

## Academic Affairs Committee

Co-Chairs: Paulette Hopkins and Mary Kjartanson  
May 5, 2016

### MINUTES – APPROVED 09/15/16

**Members Present:** Paulette Hopkins, Mary Kjartanson, Gerald Ramsey, Lynne Ornelas, Daniel Miramontez, Fred Garces, Mara Sanft, Mary Hart, Dawn DiMarzo, Larry Pink, Joe Young, Carmen Jay, Mark Hertica, Daniel Igou, Adrian Arancibia, Francois Bereaud, Rebecca Bowers-Gentry, Nick Gehler, Dan Trubovitz, Jordan Omens

**Members Absent:** Lou Ascione, George Beitey, Adela Jacobson, Rick Cassar, Darrel Harrison, Dan Willkie

**Guests:** Gina Bochicchio, Peter Elias, Marie McMahon, Stefanie Johnson Shipman, Namphol Sinkaset, Joan Thompson

---

The regular monthly meeting of the Academic Affairs Committee was held on Thursday, May 5, 2016, at 2:30 p.m., in Miramar College Room L-309. The meeting was called to order at 2:36 p.m. by co-chair Paulette Hopkins, a quorum being present.

**Agenda/Minutes.** Upon motion by Lynne Ornelas, seconded by Fred Garces, the meeting agenda was unanimously approved. The committee discussed the draft minutes of April 21<sup>st</sup> and suggested adding a sentence in the “Strategic Enrollment Management” section. Upon motion by Daniel Miramontez, seconded by Dan Igou, the minutes of April 21<sup>st</sup> were approved as amended, with Mara Sanft, Lynne Ornelas, Joe Young, Gerald Ramsey, Francois Bereaud, and Paulette Hopkins abstaining.

**Subcommittee Reports.** Reports were presented and discussed:

- **Distance Education.** Dave Giberson, the SDCCD Online representative on the Miramar College Distance Education Committee (DEC), reported for Rechele Mojica and shared the details of Miramar’s last DEC meeting. The topics covered included that committee’s motion to recommend to this body that all faculty teaching online must successfully complete the online training certification course; the campus movement afoot to compensate adjunct faculty who complete the online training certification course; whether it would be acceptable to allow the F1 Distance Education Certification course to count for satisfying the requirement for faculty who have successfully completed the online training

certification; the status of the decision on whether to convert Blackboard to Canvas; and the deferral of that committee's chair selection until the first meeting in Fall 2016. Questions and answers followed concerning the report.

- Academic Standards. Mara Sanft reminded the committee that the Academic Standards Committee (ASC) is the reviewing and recommending body for the Academic Affairs Committee and the Curriculum Committee, and its primary function is to review petitions that are related to college-wide or inter-disciplinary program requirements. She discussed a new function concerning an additional process to review petitions for math substitutions by DSPS students, and she described how the ASC is working through a process for handling these petitions. The ASC will meet once more this semester and will elect a chair for the next two years. Anyone interested in chairing the ASC should advise her.
- Basic Skills Initiative. Stefanie Johnson reported on the Basic Skills Subcommittee's (BSS) last meeting of the semester, including the BSI budget, plans for working over the summer, problems encountered with PeopleSoft, and the first BSS meeting scheduled for Fall 2016.
- Honors. Carmen Jay reported on the 29<sup>th</sup> Honors Luncheon at The Prado on May 4<sup>th</sup>; announced that a Miramar College honor student will give a report to the Board on May 12<sup>th</sup>; and advised that the last lecture in a series sponsored by the Honors Program will be given on May 6<sup>th</sup> in the Library Auditorium.
- SLOAC Progress. Namphol Sinkaset, outgoing co-chair of the IPR/SLOAC Subcommittee, reported for Laura Murphy. He offered suggestions for reviewing and possibly updating course-level SLOs for the beginning of the new three-year cycle. He advised that the IPR/SLOAC Subcommittee has drafted a new Institutional SLO survey that it hopes to vet in the Fall and which will be coming to this body for approval. He also reported that Julia McMEnamin will be that committee's new co-chair in Fall 2016. Hopkins thanked Sinkaset for the good work he's done over the two years that he chaired the committee, and praised his organizational skills and his part in moving that committee through the TaskStream process.
- Strategic Enrollment Management (no report).

Academic Success Coordinator Position. Kjartanson reported on a new position of Academic Success Coordinator, a non-classroom college faculty 12-month position, which is being added to the Strategic Plan and which will be moved to the Board in June. She reminded the committee that there will be advance work required on the framework, and invited questions.

Accreditation Progress. Miramontez reported that Draft 3 went out on April 15th, the final draft will be coming out at the beginning of Fall 2016, and we are currently coordinating with the District and the tri-chairs to assure that everything is accurate and complete and that the writing and content are consistent District-wide. He thanked everyone involved in the process and invited questions. He responded to a question about editing during the summer, saying that Murphy would be back in July and would assume the responsibility of the writing. There was a question on Standard I.B.6., which led into a discussion on disaggregation of data, including what criteria should be selected for such disaggregation, and whether to utilize the Aqua TaskStream software program, initially a pilot program, to do so. Also included in the discussion were concerns about privacy issues, possible increased workload for faculty, and selection and approval of software for the purpose of disaggregation. Hopkins invited committee members to attend the IPR/SLOAC Subcommittee meetings for more detailed information and discussion because that subcommittee has been addressing those considerations and will make recommendations to this committee. Miramontez said the plan for addressing this Accreditation Standard is to capture the dialogue in early Fall and write it into the final draft, move it through governance, and then to District by December.

High School Partnerships. Hopkins reported that we're still waiting for the Bell schedule from Unified so we can get our schedules in, and we're still working with Lynne Neault's office on the overarching MOU for the high schools.

Instructional Program Review. Hopkins reported that all the PRs or PR updates were turned in, and she thanked everyone for their part in getting them in.

Strategic Enrollment Management. Hopkins and Kjartanson presented and discussed the \*chronology of development of the *Strategic Enrollment Management Guiding Principles* and the *Table of Enrollment Strategies for Miramar* between October 2014 and April 2016. The chronology was summarized from a review of this committee's minutes and from Deans' Council notes. Committee members suggested incorporating language about quality, professional development, criteria for keeping low-enrolled classes, and best practices of pedagogy, into the documents -- for example, "we will be guided by the best practices of pedagogy and quality of instruction". Kjartanson said that at a recent Institutional Effectiveness Partnership Initiative Law Group meeting, those exact elements were addressed, there is money married to them, and that language will be added to the *Strategic Enrollment Management Guiding Principles*. Hopkins reminded the committee that those are living documents that are being revised on an ongoing basis with input from deans, faculty, school meetings, etc.

Hopkins then presented and discussed the most recent changes to the *Table of Enrollment Strategies for Miramar* which were made as a result of faculty input to the deans, and she requested suggestions from the committee. Discussion followed, and it was agreed by consensus that the deans would take the document back to department meetings and other small group meetings to give the faculty a chance to really weigh in and provide some recommendations, and then it will be brought back for review. The co-chairs will send the document to the committee today for review and online

feedback. There was discussion about the time-sensitive element tied to the \$150,000 IEPI funding which concerns the requirement for instructors to complete the online certification training by Spring 2017 in order to be assigned online classes.

The meeting was adjourned at 4:07 p.m.

*Katinea A. Todd*

*\*Chronology*

*Chronology of Strategic Enrollment Management Guiding Principles document - Deans' Council*

*10/15/14, Council reviewed/revised document; Ornelas to send to Council*

*10/22/14, Bennie reviewed/revised updated draft*

*10/29/14, Bennie reminded of 10/23 due date; said going well*

*11/19/14, Bennie asked Council to send to department chairs; to go to CEC in March 2015*

*Chronology of Strategic Enrollment Management Guiding Principles document - Academic Affairs*

*11/06/14, VPI Bennie mentioned that doc would be coming*

*12/04/14, Bennie presented and discussed draft document generated in Deans' Council*

*02/05/15, Bennie presented/discussed updated doc, requested input from committee*

*03/05/15, Bennie presented/discussed updated doc; committee decided to leave as guidelines for one year then review and update if necessary.*

*Chronology of Table of Enrollment Strategies for Miramar document - Academic Affairs*

*03/17/16, VPI Hopkins presented and discussed draft doc, requested faculty input*

*04/21/16, C/C Kjartanson presented/discussed updated doc, requested faculty input*