

Academic Affairs Committee

Co-Chairs: Paulette Hopkins and Mary Kjartanson
November 15, 2018

Approved on 2/21/2019

MINUTES

Members Present: Paulette Hopkins, Adrian Gonzales, Linda Woods, Lou Ascione, Jesse Lopez, Cheryl Barnard, Tonia Teresh, Mara Palma-Sanft, Kirk Webley, Mary Hart, Dawn DiMarzo, Larry Pink, Dan Willkie, Mark Hertica, Daniel Igou, Richard Halliday, Andrew Lowe, Nicolas Gehler, Francois Bereaud, Gina Bochicchio, Darren Hall, Mary Kjartanson, Scott Moller

Members Absent: George Beitey, Daniel Miramontez (sent Mary Hart as proxy), Alan Viersen (sent Duane Short as proxy), Carmen Jay (sent Rich Halliday as proxy), Namphol Sinkaset, Jordan Omens (sent Scott Moller as proxy)

Guests: Benjamin Gamboa, Molly Fassler, Lisa Brewster, Rebecca Bowers-Gentry, David Mehlhoff, Joe Young, Neal Erlandsen, Aleena Vargas, Eli Jed Manalastas, Kenneth Reinstein, Marie McMahon, Laura Murphy, Patricia Manley

The regular monthly meeting of the Academic Affairs Committee was held on Thursday, November 15, 2018 at 2:30 p.m., in Miramar College Room R3-100. The meeting was called to order at 2:34 p.m. by co-chair Paulette Hopkins, a quorum being present.

Agenda/Minutes: A motion was made by Adrian Gonzales seconded by Linda Woods to move agenda item 7a to be discussed after agenda item 6b. Dan Igou made a motion to carry the revised agenda with Duane Short seconding the motion all in favor with none opposing or abstaining. Duane Short requested a revision to be made to have his name be moved from guest attendee to members present, as he was a proxy for Alan Viersen in the October 15th meeting. With these corrections, Short made a motion with Rich Halliday seconding and the minutes were approved with all in favor none opposed or abstaining.

Distance Education: Rechelle Mojica reported that Friday workshops with Canvas are still ongoing in the W-246 building. Online webinars and Online Faculty certification have ended for the semester and will pick back up in Spring 2019. The courses that are participating in the canvas pilot in Fall will continue in Spring. Mojica believes the Canvas institute will still occur in the summer.

Academic Standards: Mara Palma-Sanft reported that the Academic Standards committee is reviewing petitions (mostly from out of state course substitutions).

Basic Skills Initiative: None

Honors: None

IPR/SLOAC Update: Patricia Manley reported on the sole attendee on the October 29th training. She is asked what the committee can do to help faculty progress through the next cycle. Going to department meetings is a good idea but due to the allotted time of only five minutes, it is not enough time to train. Larry Pink shared his experience in his department when they hold SLO days. A survey regarding program review will be sent out tomorrow and encouraged everyone to fill out. Camtasia videos will be created on how to work through Taskstream and uploaded onto the G: drive. Course and Program SLOs need to be updated this semester to assess those updated SLOs. Short stated that changing program level SLOs, also need to be changed in the catalog or revised by hand at the Instructional services office.

FLEX Coordinator: December 10th is the final deadline for adjuncts to have their FLEX recorded. Failure to do will result in pay being docked. Self-paced can be done to get some FLEX hours completed. The practice of having one FLEX number for department meetings will continue for next semester. Mehlhoff will work on the hours capped for each department to address the problems being experienced by some areas.

Faculty Evaluations Coordinator: None

AB-705 Implementation Update: Francois Bereaud reported on new courses (Math 119x and Math 116x) that will run for Spring 2019. Currently the Math department runs 96x courses. Counseling has been a strong partner through the process. Accuplacer will be used for placing students. A lot of faculty development has been ongoing. Ten ENGL 31 will partner with the new X courses. BSSOTT funds will be used to train faculty on ENGL 31. Kenneth Reinstein reported on ELAC, which used to be called ESOL. Reinstein reported on ELAC 2016-2017 program review data. ELAC began Fall 2018 and integrates reading, writing, and grammar are AB 705 compliant. New ELAC path is streamlined to get students to transfer level English.

IPR/SLOAC College Governance Handbook Change Proposal (2nd Reading). Manley reminded the committee of the first reading which consisted of changing the subcommittee procedures and some of the language. A motion was made by Larry Pink and seconded by Mark Hertica with all in favor and the motion was carried to approve IPR/SLOAC College Governance handbook change proposal.

Guided Pathways Update: Marie McMahon reported that the inquiry group is working on a more detailed presentation. This presentation should be ready by the next GP steering committee on November 26th. There is a lot of guided pathways work happening outside of the committee such as AB 705. McMahon stated that it was established in Spring 2018 that any work the GP steering committee does needs to be approved by CEC. Leading from the Middle was never brought to CEC because of there was no CEC meeting between when it was announced and the last GP steering meeting. Gonzales ultimately wants to be more consistent as he brought up a recent professional development event where discussion never took place for approval to send a team. VP Gonzales would like to send people every year to Leading from the Middle PD as he only hears good things about it.

Student Equity and Achievement (SEA) Presentation: VPSS Adrian Gonzales gave an overview about the SEA Program and how it combines allocated funds from Student Success and Support Programs (SSSP), Student Equity, and Basic Skills Initiative (BSI). Regulations needed to be followed as a condition to receive these funds. Strong Workforce at some point will be tied into this new pot of funds in the future. A student equity plan is due by the end of June 2019. Gonzales stated that the way the legislation is written does not always apply to how we do things locally at the community college level. We need to make the adjustments to serve our community different. Gonzales encourages everyone on the

committee to review the student success metrics. These metrics will focus on the students' educational journey. Pink is concerned with how the data is collected by the state and its pitfalls. The campus is doing a lot of good work already, and we need to align to guided pathways framework.

Strategic Enrollment Management: Hopkins shared the final recap for 2017-2018 FTES. Miramar college was the only campus that made their target for the 17-18 AY. Moving forward the Student-Centered funding formula will dictate our future funding. Intersession and Spring 2019 enrollment is in progress. Summer 2019 development in Campus Solutions to commence on February 4. Last date for ISIS changes for Summer 2019 will be on February 1. Spring 2019 changes will still be made in ISIS.

Review of 2018-2019 Instructional Division Goals (2nd Reading): The committee gave feedback on the instructional division goals. They suggested to omitting the AY year written in Goal 3 to make it more generic and eliminate having to revise the goal every year. With the amendment to remove the dates Lou Ascione made a motion seconded by Jesse Lopez to approve the Instructional Division Goals.

Academic Affairs Committee College Governance Handbook Change Proposal (1st Reading): Mary Kjartanson gave an overview of the change proposal. The proposal highlights the inclusion of the Dean of Student Development and Matriculation along with associate Deans into the College Governance handbook. The second part of the proposal is there would be parity among the department chairs and assistant chairs in the instructional schools. Duane Short shared his view on the proposed parity and the need for there to be one in Faculty (Contract) Hiring committee but less of a concern in Academic Affairs. Voting on proposals in Academic Affairs seems to have more consensus as opposed to faculty hiring. This is the first reading and will be brought back for a second reading in the next Academic Affairs meeting. Kjartanson will send this out to the committee members.

Adjournment: A motion to adjourn the meeting was made by Pink with Lowe seconding. The meeting was adjourned at 3:57 P.M.

Eli Jed Manalastas