

**Academic Affairs Committee**

Co-Chairs: Paulette Hopkins and Mary Kjartanson  
October 19, 2017

Approved 11/16/2017

MINUTES

**Members Present:** Paulette Hopkins, Mary Kjartanson, Lou Ascione (for himself and with proxy for George Beitey), Mara Palma-Sanft, Martin Moss, Dawn DiMarzo, Larry Pink, Alan Viersen, Dan Willkie, Joe Young, Carmen Jay, Mark Hertica, Dan Igou, Rich Halliday (for Adrian Arancibia), Andrew Lowe, Namphol Sinkaset, Nicolas Gehler, Francois Bereaud, Gina Bochicchio, Scott Moller, Jordan Omens, Mary Hart, Tonia Teresh

**Members Absent:** Gerald Ramsey, Lynne Ornelas, Daniel Miramontez, George Beitey(sent proxy), Adela Jacobson, Darren Hall, Adrian Arancibia (sent proxy)

**Guests:** Aleena Vargas, Reginald Boyd, Donnie Tran, Neal Erlandsen, Julia McMenamin, Rebecca Bowers-Gentry, Richard Halliday, David Mehlhoff

---

The regular monthly meeting of the Academic Affairs Committee was held on Thursday, October 19, 2017 at 2:30 p.m., in Miramar College Room R3-100. The meeting was called to order at 2:38 p.m. by co-chair Paulette Hopkins, a quorum being present.

**Agenda/Minutes:** It was moved by Mara Palma-Sanft, seconded by Dan Igou, and unanimously carried to approve the agenda. The minutes was amended by Mara Palma-Sanft and Carmen Jay. It was moved by Mara Palma-Sanft, seconded by Carmen Jay and unanimously carried to approve the minutes of September 21, 2017.

**Distance Education:** Online Faculty Certification - Nothing to report due to Rechelle Mojica's absence.

**Academic Standards:** Mara Palma-Sanft discussed the change that came down from the CSU and UC about GE effective dates. This change pushes out our effective dates for any new or activated transfer GE courses to about two years from the starting point.

**Basic Skills Initiative:** Becky Stephens reported that the Basic Skills Committee submitted the annual report and has been accepted. There will be a meeting on December 4<sup>th</sup> that will be held in M-201 to present on different tutoring services and how BSI is helping with those services. Everyone is encouraged to come. Stephens also reported that the Basic Skills Initiative is sun-downing and BSI 2.0 will come into place. Stephanie Johnson and Stephens wrote for a grant from BSSOT which is a three-year grant for about 1.4 million dollars. The idea of this grant is get students through transfer level Math and English courses as so many students get trapped in the basic skills and never get to transfer level. Stephens emphasized co-requisite support and alternative placement on the BSSOT Grant. BSI 2.0 will

use same transformation measures as the BSSOT Grant. In a sense, the goals are getting the student to and through transfer level courses. We will get more information as to how that's going to happen.

**Honors:** Carmen Jay reported that Miramar College hosted the meeting for the Mellon Foundation Grant folks which brought UCSD and our district faculty to work together on this initiative. One of the things that were noted from that meeting was that a study was released in September showing an increase in diversity in the Humanities when it comes to community college students. The study showed that 32% of the associate degrees awarded to community college students in Arts & Humanities were under represented students. We are well-positioned to help increase the number of students studying in these fields and also increasing the diversity of students that are going into the Humanities at UCSD. Jay also announced that Josh Alley has replaced Michael Lopez as one of the Faculty Steering Committee member.

**IPR/SLOAC Update:** Julia McMenamin reported for the Instructional Program Review Committee. She reminded everyone to assess all your courses and programs by fall 2017 or before the last day of classes in December. The deadline to complete all course and programs SLO assessment cycles is on February 5<sup>th</sup> which includes entering the learning outcomes, assessment plan, assessment findings, action plan, and status report for all course SLOs and programs. April 20<sup>th</sup> is the due date for the completed program review including the course and program SLO assessment. The Instructional Program Review Committee holds office hours every first and third Tuesdays from 2:40 p.m. to 3:30 p.m. in M-210.

**Academic Success Center:** Donnie Tran gave an update regarding the construction of Academic Success Center. The construction of the ASC will take about four weeks and the layout is to be determined. The goal is to have all the mentors in the ASC and ILC by the end of next semester. Tran is also working with the Career Center and hoping to have the first coffee chat at the ASC in February of 2018. Tran also mentioned that the ASC taskforce meeting will be held tomorrow, 10/20/17. For online tutoring, there is still no system to track the SI tutors this semester, but for next semester there will be an attendance list of all the SI tutors to log in their hours.

**Strong Workforce Program Update:** Nothing to report due to Lynne Ornelas' absence.

**High School Partnerships:** Paulette Hopkins reported that nothing has changed and we are moving along as usual. In the spring, we are pitching to our four feeder high schools a Transfer Associate Degree Applicable GE courses. Students have to be eligible which means they have to test at level 5 in reading, writing and mathematics. They are all from our normal classes we offer after 1'oclock and go all the way up to 10:00 p.m., online classes and Saturday classes. The specific courses we are offering are the high utility GE classes. Gerald Ramsey is writing an MOU which will be responsible for students' textbooks and fees. For next year, we are pitching an idea called Miramar Jets Early Take-Off Program. It is the same idea as this semester's and we are offering the same high utility GE classes.

**Strategic Enrollment Management:** Hopkins reported and displayed that we could possibly hit our 10,000 FTES target if everything works out in the spring and intersession. This semester we have about 3,700 FTES compared to last fall of 3,300 FTES. Normally, between fall and spring, there's a difference of 200 FTES that we earn.

Intersession and spring schedules are done. We are going to be watching the intersession carefully and cancelling classes if necessary as we need to use the funding to support the spring semester. The spring 2018 class schedule will be open to the public on October 31<sup>st</sup>. The summer class schedule is in

development and would want this to be done by the end of this month. Fall 2018 class schedule development is coming in November 3<sup>rd</sup>. Hopkins also talked about the secretaries' schedule in February as they will be in the district on Tuesdays, Wednesdays, Thursdays, and half day on Fridays to enter the class schedules into Campus Solutions.

**Assessment Proctoring:** Neal Erlandsen gave a short update on the instructional proctoring in the assessment office. So far, this semester we have proctored about 65 students and that is well on track to be what we've done over summer and spring. We are doubling the amount of students every semester. For the most part, most of students are coming from Biology and Chemistry, but we also getting small numbers from other departments. We have not had much interest on Saturday classes. Erlandsen will be evaluating the statistics and data to be compiled in a report within the next week or two.

**Course Sequencing Project:** Hopkins reported that the course sequencing project is finished, but we are always changing. If anything from your course sequencing changes, let the deans know and deans will inform the Office of Instruction. The Office of Instruction staff will help if necessary.

**SLO Disaggregation Summary and Update:** Laura Murphy reported that the SLO Disaggregation pilot study for IEPI is completed and it was presented at the Instructional Program Review SLOAC Committee. Here's some observation and recommendations from that report. (see attached Summary of Observations and Recommendations). The Instructional Program Review committee wanted to ask this body, being the parent committee, to consider these four recommendations and decide whether to adjust or support them moving forward. Hopkins suggested voting on this in the next meeting.

**Online Tutoring.** McMenamin reported that online tutoring is still helping with some sections. McMenamin received some request that we weren't able to fill, but now with more money coming in, she will try to fill those requests.

**Bridging Instruction with Student Services.** Mary Kjartanson reported that a group of faculty and staff got together and discussed how to best serve our students. The group came up with a survey asking students questions such as which days they prefer to come class. We have about 180 students fill out the survey. We are hoping this could affect a positive change in the way we schedule our classes. Kjartanson asked to encourage the student to go online and fill out the survey.

**2017-2019 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Services Support Program:** Tonia Teresh reported that the plan is to move through shared governance. It is signed and moving forward to meet the Chancellor's office's deadline. We are now working what the evaluation plan is going to look like. One of my chief objectives is working on operationalizing the plan to ensure the document is being used for how we determine services and activities and utilizing all the funding we receive from the state. I look forward to working substantial updates on a regular basis. We are working on what our program reports are going to look like for the program areas to make sure that we are tracking the good work we are doing, noting the challenges we have, and also keeping everyone on campus informed with the program.

**Program Viability Review:** Hopkins reported that we need to have a process for starting a new program and taking down a new program if it is not doing well. Murphy conducted some research and came up with some policy that we can follow. Murphy reported that the district wrote a board policy that says we have to have a process for program discontinuance. This process is part of Ed Code and accreditation standards. The Program Viability Plan provides a means for the college to come together to discuss any

items of program enhancement or revitalization. The plan talks about types of viability review, what needs to be considered, and how it has to be in alignment with board administrative procedures. Mary Kjartanson will send out the documents and we will vote in the next meeting.

**Academic Senate and Chairs Resolution for Increasing Numbers of Contract Faculty at Miramar**

**College:** Murphy reported the resolution that passed unanimously through the senate which is meant to address disparity in full-time contract faculty at the different colleges. Marie McMahon and Murphy will take this resolution to the Board of Trustees on Tuesday and all of the senate presidents within the district know about this and are in support. We are in a good position to move this forward.

Adjournment: Meeting was adjourned at 3:59 p.m.

*Adrian P. Acain*

## Summary of Observations



- SLO success and Course success did not always align.
- General trends of SLO success mirrored trends for course success in disaggregated subpopulations.
- Disaggregation by course modality should only be done by comparing sections of courses that offer multiple modalities.
- 80% rule should be applied after the removal of subgroups that make up less than 2% of population

## Recommendations



- Do not recommend continued disaggregation of SLOs on a student by student basis.
  - Evidence does not show that there is any additional benefit over the disaggregation of course success on a student by student basis.
  - Process results in significantly higher workload for faculty and staff.
  - Potential changes in the ACCJC Standard language regarding disaggregation of SLOs might change requirements.
- Recommend that the Office of PRIELT determine how to collect and begin collecting reliable Educational Plan data to be used for disaggregation of course success.

## Recommendations



- Recommend that SLO success and course success be disaggregated by course modality to better inform our strategic enrollment management plans in the increased offering of online courses.
- Recommend that the faculty be provided with SLO success and course success data for comparison to improve outcomes and assessment and align outcomes with successful course completion.
  - **Success Story:** The EMT faculty used the results of this SLO disaggregation pilot study to make significant changes in their instruction, to better emphasize key outcomes in order to ensure students were competent when leaving the course.