

Academic Affairs Committee

Co-Chairs: Paulette Hopkins and Dan Igou
Thursday, November 21, 2019, 2:30-4:00 p.m.

Room L-302

MINUTES

Approved: 3/5/2020

Present: Lou Ascione, Cheryl Barnard, Francois Bereaud, Gina Bochicchio (by proxy), Molly Fassler, Ben Gamboa, Adrian Gonzales, Richard Halliday, Mary Hart, Paulette Hopkins, Daniel Igou, Carmen Jay, Mary Kjartanson, Jesse Lopez, Andrew Lowe, Pablo Martin, Jessica McCambly, David Mehlhoff, Daniel Miramontez, Scott Moller, Jordan Omens, Mara Palma-Sanft, Larry Pink, George Rahmoun (student), Namphol Sinkaset, Tonia Teresh, Gail Warner, Kirk Webley, Dan Willkie, Linda Woods, Joe Young

Absent: John Couture, Dawn DiMarzo, Nicolas Gehler, Darren Hall

Guests: Denise Maduli-Williams, Patti Manley, Becky Stephens

I. **Call to Order**

The meeting was called to order by Co-chair Paulette Hopkins at 2:38 p.m.

II. **Approval of Agenda**

MSC (Omens/Kjartanson) to reorder and move Item IV.F. up on the agenda (Flex Coordinator Update). (Nayes-0; Abstentions-0)

III. **Approval of Minutes**

MSC (Jordan/Kjartanson) to approve the minutes of October 17, 2019 as presented. (Nayes-0; Abstentions-2)

IV. **Subcommittee and Coordinator Reports**

A. **Distance Education**

Maduli-Williams reported that four areas are currently works-in-progress: Flex, Conferences, Blogging, and Distance Education/District DE Steering Committee work. The Online Summit will be moving to spring. Upcoming conferences/professional development are Canvas Share and Play 2, SPACES online series, discipline meetings, Adding Outcomes to Canvas Shells, and Regular and Effective Contact Online. She indicated she is available to attend meetings to enhance communication or provide practical activities.

She also reminded committee members of the online teaching and learning blog which features helpful information and guest bloggers: <https://sandiegomiramaronline.blogspot.com>

B. Academic Standards – No report given.

C. Basic Skills Initiative

Stephens reported the Basic Skills Subcommittee is working on changing its branding to TEAM (Transfer English and Math) and vetting through College Governance Council. The position announcement for two coordinators for Spring 2020 will be launched soon. She also indicated future professional development opportunities will be available to facilitate preparation of our students to reach transfer level in English and Math for AB705.

D. Honors – No report given.

E. IPR/SLOAC

Manley mentioned that Program Review updates are due in spring. A change for the spring will be that the data pdf will not be sent, rather faculty can access the data through Tableau. She also reported that based on feedback, Xi Zhang has developed a rubric. Manley also asked that outcomes be added to Canvas shells, and she has a tutorial video she can share.

Course assessment should be finalized in spring so that in the fall, data collection and evaluation can be accomplished in preparation of a full program review in Spring 2021.

F. FLEX Coordinator

Andersen stated the Flex deadline for the semester and that he cannot verify as coordinator but can assist with any technical challenges. He and Melanie Cordero in the VPI's office work together to send out lists of missing obligations for adjunct faculty.

G. Faculty Evaluations Coordinator – No report given.

v. Old Business

A. Strategic Enrollment Management

VPI Hopkins presented information on course sections for Intersession and Spring to date with FTES targets (Public Safety FTES excluded). She indicated Deans are actively watching enrollments and working with Chairs for possible opening of sections and cancelling courses. She clarified that annual FTES targets are determined by District and may change from semester to semester.

Hopkins and Igou gave an overview of the daily Enrollment Report which is distributed by VPI Office Staff (Jennifer Ock or Eli Manalastas). The report is a tool which tracks enrollments, fill rates, high- and low-demand courses, and Waitlist dynamics.

B. Guided Pathways Update – No update available.

vi. New Business

A. Timeline for Permanent President

VPSS Gonzales reported that Dr. Marsha Gable has started as Interim President. The job announcement for the permanent president is due to be out in January with a possible July 1 start date.

B. Report: Guided Pathways & Strategic Enrollment Management Workshop

Dan Igou, Linda Woods, and Lou Ascione attended a recent Guided Pathways conference relative to Strategic Enrollment Management. They will be offering a Flex workshop on December 5 which will be interactive and an opportunity for faculty to share information and practices.

C. CIC Update

Mara Sanft stated that a proposal is on the table to create a fully electronic catalog. A workgroup has been established to investigate which David Navarro and Kurt Hill are participants. She informed everyone that the timeline for this proposal is shorter than usual.

Sanft also indicated that prerequisite enforcements are still being done manually by the District because of a Campus Solutions glitch and will likely continue over next year. The District is trying to resolve.

She also reported that Human Resources is experiencing an issue with the way faculty are assigned to a discipline and is preparing a list of instances of conflict for a future CIC meeting. It appears that this may be surfacing with teaching specialization areas.

D. CCAP Program

Hopkins reported that at this time in planning with the high schools, we work on compiling a list of courses offerings for the next academic year (2020-2021). In an effort to guide course-taking behavior, faculty and deans worked on organizing the litany of classes for long-term planning. The next step will be to meet with high school partners and share information.

vii. Adjournment - The meeting was adjourned by consensus at 3:47 p.m.

Carol Sampaga, Vice President's Office of Instruction