

## Academic Affairs Committee

Co-Chairs: Paulette Hopkins and Mary Kjartanson

November 16, 2017

### MINUTES

**Members Present:** Paulette Hopkins, Mary Kjartanson, Lou Ascione , George Beitey, Mara Palma-Sanft, Tonia Teresh, Dawn Di Marzo, Larry Pink, Alan Viersen, Dan Willkie, Joe Young, Carmen Jay, Mark Hertica (for himself and sent proxy for Dan Igou), Adrian Arancibia, Andrew Lowe, Namphol Sinkaset, Nicolas Gehler, Francois Bereaud, Gina Bochicchio, Darren Hall, Scott Moller, Mary Hart (for herself and sent proxy for Daniel Miramontez).

**Members Absent:** Gerald Ramsey, Lynne Ornelas, Daniel Miramontez (sent proxy), Adela Jacobson, Martin Moss, Dan Igou (sent proxy), Jordan Omens

**Guests:** Stephanie Johnson, Neal Erlandsen, Donnie Tran, Becky Stephens

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Approved 12/7/2017

The regular monthly meeting of the Academic Affairs Committee was held on Thursday, November 16, 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:** The agenda was moved by Lou Ascione, seconded by Namphol Sinkaset, and unanimously carried to approve the agenda. The minutes were amended by Mara Palma-Sanft. It was moved by Maura Palma-Sanft, seconded by Lou Ascione, and unanimously carried to approve the minutes of October 19, 2017.

**Distance Education:** Rechelle Mojica gave an update in regards to the implementation of Campus Solutions. There will be an upgrade to the system from December 22<sup>nd</sup> at 5:00 p.m. to December 23<sup>rd</sup> at 5:00 a.m. and the site will be unavailable during these times. A side-by-side video showing what the current site looks like in comparison to the new one will be sent out. Mojica also reported on the Summit. The presentations are available in SDCCD online. For spring 2018, there will be a facilitated four-part canvas training that will be available and should take approximately 8 hours. There are also canvas shells available for interested faculty and this will allow them to build their classes now, but it will not go live until spring 2019. The Crocodoc option in blackboard will no longer be available and will transition to New Box View starting in spring 2018. Blackboard site will still be available and all classes will be archived after the transition to Canvas.

**Academic Standards:** Nothing to report.

**Basic Skills Initiative:** Stephanie Johnson gave an update regarding the BSI funding that will be sun-downing in spring 2018. SSBS will be the new funding program and it will be based on the BSSOT grant objectives. There's an estimated funding of \$260,000 but will be determined if this is for 1 year or 2 years. This funding is just a 75% estimate and the remaining 25% will be based on the data that will be submitted. The committee is revising the project funding proposals for BSI to reflect the new grant and encouraging new proposals to be submitted to the committee by February 2018.

**Honors:** Nothing to report.

**IPR/SLOAC Update:** Julia McMenemy presented the SLO report generated by Laura Murphy. 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. The due date for the completed program review including the course and program SLO assessment is April 20<sup>th</sup>. There will be point people from every school if faculty are interested in working on it now. The members agreed to have the FLEX SLO day to be on January 24, 2018 from 9:00 a.m. to 12:00 p.m. Xi will present on how to use the data packet and excel files and Naomi will present on task stream work spaces. 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. For spring, there will be an on-demand office hours with point people. More feedback regarding more FLEX hours for SLO will be discussed in the next meeting.

**Academic Success Center:** Donnie Tran gave an update regarding the construction of Academic Success Center. The construction of the ASC is almost done! There will be a unified tutor training for the ASC, English Center, and the Math Lab. Tran will be working with Marie on hosting BIO 231 and to house Science equipment at the ASC. Tran is also working with Julia McMenemy to staff the Math Lab.

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

**High School Partnerships:** Paulette Hopkins reported that in the spring semester, the campus will be open to the four feeder schools and students will be able to register starting January 2<sup>nd</sup>. The college will offer classes after 1'oclock and go all the way up to 10:00 p.m., online classes and Saturday classes to the feeder schools. Lou Ascione also added that they are working and negotiating with Charter schools for next fall. Hopkins also mentioned that she is working closely with admission in terms of getting the yellow slips in and getting all the students registered in time by the first week of school to avoid any problems in Blackboard.

**IPR/SLOAC SLO Disaggregation Recommendation 2<sup>nd</sup> Reading.** Laura Murphy talked about the recommendation (see attached Recommendation) that was discussed at the last meeting in hopes of moving it forward to the senate. Hopkins asked the members if they support the recommendation in order to have the IPR/SLOAC committee take this recommendation to senate. Dan Willkie made a motion to support the recommendation, seconded by Larry Pink, opposed by Mark Hertica, and the motion was carried by majority vote.

**Program Viability Review 2<sup>nd</sup> Reading.** Murphy talked about the plan to look at programs undergoing discontinuance, activation, or revitalization. The recommendation was brought up to the deans to get their feedback. The idea is to get an approval in order to move the recommendation to the senate. A concern was brought up in terms of how the recommendations were written. (see attached Draft - Viability Review of Instructional Programs) Murphy suggested to change the language and members will vote in the next meeting.

**Strategic Enrollment Management:** Hopkins talked about the intersession and spring enrollment report. Hopkins encouraged deans and department chairs to watch the enrollment report daily and open up more sections of high demand/closed courses. Hopkins also talked about cancelling and repackaging

low enrolled sections. For the intersession courses, decisions will be made whether to cancel low-enrolled classes before the campus closes for winter break.

Summer 2018 Schedule is done! The fall 2018 schedule is in development. The last day for campus ISIS entry is on January 12<sup>th</sup>. School secretaries will be in the district on Tuesdays, Wednesday, Thursdays and half day on Fridays starting in February. Backfills are in the process of getting hired to replace the secretaries while they work at the district.

Hopkins also talked about the conferred awards. Goal #1 in the instructional division is to increase the degrees and certificates being conferred. There's an upward trend in degrees being conferred. Hopkins also presented the amount of degrees and certificates per school.

**Assessment Proctoring:** Neal Erlandsen gave a short report on the assessment proctoring after gathering all the data. Erlandsen gave a breakdown of the test that done this semester. As of November 14<sup>th</sup>, a total of 283 students tested in the office. By the end of the year, we are projected to go over 400 students that will utilize the program. The idea of the grant is to proctor for online courses to verify who the students were. There's a large interest in the hybrid classes and students doing make up exams. Erlandsen also discussed the estimated budget should the program become institutionalized.

**Online Tutoring.** McMenamin stated that instructors teaching an online course may request for an online SI to Donnie Tran by the end of business day today, November 16<sup>th</sup>.

**Bridging Instruction with Student Services.** Mary Kjartanson presented the survey that the IEPI Bridge Project obtained. It showed the students' input regarding the days they want to take their classes. Kjartanson wants to continue to do surveys and get students' input and use it to drive a lot of college practices.

**Review of Academic Affairs Electorate Status Review.** Kjartanson gave an update regarding the Academic Electorate Status. Kjartanson explained that some of the schools have five votes while the majority of schools have four votes. There was a recommendation to change some of the language and the minimum of four faculty from each instructional school to five to make it a more equitable practice. Kjartanson also brought up the voting membership recommendation (see attached Academic Affairs Committee). The members did not come to a consensus, but this topic will be brought up again in the next meeting.

**Guided Pathways Workshop (10/30/17) Report** – Sanft and Murphy will present on this topic at the next meeting.

**SLO Flex Day** – McMenamin presented on the topic in the IPR/SLOAC Update.

**Contract Faculty Hire Committee Prioritized List: Fall 2018.** Kjartanson presented and discussed the updated faculty contract hiring list. (see attached Faculty Hiring List)

Adjournment: Meeting was adjourned at 3:57 p.m.

*Adrian P. Acain*

## 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.

San Diego Miramar College  
Viability Review of Instructional Programs  
Draft- Spring 2017

**Overview**

Program Viability Review is a process meant to assure that the College's instructional resources are used in response to the College's Mission, Strategic Plan and Educational Master Plan; the needs of its students; and the requirements of the community it serves.

- Viability review involves a specific process that occurs as a result of the regular Program Review process, or upon special request.
- The term *program* as it relates to this review refers to a field of study with one or more related certificates and degrees. Please see official program list in the College Catalog for current programs.
- District Board Policy *BP 5020: Curriculum Development* and Administrative Procedure *AP 5021: Instructional Program Discontinuance* state that "program discontinuance procedures shall be established by the [college]... based on the recognition that the responsibility for program discontinuance is shared cooperatively between the Academic Senate and the administration."
- Education Code 78016 and Title 5, §51022 and 55130 require that a viability review be conducted prior to program discontinuance (termination).

**Outcomes of Viability Review**

Viability Review Workgroups make recommendations that include but are not limited to the following:

- *Program Initiation:* The institutionalization or adoption of a new program and/or a new department.
- *Program Modification and Improvement:* A plan of action to enhance the performance and effectiveness of an existing program and/or department.
- *Program Discontinuance:* The discontinuance (termination) of an existing program and/or department.

**Considerations for a Program Discontinuance Recommendation**

In general, program discontinuance should be recommended only after a serious attempt has been made to improve program effectiveness and efficiency; unless it is clear that future efforts at remediation are not warranted. Pursuant to Board Administrative Procedure *AP 5021*, a program discontinuance recommendation must include the following:

- Steps to monitor the impact on other areas including articulation, transfer agreements, student notification, transition and assistance in program completion;
- A detailed plan and recommended timeline for phasing out the program with the least impact on students, faculty, staff and the community;
- A plan for currently enrolled students to continue their academic award, such as a teach-out plan, or a plan for them to meet their educational objectives through alternate means;
- A plan that ensures an open and transparent participatory governance process in generating any recommendation to the Board of Trustees regarding program discontinuance.
- **An agreement with the District for retaining and placement of faculty impacted by program discontinuance per collective bargaining agreement with AFT.**

## Viability Review of Instructional Programs

# Academic Affairs Committee

## Chair Requirements

Co-Chairs – Chair of Chairs and Vice President of Instruction

Chair Election – designated by position held

Chair Term – Not Applicable

## Membership

THE VOTING MEMBERSHIP consists of the School Deans, VPI, VPSS, all instructional department chairs and the articulation officer. Faculty voting membership shall be a minimum of 4 faculty from each Instructional School.

## Administrators

8

## Faculty

16

## Classified

3

## Students

3

### FACULTY CONTRACT HIRING LIST FALL 2017

Pending Board Approval

|  |               |
|--|---------------|
|  | Non-Classroom |
|  | Classroom     |

|               |     |
|---------------|-----|
| NURSE         | 401 |
| EMGM          | 385 |
| LIBRARY       | 347 |
| BASE          | 328 |
| BIOL          | 321 |
| PSYC          | 315 |
| COUNSELING    | 314 |
| MENTAL HEALTH | 296 |
| PHYS          | 290 |
| HIST          | 261 |
| FIPT          | 200 |
| AVIM          | 177 |
| ENGL 1        | 172 |
| EXSC          | 107 |
| CHEM          | 76  |
| ENGL 2        | 64  |
| MATH          | 51  |

10/26/17

## Faculty Contract Hiring List