

Academic Affairs Committee

Co-Chairs: Paulette Hopkins and Mary Kjartanson

March 16, 2017

APPROVED 04/20/17

MINUTES

Members Present: Paulette Hopkins, Mary Kjartanson, Gerald Ramsey, Lynne Ornelas, Lou Ascione, Fred Garces, George Beitey, Mara Sanft, Rick Cassar, Mary Hart, Larry Pink, Dan Willkie, Joe Young, Carmen Jay, Mark Hertica, Daniel Igou, Francois Bereaud, Rebecca Bowers-Gentry, Andrew Lowe, Darren Hall, Scott Moller, Jordan Omens

Members Absent: Daniel Miramontez, Adela Jacobson, Jacqueline Honda, Dawn DiMarzo, Darrel Harrison, Adrian Arancibia, Nick Gehler

Guests: Neal Erlandsen, Stefanie Johnson Shipman, Rechelle Mojica, Jason Librande, Becky Stephens, Joan Thompson

The regular monthly meeting of the Academic Affairs Committee was held on Thursday, March 16, 2017, at 2:30 p.m., in Miramar College Room R3-100. The meeting was called to order at 2:38 p.m. by co-chair Paulette Hopkins, a quorum being present.

Agenda/Minutes. It was moved by Rebecca Bowers-Gentry, seconded by Fred Garces, and unanimously carried to approve the agenda. It was moved by Lou Ascione, seconded by Carmen Jay, and carried to approve the minutes of February 16, 2017, with Igou and Rick Cassar abstaining.

Distance Education Report. Rachelle Mojica reported that there are now 104 Miramar College faculty members who have finished their certifications and approximately 112 others who are working through theirs. The course management implementation transition to Canvas is delayed due to the district's ERP System implementation, so the possible start date for launch mode is now the end of June 2019. There already is a PeopleSoft script that will work with Canvas, but we have to wait until we have signed our agreement to have our own SDCCD instance of Canvas. Hopkins added that there are still funds available, until they're gone, to provide incentives to faculty.

There are going to be two distance-learning summits coming up, one on April 14th, 8:30 a.m. - 4:00 p.m., at the North City Aero Drive location, and another whose date is still to be announced, but will probably be in October.

The Distance Education Committee discussed concerns about accessibility with NetTutor because there were some issues about students who use screen readers and captioning, and the committee is following up with the OEI to talk about some of the needs to make it completely compliant.

As part of our online orientation we are using Smarter Measures which assesses the student's readiness for online learning. It will gather a lot of data and the results are sent to the students, and it has resources built in to better prepare students for online use.

Mara Sanft is working on a schedule to support 100% online degree completion and a schedule to support weekend, evening, and online combination degrees for working people.

Basic Skills Initiative. Becky Stephens reported that the Basic Skills Subcommittee has received proposals for next year and they're currently being scored. There are no new ones, so the subcommittee is looking at how things have improved, what is working or not working, and what needs to be institutionalized. The March 20th subcommittee meeting will go over the scoring and will have summaries of all the projects, and all are invited. It will also talk about the integrated planning that has just begun for BSI, SEP and SSSP which will all go onto the same format so that the reporting is integrated. The April 17th meeting will be in the "M" Building and will feature DSPS counselors talking about how faculty can help under-performing students in their classes and about resources for students.

Faculty Coordinator for Academic Success. Mary Kjartanson reported that a hiring committee has been formed for this position and the process will possibly complete in April with the position to come on in May.

Strong Workforce Program Update. Lynne Ornelas reported that the program is active, funding streams are set up and are being spent. There is a Strong Workforce Special Activities Manager position that will be posted within the next week or two. The position will be a first-line manager responsible for coordinating all of the Strong Workforce activities, overseeing the Strong Workforce moving forward, and Perkins funds. The Strong Workforce funds need to be aligned with Perkins funds because there is a lot of overlap, so we will have to re-determine what the criteria will be for Perkins so that it augments Strong Workforce. The committee lauded Ornelas for her work on the Strong Workforce Program.

High School Partnerships. Hopkins reported that we are working on the list of classes to be offered at the four high schools with which we have agreements (Serra, Mira Mesa, Scripps Ranch, and University City). The list will be very similar next year with a few more sections in schools which were low this year. We presented a list of issues for improvement to the San Diego Unified School District (SDUSD), and we need to do a better job with orientations with the high school teachers and staff. Our instructors teaching at the high schools need to attend the orientations at the high schools, so when we hire our instructors for the high schools we need to inform them. We pay for the classes and teachers so we can claim the apportionment; the SDUSD pays for the books, which is why we use the same books for two-three years.

Our district applied for a higher education innovations grant, and our piece of it will have a 1.0 person for support. We also put in buses and food and shuttling from the high school campuses and here to access our support services in the after-school time.

Strategic Enrollment Management. Hopkins presented and discussed a fall scheduling document and FTES trend data. She said our 2016-17 FTES target was 9,337 and we were close with 9,328. The summer will be very important for us to meet our target and we need to add more classes. For 2017-18 we're projected at 9,853 FTES. She also showed and discussed an FTEF slide which showed the projected 2017-18 FTEF at 578.79. In responding to a question, she said that any added CTE classes will receive additional TAs, supply funds and equipment funds from SWP, and faculty are to talk to their deans. There was discussion about whether strong CTE offerings in summer may adversely affect fall. Hopkins presented a slide entitled *FTEF Comparison by Semester* which shows the disparity between the 2016-17 fall and spring semesters and predicts that the 2017-18 fall and spring semesters will be more equal, and showing the percentage of change. She said it's because we always get more money from the district in spring. She also showed the 2017-18 projected FTES and FTEF by term.

IEPI Progress. Neal Erlandsen reported that the Assessment Center will offer proctoring services for Instruction starting April 1st, including makeup exams for partially- or fully-online classes. He presented and explained the *Assessment Center Proctoring Form* and *Evaluation Survey* form and procedure and said that 48 hours' prior notice will be requested. His office will extend its hours to Monday-Thursday, 8:30 a.m. to 7:00 p.m., and two Saturdays per month, 8:30 a.m. to 1:30 p.m., to allow students to schedule at convenient times. Hopkins advised that \$20,000 in IEPI funds have been allocated for this purpose through fall 2017, and requested that faculty please use this service.

Hopkins said that we have about half of the course sequences so far, and the target for completion is the end of this semester. Counselors have been assigned to each discipline and they are aware of the course sequencing, and chairs were urged to talk to their discipline counselors. She asked the chairs to schedule 8:00 a.m. classes, if possible, to better utilize classroom availability and parking availability.

Laura Murphy gave an update on SLO Disaggregation for the IEPI project. The team has met with faculty from each school who have volunteered their classes and are going to donate their SLO data. Some preliminary data from a math class was run to see how the template works and whether it would give us information we needed. It was run with age, ethnicity, and gender and a comparison was done to our achievement data. The team then decided to go forward with those characteristics, and possibly veteran status and education plan, for the true IEPI Pilot. The data will come back by the end of April and a preliminary analysis can be done to see whether it's useful. She said the goal of this pilot is how to disaggregate in a way that will give us information that we can actually use. At this point it's all very preliminary because the numbers are too small to draw any conclusions. Joan Thompson offered Student Service's SLOs to use. The committee acknowledged and thanked Murphy for the work she has done for accreditation.

Sanft has been analyzing all the degrees that possibly can go fully online so that she can advise whether there are any gaps, and will let faculty know her recommendations as to whether they can activate distance education status before the semester's end so that they will be ready to go by fall 2017. She presented and discussed an example from the Business Department.

Guided Pathways Initiative. Ornelas said there is a new initiative that will come out shortly called the Guided Pathways Initiative which we will be receiving and will be able to implement. It's a career pathway for GE programs for transfer programs. It takes the model which CTE programs have been using for several years to create a roadmap for students to simplify the pathway by identifying exactly what the courses are that students need to take, and by creating predictable schedules for students so they can plan -- much of which we're already doing. It's also a way to more efficiently help students move through the system and get through in a shorter period of time, so it's closely tied to student success.

SSSP and SEP are already trying to do this in terms of helping students successfully complete their programs. The initiative will encourage Student Services and Instructional Services to work together to develop the roadmaps so that faculty advisors and Student Services Counseling will develop these plans together and information is disseminated between the two arms of our institution so that students are fully informed in making decisions.

Ornelas has spoken with the VPI regarding inviting representatives from the State Chancellor's Office to visit our campus and explain the initiative's intent and how it can work for us, and so we can hear first-hand what the expectation is.

Announcement. Stevens said that with extra funds coming in, The PLACe is thinking about offering extra tutoring opportunities in fall 2017, and she will make a call-out to faculty to recommend their students. She will send out an application form after spring break for students to apply, and applications will be continuously reviewed and plugged in for training throughout the semester. She wants to create basic skills workshops for non-basic skills courses, and she will send out a list of topics to faculty to consider whether their students could benefit from any of those. She will send the DL a link to a google survey to see what classes would benefit from having an online tutor, then will communicate with the various areas for input regarding feasibility.

Adjournment. Upon motion by Larry Pink, seconded by Mark Hertica, it was unanimously carried to adjourn the meeting at 4:03 p.m.

Katinea A. Todd