

# Academic Success (AS) Steering Committee Meeting

May 15, 2020

1:30 p.m.-2:30 p.m.

Cyberspace

# Welcome!

The meeting will now come to order.

# May 15<sup>th</sup> Agenda

No quorum to  
adopt it

## Academic Success Steering Committee Agenda

San Diego Miramar College

May 15, 2020 • 1:30 p.m. – 2:30 p.m.

**Members:** Laura Murphy, Marie McMahon, Adrian Gonzales, Daniel Miramontez, Nessa Julian, Donnie Tran, Francine McCorkell, Reylyn Cabrera, Kenneth Reinstein, Allen Andersen, Becky Stephens, Paulette Hopkins, Xi Zhang, Shawn Hurley, Anne Gloag, François Bereaud, Carmen Jay, Clarissa Padilla, Sayeh Dehestani

- A. Call to Order
- B. Adoption of Agenda

C. New Business:

#	Items	Strategic Goals*	Accreditation Standards**	Initiator
1	Update on remote academic support services	I, II, III	I, II, IV	Julian
2	Review the Draft Governance Handbook and take action on recommendations for Academic Success Committee (Acad. Scs. Cmte. info. on pp. 2 & 3)	I, II, III	I, II, IV	All
3	Other announcements	I, II, III	I, II, IV	All

- D. Adjournment
- E. Next scheduled meeting: In fall 2020. TBA

\* [San Diego Miramar College 2013 – 2020 Strategic Plan Goals](#)

**I:** Provide educational programs and services that are responsive to change and support student learning and success.

**II:** Deliver educational programs and services in formats and at locations that meet student needs.

**III:** Enhance the college experience for students and the community by providing student-centered programs, services and activities that celebrate diversity and sustainable practices.

**IV:** Develop, strengthen and sustain beneficial partnerships with educational institutions, business and industry, and our community.

*Link to Governance:* [http://www1.sdmiramar.edu/webfm\\_send/15589](http://www1.sdmiramar.edu/webfm_send/15589)

**Zoom Link:**

Topic: May 15, 2020 Academic Success Steering Committee Meeting

Time: May 15, 2020 01:30 PM Pacific Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android:

<https://cccconfer.zoom.us/j/93309665708?pwd=RzB3TlVlZHREMhGhPbHBpdIRBY25LUT09>

Password: 226142

Or Telephone:

+1 669 900 6833 (US Toll)

Meeting ID: 933 0966 5708

Password: 226142



## Academic Success Steering Committee **DRAFT** Minutes

San Diego Miramar College

February 21, 2020 • Room L-107 • 1:30 p.m. – 2:30 p.m.

Attendees: D. Tran, F. Bereaud, A. Anderson, M. McMahon, K. Reinstein, N. Julian, and Z. Zhang

- A. Call to Order – D. Tran called to order at 1:31 PM
- B. Adoption of Agenda (K. Reinstein/M. McMahon) approved by consensus
- C. Approval of Minutes
  - Minutes for October 18, 2019 was moved by M. McMahon, seconded by F. Bereaud, abstained by A. Anderson, and carried to approve.
  - Minutes for November 15, 2019 is tabled.

### D. New Business:

#	Items	Strategic Goals*	Accreditation Standards**	Initiator
1	Update on CIA Process. The new College Governance Handbook is in its final draft. Participatory governance committees will be in two groups were CEC will become the College Council which houses academic and professional matters (10+1). CEC has approval for first revision of draft for the college, which will be sent out on Tuesday. Will facilitate launch with historical significance as well as a webpage for comments. Committees will be able to fine-tune and provide feedback which will be collected to be heard and will be transparent. Academic Success Committee (ASC) will fall under the Academic Senate prevue. CGC will email chairs of committees, and will be added to meeting agendas. Final adoption process will be discussed and timeline will include feedback and vetting through constituency bodies, with final going back to CEC. Looking at the end of the spring semester to finalize, with implementation in the fall.	I, II, III	I, II, IV	McMahon

# Feb. 21<sup>st</sup> Meeting's Minutes

# No quorum to approve them

# Feb. 21<sup>st</sup> Meeting's Minutes (continued)

No quorum to  
approve them

2	<p>Tutoring Schedule and Summer. ASC, WELL, ILC, and Math Lab has been working with faculty to identify tutors (SEEM and Strong Workforce general funds). Now offering tutoring in more discipline as follows which can be viewed on the website. This will be walk-in tutoring, no longer with appointments. Math Lab and ASC has been having a steady flow of students requiring tutoring. Workshop titles will be worked out – writing, reading, and plagiarism. WELL is now open to all students in regards to tutoring in writing. Feedback is needed with non-appointment tutoring and will need to survey tutors on non-appointment tutoring. Anatomy and physiology to share course syllabi to help tutors prepare (appointment time can be shortened). Will follow up with tutors as a reminder on what topics to will be tutored, as well as tutor schedule, biology and ASC Reservation Request form. Academic webpage was previewed, which included the list of all classes with tutors. Revisions were made accordingly with a suggestion made to add Math Lab and WELL at the bottom of the webpage. With Promise Program collaboration, a quiet space will be identified for this program (12pm-4pm, Monday-Thursday). This will be a pilot for this semester and will be monitored. Summer schedule is being discussed to be submitted to the District. Will need to know courses to be taught - for tutor usage and funding. Data from last year will be reviewed to guide decision on summer hours.</p>	I, II, III	I, II, IV	Julian
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# Feb. 21<sup>st</sup> Meeting's Minutes (continued)

No quorum to  
approve them

3	Planning with PREDD. Continued conversation in regards to data and research. Will be utilizing Dashboard to understand student success with courses. Research questions were revisited and previewed in regards to enrollment and student outcomes, which shows disproportionately impacted students. This will allow to look at interventions to support students. Request was made to look into PREDD and provide feedback/questions. Research Office is creating PREDD for tutoring so that information can be collected (for tutoring, as well as SARS track for tutoring, SI, anatomy models, etc.).	I, II, III	I, II, IV	Julian & Tran
4	Other Announcements. Student attendance tracking information was presented for Academic Success Center (L-101) and Math Lab (M-211A). Information for L-104 is not available. Introduction of SARS track to track student usage for the WELL and ASC (to include success and retention rate) will be more accurate and detailed. Data collected will provide a better understanding of student trend and refine data collection for student usage and operations.	I, II, III	I, II, IV	All

E. Adjournment: M. McMahon/K. Reinstein at 2:31 p.m.

F. Next scheduled meeting: Friday, March 20, 2020, 1:30 p.m.-2:30 p.m., Room L-107

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\* [San Diego Miramar College 2013 – 2020 Strategic Plan](#)

## Goals

**I:** Provide educational programs and services that are responsive to change and support student learning and success.

**II:** Deliver educational programs and services in formats and at locations that meet student needs.

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**IV:** Develop, strengthen and sustain beneficial partnerships with educational institutions, business and industry, and our community.

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## Academic Success Steering Committee Agenda **DRAFT Minutes**

San Diego Miramar College

April 17, 2020 • 1:30 p.m. – 2:30 p.m.

**Members:** Laura Murphy, Marie McMahon, Adrian Gonzales, Daniel Miramontez, Nessa Julian, Donnie Tran, Francine McCorkell, Reylyn Cabrera, Kenneth Reinstein, Allen Andersen, Becky Stephens, Paulette Hopkins, Xi Zhang, Shawn Hurley, Anne Gloag, François Bereaud, Carmen Jay, Clarissa Padilla, Sayeh Dehestani

**Members Present:** Marie McMahon, Daniel Miramontez, Nessa Julian, Donnie Tran, Francine McCorkell, Kenneth Reinstein, Becky Stephens, Shawn Hurley, Anne Gloag, Clarissa Padilla

**Guests:** Julia McMenamin

A. Call to Order: 1:34 pm by NJ

B. Adoption of Agenda: DM/MM, approved by consensus

C. New Business:

#	Items	Strategic Goals*	Accreditation Standards**	Initiator
1	<b>Update on Remote Academic Support Services:</b> NJ reviewed the two canvas shells dedicated to the ASC and The WELL; both asynchronous and synchronous tutoring is available. For math and The WELL students complete a form that includes their name and CSID. KR announces writing workshops will be available via zoom starting next week. NJ announces NetTutor and Pisces are available at no additional cost through the Chancellor's Office through June 30 <sup>th</sup> . These would be supplemental tutoring platforms in addition to current tutoring efforts. Group discussion regarding enabling both platforms for Miramar. DT will reach out to AFT and constituency groups to gather feedback.	I, II, III	I, II, IV	Julian
2	<b>College Governance Handbook Discussion (Acad. Scs. Cmte. info. on pages 2 &amp; 3)</b> NJ reviewed the AS Committee draft in handbook and provided campus link to provide feedback <a href="https://www.sdmiramar.edu/cgh-feedback">https://www.sdmiramar.edu/cgh-feedback</a> . MM explained the delayed timeline due to the campus closure. Constituency leaders will present revised timelines to their respective groups to gauge what can be done now. MM announced Zoom forums will be available this semester.	I, II, III	I, II, IV	All

Apr. 17th  
Meeting's  
Minutes

No quorum to  
approve them

# Apr. 17th Meeting's Minutes (continued)

No quorum to  
approve them

3	Other announcements None	I, II, III	I, II, IV	All
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D. Adjournment: 2:14 pm by consensus

E. Next scheduled meeting: Friday, May 15, 2020, 1:30 p.m.-2:30 p.m., Zoom link: TBA

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## \* [San Diego Miramar College 2013 – 2020 Strategic Plan Goals](#)

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# New Business #1:

Update on  
Remote  
Academic  
Support Services

Ms. Nessa Julian and Donnie



# New Business #1:

## Update on Remote Academic Support Services

- Math and English workshops on Fridays, May 22<sup>nd</sup> & 29<sup>th</sup>
- Planning for summer:
  - Reaching out to faculty
  - Looking in to cohort tutoring, Zoom
- Looking into ILTs in supporting courses

# New Business #2:

Review the Draft  
Governance  
Handbook and take  
action on  
recommendations  
for Academic  
Success Committee

All



# Pages from Handbook

## Academic Success Committee

**Co-Chair:** Academic Success Center (ASC) Coordinator

**Co-Chair:** Associate Dean of Academic Success and Integrated Support Services

### Committee Membership

Administrators (2)	Classified Professionals(4)	Faculty (8)	Students (1)
Associate Dean of Academic Success and Integrated Support Services	ASC Instructional Lab Technician	ASC Coordinator	Designee
Dean of PRIELT	Classroom ILT or IA	BTCWI Designee	
	ILC Supervisor	Liberal Arts Designee	
	Student Services Designee	MBEPS Designee	
		PRIELT Designee	
		Public Safety Designee	
		Student Services Designee	
		Counseling Designee	

**Ex Officio Members:** Department Liaisons.

### Purpose/Charge

The purpose of the Academic Success Committee is to support academic success at Miramar College by offering comprehensive academic support to students across all disciplines on campus; to support, facilitate and develop services to faculty, classified professionals, administrators and students; to provide a forum to receive and share new ideas about effective activities and practices; and to engage in evaluation and assessment of current practices, allowing the campus to address any immediate and future activities and needs.

### Committee Responsibilities

- Create clear and effective communication between all of the various academic support services available to students across campus (e.g. ASC, Math Lab, WELL, Science Center, 277D courses, etc.).
- Ensure all avenues of securing vital resources for Academic Success are pursued.
- Create a meaningful map of Academic services available to students and related Professional Development opportunities available to faculty, classified professionals and administrators (e.g., workshops, seminars, and training sessions).
- Evaluate the effectiveness of committee purpose, charge and responsibilities regularly.
- Perform work and provide evidence to ensure the college meets applicable areas of Accreditation Standard II.

# Pages from Handbook

## Committee Procedures

- Membership term lengths: 2 years with a limit of two consecutive terms (maximum service 4 years) unless designated by position.
- Recommendations are made to Academic Senate
- Committee retains authority to form taskforces and workgroups related directly to committee charge.
- Plans/Reports: Annual summary of goals and accomplishments to College Council.
- Quorum: 50% +1 of membership.
- Committee Approval Process: Vote.

## Meeting Frequency

The Committee will meet once per month during the academic year.

DRAFT

# CIA & New Governance Information Website & Feedback

- CIA & New Governance Information Website & Feedback
  - <https://www.sdmiramar.edu/cgh-feedback>

## CIA & New Governance Information

Under the direction of Chancellor Carroll, in May 2018 a group of Collegiality in Action (CIA) facilitators were invited to assess the campus climate and our participatory governance structure and processes. Over the course of several months a team of over 30 faculty, classified professionals, students and managers worked with external facilitators to evaluate the structure and processes of the existing framework and have made recommendations to clarify and strengthen our participatory governance structure. These recommendations are contained in the first draft of a [new College Governance Handbook](#).

The [College Governance Committee](#) has reviewed the recommendations and recently released the [draft handbook](#) and a "[frequently asked questions](#)" (FAQ) document for campus-wide dissemination. We invite you to review these materials and discuss with your colleagues, departments, and committees in order to provide feedback. We will collect, evaluate and incorporate feedback over the next few weeks.


To help us gather your feedback, please fill out the form below. The [draft College Governance Handbook](#) and [FAQ](#) are available in the Important Documents section of this page.

Email\*

Comments\*

Submit

SAN DIEGO  
MIRAMAR  
COLLEGE



# Next Meeting

Tentative Fall 2020 Meeting Dates and Times:

Friday, September 18, 2020

Friday, October 16, 2020

Friday, November 20, 2020