

Academic Affairs Committee  
Co-Chairs: Paulette Hopkins and Dan Igou  
Thursday, May 21, 2020, 2:30-4:00 p.m.  
Zoom

Minutes

Approved: September 17, 2020

Present: Lou Ascione, Francois Bereaud, Cheryl Barnard, Gina Bocchichio, Rebecca Bowers-Gentry, Kandice Brandt, Gene Choe, John Couture, Dawn DiMarzo, Molly Fassler, Ben Gamboa, Nick Gehler, Adrian Gonzales, Darren Hall, Mary Hart, Paulette Hopkins, Dan Igou, Carmen Jay, Mary Kjartanson, Jesse Lopez, Andy Lowe, Pablo Martin, Jessica McCambly, David Mehlhoff, Scott Moller, Laura Murphy, Sonny Nguyen, Jordan Omens, Larry Pink, George Rahmoun, Mara Sanft, Duane Short, Namphol Sinkaset, Tonia Teresh, Gail Warner, Kirk Webley, Joseph Young

Absent: Reginald Boyd, Neal Erlandsen

Guests: Calvin Le, Eli Manalastas

I. Call to Order

The meeting was called to order by Co-Chair Dan Igou at 2:34 p.m.

II. Approval of Agenda

MSC (Kjartanson/Omens) to approve the agenda as presented.

III. Approval of Minutes of April 30 and May 7, 2020

MSC (Ascione/Kjartanson) to approve the minutes of April 30, 2020 as submitted.

MSC (Kjartanson/Omens) to approve the minutes of May 7, 2020 as submitted.

IV. Subcommittee and Coordinator Reports

A. Distance Education

Cheryl Reed mentioned that the Distance Education Committee is focusing on the short- and long-term professional development plan. Kudos was given to Lou Ascione, Dan Igou, Rechelle Mojica, and Scott Moeller for facilitating discussions.

Denise Maduli-Williams announced a one-question survey to gather input for fall planning ([tiny.cc/miramaronlinesurvey](http://tiny.cc/miramaronlinesurvey)). She also reiterated several on-going professional development activities: Miramar Online Teaching & Learning blog, HOOPLA, SPACES, self-paced "Intro to Canvas" course, Online Faculty Certification

program, and free, live and recorded webinars/conferences relevant to current campus dynamics.

B. Academic Standards – No report given.

C. Success in English, ELAC, and Math (SEEM) – No report given.

D. Honors

Carmen Jay mentioned the annual spring report to the Board of Trustees has been submitted. Students are also beginning to receive transfer acceptance notifications.

E. IPR/SLOAC Update – No report given.

F. Flex Coordinator

On behalf of Allen Andersen, Igou reminded all of the deadline of May 26 for submission of Flex obligations.

G. Faculty Evaluation Coordinator – No report given.

V. Old Business

A. Emergency Blanket Distance Ed Addendum

1. Professional Development Plan
2. Curriculum Approval Plan
3. ACCJC Substantive Change Proposals Needed

Paulette Hopkins informed the committee that the Emergency Blanket DE Addendum was submitted on May 20, and we have received approval from the State for summer session. She reiterated that we also had to submit a plan for professional development, curriculum approval, and notification to AACJC of impact to programs. Igou also indicated the workgroup met to formulate the template for Professional Development in order to also submit to the State.

B. Summer Enrollment/Fall Scheduling

Hopkins indicated the District will be analyzing FTES this coming year because of the budget issue. As in the past, Miramar is focused on maximizing enrollment and productivity. After inquiry of whether or not we can “roll” unused FTEF into a future semester, Hopkins reported District is doing their analysis per semester and watching costs. She also mentioned it is still uncertain whether or not fall will be taught remotely.

C. Student Services Update

Adrian Gonzales stated that emergency funding for students is available through the CARES Act funding and briefly reviewed the process and eligibility requirements. Further information will be posted on our website.

Gonzales also reported that petitions for the “EW” grade has increased, and he has been asking further information from the students if it appears the faculty member has not been involved with resolution.

It was also announced that Commencement will be a virtual ceremony on July 17. Students will be invited to submit photos for the ceremony and will be given a commemorative gift package by the college.

VI. New Business

A. Lifeguard Program Proposal

Mary Kjartanson brought forward a change to the lifeguard curriculum to remove from the FIPT discipline to a stand-alone discipline designator (TOP code change). It was clarified that the program will never have a full-time faculty position, is operated with its own budget, offers in-service classes, and does not incur any costs to any other program.

MSC (Lopez/Kjartanson) to allow the Lifeguard Program proposal to move forward without a program viability review process.

B. VPI Replacement Process

Did not address for lack of time—it was stated that an update was given at an Academic Senate meeting.

C. SWP & Perkins Funding Process

Ben Gamboa presented information on the Strong Workforce Program and the integrated proposal process for SWP and Perkins. He stated that parameters are based on TOP Codes, but there are ways to align metrics and outcomes, prioritizing program development and enhancements. He also clarified that 2020/2021 budget will not be as impacted compared to what the college is facing, but 2021/2022 might be different.

D. Preparing to Return to Campus Discussions

Hopkins reported that the District has assembled a group to meet and define protocols for returning to campus safely. Laura Murphy stated Will Surbrook is leading the discussion and plans to meet next week.

E. Budget, SERP, and Frozen Positions

Item not addressed.

VII. Announcements

No announcements.

VIII. Adjournment

MSC (Pink/Kjartanson) to adjourn at 4:09 p.m.

*Carol Sampaga*  
*Vice President's Office of Instruction*