



## ACADEMIC AFFAIRS COMMITTEE

Co-Chairs: Roanna Bennie and Marie McMahon

March 5, 2015

**APPROVED 05/07/15**

### **MINUTES**

**Members Present:** R. Bennie, L. Ornelas, L. Ascione, D. Miramontez, P. Hopkins, A. Jacobson, H. Irvin M. Sanft, R. Cassar, W. Hamidy, L. Pink, D. Willkie, J. Young, B. Fritsch, S. Gobble, T. Schilz, F. Bereaud, M. McMahon, L. Woods, M. Kjartanson, M. Hart

**Members Absent:** G. Ramsey, G. Beitey, D. DiMarzo, K. Reinstein, N. Gehler, S. Lickiss

**Guests:** C. Jay, D. Figueroa, B. Haidar, J. Shablow, J. Thompson

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The regular monthly meeting of the Academic Affairs Committee was held on Thursday, March 5, 2015, at 2:30 p.m., in Miramar College Room M-110. The meeting was called to order at 2:41 by co-chair M. McMahon, a quorum being present.

**Agenda/Minutes.** Upon motion by B. Fritsch, seconded by T. Schilz, the agenda was unanimously approved as presented. Upon motion by L. Woods, seconded by T. Schilz, the minutes of February 5, 2015, were unanimously approved as presented. M. McMahon reminded the committee that the next regular monthly meeting of the committee will be on April 9<sup>th</sup> because the first Thursday of April (April 2<sup>nd</sup>), occurs during spring break.

**College Hour Update.** A. Jacobson reported that data is still being collected on student participation in College Hour events. Attendance has been somewhat affected by classes occurring during College Hour, but the quality of workshops and activities was very good. She will provide a full report at a later time.

**Strategic Enrollment Management.** R. Bennie presented a few changes resulting from feedback received. After discussion, there was consensus to leave it as guidelines that we can work with for a year and then review and update if necessary.

**Academic Support Services.** M. McMahon reported on the recent task group discussions, where it was agreed that there is a need to organize, formalize and clearly delineate the functions of the college academic support services; to work toward

institutionalizing those services; to improve their availability, efficiency and effectiveness; and to ensure equity for support staff and faculty in terms of compensation and duties. It was suggested that data be collected for a semester and the findings reported back to the college. The Academic Senate will sponsor a campus forum on March 24<sup>th</sup>, tentatively from 3:30-5:00 p.m., to discuss this topic. Committee members were asked to encourage their department faculty to attend.

Planning Summit. D. Miramontez reminded the committee that there will be a Planning Summit on March 13<sup>th</sup> and that seats are still available.

Subcommittee Reports. M. Sanft reported on the Academic Standards subcommittee, which reports to the Academic Affairs and Curriculum committees, and deals with instructional and curricular issues related to college-wide academic or interdisciplinary program requirements. Its responsibilities include student petitions to clear or substitute course requirements, and review and oversight of GE patterns and district requirements. She updated the committee on the number of student petitions addressed so far; the proposal to change the catalog section pertaining to district requirements; and program review in interdisciplinary studies.

There were no suggested items for the next meeting on April 9<sup>th</sup>.

Upon motion by B. Fritsch, seconded by M. Hart, the motion was unanimously approved to adjourn the meeting at 3:27 p.m.

*Katinea A. Todd*