

Instructional School Program Review Workspace

Liberal Arts

Last Modified: 11/01/2021 10:20:39 AM PST

General Information (Instructional School Program Review Workspace)

Standing Requirements

SCHOOL MISSION STATEMENT

The School of Liberal Arts is comprised of the Department of Arts and Humanities, The Department of Social and Behavioral Sciences, The Department of English, and World Languages, and The Academic Success Center . The mission of the School of Liberal Arts is to provide the general education courses and learning support services that contribute to student success in all academic programs at Miramar College as well as offer degrees and certificates from within our School. We do this with an aim to maximize the success of our diverse population of students in achieving their transfer and career goals.

2020-2021 Program Review

SCHOOL GOALS

Liberal Arts Goal Set

GOAL 1 Ongoing Liberal Arts Mission

Make hiring, curricular, scheduling, and program changes that will better address the changing needs of our diverse students pending available funding.

Mapping

Miramar Strategic Plan: Strategy I.1, Strategy I.2, Strategy II.1, Strategy II.3, Strategy IV.1

GOAL 2 AB 705 Institutionalization

Continue to promote, develop and implement, curriculum that supports AB 705. This includes English co-requisite curriculum as well as introducing professional development to all transfer level courses to help the AB 705 effort.

Mapping

Miramar Strategic Plan: Strategy I.2, Strategy II.1, Strategy II.2, Strategy II.3, Strategy II.4

GOAL 3 Classroom technology budget structuring

Technology is now integral to teaching and as such we need to have a plan for budgeting the maintenance and replacement of technology needed. The School of Liberal Arts would like to have a rolling budget specifically identified for technology.

Mapping

Miramar Strategic Plan: Strategy I.1, Strategy I.2, Strategy II.3, Strategy II.4

GOAL 4 Dean's office personnel

Marked obsolete by Lou Ascione on 11/01/2021 10:17:53 am PST

As Miramar College grows, so does the School of Liberal Arts. In order to function effectively the Dean's office needs ongoing and consistent funding for enough Full-time and hourly assistance to maintain a minimum of two people working in the Dean's office at all times. This year, however, we are in desperate need of a full-time Senior Secretary to assist the Dean in carrying out the operations of the Dean's Office and to oversee, train and manage the hourly assistants .

Mapping

Miramar Strategic Plan: Strategy I.3, Strategy II.4

GOAL 6 Remodel of the I Building

The I building is in desperate need of upgrading and remodeling. We currently have a large and unused space (I-130) that could be remodeled into several additional classrooms. Also there is a need to create new faculty offices in that building as well. Currently we have no office space available for future contract hires. Remodling the I-buidling would resolve this problem as well.

Mapping

Miramar Strategic Plan: Strategy I.2, Strategy I.3, Strategy II.1

Goal 7 New Faculty needed

In order to function effectively, new full-time faculty need to be hired in the School of Liberal Arts to offset the number of adjunct faculty that need to be hired, trained, evaluated and supervised.

Mapping

Miramar Strategic Plan: Strategy I.1, Strategy I.2, Strategy II.3

GOAL 8 Increase Focus on Equity

The School of Liberal Arts is committed to continually striving to increase student equity at all levels of instruction and student service. This is an ongoing goal to actively focus on equity and to seek new and innovative means for making education at Miramar College more equitable for students.

Mapping

Miramar Strategic Plan: Strategy I.1, Strategy I.2, Strategy II.2, Strategy II.3

ACTION PLAN

Actions

Liberal Arts Goal Set

Outcome

Outcome: GOAL 1 Ongoing Liberal Arts Mission

Make hiring, curricular, scheduling, and program changes that will better address the changing needs of our diverse students pending available funding.

Action: Collect and use data to understand most important student needs

Action/Activity details:	Identify the most important student success gaps by working closely with campus research to create and implement data sets that give our School a current overview of student needs so that we can make effective decisions in scheduling, hiring, program development, and professional development that matches our student needs.
Implementation Plan (timeline):	Ongoing but focused on the 2020-2021 academic year.
Responsible Program and Faculty/Staff:	Dean and faculty
Budget approval required? (describe):	Not required unless research money is needed. In this case, budget approval will be necessary and requested by the School of Liberal Arts.
Budget request amount:	\$0.00

Priority: High

Outcome: GOAL 2 AB 705 Implementation

Continue to promote, develop and implement, curriculum that supports AB 705. This includes English co-requisite curriculum as well as introducing professional development to all transfer level courses to help the AB 705 effort.

Action: English co-requisites, tutoring and professional development

Action/Activity details: The English Department needs to ensure that Miramar College conforms to AB 705 by maintaining at least one co-requisite English course (and run sufficient sections) to serve the students who need this assistance. This will now require a closer collaboration with counseling and other student services on campus in order to better identify students in danger of not completing their English requirements per AB 705.
 Also the English Department needs to assist other departments to train faculty in transfer level courses to better handle basic skill issues in writing.
 Lastly, professional development is needed to better train SI tutors and general english tutors to handle DI populations of student and the wide variety of students that reflect the current population of Miramar students.

Implementation Plan (timeline): Ongoing but focused on the 2020-2021 academic year.

Responsible Program and Faculty/Staff: English Faculty supported by the Dean.

Budget approval required? (describe): Any professional development will require funding. However the sources of this funding are TBD.

Budget request amount: \$0.00

Priority: High

Outcome: GOAL 3 Classroom technology budget structuring

Technology is now integral to teaching and as such we need to have a plan for budgeting the maintenance and replacement of technology needed. The School of Liberal Arts would like to have a rolling budget specifically for technology.

Action: Liberal Arts Technology budget

Action/Activity details: Dean will work with faculty to identify and rank all School technology needs. And the Dean will work with all Vice Presidents and other deans to identify possible ongoing funding, and/or to come up with another solution to this problem.

Implementation Plan (timeline): Ongoing but focused on the 2020-2021 academic year.

Responsible Program and Faculty/Staff: Dean and faculty.

Budget approval required? This action is about locating appropriate funds. Once they are identified, then budget

(describe): requests will be made and budget approval will follow standard budget approval process.

Budget request amount: \$0.00

Priority: Medium

Outcome: GOAL 4 Dean's office personnel

Marked obsolete by Lou Ascione on 11/01/2021 5:17:53 pm

As Miramar College grows, so does the School of Liberal Arts. In order to function effectively the Dean's office needs ongoing and consistent funding for enough Full-time and hourly assistance to maintain a minimum of two people working in the Dean's office at all times. This year, however, we are in desperate need of a full-time Senior Secretary to assist the Dean in carrying out the operations of the Dean's Office and to oversee, train and manage the hourly assistants .

Action: Dean's Office hourly staffing

Action/Activity details: Identify additional means for funding office hourly assistance in order to ensure continuous coverage for the office and to assist with computer input for Campus Solutions.

Implementation Plan (timeline): Ongoing but as soon as possible.

Responsible Program and Faculty/Staff: Dean

Budget approval required? (describe): Budget identification TBD.

Budget request amount: \$0.00

Priority: High

Action: Senior Secretary Hiring for Dean's Office in the School of Liberal Arts

Action/Activity details: A senior secretary needs to be hired as soon a budgetary constraints are removed.

Implementation Plan (timeline): Immediately after budget constraints are resolved.

Responsible Program and Faculty/Staff: Dean

Budget approval required? (describe): District budget approval required

Budget request amount: \$0.00

Priority: High

Outcome: GOAL 5 ASC funding and institutionalization

Marked obsolete by Lou Ascione on 09/25/2020 11:38:20 am PST

The ASC has been relying on grants and soft money to fund a lot of its tutoring services. A plan must be created to slowly institutionalize this funding so that we are guaranteed academic support services in the event that grants disappear.

No actions specified

Outcome: GOAL 6 Remodel of the I Building

The I building is in desperate need of upgrading and remodeling. We currently have a large and unused space (I-130) that could be remodeled into several additional classrooms. Also there is a need to create new faculty offices in that building as well.

Action: I building renovation

Action/Activity details:	Dean will work with VPs to find funding for this project.
Implementation Plan (timeline):	Ongoing but as soon as possible
Responsible Program and Faculty/Staff:	Dean
Budget approval required? (describe):	Budget TBD.
Budget request amount:	\$0.00
Priority:	Medium

Outcome: Goal 7 New Faculty needed

In order to function effectively, new full-time faculty need to be hired in the School of Liberal Arts to offset the number of adjunct faculty that need to be hired, trained, evaluated and supervised.

Action: New full-time faculty

Action/Activity details:	Ensure that all desired new faculty positions are ranked in order of School needs by the Dean and department chairs and use data to get these desired faculty positions ranked as high as possible on the faculty hiring committee list.
Implementation Plan (timeline):	Ongoing but as soon as possible.
Responsible Program and Faculty/Staff:	Dean and Department Chairs
Budget approval required? (describe):	
Budget request amount:	\$0.00

Priority: High

Outcome: GOAL 8 Increase Focus on Equity

The School of Liberal Arts is committed to continually striving to increase student equity at all levels of instruction and student service. This is an ongoing goal to actively focus on equity and to seek new and innovative means for making education at Miramar College more equitable for students.

Action: Class Delivery Methods, Materials and Modalities

Action/Activity details: Continue to promote discussion and professional development opportunities regarding increased equity in course delivery methods, materials and modalities.

Implementation Plan (timeline): Ongoing

Responsible Program and Faculty/Staff: Dean and faculty

Budget approval required? (describe): No budget needed outside of School discretionary budget

Budget request amount: \$0.00

Priority: High

Action: Syllabus Equity initiative

Action/Activity details: Ask faculty to utilize newly developed syllabus equity guide that were created by faculty for faculty. This will help begin departmental dialogue regarding equity and help focus these discussions on practical student matters.

Implementation Plan (timeline): Ongoing but being piloted 2020-2021

Responsible Program and Faculty/Staff: Faculty in the School of Liberal Arts

Budget approval required? (describe): No budget needed.

Budget request amount: \$0.00

Priority: Medium

STATUS REPORT

Action Statuses

Liberal Arts Goal Set

Outcome

Outcome: GOAL 1 Ongoing Liberal Arts Mission

Make hiring, curricular, scheduling, and program changes that will better address the changing needs of our diverse students pending available funding.

Action: Collect and use data to understand most important student needs	
Action/Activity details:	Identify the most important student success gaps by working closely with campus research to create and implement data sets that give our School a current overview of student needs so that we can make effective decisions in scheduling, hiring, program development, and professional development that matches our student needs.
Implementation Plan (timeline):	Ongoing but focused on the 2020-2021 academic year.
Responsible Program and Faculty/Staff:	Dean and faculty
Budget approval required? (describe):	Not required unless research money is needed. In this case, budget approval will be necessary and requested by the School of Liberal Arts.
Budget request amount:	\$0.00
Priority:	High

Status for Collect and use data to understand most important student needs

Current Status:	In Progress
Budget Status:	Other
Additional information:	Liberal Arts faculty continue to collect and analyze student success, retention and persistence data to help make important decisions regarding enrollment management, facilities needs, staffing needs, equipment needs, and student support services.

Outcome: GOAL 2 AB 705 Implementation

Continue to promote, develop and implement, curriculum that supports AB 705. This includes English co-requisite curriculum as well as introducing professional development to all transfer level courses to help the AB 705 effort.

Action: English co-requisites, tutoring and professional development	
Action/Activity details:	The English Department needs to ensure that Miramar College conforms to AB 705 by maintaining at least one co-requisite English course (and run sufficient sections) to serve the students who need this assistance. This will now require a closer collaboration with counseling and other student services on campus in order to better identify students in danger of not completing their English requirements per AB 705. Also the English Department needs to assist other departments to train faculty in transfer level courses to better handle basic skill issues in writing. Lastly, professional development is needed to better train SI tutors and general

	english tutors to handle DI populations of student and the wide variety of students that reflect the current population of Miramar students.
Implementation Plan (timeline):	Ongoing but focused on the 2020-2021 academic year.
Responsible Program and Faculty/Staff:	English Faculty supported by the Dean.
Budget approval required? (describe):	Any professional development will require funding. However the sources of this funding are TBD.
Budget request amount:	\$0.00
Priority:	High

Status for English co-requisites, tutoring and professional development

Current Status:	In Progress
Budget Status:	Approved
Additional information:	The School of Liberal Arts continues to refine the strategies it has implemented in order to comply with AB 705. We continue to collect data regarding our X classes as well as support services that respond directly to the needs of AB 705. As these strategies are new, we will continue to assess the succes of this project and update our strategies based on this data.

Outcome: GOAL 3 Classroom technology budget structuring

Technology is now integral to teaching and as such we need to have a plan for budgeting the maintenance and replacement of technology needed. The School of Liberal Arts would like to have a rolling budget specifically for technology.

Action: Liberal Arts Technology budget

Action/Activity details:	Dean will work with faculty to identify and rank all School technology needs. And the Dean will work with all Vice Presidents and other deans to sidentify possible ongoing funding, and/or to come up with another solution to this problem.
Implementation Plan (timeline):	Ongoing but focused on the 2020-2021 academic year.
Responsible Program and Faculty/Staff:	Dean and faculty.
Budget approval required? (describe):	This action is about locating appropriate funds. Once they are identified, then budget requests will be made and budget approval will follow standard budget approval process.
Budget request amount:	\$0.00
Priority:	Medium

Status for Liberal Arts Technology budget

Current Status: In Progress
Budget Status: Other
Additional information: This problem of funding technology in the classroom is complex and will be ongoing for a while. So far only minor progress has been made on addressing this large issue.

Outcome: GOAL 4 Dean's office personnel

Marked obsolete by Lou Ascione on 11/01/2021 5:17:53 pm PST

As Miramar College grows, so does the School of Liberal Arts. In order to function effectively the Dean's office needs ongoing and consistent funding for enough Full-time and hourly assistance to maintain a minimum of two people working in the Dean's office at all times. This year, however, we are in desperate need of a full-time Senior Secretary to assist the Dean in carrying out the operations of the Dean's Office and to oversee, train and manage the hourly assistants .

Action: Dean's Office hourly staffing

Action/Activity details: Identify additional means for funding office hourly assistance in order to ensure continuous coverage for the office and to assist with computer input for Campus Solutions.
Implementation Plan (timeline): Ongoing but as soon as possible.
Responsible Program and Faculty/Staff: Dean
Budget approval required? (describe): Budget identification TBD.
Budget request amount: \$0.00
Priority: High

Status for Dean's Office hourly staffing

Current Status: Completed
Budget Status: Approved
Additional information: New and permanent assistant has been hired to carry our dean's office duties. We will continue to hire hourly staffing to support this permanent position.

Action: Senior Secretary Hiring for Dean's Office in the School of Liberal Arts

Action/Activity details: A senior secretary needs to be hired as soon a budgetary constraints are removed.

Implementation Plan (timeline):	Immediately after budget constraints are resolved.
Responsible Program and Faculty/Staff:	Dean
Budget approval required? (describe):	District budget approval required
Budget request amount:	\$0.00
Priority:	High

Status for Senior Secretary Hiring for Dean's Office in the School of Liberal Arts

Current Status:	Completed
Budget Status:	Approved
Additional information:	

Outcome: GOAL 5 ASC funding and institutionalization

Marked obsolete by Lou Ascione on 09/25/2020 11:38:20 am PST

The ASC has been relying on grants and soft money to fund a lot of its tutoring services. A plan must be created to slowly institutionalize this funding so that we are guaranteed academic support services in the event that grants disappear.

No actions specified

Outcome: GOAL 6 Remodel of the I Building

The I building is in desperate need of upgrading and remodeling. We currently have a large and unused space (I-130) that could be remodeled into several additional classrooms. Also there is a need to create new faculty offices in that building as well.

Action: I building renovation

Action/Activity details:	Dean will work with VPs to find funding for this project.
Implementation Plan (timeline):	Ongoing but as soon as possible
Responsible Program and Faculty/Staff:	Dean
Budget approval required? (describe):	Budget TBD.
Budget request amount:	\$0.00
Priority:	Medium

Status for I building renovation

Current Status: In Progress
Budget Status: Pending Approval
Additional information: This remodel of the I building is being placed as a need into the Campus Facilities Master Plan. It will be an ongoing project until funding is secured.

Outcome: Goal 7 New Faculty needed

In order to function effectively, new full-time faculty need to be hired in the School of Liberal Arts to offset the number of adjunct faculty that need to be hired, trained, evaluated and supervised.

Action: New full-time faculty

Action/Activity details: Ensure that all desired new faculty positions are ranked in order of School needs by the Dean and department chairs and use data to get these desired faculty positions ranked as high as possible on the faculty hiring committee list.

Implementation Plan (timeline): Ongoing but as soon as possible.

Responsible Program and Faculty/Staff: Dean and Department Chairs

Budget approval required? (describe):

Budget request amount: \$0.00

Priority: High

Status for New full-time faculty

Current Status: In Progress
Budget Status: Pending Approval
Additional information: New facult positions are a top priority for Liberal Arts as we have continued to grow without additional resources. Proposals for new hires are submitted, and continue to be submitted to the Faculty Hiring Committee for review and hopefully approval.

Outcome: GOAL 8 Increase Focus on Equity

The School of Liberal Arts is committed to continually striving to increase student equity at all levels of instruction and student service. This is an ongoing goal to actively focus on equity and to seek new and innovative means for making education at Miramar College more equitable for students.

Action: Class Delivery Methods, Materials and Modalities

Action/Activity details:	Continue to promote discussion and professional development opportunities regarding increased equity in course delivery methods, materials and modalities.
Implementation Plan (timeline):	Ongoing
Responsible Program and Faculty/Staff:	Dean and faculty
Budget approval required? (describe):	No budget needed outside of School discretionary budget
Budget request amount:	\$0.00
Priority:	High

Status for Class Delivery Methods, Materials and Modalities

Current Status:	In Progress
Budget Status:	Other
Additional information:	The new focus on equity in all instructional matters for the School of Liberal Arts is a top priority and is guiding discussions in all areas of course delivery and hiring practices. This will continue to be an ongoing priority for the School of Liberal Arts and Miramar College.

Action: Syllabus Equity initiative

Action/Activity details:	Ask faculty to utilize newly developed syllabus equity guide that were created by faculty for faculty. This will help begin departmental dialogue regarding equity and help focus these discussions on practical student matters.
Implementation Plan (timeline):	Ongoing but being piloted 2020-2021
Responsible Program and Faculty/Staff:	Faculty in the School of Liberal Arts
Budget approval required? (describe):	No budget needed.
Budget request amount:	\$0.00
Priority:	Medium

Status for Syllabus Equity initiative

Current Status:	In Progress
Budget Status:	Other
Additional information:	This project has been accepted by a large number of faculty in the School of Liberal Arts. Many of these faculty are training other faculty as to best practices regarding syllabi. This will be an ongoing project until this has become a standard practices in all departments.

I