San Diego Miramar College

Academic Affairs Committee

Co-Chairs: Gerald Ramsey and Marie McMahon

Thursday, October 3, 2013

APPROVED 11/07/13

MINUTES

Present: G. Ramsey, L. Ornelas, L. Ascione, P. Gomez, P. Hopkins, G. Beitey, A. Jacobson, D. Short, D. Navarro, D. DiMarzo, L. Pink, D. Willkie, J. Young, B. Fritsch, S. Gobble, K. Reinstein, T. Schilz, F. Bereaud, N. Gehler, M. McMahon, Rebecca Bowers-Gentry (for L. Woods), M. Kjartanson, S. Lickiss, M. Hart

Absent: W. Hamidy, J. Omens

Guests: B. Haidar, L. Murphy, J. Thompson

Call to order: The meeting was called to order at 2:38 p.m. by M. McMahon.

1. Approval of Agenda. It was moved, seconded and carried to approve the agenda of October 3, 2013.

2. Approval of last meeting's minutes. It was moved, seconded and carried to approve the draft minutes of September 5, 2013.

Old Business:

3. Membership list (clarify). It was noted that classified staff and students are non-voting members. G. Ramsey will review AB 1725 to see if classified staff and students should be involved, and he will take it to the College Governance Committee (CGC) to clarify.

4. Program Review Proposal follow-up (Short). No further developments to report; will be discussed at CGC.

5. Plans for the year. Postponed.

6. Hiring update and discussion. M. McMahon gave a brief update on the Faculty (Contract) Hiring Committee's work in progress on draft criteria. D. Navarro requested that Counseling be included in the hiring process so that it can meet the requirements of SB 1456. B. Fritsch suggested that when Counseling reaches a certain student-counselor ratio, it should automatically be placed on the list.

7. TaskStream and Program Review update. L. Murphy reported that the college TaskStream implementation team recently had its first telephone conference with TaskStream, and the next meeting is in the process of being scheduled. TaskStream is looking at what types of data we might want to use, and she expects that something will be ready by spring.

8. SB 1440 update & SB 1456 update (McMahon). M. McMahon reported on the Student Success Summit in Sacramento on September 23-24 that she, G. Ramsey and N. Grisham attended . She said that enrollment management -- deciding what classes to offer – was a significant factor in student success. D. Navarro discussed a new registration priority system going from five tiers to nine tiers that will be implemented in 2014. There will be a process which will allow some high-unit students to register to stay in their programs – including aviation maintenance technology -- without being penalized.

9. Proxies. The procedure for proxies was discussed; the co-chairs will look for the most recent proxy form.

10. Parliamentarian. There was a discussion about whether a parliamentarian was needed, without resolution.

11. Review of action items. None.

New Business

12. Faculty Hiring Committee update. See item 6, above.

13. Academic Affairs – Review of the College Governance Handbook page. B. Haidar advised that there is a new updated handbook, which has not yet been posted. Discussion was postponed until that new handbook is available.

14. Sub-Committee reports

    a. Academic Standards. D. Short met with the Honors Committee which is reviewing general education and grade requirements to see if any changes are needed.

    b. Basic Skills Initiative (BSI). L. Ascione reported on the update given at the College Executive Committee (CEC).

    c. Distance Education. No report.

    d. Honors. No Report.

    e. Instructional Program Review/SLOAC. P. Gomez reported that there is a new update form, and that all data is in the G Drive. Program Review is due Tuesday and should be

turned in to the deans. The Program Review/SLOAC committee will meet on Monday at 3:00 p.m. and will discuss how to manage reviewing Program Reviews.

15. Suggested items for next meeting.

    a. College Hour. This will be on the agenda for the next meeting. M. McMahon will send out N. Grisham's College Hour proposal for fall 2014.

    b. Evaluation Timeline. J. Thompson reminded the committee of the timeline for evaluations.

Adjournment: 3:35 p.m.

Next regular meeting: November 7, 2013.

Reporter: K. Todd