

San Diego Miramar College  
**Academic Affairs Committee**  
Co-Chairs: Gerald Ramsey and Marie McMahon  
March 6, 2014

**APPROVED 05/01/14**

**MINUTES**

**Present:** G. Ramsey, L. Ornelas, L. Ascione (for himself and for B. Fritsch), D. Miramontez, P. Hopkins, G. Beitey, D. Short, D. Navarro, W. Hamidy, L. Pink, D. Willkie, J. Young, S. Gobble, K. Reinstein, T. Schilz, F. Bereaud, N. Gehler, M. McMahon, Rebecca Bowers- Gentry, M. Kjartanson, S. Lickiss, M. Hart

**Absent:** A. Jacobson, D. DiMarzo, B. Fritsch, J. Omens

**Guests:** B. Haidar, L. Murphy

**Call to order:** The meeting was called to order at 2:38 p.m. by G. Ramsey.

1. Approval of Agenda. It was requested to move Item 7 to Item 5, and it was moved, seconded and carried to approve the modified agenda of March 6, 2014.
2. Approval of last meeting's minutes. The following modifications to the draft minutes of February 6<sup>th</sup> were requested by:
  - a. D. Short: Item 12.a, second sentence, should say, "D. Short said that the first meeting of the semester will be next week. He also said the committee is working on a recommendation related to GE requirements. Once it is complete he will send it forward to the Curriculum Committee and copy the co-chairs of Academic Affairs."
  - b. S. Gobble: Item 12.b, "NAID" should be corrected to "NADE" (National Association for Developmental Education).

It was moved, seconded and carried to approve the revised draft minutes of February 6, 2014.

**Old Business:**

3. Update on Early College Pilot with Mira Mesa High School. G. Ramsey said this is still in progress. The two districts will have a joint board meeting on March 18<sup>th</sup>, and then we will have a clearer set of directions for this project.
4. Electronic Rosters and Census Dates. D. Stack and K. Furman distributed handouts, discussed instructors' responsibility to drop students who have

never attended, and explained the ramifications of not doing so.

M. McMahon suggested that this would be a good topic for a flex series.

5. New Faculty Orientation at Miramar College. Postponed.

### **New Business**

6. SLO's: Program and Achievement Data; SloJET input.

L. Murphy said that in the Instructional area we need to catch up on Instructional program outcomes and getting the assessment plan in place. We also need to continue to work on the course-level SLOs so that they are valid and the data is being put into the system. This is mapped out to be accomplished by the next self-study for accreditation. We are asking departments and faculty to update their course SLOs if they need to, to put the SLO data into SloJET and then to complete the Program Learning Outcomes and Assessment Plan. This is new and necessary.

The new ACCJC report format requires that we show assessment and outcome status for all courses in our catalog, at least the courses that we offer. We might migrate this data into TaskStream later or we might put it right into TaskStream. The program assessment plan will be used to populate TaskStream. The tentative deadline was January of this year, but we have only six assessment plans so far.

L. Murphy created a new form for program-level outcomes. Programs are currently published in our college catalog, but there have been discussions on whether these even apply because our definition of a program differs from that of Title 5. She offered to meet again with any program, department or group needing help on completing the information or needing guidance. The goal is to get this done before TaskStream is up and running; we're ready to put the information in, and it should just flow from there. She said there are two big pieces: getting the course stuff in SloJET and then getting the assessment form set up.

7. TaskStream Implementation.

Laura Murphy repeated a presentation which she gave at Convocation, and said the idea behind TaskStream is to develop a more comprehensive software solution that will allow us to track information without inputting information repetitively, and give long-term guideline on what next steps are. We have a work group meeting twice weekly with TaskStream personnel to

set up the first phase of implementation, which will be the Instructional Services Division, followed by the Administrative Services Division and the Student Services Division. It will also house our accreditation, strategic goals, program reviews, etc., and all those things will roll out as we develop the system. We currently have developed work spaces for the program level and assessment and we've input the institutional-level SLOs, and that's all ready for mapping.

A demo using Biology has been prepared and will be demonstrated with the work group in practice training sessions by the end of this month. This will help to identify problems and also the level of difficulty in training; then there will be a "train the trainers" including chairs, SLO liaisons and any other pertinent faculty or personnel, and in fall there will be training of the faculty at large.

Most pressing would be getting assessment data into SloJET for courses that don't have anything in them. She will send the committee a list of courses for which there is no assessment data.

8. Flex Series throughout semester? (Marie McMahon)  
Postponed.
  
9. Summer Session Update. Gerald Ramsey discussed the summer budget and two subsequent augmentations and our summer allocation. He will look into the summer allocation that G. Conrad reported we had this morning versus what we actually had. He will also look into how the allocation between the colleges was made and will report back. He will get the summer schedule proof or a status report to the deans by next Tuesday.
  
10. Augmentation of FTEF and New Classes. G. Ramsey, L. Ascione, the English Department and Counseling Department have worked to put together a series of courses for our student success projects and efforts. It will consist of three sections of reading, writing and personal growth. Students will get personalized attention in summer, structured so that Counseling and Instructional faculty and Instructional Assistants will be in touch with these students every day to monitor and identify problems, and develop / implement solutions on an ongoing basis. There will be a report out to campus in mid-Fall to evaluate our success.

D. Navarro said there will be more student prep orientations and workshops, and all programs will be enhanced on a larger scale. K. Webley will receive

a 100% reassignment to focus on the Student Success Initiative, and Student Success money will be used to backfill for him so there will be no reduction in services provided to students.

G. Ramsey announced a minor organizational change which will couple the Assessment and Outreach components and which will be supervised by Sonny Nguyen, effective once we move into the new building, anticipated in July.

11. Campus Tutoring Meeting – Informational.

Marie McMahon The meeting was held early in the semester, and Mark Manasse provided meeting notes , great start, will probably meet once again this semester and move forward, she will send out the possibility of a next step and invite anyone interested.

12. College-wide Retreat – Friday March 7<sup>th</sup>, 2014.

Marie McMahon reminded the committee that the Retreat was the next day, and that students will be involved and will talk about the barriers that students face. She encouraged attendance.

13. Program Initiation, Institutionalization, Deactivation.

G. Ramsey reported that work is in progress.

14. EEO Training – Alternative options to “re-training” seminars.

George Beitey reported that the alternative training which had been suggested was not an option, but that refresher training wouldn't necessarily have to be four hours, there will be an EEO training on March 21<sup>st</sup>, and it will be less than four hours.

15. VPI Search & SB 1456 implementation Update.

16. Gerald Ramsey reported that applications for the VPI position are currently being screened; interviews will occur on March 17<sup>th</sup> and March 19<sup>th</sup>; and July 1<sup>st</sup> is the projected start date.

17. Sub-Committee reports and comments:

a. Academic Standards. No report.

b. Basic Skills Initiative (BSI). S, Gobble reported that M. Manasse and K. Krogh are travelling to Dallas to accept the National Association for

Developmental Education (NADE) award tomorrow. The English Center has moved into the new space in I-130 and students are happy with the added space. The transition efforts went very smoothly and G. Ramsey thanked the transition team for their efforts.

- c. Distance Education. No report.
- d. Honors. No report. D. Navarro requested direction from this committee. He said that this school year five out of seven students were unable to transition into UCLA because they each lacked one honors course -- because they were unable to get an honors contract with an instructor. Those students now have to go somewhere else or wait a year to go to UCLA. He requested creation of an honors-friendly faculty roster so that students access a list of faculty members who would be willing to do an honors contract with the student if it's not an honors class. This would help those students who are transitioning to UCLA using the TAP program to meet those 15 units of honors classes.
- L. Ascione said that C. Jay has a list and can advise students of available instructors, but this was a record year for honors contracts, with 67 honors contracts on top of the honors classes, and that made it difficult to find instructors.
- G. Ramsey said that the Student Services Committee met yesterday and made a recommendation to develop such a list and perhaps increase the numbers; and to make that list available in the registration system so that students can access it. Send suggestions to D. Navarro, and he will work with C. Jay.
- e. Instructional Program Review/SLOAC. Done earlier.
- f. Other comments.
- D. Figueroa reported that The PLACe is gearing up for summer, working with the new dean on budget, etc., working on the new online pilot program, and other projects.
  - J. Thompson thanked everyone for doing faculty evaluations in a timely manner.

- D. Navarro reported that this summer Student Services will be open on Fridays until 12:00, and starting in August may be open until 3:00. G. Ramsey said will be a campus-wide discussion about possibly having a staggered work schedule so that we're open one or two evenings per week. He requested suggestions within 10 days for Fall 2014 hours. He said that Deans' Council has discussed the issue of how to extend the library hours this summer since some of our faculty members are 11-month faculty.

18. Suggested items for next meeting. (All)

**Adjournment:** 3:35 p.m.

**Next regular meeting:** May 1, 2014.

*Reporter: K. Todd*