

San Diego Miramar College  
**Academic Affairs Committee**  
Jerry Buckley & Linda Woods, Co-Chairs  
Thursday, May 3, 2012  
2:00-3:00 p.m., M-108

**MINUTES**

**Present:** Jerry Buckley, Linda Woods, Gail Conrad, George Beitey, Greg Newhouse (for Susan Schwarz), Duane Short, David Navarro, Dawn Burgess, David Buser, Dan Willkie, Joe Young, Sheryl Gobble, Tom Schilz, Mark Manasse, Marie McMahon, Rod Porter, Bob Fritsch, Harvey Wilensky, Mary Hart, and Trinh Nguyen. Guest: Daphne Figueroa.

**Absent:** Lou Ascione, Lynne Ornelas, Paulette Hopkins, Adela Jacobson Mary Kjartanson, Dana Stack, Alan Viersen, Steve Lickiss and Katinea Todd.

**Call to Order:** The meeting was called to order by Jerry Buckley at 2:08 p.m. He announced that Duane Short was recognized on a State-wide basis by the California Inter-segmental Articulation Council, which awarded him with a service award at its annual meeting this past week. Jerry Buckley thanked Duane for his service and presented him with a San Diego Miramar College Certificate of Recognition for service to San Diego Miramar College and to the State.

1. **Approval of Agenda.** It was moved, seconded and carried to approve the agenda of May 3, 2012.
2. **Approval of Meeting Minutes.** Postponed.
3. **Subcommittee Reports.** None.
4. **New Business.**
  - a. FTEF allocation for 2012-13. Jerry Buckley presented and discussed the 321.1 FTEF for next school year. Of that total, 3.5 FTEF in pre-board-approved FTEF and 4.0 FTEF for sabbaticals (now 3.0) was taken off the top, leaving a total of 313.725 FTEF. The allocation was based on percentage allocations made in prior years, and individual schools can decide how to allocate between the fall and spring semesters.

Non-contractual release time was reviewed at President's Cabinet and it was decided to show all non-contractual (i.e., not covered by the contract) release time, including Statewide Academic Senate, Accreditation, SLOAC, Affirmative Action, tutoring at The PLACe, breakouts in English and Math, and Fitness Center Program Coordinator.

Daphne Figueroa suggested that assignments for The PLACe tutoring should be paid out of the schools and Jerry Buckley will take that for further discussion. It was moved and seconded to make Math and English 0.2 per semester each. Tom Schilz asked about the procedure for donating release time so that someone else could benefit, and Jerry Buckley will research that. Any recommendations to change the mix can be made to Daphne Figueroa to forward to Jerry Buckley for discussion at President's Cabinet. 1.0 FTEF is left from changing four sabbaticals to three and it was suggested that it be returned to the School of Liberal Arts and the School of MBEPS because it was originally taken from them to give to CTE. It was agreed by consensus to send emails to Daphne Figueroa. Jerry Buckley mentioned that it was hoped to have in future a

strategic enrollment management team.

5. **Old Business.**

a. Instructional Division Plan -- Draft.

Jerry Buckley presented and discussed the most recent draft of the Plan which has been restructured and reorganized and previously sent to the Committee. The three division plans have been removed to shorten the document, but links to the division plans will be included. Also included are goals, tracking achievements, descriptions of how the integrated plan works and how the division plan fits into the bigger picture; grids report progress made in the 2011-12 category to be updated in October, color-coded by school with specific tasks by each school/program and tracking of accomplishments. If each division plan documents accomplishments each year it will be easy to incorporate into an annual effectiveness report. The SWOT analysis was just restructured without other changes. He requested feedback.

A draft of a substantive change report for the MLTT Program has been submitted to the ACCJC and the response was favorable. Still needed is the information on eligibility requirements and standards as far as any alteration based upon the program. Dean Paulette Hopkins and her team were complimented for their work on that project. The MLTT Program is being funded by a Department of Labor \$5 Million grant to San Diego State College, and San Diego Miramar College is a sub-grantee.

b. Educational Master Plan – Draft.

Jerry Buckley presented and discussed the most current draft which was previously sent to the committee. The planning themes in the Instructional Services Division Plan have been related specifically to Strategic Plan Goals, and there will be links in the Table of Contents to sections on institutional history, statement of mission and values, strategic goals, college organization, governance structure with links to the Governance Handbook, integrated planning chart, student characteristics and employee characteristics and will link out to the economic impact of the District and the college. There are enrollment projections and discussion of contributing documents which indicate that the college is projected to make 10,000 FTES by approx 2017. Also included is a description of the planning process and data from the Scorecard and Fact Book. The most important part is the planning part: college themes are linked to Strategic Goals; and Instruction Division themes, Student Services Division themes and Administrative Services Division planning themes are also linked to Strategic Goals. He requested feedback and said the draft will be posted to the College website in the next two weeks.

The Student Services Division Plan has more links and more data and is a good model for future Instructional Division Plans; the Administrative Services Plan differs in structure. He offered to make these division plans available and suggested that in the future he would like to have more structural similarity. A planning website is being developed to include all operational plans, division plans, the Strategic Plan, the Educational Master Plan. There will be a supplemental page which will address research for this college in order to make it more readily available when needed and to provide access to the Scorecards and to more information about what's available through the District. Since Daniel Miramontez has been our part-time campus researcher, we have e learned

more about what's available and want to craft the website to make it more useable. He requested other suggestions as part of a continuous improvement process. The intention is to demonstrate that we have significant conversations about planning and research and have improved them.

c. SLO Dialogue.

Jerry Buckley said that we have received a template from the Accreditation Commission for how all colleges are to report to the commission on our 10-year progress on SLO's. Previously we've provided numbers, but this time they want examples of how we utilize our SLO's. Committee members were asked to take full advantage of department meetings during Flex Week and Convocation, etc., to have these discussions on learning outcomes and service outcomes so that we can document that these conversations are taking place; and to decide how to handle the parameters in the Fall . It will be additional evidence that we have moved toward documenting SLO's for every section that's being offered. He requested feedback and suggested that we should look at program-level SLO's and see what we can do better.

**6. Information.** None.

**7. Other.** A college retreat is being planned for an entire day for approximately 65 people at Mission Trails in August 2012. We will use it to address our year-end data for an annual institutional effectiveness report and will review five-year year plans and achievement data. We will discuss what has been achieved and will identify and prioritize what needs to be addressed next year. The results will be summarized and analyzed and brought to Convocation.

**8. Adjournment.** The meeting was adjourned at 4:10 p.m.

**Next Academic Year:**

- Chairs' Academy: August 15, 10:00 a.m. – 2:00 p.m.
- Fall 2012: Sept. 20, Oct. 18, Nov. 15
- Spring 2013: Feb. 21, Mar. 21, Apr. 18, May 16

Recorder: K. Todd