

## Academic Affairs Committee

Co-Chairs: Paulette Hopkins and Mary Kjartanson  
October 1, 2015

**APPROVED 11/19/15**

### **MINUTES**

**Members Present:** Paulette Hopkins, Gerald Ramsey, Daniel Miramontez, Fred Garces, George Beitey, Mara Sanft, Mary Hart, Dawn DiMarzo, Larry Pink, Dan Igou, Adrian Arancibia, Rebecca Bowers-Gentry, Andrew Lowe, Jordan Omens

**Members Absent:** Lynne Ornelas, Lou Ascione, Adela Jacobson, Howard Irvin, Rick Cassar, Darrel Harrison, Dan Willkie, Joe Young, Carmen Jay, Mark Hertica, Francis Bereaud, Nick Gehler, Mary Kjartanson

**Guests:** Michael Charles, Duane Short

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The regular monthly meeting of the Academic Affairs Committee was held on Thursday, October 1, 2015, at 2:30 p.m., in Miramar College Room L-309. The meeting was called to order at 2:40 p.m. by co-chair Paulette Hopkins, a quorum being present.

**Agenda/Minutes.** Upon motion by Gerald Ramsey, seconded by Fred Garces, the agenda was approved. Upon motion by Ramsey, seconded by Dan Igou, the minutes of September 17, 2015, were approved as presented.

**Committee Charge/Membership.** Hopkins reminded Committee members of the previous discussion and confusion over the make-up of the Academic Affairs Committee. She presented the most current membership from the College Governance Handbook, which states the Committee should have a minimum of 16 faculty. Committee membership surpasses the minimum for faculty, but needs to have the Dean of Matriculation (Howard Irvin) added. A request will be submitted to the College Governance Committee to make that change.

**Program Review/SLOAC Progress.** Daniel Miramontez gave a brief overview of how Course Assessments, Program Assessments, and Program Review should look in TaskStream at this point. Reminded the Committee that as a campus we need to keep up with course and program assessments so that we don't have a similar situation again of pushing to get Program Review completed.

**Accreditation Progress.** Miramontez informed the Committee that the Accreditation Steering Committee and the editor are compiling information for the first draft of the Accreditation Report. He reminded the Committee of the accreditation process and the planned

dates for campus-wide discussion of the data in the report. He explained that the process was intended to be inclusive and an integration of information gathering, report writing, and discussion to produce a cohesive, unified narrative.

Academic Support Services/Tutoring. Academic Senate President Marie McMahon gave a brief history of the discussion about Academic Support Services up to this point. She updated the Committee on discussions at Miramar's Academic Senate Exec, as well as discussions she has had with senate presidents at our sister campuses. McMahon has been reviewing practices at our sister campuses for "best practices" to bring to Miramar.

Online Faculty Certification Program. Hopkins reported that the Dean's Council has regular discussions about online certification. Departments at Miramar are adopting different approaches to this issue, but most are moving toward making online certification a requirement for teaching online. A question was asked about why faculty should be required to complete training that is geared toward Blackboard when the campus may be going to a different course delivery system. (Question was held until subcommittee reports.)

High School Partnerships/University Partnerships. Hopkins gave an update about the partnerships between Miramar and local high schools. She also informed the Committee that Miramar is looking at establishing more of these partnerships. There are some concerns/issues to be worked out such as scheduling conflicts, and the question of whether it is more beneficial for these students to take classes in their high school or come to the Miramar campus.

IEPI Workgroup first meeting is on October 16, 2015. Miramontez gave an update about the first meeting of the IEPI taskforce. Because the taskforce had many questions about the pending visit from the PRT, a phone conference is scheduled to get more details about the visit and what Miramar should expect from the visit. The PRT is currently being trained by the State Chancellor's Office in preparation for the visit. Miramontez showed a schedule of meetings that will be held as part of the PRT visit, as well as an overview of what will happen after the visit.

Enrollment Report. Hopkins explained the *2015-2016 Outlook FTES Compared to Targets* chart and the apparent discrepancy in enrollment rates. Enrollment from Public Safety in-service courses and academies has not been added in yet, making numbers appear lower than they actually are. Enrollment numbers are very good. Hopkins reported that the District Research Office is coordinating efforts with researchers and vice presidents at all campuses to develop research-based enrollment management. Discussion was opened about what types of information chairs would find helpful in making scheduling decisions:

- A question was raised about weekend classes. Hopkins reported that Friday and Saturday classes are looked at for student demand.
- Hopkins informed the Committee that the objective of enrollment management was to increase completion rates. The highest-awarded degrees are being looked at for

patterns in timing of offerings compared to completion rates. She will ask deans to send out the department chairs lists of high enrollment classes.

- A point was made that Miramar should focus more on information pertinent to success and retention and less on increasing enrollment.
- A question was raised about getting information regarding completion rates for specific cohorts at other campuses, particularly regarding acceleration. Miramontez showed where to access information for individual campuses and the District at the Institutional Research web site. Anyone with research questions/suggestions should take them to their dean, who will bring them forward.

2016-17 Catalog Academic Program Form. Duane Short gave a brief history of the changes regarding the definition of programs. He also showed what programs will look like in the catalog and where information needs to be added for Program Descriptions, CTE employment preparation, program language, etc. He informed the Committee that changes to program language will no longer have to go through Curricunet, unless there are changes to curriculum. November 1<sup>st</sup> is the target deadline for making changes to the catalog. Mara Sanft added that if there are licensure/certification requirements for a program, those should also be added to the catalog.

Subcommittee reports and comments. Mike Charles gave an overview of the membership of the Distance Ed Committee and the activities of that committee. He also gave a brief history of the committee's recommendations regarding certification for online teaching. A question was raised about the need to have faculty complete Blackboard-gear training when Miramar may be changing course-delivery systems. Charles informed the Committee that there is discussion to move to Canvas, but until a decision has been made, no new training will be developed. He also reported that Canvas will be featured at the upcoming Online Learning Summit at Continuing Education.

There were no suggested items for the next meeting.

The meeting was adjourned at 4:03 p.m.

*Daniel Igou*