

Academic Affairs Committee

Co-Chairs: Paulette Hopkins and Mary Kjartanson
February 21, 2019

Approved on 4/4/2019

MINUTES

Members Present: Paulette Hopkins, Adrian Gonzales, Linda Woods, Lou Ascione, Jesse Lopez, Daniel Miramontez, Mara Palma-Sanft, Kirk Webley, Mary Hart, Larry Pink, Dan Willkie, Carmen Jay, Lisa Brewster, Daniel Igou, Richard Halliday, Andrew Lowe, Namphol Sinkaset, Francois Bereaud, Gina Bochicchio, Mary Kjartanson, Scott Moller, Duane Short

Members Absent: George Beitey, Cheryl Barnard (sent Linda Woods as Proxy), Tonia Teresh, Dawn DiMarzo, Alan Viersen, Nicolas Gehler, Darren Hall, Jordan Omens

Guests: Benjamin Gamboa, Molly Fassler, Darrell Harrison, Rebecca Bowers-Gentry, David Mehlhoff, Joe Young, Neal Erlandsen, Aleena Vargas, Eli Jed Manalastas, Patricia Manley, Jessica McCambly, Julia McMenamin

The regular monthly meeting of the Academic Affairs Committee was held on Thursday, February 21, 2019 at 2:30 p.m., in Miramar College Room R3-100. The meeting was called to order at 2:33 p.m. by co-chair Paulette Hopkins, a quorum being present.

Agenda/Minutes: A motion was made by Daniel Igou seconded by Lou Ascione to approve the February 21st agenda. Duane Short made a motion with Rich Halliday seconding and the minutes were approved with all in favor, and Namphol Sinkaset abstaining.

Distance Education: Rechelle Mojica reported that the District Distance Ed committee has created a 2-year distance education plan, which incorporates the OEI course design rubric. This rubric is a checklist for faculty as they are redesigning their online class. It will not be part of faculty evaluations. This OEI course rubric has been approved at the Academic Senate plenary and is readily available. Mary Kjartanson will send OEI course design rubric to the committee. Mojica also mentioned that canvas trainings are ongoing, can be offered live through zoom, and are accessible in an archive. Paulette Hopkins reminded everyone that the canvas transition is mandatory if already blackboard certified. Department chairs are to work with Deans in unique situations when an instructor immediately needs to fill an online course but are not online certified. Mojica mentioned that anyone now could request a Canvas shell, even if they do not teaching online. Hopkins to discuss with Dean Kats Gustafson about removing the word "optional" in the training schedule to lessen confusion around campus.

Academic Standards: Articulation Officer, Mara Palma-Sanft reported that their committee has no petitions to review for the semester yet. They reviewed and worked on documents related to the Math competency requirement and a proposed draft document for guidelines to earn multiple degrees in the district. These documents have been forwarded to the campus curriculum committee.

Basic Skills Initiative: Hopkins reported that the committee is working on the transfer level English and Math indicator for SEAP. There will be no call out for BSI proposals this semester. The committee is working on the future identity and goals of the Basic Skills committee because of AB 705. Save the date for a second Marketplace session on April 15th (1:15-2:45).

Honors: Carmen Jay reported that the honors contracts deadline has passed and are being processed. She reminded everyone that the honors contracts syllabi need to be provided to her and Kirk Webley for accreditation compliance. Faculty will be contacted if they do not provide their syllabus.

IPR/SLOAC Update: Patti Manley shared with the committee the results from the recent program review survey. The department chairs and Deans may be requested to help identify faculty who do program review in their areas. Results indicated that some asked for a rubric to complete program review, feedback on how they did in their program review, and some requested a meaningful data packet. Most people knew how to do program review, but mostly disliked the Taskstream process of completing it.

FLEX Coordinator: Allen Andersen reported that there is a FLEX week survey out. He is starting a “FLEX 100” campaign, aiming to get 100% FLEX compliance for the semester.

Faculty Evaluations Coordinator: John Salinsky reminded everyone that any contract faculty who is probationary or tenured must complete student evaluations. Sixteen triennials have not student evaluations in years and are required to do two per year. Faculty who teach hybrid courses will have to administer their student evaluations during the live session held on campus. Hybrid courses taught by two instructors, student evaluations will have to be administered during the campus session evaluating the online instructor. Goals and outcomes need to be clearly stated in personal statements from contract faculty under evaluation.

AP 5235 Faculty Development of Credit by Examination: Short reported on the proposed procedure of AP 5235, reviewing the credit exam procedure. He presented a PPT explaining credit by exam, its processes, and the potential problems with processes. Each college would develop their own exam, and managed by the VPI office. This new procedure could be estimated to be in place in Fall 2020.

Proposed Requirements for Multiple Degrees: Short shared that in our district, if degrees overlap, a student would still need 18 units of coursework in each of those majors to get a degree. The district is asking the campuses if they want to consider changing this practice. This is being discussed in the curriculum committee and the academic standards committee. The curriculum committee has come to a consensus that 18 units is too high.

Proposed Expansion of Math Competency District Requirements: With AB 705 taking an exam would no longer be accepted to show math competency, instead students will have to take a class. Short mentioned that with AB 705 there will be an expansion of classes that can clear the math competency requirement. This change can result in an uptick in enrollment for these classes that can clear the math requirement.

Guided Pathways Update: The first steering committee meeting is on Monday, February 25th. Several people are attending a Guided Pathways workshop from the Miramar campus on Friday, February 22nd. The semester goal for the committee is how the work will be structured, what the teams will look like

and their focus areas. Adrian Gonzales shared with everyone about two reporting deadlines on April 30th and September 30th.

Strategic Enrollment Management: Hopkins reported that for Spring 2019, that we are under our target. She shared data on total headcount and total section offerings. We have a lot of students who take online courses and not so much during the evening. With this data, we can plan for adding more sections for online courses. The

Academic Affairs Committee College Governance Handbook Change Proposal (2nd Reading): Tabled.

Building Diversity Summit Report: Darrell Harrison presented an informational PowerPoint on the different types of bias and the influence it has during hiring committees. In the early stages of forming a hiring committee, Harrison would like to have these types of discussions as it plays an important role in building diversity on our campus.

Adjournment: The meeting was adjourned at 4:04 P.M.

Eli Jed Manalastas