

San Diego Miramar College
Academic Affairs Committee
Co-Chairs: Roanna Bennie and Marie McMahon
October 2, 2014

APPROVED 12/04/14

MINUTES

Present: R. Bennie, G. Ramsey, L. Ornelas, L. Ascione, D. Miramontez, P. Hopkins, G. Beitey, A. Jacobson, H. Irvin, M. Sanft, D. Navarro, D. DiMarzo, W. Hamidy, L. Pink, D. Willkie, J. Young, S. Gobble, K. Reinstein, T. Schilz, F. Bereaud, N. Gehler, M. McMahon, L. Woods, M. Kjartanson, S. Lickiss, M. Hart,
Absent: B. Fritsch, J. Omens
Guests: D. Igou

Call to order: The meeting was called to order at 2:35 p.m. by M. McMahon.

1. Approval of Agenda. It was moved by T. Schilz, seconded by L. Ascione, and unanimously carried to approve the agenda.
2. Approval of last meeting's minutes. It was moved by T. Schilz, seconded by D. Willkie, and carried, with T. Schilz opposed, to approve the draft minutes of September 4, 2014.

Old Business:

3. Flex activities proposed from Fall 2014 Convocation (D. Igou). Updates from last time include:
 - a. Spring roundtable on using technology to connect and engage students (L. Gonzalez and A. Romero)
 - b. Presentation on veterans in the classroom, around Veterans Day (D. Short)
 - c. Roundtable for club advisors during College Hour (A. Jacobson)
 - d. Presentation for Student Services to give everyone a better understanding of how we can help our students on campus (A. Jacobson)
 - e. Tentative roundtable on ESL students (English Chairs)
 - f. Tentative presentation by student alumna on what helped them be successful; for example, what's available in scholarships (D. Igou)
 - g. Tentative series of mini-seminars, perhaps lunch seminars, on developing a syllabus and using a syllabus in class (D. Igou)
 - h. The MBEPS School offers a Brown Bag lecture series; next one is Wednesday (P. Hopkins)
 - i. There will be a Spring presentation of Macbeth, allegedly in the original Klingon, and T. Schilz would like it to be flex activity
 - j. There will be a presentation on sabbaticals for 2015-16 in a couple weeks (J. Thompson)

More Flex Week activities could be added if more presenters would step forward. D. Igou forwarded D. Miramontez's report on Convocation to M. McMahon, and she will forward it to the committee.

4. Update on TaskStream "Clinics" (M. McMahon for L. Murphy). There has been very positive feedback on the TaskStream workshops that L. Murphy has been doing with small groups and department meetings. Two clinics were done last month on course-level assessments; in October and November they will be on program-level assessments.
5. Student Equity "Report Out" from the categories at the last (9/5/14) event (H. Irvin); Turnout was good for the Equity Workshop with a lot of participation on the various components of the development of the Student Equity Plan. He has sent out information concerning the dialogs, tables,

etc. A “save the date” has been sent out for another workshop on November 7th called “Tying the Knot” with student success and equity, with discussions about the various plans suggested, and those acted upon. Input was invited.

New Business:

6. Approval of Outcomes and Assessment Operational Plan (R. Bennie).

R. Bennie presented and discussed the (a) Outcomes and Assessment Operational Plan, and (b) the IPR-SLOAC/ Active Course Recommendation form. on how to define active courses.

It was moved by L. Ornelas, seconded by M. Hart, and carried unanimously to approve the IPR-SLOAC/ Active Course Recommendation form.

It was moved by G. Ramsey, seconded by L. Woods, and carried unanimously to approve the Outcomes and Assessment Operational Plan.

7. Definition of program (R. Bennie). The Miramar College definition of “program” has been pretty broad, and is not consistent with Title 5, and which is used by the ACCJC. Input was requested for the IPR/SLOAC Committee. This topic will be an ongoing discussion, and will also be taken to Deans’ Council.
8. Advancement of student enrollment schedule (impacts) -- not planned for upcoming Fall (Bennie). Status of discussion at District regarding enrollment in spring for the fall semester to capture students before the semester ends: that won’t happen for fall 2015 - probably for fall 2016.
9. Accreditation Tri-Chair Teams and Steering Committee Composition (D. Miramontez). L. Woods is faculty co-chair; and the steering committee is D. Miramontez and L. Woods. There will be a tri-chairs announcement on October 3rd. On October 15th, there will be an ACCJC training at MiraCosta on how to write, and attendees will come back to campus to train others. On October 17th, 8:30-10:00 a.m., will be an Accreditation Organizational meeting, in Room L-108, for Standard tri-chairs. Tentatively, on October 31st, 8:30-1:00, there will be a meeting about how to write to new standards.
10. Miramar College Clubs: Variety and numbers (A. Jacobson & M. McMahon). Student input from last Friday was very informational, and confirm that clubs encourage success for students by helping students, developing careers, interacting, and increasing retention, persistence, and success. We are now up seven new clubs: Club Orient, Anthropology, Chess, FIT, Musical Art, Pay It Forward, Pre-Health Student Alliance, Vocal Tones, and Math for spring. Thanks were given to club advisors, and information will be provided on the college distribution list.
11. College Hour Pilot Program and future plans (A. Jacobson). College Hour will be 10:30-1:30 on Wednesdays, and will be an opportunity for students and faculty to share ideas and meaningful experience. Current planning ideas include:
- Movies in the Starbucks Lounge
 - Fun Movie Days at the lounge
 - Career workshop; resumes, cover letters, etc.
 - Convocation – what faculty want panel
 - Healthy eating; cooking demonstration on November 12th
 - All aboard the Student Success and Support Program (SSSP) – open house for faculty and students

12. “Miramar Touch” App for phones – more info (G. Ramsey). The app went live last Friday and 510 people downloaded that day. It’s very basic, and needs the website mobile-optimized, and needs website redesign; looking at the five most-used pages to work on quickly. Plans for the second version will be developed when the new Enterprise Resource Planning (ERP) is in place. It allows access to the class schedule and the campus map; we will be able to RSVP for events, and it will accommodate up to 10,000 folks at any one time. H. Irvin was acknowledged for advancing the funds for this service.

13. Subcommittee reports and comments:

- a. Academic Standards. None.
- b. Basic Skills Initiative (BSI). None.
- c. Distance Education. None.
- d. Honors.
- e. Instructional Program Review/SLOAC.
- f. Other comments:
 - Faculty hiring lists are due today.
 - Academic Senate dues are \$20 for full-time faculty, \$10 for part-time faculty.
 - District is confusing course waivers (no credit) with substitutions (for credit), and 33% of those affected are vocational students. The Chancellor said it will be taken on a student-by-student basis. The Academic Senate will go for a second reading, depending on the outcome. There will be a room change for the December 4th meeting. M. McMahon will send notice.

14. Suggested items for next meeting.

Other:

Adjournment:

K. Todd, Reporter