

Academic Affairs Committee

Co-Chairs: Paulette Hopkins and Mary Kjartanson

September 15, 2016

APPROVED 10/20/16

MINUTES

Members Present: Paulette Hopkins, Mary Kjartanson, Lynne Ornelas, Lou Ascione, Daniel Miramontez, Fred Garces, Mara Sanft, Rick Cassar, Mary Hart, Dawn DiMarzo, Darrel Harrison, Larry Pink, Dan Willkie, Joe Young, Carmen Jay, Mark Hertica, Daniel Igou, Francois Bereaud, Rebecca Bowers-Gentry, Nick Gehler, Andrew Lowe, Jordan Omens, Darrel Harrison, Gina Bochicchio. Dana Stack

Members Absent: Gerald Ramsey, George Beitey, Adela Jacobson, Adrian Arancibia, Darren Hall, Scott Moller, Lonny Bosselman, Wayne Cherry, Mark Dinger, Max Moore, Rod Porter, James Soeten, Peggy Hunt

Guests: Dave Giberson, Marie McMahon, Laura Murphy, Stefanie Johnson Shipman, Namphol Sinkaset, Becky Stephens, Joan Thompson

The first regular monthly meeting of the Academic Affairs Committee for the Fall 2016 semester was held on Thursday, September 15, 2016, at 2:30 p.m., in Miramar College Room M-110. The meeting was called to order at 2:38 p.m. by co-chair Paulette Hopkins, a quorum being present.

Agenda/Minutes. Upon motion by Jordan Omens, seconded by Lou Ascione, the agenda was amended to change the order of items in Old Business, and the amended agenda was unanimously approved. Upon subsequent motion by Dan Willkie, seconded by Andrew Lowe, the agenda was further amended to move the order of items in Subcommittee Reports and Comments, and the further-amended agenda was unanimously approved. Upon motion by Jordan Omens, seconded by Dan Willkie, the minutes of May 5, 2016, were unanimously approved.

Distance Education. Dave Giberson reported that the first meeting of the District Distance Education Committee (DEC), for the semester will occur on September 29th, and the biggest topic will be the possible switch from using Blackboard to using Canvas. The Blackboard contract expires in June 2018 and may be replaced by Canvas, which is currently being evaluated by the District. A question-and-answer session followed, during which Dave Giberson said that the DEC has no position on whether an online instructor should have online evaluators.

Instructional Program Review. Paulette Hopkins said we had our Program Reviews completed in April and we're excited about the new piece that would link to the BRDS proposals that are due on October 3rd. We are doing a pilot this year which is intended to eliminate the need to do RFFs and would only require obtaining quotes. The BRDS committee wants to see how well TaskStream will match, and has decided to do parallel processes to see how well it will work. Gene Choe, BRDS Committee Co-Chair, reported on the amount of funds available for equipment and for instructional supplies, and he explained the BRDS process for ranking RFFs and for applying the funds until the funds are exhausted.

2016-17 RFF Funding

\$ 44,313	BRDS Unrestricted
\$ 28,236	BRDS Unrestricted
\$ 278,261	1X Lottery/Instructional Materials
\$ (20,000)	Reserve for 2015-16 Encumbrances
\$ (80,000)	Lottery Offset to IELM to fund Library Books
<u>\$ 80,000</u>	IELM Offset to BRDS to fund Equipment
<u>\$330,810</u>	RFF Funding Available

Academic Standards. Mara Sanft, Chair of the Academic Standards Committee, updated this committee on some changes to graduation requirements which were approved last year and are now included in our college catalog. The District Health Education Requirement for graduates of the Certified Paramedic Training Program has been approved, and for Exercise Science the requirement is waived for students who possess an Accredited Fire Fighter One Certification or are graduates of a POST Commission Certified Regional Law Enforcement Academy. The Academic Standards Committee expects to see fewer petitions in the future. The students will work with the counselor assigned for Public Safety and can provide documentation that they have met the requirements. If students have questions, they can see the counselor or Mara Sanft or Janae Robinson in Evaluations.

Basic Skills Initiative. Stefanie Johnson Shipman and Becky Stephens, Basic Skills Subcommittee co-chairs, reported that at this semester's first meeting on August 15, 2016, the subcommittee discussed goals and membership. It decided to have its regular business meeting on the first Monday of each month, and the meeting on the third Monday will be an open forum for sharing each Basic Skills-funded project. The next meeting will be September 19th in Room M-206.

Honors. Carmen Jay reminded the committee of the advantages to students of having honors contracts, and she thanked the faculty members who have offered honors contracts to students. There are now 346 students in honors contracts this semester, the highest number ever, in 96 diverse courses, and offerings will increase in the Spring.

IPR/SLOAC Report. Paulette Hopkins said the IPR/SLOAC Subcommittee's first meeting of this academic year will be on September 19th, so there's nothing to report yet.

Academic Success Coordinator Position. Mary Kjartanson reported that this position is waiting until we fill a Student Services Dean position and a Student Services Associate Dean position. Applications for those positions will close in October and the positions are expected to be filled in Spring 2017. After those positions are filled, we will go into the hiring of the faculty position.

Accreditation Progress. Daniel Miramontez reported that the final draft of the Self-Evaluation Report was disseminated the first week of this semester and input has been incorporated into the document. There are two parallel processes going on to finalize content and gather evidence, and the plan is to move forward for a final draft at the college level. Next will be the District approval process starting in October, Board acceptance in December, then to ACCJC for submission in January, and preparation for the site visit in March 2017. The current 500-page draft will be edited and condensed dramatically.

IEPI Progress. Daniel Miramontez informed this committee that the IEPI Taskforce drafted an Innovation and Effectiveness Plan over the Summer and identified five gaps in the Integrated Planning Framework, which he enumerated and discussed. When the draft is completed, it will move to the Taskforce for feedback, then to the State-wide PRT team members for feedback. It will then be finalized, submitted to CEC for approval, and then submitted for funds (\$150,000). Hopkins added that part of the funds will be used to pay adjunct instructors who have completed their online certification by Spring 2017. The funds will be received in December 2016 or January 2017, and paperwork will be available for those who are eligible to receive a stipend for completing their training by this semester. The stipend amount has been increased from \$50 to \$100.

High School Partnerships. Hopkins reported more difficulties this year than last, attributable to more offerings this year. There will be a meeting within the next two weeks to discuss this year's issues and problems to be worked out, and to review and evaluate issues with enrollment, books, etc., to make things smoother for Spring. The high schools will be involved too. Overall, things are going well and enrollment targets have been met. She confirmed that priority of assignment will apply to the high school classes, adding that deans do have right of assignment. When the next MOU is developed in Spring, she will recommend including Honors courses, effective in Fall 2017, and noted that parents will have to be involved because the high school students are minors. We are currently talking with Serra High School about offering Public Safety (Fire Science and possibly Administration of Justice) classes during the afternoons in the Spring or Fall.

Strategic Enrollment Management. Hopkins referred to the draft Table of Enrollment Strategies chart which has been previously presented in this committee and provided to the chairs, and reminded everyone that it is a living document which we are continuing to revise.

She asked everyone to be thinking in terms of how we schedule in Spring and later, and to consider looking at two 8-week sessions to get two courses done in the semester, or even three 6-week sessions if it would work in an 18-week semester. It would help students finish their programs faster and be out of here and working.

Intersession 2017. Hopkins said that so far we only have half the number of classes we committed to in this 4-week intersession between January 3 and January 27. She asked chairs to talk to deans about more classes to offer and to think about how to help enrollment. She reminded the committee that intersession load doesn't count against faculty contracts, and that the maximum load is 0.7. There can be a problem with courses that require prerequisites because the students' prerequisite grades will not be due until the first Friday in January (January 6th). Hopkins said instructors need to pay attention to the rosters before the first day of class because the students will be allowed to remain in class once the class has started.

Enrollment Report. Paulette Hopkins reported on the allocations for the 2016-17 academic year and said we are expecting a big Spring. She thanked the deans and department chairs for doing an amazing job in scheduling the right classes and at the right times to meet students' needs. Benefits from this year's scheduling will show up next year in increases in release time and ESUs.

Open Education Resources. Mary Kjartanson reported on a presentation on Open Educational Resources (OERs) given on September 12th by Dr. Cable Green, Director of Open Education at Creative Commons, which she attended along with numerous representatives from our campus and the district. The focus was on reducing the cost of textbooks for students by the use of OERs, which are free and accessible resources used for teaching and learning, and that either reside in the public domain or have been released under an intellectual property license. Such licenses allow individuals to reuse, revise, remix, and distribute educational materials. Marie McMahon said that the Academic Senate Presidents from City, Mesa, and Miramar Colleges are meeting with the Vice Chancellor of Instructional Services on September 16th to create a framework which can be brought back to the senates, and she will subsequently provide an update. She said it's important to know more about what is available and how it works, and she agreed to take the lead on OERs for this campus. Hopkins said we have Dr. Green's PowerPoint presentation and will send it to everyone, and that many departments are already using online books/OERs.

Proposal to change December 15th Meeting Date. Mary Kjartanson pointed out that this committee's last scheduled meeting date of December 15th for this semester will occur during finals week, and she suggested that the committee change the meeting date to December 1st. December 1st is when the Faculty (Contract) Hiring Committee is scheduled to meet; however, that committee will have finished its business by then and will not meet. It was moved by Kjartanson, seconded by Carmen Jay, and unanimously carried to change the December 15th

meeting date to December 1st.

2016 Catalog Academic Program Info Form. Mara Sanft presented and discussed a form for making changes to program descriptions in the college catalog and which form will soon be distributed by Duane Short. Paulette Hopkins advised that the instructional program information is currently being updated on the college website and that the deans will determine who will be the program leads to have access to make changes in the future. It was confirmed that any program included in the catalog addenda can be awarded for this academic year.

The meeting was adjourned at 3:57p.m.

Katinea A. Todd