

Academic Affairs Committee

Co-Chairs: Paulette Hopkins and Mary Kjartanson
September 21, 2017

Approved 10/19/2017

MINUTES

Members Present: Paulette Hopkins, Mary Kjartanson, Gerald Ramsey, Brett Bell, Lynne Ornelas, Lou Ascione, Daniel Miramontez, Mara Palma-Sanft, Martin Moss, Dawn DiMarzo, Larry Pink, Alan Viersen, Dan Willkie, Joe Young, Carmen Jay, Daniel Igou, Andrew Lowe, Namphol Sinkaset, Nicolas Gehler, Francois Bereaud, Gina Bochicchio, Jordan Omens, Mary Hart, Julia McMenamain

Members Absent: George Beitey, Adela Jacobson, Mark Hertica, Adrian Arancibia, Darren Hall, Scott Moller

Guests: Stephanie Johnsen, Rechelle Mojica, Neal Erlandsen, Marie McMahan, Donnie Tran, Aleena Vargas

The regular monthly meeting of the Academic Affairs Committee was held on Thursday, September 21, 2017, at 2:30 p.m., in Miramar College Room R3-100. The meeting was called to order at 2:34pm.

Agenda / Minutes. It was moved by Julia McMenamain to re-order some agenda items, seconded by Francois Bereaud, and unanimously carried to approve the amended agenda. It was amended by Mara Palma-Sanft. It was moved by Dan Igou, seconded by Mara Palma-Sanft, and unanimously carried to approve the minutes of May 18th 2017.

Online Faculty Certification. Rechelle Mojica reported on the timeline for Canvas. It will officially start with a test semester in spring 2019. For February 2018, the online faculty certification will continue to be taught in blackboard for faculty who want to teach in fall 2018. Faculty with blackboard certification will only need to complete the canvas component. Pilot canvas courses will be developed for fall 2018 and the goal is to offer two canvas courses at each of the campuses. Mojica also reported that the course satisfaction survey which was done in spring 2017 and it had a total of 1355 students that responded. The feedback was both constructive and some positive, some feedback included "course instruction was appropriate and clear and course activities fostered collaboration with other students". This information is available in the district website. Upcoming, there will be an online summit on October 27th at North City with the focus on preparation for campus and teaching pedagogy. The district will be hosting a 2-day workshop on Compliance and Accessibility Section 508 Universal Design Legal issues for Venues and Accessibility and Universal Design teaching for student success. Flex credit will be available for these workshops.

Academic Standards. Mara Palma-Sanft reported the new executive order from CSU Chancellor's Office on GE requirements. The CSU Chancellor's office has changed their criteria and guidelines in regards to implementation of GE credit for both their native students and transfer students. The two major changes were for the area of quantitative reasoning and for GE purposes, will no longer be at modality for acceptance of courses.

Basic Skills Initiative. Stephanie Johnson reported the Basic Skills update. The committee met to update the committee membership and goals. The committee decided to keep the same meeting format as last year – the first one is for business and the second one is for professional development. Johnson also announced that there will be two expenditure reports coming up: the end-of- year report and the mid-year report. As for the BSI projects, they are the same as last year's and a presentation will be held this semester to talk about what the BSI funds for.

Honors. Carmen Jay announced that the college has 415 honors contract and that there more than 50 students attended the honor's program orientation. There was also a representative from UCSD for the Mellon Foundation Grant project at the orientation. She also announced that the Faculty Steering Committee that has been approved by the President will consist of Jessica McCambly from Art, Dan Igou from History, Michael Lopez from Philosophy , and Rodrigo Gomez for English and Literature.

IPR/SLOAC Progress. Julia McMenamin gave an update on IPR/SLOAC committee. The committee met and discussed research data that will be incorporated in the full program review. To make it more user-friendly, the research team will hold a workshop in November and the IPR/SLOAC committee members will be there to explain the charts. The committee also discussed the disaggregation pilot results and once Laura Murphy meets with the team, they will discuss how to move forward post pilot. For the next meeting, the transition of program review related duties in Taskstream to the committee and ISLO results from last year will be discussed. TABLEAU has also been purchased for future use. Paulette Hopkins also mentioned that the data for SLOs, assessment and action plan for 2015-2018 cycle are already in. For faculty doing program review and Taskstream, open office hours will be held every the first and third Tuesdays in the PDC. McMenamin also announced that April 20th is the deadline to complete program review.

Online Tutoring. McMenamin announced that due to budget constraints, online tutoring was phased out and replaced with online SI or in-person SI. Applications for SI are still being accepted. For instructors requesting online SI, they may contact Julia McMenamin to make arrangements.

Academic Success Center. Donnie Tran discussed his roles in the Academic Success Center in terms of tutors, their budget and training. Tran is currently working with Sonny Nguyen to have all the mentors at the ASC by end of spring 2018 as it will be integrated with the ILC. For next year, their goal is to develop a uniform new employee training program. There will be a forthcoming task force meeting to discuss overall duties and admission of tutors.

Strong Task Force Program Update. Lynne Ornelas reported the second round of Strong Work Force funding in January of \$800,000 to be disseminated over the course of three years. Funds still have to be used for enrollment growth and grade improvements. There will be another meeting in October to

discuss the distribution of the funds and support for new program development. They will also discuss how to integrate the Perkins budget and Strong Workforce funding for Career Education.

High School Partnership. Lou Ascione discussed the challenges of High School Partnerships as High Schools register students the week their classes start. This causes issues with the faculty to begin their class effectively as they do not get immediate access to roster, students do not get enrolled in blackboard, or verify if the students in their classes are the right students. Ascione also reported that Miramar College is working with the San Diego Unified College District to overcome these challenges. Ascione will also propose to start the high school classes a week later to give instructors time to get the students registered and enrolled in their classes.

Fall 2017 Enrollment Report. Paulette Hopkins reported the FTES analysis on census. The target was 3500 FTES but preliminary we are looking at 3700 FTES and productivity is at 15. She mentioned that the target for spring 2017 will be about 200 more than 3700. The strategy spring 2018 is to increase intersession 2018, schedule new classes in 6-week online sessions, prepare to open up sections if it fills up quickly, and cancel low enrolled classes before the holiday break.

Spring 2018 Schedule Development. Hopkins mentioned that spring schedule has already been worked on as they are already entered in ISIS. The strategy is to schedule high demand sections in the evenings and on Saturdays. Another strategy is to also schedule classes in an 8-week 1 /8-week 2 format. Be prepared to open up new sections if the section fills up quickly and make a decision to cancel low-enrolled sections 2 weeks before classes start. She also discussed the summer 2018 and fall 2018 roll overs are coming in and for scheduling purposes, to use the same allocation as this year.

Assessment Proctoring. Neal Erlandsen reported the update on the Assessment Center's proctoring services for instructional teachers. The general trend is more than doubling each semester. Fewer than 50 students tested with the center in the spring, under 100 for the summer, and a little under 200 students tested with the center before fall semester started.

Bridging Instruction with Student Services. Mary Kjartanson gave an update about bridging instruction with student services. Lisa Clark, Martin Moss, a group of counselors and herself had met to discuss a closer link between instruction and student services. Their goal is to develop a survey for all students to take to see exactly what and when they want their courses to be offered.

Online Faculty Certification Incentive. Kjartanson spoke on behalf of Eli Manalastas to report there are still spots open for online faculty certification. Hopkins is encouraging instructors to get online certifications as there are more slots open and the funds will run out by December 1st 2017.

Contract Faculty Hiring. Brett Bell discussed the formal mechanical process that Community College districts get funding identified to hire contract faculty. It is commonly called 75-25, but there's a subcomponent called FON – Faculty Obligation Number. Bell mentioned that in Faculty obligation, the overload, part-time replacements, and part-time replacements are excluded from the calculation, but sabbaticals, full-time faculty reassigned time, and full-time faculty unpaid leave are all included in the

full-time faculty calculation. Bell also discussed the formula used to determine what the increase to the FON is from year to year.

2017-19 Integrated Plan. Daniel Miramontez reported the integration plan that is moving through college governance. The plan integrates 3 plans that are currently in place which are BSI, SSSP, and Student Equity Plan. The plan is meant to cut out duplicate efforts in serving our student.

Academic Affairs Committee Meeting Addition to Calendar. Mary Kjartanson announced that she would like to move the December 21st meeting for Academic Affairs to December 7th to align with the chairs and Academic Affairs.

The meeting was adjourned at 3:58pm.

Adrian P. Acain