system, he indicated he is available to assist with registrations after-the-fact, if needed.

VII. Old Business

A. Guided Pathways Update

Item tabled since neither Lisa Brewster nor Lisa Clarke were available. However, VPSS Adrian Gonzales mentioned that the position announcement for Faculty Leads for three workgroups is in process (Program Mapping, Course Mapping, and Communication). The fourth workgroup, Onboarding, may be out in the spring.

B. Strategic Enrollment Management

VPI Hopkins reported that fall semester is about 220 FTES under target. Miramar will have a small Intersession and schedule development is currently underway. She highlighted that compared to Fall 2018, Evening and Online appear to be increasing.

VIII. New Business

A. Campus Solutions Update

Vice Chancellor Lynn Neault was present to give an overview of the current status of Campus Solutions and Districtwide experiences with the software for the last several months. Many processes are being handled manually until issues can be resolved with the technology.

Next steps for the District are to continue movement towards complete implementation, prioritize enhancements, fix processes with the vendor, cross-train staff, and institutionalize a training program. She encouraged everyone to have patience with the system, students, and colleagues.

B. District Budget Update – Because of lack of time, item tabled to Faculty Contract Hiring Committee meeting.

C. SWI Institute Opportunity

Ben Gamboa gave a brief update on the SWI Institute professional development opportunity. Faculty have voiced an interest which exceeds the number of spaces available. Gamboa will work on the application announcement and start an Interest List.

IX. Announcements

- Rebecca Bowers-Gentry announced that Miramar will be hosting Science Olympiad. The Olympiad is a competition-style event amongst junior and high school students. Science faculty and the Outreach division are primarily supporting the activity, but volunteers are welcome.
- Adrian Gonzales mentioned a Hope Center study which is launching soon. He encouraged faculty to inform the students and promote participation.

X. Adjournment

MSC (Pink/Lowe) to adjourn the meeting at 3:58 p.m.

*Carol Sampaga
Office of Instruction*