

San Diego Miramar College
Academic Affairs Committee
Meeting Minutes
October 20, 2011, 3:00-4:00 p.m., Rm. M-108

Present: Randy Barnes; Dawn Burgess; David Buser; Bob Fritsch; Sheryl Gobble; Mary Hart; Paulette Hopkins; Adela Jacobson; Mary Kjartanson; Mark Manassee; Marie McMahon; David Navarro; Rod Porter; Tom Schilz; Susan Schwarz; Katinea Todd; Alan Viersen; Harvey Wilensky; Dan Willkie; Linda Woods; Joe Young.
Guests: Daphne Figueroa; Kare Furman; Buran Haidar.

- I. **Call to Order:** The meeting was called to order at 3:01 p.m. by R. Barnes.
- II. **Approval of Agenda:** It was moved, seconded and carried to approve the agenda of October 20, 2011, and to present the Honors Report (Agenda Item 4.2) out of order.
- III. **Approval of Minutes:** It was moved, seconded and carried to approve the minutes of September 15 2011.

IV. Reports.

A. Honors Report. Carmen Jay and Adrian Arancibia reported that the Honors Program has been extremely successful this semester in terms of students served. They gave a brief overview of the program and how it works, summarized data collected from research, described planned improvements for the program in Spring, gave examples of student successes, etc. They requested that faculty be willing to enter into Honors contracts with students, which will help students enhance their transferability into four-year institutions.

V. Old Business:

A. College Governance Handbook Page for Academic Affairs – Status of Changes. The revised Handbook page was approved by CGC and went to the Academic Senate on October 18th. After consulting with this committee's co-chairs, the Senate made minor language changes. These included reflecting the Integrated Planning Process, changing school names, and goals.

VII. Reports (Continued):

A. Distance Education. Mike Charles, former Math Department Chair and Chair of Distance Education Committee reported:

1. Committee membership: Fred Garces, Dave Giberson, Wahid Hamidi, Rachelle Mojica, Leslie Klipper, Angela Romero and Susan Schwarz.
 2. There are 144 active online classes this semester taught by 75 instructors.
 3. Blackboard Vista will be eliminated and replaced by Blackboard Learning by the end of this semester.
 4. Materials fee issue -- Foothill College student litigation regarding tangible property rights; he will keep us informed on the outcome.
 5. An online certification is being implemented at City College and Mesa College where faculty have to complete a 20-hour training, which is an online certification process, in order to teach online. The main difference between their certification and ours is that we focus on the course management system and they want to draw in the DSPS requirements. D. Figueroa advised that the Academic Senate will be updated on the subject on October 25th.
- B. Program Review and SLOAC. Postponed to November 17.
- C. Academic Standards. Postponed to November 17 meeting.

V. New Business:

- A. Enrollment Management to 25,000 Head Count. R. Barnes reported that Miramar College has grown from 8,162 in Fall 2005 to 11,796 currently, which exceeds its 11,623 target for this semester. He presented a growth projection spreadsheet and requested feedback from deans and departments for presentation at DGC. It was suggested that we analyze whether the capacity of buildings would actually support 25,000. There was also concern over the maintenance that will be required to clean buildings.
- B. Instructional Division Plan – Draft. R. Barnes will have a draft ready by November 17th. He has integrated information reported by the Fact Book and by departments in their Program Review with the goal to show that we're integrating our planning processes, program goals in Program Review, and tying them to the Strategic Plan goals and strategies. A new

element will be reporting on the level of meeting last year's goals. This will be done annually so we can show that we're assessing, measuring and analyzing our progress toward meeting our department goals and strategies, and the process can be refined each year. The division plans will be updated when all Program Review information is in, and the tentative date for completion is in Spring 2012. The draft plan will feed into the Educational Master Plan. He asked for feedback, and D. Figueroa requested that The PLACe data be included in the draft plan.

VI. Presentations: None.

VII. Information:

A. Calculation of Class Minutes. D. Figueroa said there was a question raised in Academic Senate about how class minutes are calculated, and she requested that this be discussed at the next meeting.

B. Accuplacer Test. M. Manassee commented on the Accuplacer test.

1. He'd like to have Accuplacer information and a study link to the Accuplacer tests included in emails to students when they apply to Miramar College. Students need to know to study for the test or they may be placed in Basic Skills classes because they didn't study, and may get discouraged and/or drop out. They must be told they need to study.

2. Currently the exam can't be retaken for three years. He'd like that changed so that students are able to retake it sooner,

3. There are multiple measures used for placing students, which often results in inequitable placement of students. He'd like to know the method and wants to effect changes. D. Figueroa suggested that D. Navarro be the campus representative to take the issue to District and that faculty should discuss Accuplacer. D. Navarro agreed to provide an article that he wrote on subject.

VIII. Other: None.

IX. Adjournment. It was moved, seconded and carried to adjourn the meeting at 4:05 p.m.

Next Meeting: November 27, 2011, 2:30-4:00 p.m., Room M-108.