

**Academic Affairs Committee**

Co-Chairs: Paulette Hopkins and Mary Kjartanson  
May 17, 2018

Approved 9/20/2018

MINUTES

**Members Present:** Paulette Hopkins, Gerald Ramsey, Jesse Lopez, Daniel Miramontez, Linda Woods, George Beitey, Mara Palma-Sanft, Kirk Webley, Alan Viersen, Dan Willkie, Daniel Igou, Adrian Arancibia, Andrew Lowe, Namphol Sinkaset, Nicolas Gehler, Francois Bereaud, Gina Bochicchio, Mary Kjartanson, Scott Moller, Carmen Jay, Mark Hertica, Tonia Teresh, Dawn DiMarzo, Rich Halliday, Jordan Omens, Mary Hart

**Members Absent:** Larry Pink (sent Proxy Dan Willkie), Adrian Arancibia, Cheryl Barnard, Lou Ascione

**Guests:** Julia McMenamin, David Mehlhoff, Joe Young, Stefanie Johnson-Shipman, Rechelle Mojica, Alex Stiller-Shulman, Marie McMahon, Ben Gamboa, Molly Fassler, Neal Erlandsen, Laura Murphy, Sonny Nguyen, Aleena Vargas

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The regular monthly meeting of the Academic Affairs Committee was held on Thursday, May 17, 2018 at 2:30 p.m., in Miramar College Room R1-101. The meeting was called to order at 2:37 p.m. by co-chair Paulette Hopkins, a quorum being present.

**Agenda/Minutes:** A motion to approve the agenda was made by Gerald Ramsey, seconded by Linda Woods, and unanimously carried to approve the agenda. Minutes from the March 15<sup>th</sup> and April 19<sup>th</sup> Academic Meeting were tabled until the next meeting in fall 2018.

**Distance Education (Mojica):** Rechelle Mojica sent out an email to certified faculty to inform them of the of the Canvas transition course. She also sent information pertaining to the Blackboard-based certification as well the Canvas transition course. The last day to complete the canvas transition course and receive FLEX hours for spring 2018 is on May 21<sup>st</sup>. Over the summer, faculty may request a Canvas shell in preparation for the transition. Confer Zoom, a screen sharing program, will be available within the Canvas shell.

**Academic Standards:** Nothing to report.

**Basic Skills Initiative (Johnson):** Stefanie Johnson-Shipman reported that the Basic Skills committee has \$230,000 in funding available and with help from the transformation grant, all proposals will be funded. There are nine projects in total. There will also be a BSI meeting on Monday focusing on planning a presentation for AB 705 during convocation.

**Honors (Jay):** Honors Program was awarded the Melon Foundation Grant. The first ever Arts and Humanities conference was held at City College on April 27<sup>th</sup>. Miramar was well represented across

disciplines. Carmen Jay shared inequities in the Humanities studies. A study done by the Academy of Arts and Sciences has shown that the number of minority students seeking associates degrees in the Humanities has increased substantially. Part of the grant will increase the number of transfer students who want to study Humanities at UC San Diego. A conference date for next year has been set by Chancellor Carroll, which is April 19<sup>th</sup> 2019. A save the date will be sent in August; a call for proposals in December.

**IPR/SLOAC Update (McMenamin):** Julia McMenamin reported that on Monday, May 21<sup>st</sup>, Daniel Miramontez and Naomi Grisham will be leading a Watermark feedback session on Taskstream. She shared the dates on various activities that will be held during FLEX week which will cover PR, BRDS and how to make meaningful SLOs. April 20<sup>th</sup> was the deadline to complete program review. Miramontez added that when logging onto the Taskstream website, Taskstream will now be called Watermark.

**Guided Pathways Update (Ramsey/McMahon):** Gerald Ramsey reported that a statement is being developed to define Guided Pathways as it pertains to Miramar College. An effort is being made to make three work groups to address the three elements of GP and its tasks. Marie McMahon reported that funds have been released and the allocation can now be spent. The district wide guided pathways meetings will continue throughout the summer.

**High School Partnership (Ascione):** High School classes are being scheduled for the fall semester. Teresh introduced Sonny Nguyen as the new Associate Dean of Outreach and School Relations. Teresh will now be working very closely with Dean Ascione in developing a resources handbook for faculty teaching at the at the high schools campuses.

**Strong Workforce Program: (Gamboa):** Benjamin Gamboa explained Perkins and Strong Workforce to the Academic Affairs Committee. He asserted that Perkins, a federal program, has been sustaining CTE programs that rely heavily on expensive equipment and consumables. Gamboa explained that SWP, a State program, awarded 248 million dollars across the State for 2018-2019. SWP metrics are based on data-informed program outcomes (how are students getting jobs, status in the workforce, pay scales). This year there are total of twelve proposals for Perkins which focused primarily on curriculum development, professional development, and high school outreach and job placement. Seventeen proposals for SWP were submitted, totaling 1.1 million dollars in requests. Proposals are centered on new programs and redesign of CTE programs. Still waiting on Perkins allocation from the state, Gamboa feels the allocation will be greater than in previous years due to Miramar's rapid growth.

**Strategic Enrollment Management:**

1. **Degrees and Awards Conferred Report (Hopkins):** Hopkins displayed a table that showed an increase in Associate Degrees, Associate Degrees for Transfer, and Certificate of Achievements awarded. These achievements will be important in the funding.
2. **"Stars" Program: (Lopez):** Jesse Lopez updated the committee on the "Stars" Program which was developed because of the SWP outcome metrics. Miramar College was recognized with 19 Star Programs. The Diesel Program received the lone "Gold Star".

**Chancellor's Recommendations on Funding (Hopkins/Gamboa):** Hopkins provided background on how we are currently funded based on FTES. However, with the Chancellor's Recommendation on Funding, merit and performance metrics will be more heavily weighted for funding. The State Chancellor's office has devised a 60/20/20 formula: 60% -base allocation of FTES, 20%-supplemental equity grant, 20%-

merit/performance. Gamboa explained how we would accumulate points based on what is currently on the table. This will unlikely come into effect for the 2018-2019 year.

**CCAP High School Faculty Coordinator Job Description (Jay/Gehler/Brandt)**. Carmen Jay presented the High School Faculty Coordinator Job Description, the final draft generated and approved in the preceding Department Chairs' committee meeting. Mary Kjartanson will forward the document to administration.

**Department Reorganization in the School of Liberal Arts (Ascione)**. The School of Liberal Arts is in process of reorganization. Communication and Journalism will be removed from the English Department and joining Arts & Humanities. The English Department will be called English and World Languages. The reorganization will be finalized in the fall 2018 semester.

**Adjournment:** Meeting was adjourned at 3:20 P.M.

*Eli Jed Manalastas*