

Academic Affairs Committee
Co-Chairs: Benjamin Gamboa and Dan Igou
Thursday, October 15, 2020, 2:30-4:00 p.m.

Zoom
Minutes

Approved: November 19, 2020

Present: Lou Ascione, Cheryl Barnard, Francois Bereaud, Gina, Bochicchio, Rebecca Bowers-Gentry, Reggie Boyd, Kandice Brandt, Madina Danish (student), Dawn DiMarzo, Dawn Diskin, Molly Fassler, Benjamin Gamboa, Nick Gehler, Adrian Gonzales, Richard Halliday, Mandie Hankinson (student), Sampras Hsu (student), Dan Igou, Carmen Jay, Mary Kjartanson, Jesse Lopez, Andy Lowe, Pablo Martin, Jessica McCambly, David Mehlhoff, Scott Moller, Max Moore, Sonny Nguyen, Jordan Omens, Mara Sanft, Namphol Sinkaset, Tonia Teresh, Gail Warner, Kirk Webley, Dan Willkie, Linda Woods, Joe Young

Absent: Neal Erlandsen, Darren Hall, Mary Hart, Daniel Miramontez, Kevin Petti

Guests: Adrian Arancibia, Gene Choe, Javier Gonzales-Meeks, Patti Manley, Marie McMahon, Duane Short

I. Call to Order

The meeting was called to order by Co-Chair Ben Gamboa at 2:31 p.m.

II. Approval of Agenda

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

III. Approval of Minutes

MSC (Omens/Moore) to approve the minutes of September 17, 2020 as submitted. (1 abstention)

IV. Subcommittee Reports

A. Distance Education

Scott Moller reported he was selected as Chair for the DE Committee; meetings are fourth Thursdays of the month at 12 noon. Agenda items may be forwarded to him.

B. Academic Standards

Mara Sanft reported Academic Standards held their first meeting and reviewed the proposed committee structure and will forward.

C. SEEM

No report available.

D. IPR/SLOAC

Patti Manley indicated the committee met last week and discussed merging the Outcomes and Program Review coordinator positions. Responsibilities, duties, and amount of reassigned time are being reviewed.

Courtesy reminders were also given to enter outcomes into Taskstream, and in spring, a full program review will launch. Manley also asked for input through a Zoom poll during the meeting to help guide future discussions regarding program review.

E. Honors

Carmen Jay informed the committee that Honors Contracts are in process and asked everyone to ensure none were missed. She also mentioned that 78% of honors students have a CAP agreement with universities.

V. Coordinator Reports

A. Flex

No report available.

VI. Old Business

A. Program Viability Update

Dan Igou gave a brief recap of last year's efforts with the Program Viability workgroup which he and Mary Kjartanson led. "Program" was defined as a collection of degrees and certificates. During the group's work and discussions, he indicated process was clear for program discontinuance and program initiation; program modification warranted further research. He reported reviewing State Academic Senate materials and samples from other colleges. A draft document which was distributed to all prior to the meeting was presented as a first read.

Questions arose on the effect of placement of this function if the new governance handbook was adopted. Because the proposed handbook is still in the vetting process, discussion focused on speculation. Discussion also included consideration of curriculum approval processes, non-curriculum situations, impact on resources, ad hoc committees, and the need for insight from the new governance handbook. Pablo Martin suggested a flowchart/FAQ's be constructed for transparency. Kjartanson expressed appreciation to Igou for undertaking the research and recommended that Martin work on drafting a flowchart/FAQ's. Gamboa clarified that adoption of the document should occur first.

All were asked to send Igou additional feedback for a second reading at the next meeting.

VII. New Business

A. Student Concerns with Online Instruction

Student reps Mandie Hankinson, Sampras Hsu, and Madina Danish brought concerns about the online instruction environment to the committee based on input from students as follows:

- Unclear information in class schedule
- Third-party learning sites
- Lack of standardization
- Multiple apps required and dissimilar semester-to-semester
- Lack of ability to review test materials to better prepare/learn
- Few options for synchronous meeting times
- Vague class details
- Finding out class structure through syllabus on the first day; limited opportunity to change registration
- Remote, Hybrid, TBD, Web, Online, Synchronous, and Asynchronous definitions/understanding is inconsistent and confusing
- Presumption that students can learn on their own

Several committee members thanked and appreciated student reps for bringing these issues to their attention. It was stated that the challenges with remote learning has been surfacing in different venues campus-wide. It was also mentioned that having to change instruction delivery with immediacy created a high learning curve for everyone; efforts are underway to improve with every subsequent term. Several Chairs stated they will follow-up with their departments since spring planning is in progress. Moller indicated the Distance Education committee is currently addressing some of these challenges and will seek resolution.

It was suggested for faculty to survey students and assess current dynamics, and ASG conduct a student survey to share for future planning since it is unknown the length of pandemic.

B. Online Scheduling Issues

As a segue from the students' discussion, Gamboa informed the committee that campus VPI's are also exploring the issue and working with District to create supporting materials in text and video. An intercessory page of explanations to facilitate registration choices for students is also being explored. He stated the spring schedule is due to go live on October 26.

C. Distance Ed Approvals

Duane Short provided an update on distance education proposals. He has contacted every Chair and indicated 95% are complete. Target for full completion is two weeks by Curriculum Tech Review. He also emphasized that if a course is not DE-approved on a permanent or emergency basis, it cannot be offered in the spring schedule as remote learning. He clarified that there are some courses which cannot be delivered through distance education.

D. CCAP Spring Update

Sonny Nguyen provided an update with San Diego Unified course offerings. SD Unified had to rebuild their master schedule because of the change in face-to-face classes the first week of fall semester; his staff were able to enroll the students but instruction was delayed a week. The number of sections is the same; however, the enrollment average decreased a little because of the online modality. Planning is underway to streamline processes, offer asynchronous spring classes, coordinate with the Academic Success Center for academic support, and start discussions regarding Fall 2021.

E. CSU Ethnic Studies Requirement Update

Mara Sanft reported that during the summer, the governor approved a new graduation requirement of an Ethnic Studies course for CSU students. To align, we need to begin offering options to students in Fall 2021. She outlined the curriculum approval process in order to meet deadline.

F. DIEC Update

- i. Taskforce recommendations
- ii. Ethnic Studies

Carmen Jay added to the discussion immediately prior that an ethnic studies degree taskforce has been created and is inviting conversations campus-wide. It was clarified that a new program is not being created; therefore, the program viability process does not need to be initiated. The taskforce will be reviewing ADT and AA requirements, course mapping, and social justice aspects.

G. Strategic Enrollment Management

Not addressed for lack of time.

VIII. Announcements

None.

IX. Adjournment

MSC (Omens/Halliday) to adjourn the meeting at 4:02 p.m.

Carol Sampaga
Vice President's Office of Instruction