

San Diego Miramar College  
**Academic Affairs Committee**  
Co-Chairs: Gerald Ramsey and Marie McMahon  
February 6, 2014

**APPROVED 3/6/14**

**MINUTES**

**Present:** G. Ramsey, L. Ornelas, L. Ascione, D. Miramontez, P. Hopkins, G. Beitey, A. Jacobson, D. Short, D. Navarro, D. DiMarzo, L. Pink, D. Willkie, J. Young, B. Fritsch, S. Gobble, K. Reinstein, T. Schilz, N. Gehler, M. McMahon, Rebecca Bowers- Gentry, M. Kjartanson, S. Lickiss, M. Hart

**Absent:** W. Hamidy, F. Bereaud, J. Omens

**Guests:** B. Haidar, L. Woods

**Call to order:** The meeting was called to order at 2:37 p.m. by G. Ramsey.

1. Approval of Agenda. It was moved, seconded and carried to approve the agenda of February 6, 2014.
2. Approval of last meeting's minutes. It was moved, seconded and carried to approve the draft minutes of November 7, 2013.

**Old Business:**

3. Academic Affairs – Review of the College Governance Handbook page. Completed; no issues.  
9o
4. Membership Confirmation. Completed; no issues.
5. Institutional and Instructional SLO's. Postponed.
6. Task Stream and Program Review. Postponed.

**New Business**

7. Update on Early College Pilot Program with Mira Mesa High School. L. Woods recapped and updated the history of this pilot project which was originally to start in Fall 2014. It was put on hold in June 2013 and was revived in January 2014. On January 29<sup>th</sup>, D. Navarro met with the new MMHS head counsel to discuss our plans. L. Woods presented and discussed

the timelines and two options for proposed changes to the previously-discussed course options. It was moved, seconded and carried to recommend Option 1 for the benefit of the students:

- Fall 2014: POLI 101/MATH 150;
- Spring 2015: POLI 102/MATH 151

L. Woods then presented and discussed next steps.

8. Orientation of New Faculty at Miramar College. The next event for the New Faculty Orientation will be February 21<sup>st</sup>. D. Navarro suggested that information about the Flex commitment be incorporated into the Orientation.
9. New Faculty Positions - Faculty Hiring Committee Ranking. There was discussion about how a transfer from another campus would affect hiring priorities here at Miramar College, and that is for the Faculty (Contract) Hiring Committee to address. EEO training for hiring committees was discussed: how often must it be taken, how do you know when your training needs to be re-done, and whether it could be done online. G. Beitey said he can provide the information to anyone who asks, and that the next class will probably be offered in April. He will follow up on the online suggestion.
10. Summer Class Sessions at Miramar College. G. Ramsey said we will offer summer and discussed the current and possible additional allocations.
11. This Year's Goals (Discussion). L. Pink asked whether/why co-requisites are not being enforced, which led to discussion.
12. Sub-Committee reports and comments.
  - a. Academic Standards. D. Short said that the first meeting of the semester will be next week. He also said the committee is working on a recommendation related to GE requirements. Once it is complete he will send it forward to the Curriculum Committee and copy the co-chairs of Academic Affairs.
  - b. Basic Skills Initiative (BSI). Sheryl Gobble reported that the English Center got the NADE certification from the National Association for Developmental Education, which is a national developmental organization for colleges and universities, and we are the only second college in California to receive this certification, and only the second college in the United State to get the certification in our IA program.

- c. Distance Education. None.
- d. Honors. No report.
- e. Instructional Program Review/SLOAC. P. Hopkins and D. Willkie reported that the first meeting was on Monday and the committee reviewed the pilot program involving 200 students which was run last semester. We will link our new Institutional SLOs with the survey document and then extend it to a larger random sampling of classes to lead to a bigger pilot in the Fall. P. Hopkins said the committee is reviewing the ACCJC SLOAC report which was updated by L. Murphy. L. Murphy will send an email reminder to faculty to update SLOJet, and department chairs will receive an email reminder from the deans to follow up with faculty. D. Miramontez added that this report must be updated every year and is part of the ACCJC Annual Report.
- f. Other comments. None.

13. Suggested items for next meeting. None.

**Adjournment**: 3:35 p.m.

**Next regular meeting**: March 6, 2014.

*Reporter: K. Todd*