

**Academic Affairs Committee**

Co-Chairs: Paulette Hopkins and Mary Kjartanson  
March 4, 2019

Approved on 4/18/2019

MINUTES

**Members Present:** Paulette Hopkins, Mary Kjartanson, Molly Fassler, Andrew Lowe, Larry Pink, Daniel Igou, Namphol Sinkaset, Scott Moller, Jessica McCambly, Linda Woods, Daniel Willkie, Lisa Brewster, Duane Short, Kirk Webley, Lou Ascione, Cheryl Barnard, Mary Hart, Carmen Jay, Francois Bereaud, Rebecca Bowers-Gentry, Dawn DiMarzo

**Members Absent:** Richard Halliday (sent Carmen Jay as proxy), George Beitey (sent Lou Ascione as proxy), Mara Palma-Sanft (sent Mary Kjartanson as proxy), Gina Bochicchio (sent Andy Lowe as proxy), Adrian Gonzales, Jesse Lopez, Daniel Miramontez, Tonia Teresh, Darren Hall, Jordan Omens, Scott Moller

**Guests:** Joseph Young, Rechelle Mojica, Aleena Vargas, Julia McMenamin, Calvin Le, John Salinsky, Allen Andersen, Neal Erlandsen, Becky Stephens, Marie McMahan

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The regular monthly meeting of the Academic Affairs Committee was held on Thursday, March 4, 2019 at 3:30 p.m., in Miramar College Room R3-100. The meeting was called to order at 3:27 p.m. by co-chair Paulette Hopkins, a quorum being present.

**Agenda/Minutes:** A motion was made by Lou Ascione seconded by Larry Pink to approve the March 4<sup>th</sup> agenda. Dawn DiMarzo made a motion with Dan Igou seconding and the minutes were approved with all in favor, and none abstaining.

**Distance Education:** Rechelle Mojica reported that Canvas has been rolled out and faculty can access their shells on April 8<sup>th</sup>. Faculty are asked to fill out request for LTI's to be reviewed for accessibility by Dean Gustafson's office. Canvas trainings are still on-going and will continue throughout the summer. Blackboard course shells will be closed after June 30; any content not transferred or downloaded will not be available after this date.

**Academic Standards:** None

**Basic Skills Initiative:** Becky Stephens reported that Basic Skills will be phasing out soon. Monday, April 15<sup>th</sup> another Marketplace of Interactive Strategies will take place in K1-107 and there is FLEX credit.

**Honors:** None

**IPR/SLOAC Update:** Program Review update is due on April 19<sup>th</sup>. We have seven courses for our disaggregation pilot.

**FLEX Coordinator:** Allen Andersen reported that an email had been sent out to faculty that have outstanding FLEX. Deadline for independent projects is on April 15<sup>th</sup>. May 20<sup>th</sup> is the deadline for FLEX completion. FLEX hours for honors instructors will be inputted by the end of the week.

**Faculty Evaluations Coordinator:** John Salinsky reported that student evaluations are due on April 26<sup>th</sup>. Online student evaluations can be accessed through him. Hopkins shared that Miramar College had 100% completion rate for contract faculty evaluations for the Fall semester.

**Guided Pathways Update:** Marie McMahon shared the Defining Guided Pathways PPT for Miramar College with Academic Affairs. Job descriptions are being created for leads from the different constituencies. A “Kick-off” event will take place in Fall 2019. April 30<sup>th</sup> is when self-assessment tool is due.

**Strategic Enrollment Management:** Hopkins reported on Enrollment Management for the Fall 2019 semester.

**Student Equity Plan Update:** Cheryl Barnard reported that indicator groups have been and will continue to meet this week to finalize their report. College is still waiting for the template from the state to input their information.

**Commencement Update:** Last day to petition for Spring is on April 30<sup>th</sup>, we have 1343 petitioned. Streaming service will be added for this year’s commencement service. A second location will be identified for streaming on campus. A limit of five guests per student is highly suggested.

**New Designators for Math and English:** Duane Short reported that due to AB 705, LCOM’s will now have an “x” identifier at the end of Math and English subjects. The lowest level from the district will be one-level before transfer. Any course level below this will be changed to an advisory.

**COCI-Statewide Curriculum Inventory System:** Hopkins briefly shared that the system that stores courses and awards information possibly might change in the future. The state is currently searching for a vendor.

**Adjournment:** The meeting was adjourned at 3:58 P.M.

*Eli Jed Manalastas*