

San Diego Miramar College  
**Academic Affairs Committee**  
Co-Chairs: Roanna and Marie McMahon  
December 4, 2014

**APPROVED 02/05/15**

**MINUTES**

**Present:** R. Bennie, L. Ascione, D. Miramontez, P. Hopkins, G. Beitey, A. Jacobson, H. Irvin (for himself and proxy for G. Ramsey), M. Sanft, D. Navarro, D. DiMarzo, L. Pink, D. Willkie, J. Young, B. Fritsch, S. Gobble, K. Reinstein, T. Schilz, N. Gehler, M. McMahon, L. Woods, M. Kjartanson, M. Hart, K. Todd

**Absent:** G. Ramsey, L. Ornelas, W. Hamidy, F. Bereaud, S. Lickiss, J. Omens

**Guests:** B. Haidar, D. Short, J. Thompson

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A. **Call to order.** The meeting was called to order at 2:39 p.m. by Co-Chair M. McMahon.

1. **Approval of Agenda.** It was suggested that Item 7 be revised to “Early College/High School Retention. It was moved by B. Fritsch, seconded by T. Schilz, and unanimously carried to approve the revised agenda.
2. **Approval of minutes.**
  - a. **October 2, 2014.** It was moved by R. Bennie, seconded by D. Miramontez, and carried, with D. Short abstaining, to approve the minutes of October 4, 2014.
  - b. **November 6, 2014.** It was moved by T. Schilz, seconded by J. Young, and carried, with D. Short and M. Sanft abstaining, to approve the minutes of November 6, 2014.

B. **Old Business.**

3. **Approval of Definition of a Program and Program List as presented (Bennie).**
  - a. **Program List.** The draft “PROGRAM LIST with Workflow to Taskstream, Degree and Certificate Titles” was presented and discussed. Faculty were requested to provide input to the deans before the holiday break, and the deans will forward to the VPI. No vote was taken because this is still a work-in-progress.
  - b. **Definition of a program.** The draft “PROGRAM LIST with Workflow to Taskstream, Degree and Certificate Titles” includes a definition of program:

*“Program” for Miramar College is as defined in Title 5, 55000(g): ‘Educational Program’ is an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.*

It was moved by L. Woods, seconded by M. Kjartanson, and carried to approve the above definition of program, with T. Schilz abstaining.

4. Update on TaskStream “Clinics” (M. McMahon). L. Murphy has finished her clinics for this semester and they’ve been very successful. She is still available for small clinics, upon request.
5. Accreditation Self Evaluation Update (D. Miramontez). D. Miramontez and L. Woods have met with the Standard tri-chair groups. District’s new Accreditation website will be live by Spring 2015. Miramar’s Accreditation website was shared at the workshop on the 31<sup>st</sup>. Feedback on our student and employee satisfaction surveys is due to District IRP by tomorrow. Also, point-of-service surveys will be done online for Student Services and Instructional Services in the Spring.
6. Strategic Enrollment Management (M. McMahon/R. Bennie). A draft Strategic Enrollment Management document was presented and discussed. It was developed in Deans’ Council, and represents guiding principles. It is still being fleshed out, and feedback from dialogue between departments and schools before leaving for the holidays was requested. Discussion will continue in January 2015.

**C. New Business.**

7. Early College/High School Retention (R. Bennie). Dialogue has begun with local high schools for extending them some opportunities to participate in the college experience. These are not necessarily Early College, which is typically for the high-flyer students who know that they’ll stay here, or even transfer on. But there are other strands of work which are being worked on, and the two main strands are:
  - a. Career Pathways. D. Short is working on this at Scripps High School with courses in business, and marketing for students interested in a career path.
  - b. Running start. This is for high school students who want a running start at college, and we’re working with Mira Mesa High School on Math courses. Questions, concerns, and contributions were requested. Early college students have to be accepted into the EC program.
8. Pro Rata Procedurals (R. Bennie). Differences between Pro Rata (PR) faculty and adjunct faculty are not clearly understood, and the Pro Rata procedural are not well understood, nor well-developed in practice on campus. We need to clarify, to verify that PR faculty are fully participating in their role on campus, and to standardize how we work with our PR faculty. The contract states the number of hours that a PR person has to be on campus, has office hours, has committees, etc., fills out a Program Card, has a space to work, and all the things that are appropriate for a faculty member working on that level. The VPI has asked the deans to work with all the PR faculty to review their Temporary Assignment Offers (TAOs) at the beginning of each semester, and to report out shortly thereafter to the VPI that they’ve done so. It was noted that PR faculty can do evaluations, and that’s a valuable resource. T. Schilz

opined that Pro Rata faculty should be allowed to serve on committees. B. Haidar informed that some PR faculty currently serve on committees.

9. Subcommittee reports and comments:

a. Academic Standards. None.

b. Basic Skills Initiative (BSI) (R. Bennie). S. Gobble has been appointed the BSI Coordinator for next semester. The committee reviewed the suggestions for BSI from the recent Equity Workshop, determined which were realistic, and integrated them into a plan for implementing those suggestions. On December 1<sup>st</sup>, the committee presented its annual campus briefing, and was very encouraged by the results of its work, and by how well the students are doing in moving from pre-collegiate-level classes to college level. They're doing significantly better than those who are simply testing into college level, with a significantly higher success rate.

c. Distance Education. None.

d. Honors. None.

e. Instructional Program Review/SLOAC. None.

10. Other comments. The men's volleyball program has been approved by the state and will launch on January 5, 2015. A women's soccer team will be coming soon.

11. Suggested items for next meeting. None.

D. Other. None.

E. Adjournment. 3:33 p.m.

K. Todd, Reporter