

**Academic Affairs Committee**

Co-Chairs: Paulette Hopkins and Mary Kjartanson  
March 18, 2019

Approved on 5/16/2019

MINUTES

**Members Present:** Mary Kjartanson, Carmen Jay, Mary Hart, Duane Short, Larry Pink, Dawn DiMarzo, Jordan Omens, Lisa Brewster, Scott Moller, Gina Bochicchio, Namphol Sinkaset, Dan Willkie, Richard Halliday, Cheryl Barnard, Francois Bereaud, Adrian Gonzales, Tonia Teresh, Jesse Lopez, Kirk Webley, Nicolas Gehler

**Members Absent:** Paulette Hopkins (sent Jesse Lopez as proxy), Linda Woods (sent Benjamin Gamboa as proxy), Lou Ascione, Daniel Miramontez (sent Mary Hart as proxy), Daniel Igou (sent Richard Halliday as proxy), George Beitey, Darren Hall, Alan Viersen, Andrew Lowe, Mara Palma Sanft (sent Duane Short as proxy)

**Guests:** Julia McMenamain, Allen Andersen, Jessica McCambly, Rechelle Mojica, Joe Young, Patricia Manley, Neal Erlandsen, Benjamin Gamboa, Kandice Brandt, David Mehlhoff

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The regular monthly meeting of the Academic Affairs Committee was held on Thursday, April 18, 2019 at 2:30 p.m., in Miramar College Room R1-101. The meeting was called to order at 2:38 p.m. by co-chair Mary Kjartanson, a quorum being present.

**Agenda/Minutes:** A motion was made by Dawn DiMarzo seconded by Mary Hart to approve the April 18<sup>th</sup> agenda. Namphol Sinkaset made a motion with Lisa Brewster seconding and the minutes were approved with all in favor, and none abstaining.

**Distance Education:** Rechelle Mojica reported that if a course is cancelled in CS the teaching canvas shell is deleted along with the content. She advises faculty to create all their work within the development shell, back up the data, and to communicate with schedulers if they foresee any further changes being made. Once the details of the course have been cemented, the faculty member can transfer content from the development shell over to the teaching shell. Some reasons for classes to be cancelled are any changes to session, STEN dates, meeting days, meeting hours, class attributes and unit values. Some LTI's are not migrating from the development shell to the teaching shell. Dean Gustafson sent out information on processes to ensure LTI's are connecting content to your live canvas class. Contact Rechelle Mojica for any further questions or concerns.

**Academic Standards:** Mary Kjartanson reported on behalf of Mara-Palma Sanft. She shared a PPT of bullet points from the Academic Standards committee.

**Basic Skills Initiative:** Tabled.

**Honors:** Carmen Jay reported that a current Miramar and former Jack Kent Cooke honors student, has just received the Jack Kent Cooke Graduate level scholarship. Credit given to the honors program and honors faculty.

**IPR/SLOAC Update:** Patricia Manley reminded everyone about the deadline for Program Review update. A pilot study disaggregation will take place during the Fall 2019, which includes seven courses who have volunteered. The committee needs a new member at large. Kjartanson reported that a procedure change was approved.

**FLEX Coordinator:** Allen Andersen was appreciative of everyone reminding those who have to complete FLEX hours. There will be a second report sent of those who have yet to complete FLEX hours. Andersen stated he is okay with being kept in the loop in emails regarding FLEX question from adjunct faculty.

**Faculty Evaluations Coordinator:** Kjartanson reported that letters for evaluation include a statement of recommendation or not recommendation for probationary faculty. Salinsky emphasized to include in your letters your findings very clear and recommendations statement at the end of the letter. If you are a probationary/promotional contract employee, you have to complete two sets of student evaluations per semester. The statement needed at the end of letters also needs to be done for adjuncts. With regards to tenured faculty, Salinsky suggests to use at your discretion the best way to state continued employment. If there are any questions, please refer to the CBA or contact John Salinsky.

**Guided Pathways Update:** Adrian Gonzales reported that the thirty-person guided pathways steering committee will be disbanded. He is looking for two faculty members to lead the new smaller steering group and will be given 50% reassigned time. The steering group will work with six workgroups responsible for different topics. Each workgroups will be led by faculty leads who will be given a .20 release. There are two guided pathways meetings left in the semester in where more information will be shared in the next AA meeting.

**Strategic Enrollment Management:** Jennifer Ock reported on the Summer 2019 development timeline and Fall 2019 development timelines.

**Student Equity Plan Update: 31 min.** Tonia Teresh reported that subject matter experts are working on the SEP related to the five key indicators. The state Chancellor's office has been continually updating data packets for the college. Currently, the indicator teams have their plans in place, and will be inputting data in the equity plan template. The information will be sent out to the different governance groups for review and feedback. Dawn DiMarzo asked the committee to pass on the inclusion center survey to other faculty and students.

**Commencement Update:** Dean Barnard thanked everyone because she reported that 1,811 petitions have been submitted, which is 218 more than last year. This number is expected to continue to increase for the remainder of the semester. There is an increase in ADT's compared to last year. Live-streaming will be in L-105 for commencement, and suggested students bring only five guests. April 30<sup>th</sup> is the deadline for students to be considered a Spring graduate. Students can still petition up until July 31<sup>st</sup> to be considered a summer graduate. Lopez expressed gratitude to Kirk Webley and Lisa Clarke for doing in-class visits to explain student petitions and how to complete them. Webley shared that at this point and time the focus is establish department liaisons and to develop more rapport with programs.

**SWP/Perkins Update:** Benjamin Gamboa reported on working on a cross-disciplinary entrepreneurship center here on campus. This will provide a place for students to test out their different business ideas. He also reported on the variety of projects that have been recently approved by the Strong Workforce program. An embedded counseling pilot has been approved to be funded. Clinical lab technician program will be created which builds off the MLT program. A diesel hydraulics curriculum will be funded along with the equipment. The biotech program will be expanded to add new skills to meet the need of employers in the area. The child development program will be undergoing a realignment of awards. Gamboa brought attention to two services on campus. One is the Job Placement coordinator, Alex Ortega who is reaching out to our career education and transfer programs. The second service is being provided by Lena Heckbert who is on assignment as a work-based learning coordinator. She is available to help you develop activities for work based learning. Work based learning are the types of activities in the classroom that link students to employable skills and experiences of what it is like to work in the field they are studying in.

**Vision for Student Success: Recommended Benchmarks for Goal Setting:** Kjartanson explained in depth the unit accumulator indicator with the committee. The Academic Senate moved the benchmark forward and sent to the State Chancellor's office. Teresh explained that the commonality between the equity on the vision for success plan and the student equity plan, which were the degree and certificate of completion of transfer.

**Revised Excusal Withdrawal Guidelines & Student Petitions:** VP Gonzales reported on the petitions process and excused withdrawal and what is considered acceptable. An excused withdrawal allows a student to withdraw for particular reasons and not impact progress. However this can still affect their financial aid and is highly encourage for a student to talk to a counselor about their options. With excused withdrawals, students must have verifiable documentation for reasons such as job transfer outside the region, illness in the family, incarceration, immigration related, death of immediate family member, acute/chronic illness, or natural disaster. He wants to tighten up the process and have more communication with the departments. In the next couple months his office will put out some written guidance. He encourages students communicate with their instructor and counselor because of different scenarios and options that can be considered other than excused withdrawal. (e.g. a status of incomplete)

**Adjournment:** 3:32 P.M.

*Eli Jed Manalastas*