

San Diego Miramar College
Academic Affairs Committee
Meeting Minutes
September 15, 2011, 2:30-4:00 p.m., Rm. M-110

APPROVED

Present: Randy Barnes; Dawn Burgess; David Buser; Bob Fritsch (?); Sheryl Gobble; Mary Hart; Paulette Hopkins; Mary Kjartanson; Steve Lickiss; Mark Manasse; Marie McMahon; David Navarro; Lynne Ornelas; Rod Porter; Tom Schilz; Susan Schwarz; Katinea Todd; Alan Viersen; Harvey Wilensky; Dan Willkie; Linda Woods.

I. Call to Order: The meeting was called to order at 2:39 p.m. by R. Barnes.

II. Approval of Agenda: It was moved, seconded and carried to approve the agenda of September 15, 2011.

III. Approval of Minutes: It was moved, seconded and carried to approve the minutes of April 7, 2011.

IV. Old Business:

A. Priority of Assignment. D. Figueroa said that there have been no changes yet. R. Barnes advised that any changes will need to be bargained for in the future.

V. New Business:

A. Review College Governance Handbook (CGH) Page for Academic Affairs – Changes Recommended. L. Woods presented an updated draft of the CGH page which reflects the recent school reorganization. The Business Department moved from the School of Business, Math and Science (BMI) to the School of Technical Careers and Workforce Initiatives (TCWI). The school names have been changed to School of Mathematics, Biological, Exercise and Physical Sciences (MBEPS) and School of Business, Technical Careers and Workforce Initiatives (BTCWI), respectively. Also changed were “priorities” and “goals” to “objectives” in order to be consistent with the Strategic Plan, and “Campus Wide Master Plan” to “Planning Process.”

It was moved, seconded and carried to approve the changes as amended (changing the names of the schools and changing the language under the goals to be consistent with the Strategic Planning language).

L. Woods said that the chairs of the subcommittees which report to this committee will report on their activities.

B. Academic Affairs Committee Schedule.

This committee will continue to meet on the third Thursday of each month, from 2:30 to 4:00, immediately following the Chairs' meeting.

C. Voting Membership. The voting members' names are listed on the attendance sheet for this meeting, and any additions or revisions were requested. There are still vacancies on the membership list, including School of Public Safety, Classified Staff, and Associated Student Council.

D. Nonvoting Members. None.

VI. Presentations: None.

VII. Information: The Strategic Planning diagram will be reproduced by Sandi Trevisan and posted throughout the campus so that faculty and staff are aware of the college's strategic planning process which is integrated with the annual planning process.

VIII. Reports:

A. Spring FTEF Allocation. R. Barnes reported that the spring semester FTEF allocation is based on the original projection which split the allocation equally between fall and spring semesters. This may have to be adjusted once the State budget is out, and he will keep us advised.

Summer FTEF is still uncertain, but that will come out of next year's FTEF allocation. The need to develop a plan for summer and notify students, faculty and staff as soon as possible has been a topic of discussion in the Academic Senate and among the Vice Presidents of Instruction and Vice Presidents of Student Services. San Diego Miramar College (SDMC) is very productive compared to the other campuses, which indicates that the SDMC faculty has gone above and beyond in its willingness to serve students.

D. Figueroa said that discussions with the other academic senate presidents indicate it is very likely that Continuing Education will be partnering with SDMC. She suggested that all vice presidents, deans and chairs meet with the vice chancellors in order to have alternative schedules prepared for whatever cuts are made in December. She reminded us that spring enrollment starts on December 5 and that the summer schedule will already be prepared by then. T. Schilz emphasized that SDMC should be proactive in cutting/filling class schedules in order to improve over last summer, and he requested that this be communicated to the Chancellor.

D. Figueroa said that the District waived physical education and health graduation requirements last summer, and degrees were granted without students having to petition, without prior notice to faculty. There was a discussion about this and general dissatisfaction was expressed. She will discuss this with the Chancellor and will keep this committee informed.

B. The PLACe Advisory Group. D. Figueroa will request The PLACe Advisory Group to inform this committee. The PLACe used less budget during the summer and still provided 76 hours of tutoring, mostly in math and biology. This semester The PLACe has served 194 students for a total of 594 hours to date and offers many activities, orientations, writing labs and workshops. More math people are needed.

C. BSI. M. Manassee said that the goal of Basic Skills is to help students attain their individual goals. The Basic Skills Committee's focus is to improve the success, retention and persistence of our Basic Skills students by pinpointing Basic Skills projects which do so. Data from the campus-based researcher indicates that students who participate in the BSI projects are highly successful.

The Basic Skills Committee and this Basic Skills project want to have these projects eventually integrated into the college by the time the BSI grant expires. The grant funds some Basic Skills projects in The PLACe and English ESOL labs that are offered with professors of English and ESOL volunteering lab time and tutoring. We also have graduate students from within the San Diego community college system, the San Diego university system and other programs providing tutoring, class participation and office hours. This project is highly successful and the persistence rate dramatically goes up from fall to spring and the retention goes up in English and ESOL.

USD wants to align itself with our college and have our Instructional Assistant Program (English/ESOL) be part of their graduate program. They will observe our ESOL classes and be part of our lab, which will eventually help with funding because they will pay for that. The program will be piloted this semester and next.

Our current supplemental Basic Skills Project tutoring that begins one level below English 101 (English 49, our writing course) has resulted in going to tenth level English 101, and the success rate for English 101 has dramatically improved since Basic Skills Program Two began. We've instilled an SLO mentality with the professors in that course, who've worked extremely closely together throughout this semester. That's another example of how we can focus when we have the requisite resources.

We're working very closely with counseling and other departments, and the Basic Skills program's influence manifests throughout the campus and across disciplines. We're encouraging the students to be more active in their own educational futures, and we are succeeding with the small section of students we reach. We will be able to reach more students and increase their success if we have more funding or have these programs become part of our school.

We want to ensure that all students take some sort of placement/assessment test, and to encourage them to study for the test in order to place as high as possible, to increase the likelihood of progressing through. M. Manasse is working with District to ascertain how the Acuplacer tests are weighted as compared to outside measures.

D. Program Review/SLOAC. Postponed to October 20 meeting.

E. Distance Education. Postponed to October 20 meeting.

F. Academic Standards. Postponed to October 20 meeting.

G. Honors. Postponed to October 20 meeting.

IX. Other: None.

X. Adjournment. It was moved, seconded and carried to adjourn the meeting at 3:42 p.m.

Next Meeting: October 20, 2011, 2:30-4:00 p.m., Room M-108.