

San Diego Miramar College
Academic Affairs Committee
Co-Chairs: Roanna and Marie McMahon
November 6, 2014

APPROVED 12/04/14

MINUTES

Present: R. Bennie, L. Ornelas, D. Miramontez, P. Hopkins, G. Beitey, D. Navarro, D. DiMarzo, W. Hamidy, L. Pink, D. Willkie, J. Young, S. Gobble, K. Reinstein, F. Bereaud, M. McMahon, M. Kjartanson, S. Lickiss, M. Hart

Absent: G. Ramsey, L. Ascione, A. Jacobson, H. Irvin, M. Sanft, B. Fritsch, T. Schilz, N. Gehler, L. Woods, J. Omens

Guests: D. Figueroa, R. Mojica, L. Murphy

Call to order: The meeting was called to order at 2:39 p.m. by M. McMahon.

1. Approval of Agenda. It was suggested that the order of the agenda be revised to move Item 4 and then Item 8.c. to the start of Old Business. It was moved by D. Navarro, seconded by D. Miramontez, and unanimously carried to approve the revised agenda.
2. Approval of last meeting's minutes. Postponed.

Old Business:

3. Accreditation Self Evaluation Update (D. Miramontez and L. Woods).
There have been three accreditation events for orientation, organizational meeting, and self-evaluation training. The Standard tri-chairs have been meeting; D. Miramontez and L. Woods (faculty co-chair) have been acting as resource persons, meeting with individual tri-chair groups and helping them get started and understand the process. The groups are using the evidence-based approach as we move forward into the accreditation process.
4. Distance education report (R. Mojica).
R. Mojica is the Miramar online faculty mentor, and is on the campus and District Distance Ed committees. She presented and discussed information on the number of Miramar distance education courses compared to City and Mesa. She described a recent successful event, the 2014 Distance Learning Summit, "Reaching New Heights Together", at the new North City Campus, and mentioned events that are coming up or ongoing.

Miramamar has 34 faculty who have completed the online faculty certification, which is not required here, but at Mesa the certification is required if faculty want to teach online. D. Figueroa said that the Academic Senate reviewed the online faculty certification training, endorsed the first module and felt that all online faculty should do that, but that the other modules were equivalent to other trainings that faculty have had, and forcing people to do this training only, was not appropriate, when they can do other trainings which are equivalent and show equivalency. She said the Senate passed a resolution to that effect.

R. Mojica discussed and showed samples of short videos available on the Open Educational Resources site created by SDCCD faculty and staff on a variety of topics including tutorials, instructional technology trainings, etc. She described the online faculty mentor role here at Miramar and at the other campuses, showed samples of trainings that she has done, and gave information on other topics available, followed by a Q-&-A session.

5. Approval of Outcomes and Assessment Operational Plan (R. Bennie/L. Murphy).

- a. Definition of a Program; focus on outcomes. R. Bennie and L. Murphy presented and discussed a recommendation developed by IRP/SLOAC that we use the definition of “program” that Title 5 offers, which differs from the definition currently used at Miramar. R. Bennie also distributed a list of programs with workflow, with degree and certificate titles, which she will send electronically, and which should be taken to departments to scrutinize, then brought back. Deans are to decide how to break off into programs. Feedback was requested, and is due to N. Sinkaset and R. Bennie by November 16th.
- b. Impact on Catalog Development . S. Hess has indicated to R. Bennie that It’s possible that their project next summer will be to re-do our catalog, with programs listed alphabetically, followed by outcomes and other information. It will be simplified to coordinate with TaskStream.

6. Update on TaskStream “Clinics” (L. Murphy).

One outcome and assessment clinic has taken place and the next one with Friday, November 14th, Laura-clinic Fri 11///14. All faculty are invited to attend, and there will be a preview on program assessment individualized assistance can be given. L. Murphy will send out a reminder on Monday. She would like the outcomes and assessment plans to be completed by Fall 2015, and then the cycle will be completed by the end of Spring 2016.

7. College Hour Pilot Program (A. Jacobson). Postponed.

New Business:

8. Strategic Enrollment Management (M. McMahon).

There will be a two-to-three page document coming out soon, to be used as a guideline on how we practice enrollment management. Discussion followed.

9. Subcommittee reports and comments: None.

- a. Academic Standards
- b. Basic Skills Initiative (BSI)
- c. Honors
- d. Instructional Program Review/SLOAC
- e. Other comments

10. Suggested items for next meeting. None.

Other: None.

Adjournment: 3:43 p.m.