

## Academic Affairs Committee

Co-Chairs: Paulette Hopkins and Mary Kjartanson  
December 3, 2015

**APPROVED 02/18/16**

### MINUTES

**Members Present:** Paulette Hopkins, Mary Kjartanson, Fred Garces, Mara Sanft, Mary Hart, Dawn DiMarzo, Larry Pink, Dan Willkie, Joe Young, Carmen Jay, Mark Hertica, Dan Igou, Adrian Arancibia, Francois Bereaud, Rebecca Bowers-Gentry, Nick Gehler, Andrew Lowe, Jordan Omens

**Members Absent:** Gerald Ramsey, Lou Ascione, Daniel Miramontez, George Beitey, Adela Jacobson, Howard Irvin, Rick Cassar, Darrel Harrison

**Guests:** Sheryl Gobble, Marie McMahan, Joan Thompson

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The regular monthly meeting of the Academic Affairs Committee was held on Thursday, December 3, 2015, at 2:30 p.m., in Miramar College Room L-309. The meeting was called to order at 2:37 p.m. by co-chair Paulette Hopkins, a quorum being present.

**Agenda/Minutes.** Upon motion by Jordan Omens, seconded by Dan Igou, the agenda was unanimously approved. Upon motion by Igou, seconded by Omens, the minutes of November 19, 2015, were approved as presented, with Dan Willkie abstaining.

**Academic Support Services/Tutoring.** Co-chair Mary Kjartanson recapped the Committee's decision at its last meeting to meet as a group to discuss the framework structure of Academic Support. She reported that the group would like Marie McMahan, President of the Academic Senate, to join the group, as well as Dean Howard Irvin to help in decision-making.

**IPR/SLOAC Proposal.** Hopkins reminded the Committee that at its last meeting it discussed the program review timeline and moving the update to April, just for Instruction and not for Student Services or Administrative Services. It was moved by Willkie, and seconded by Carmen Jay, to move the Instructional Program Review deadline to April 1<sup>st</sup>, and the motion was carried unanimously. Hopkins will communicate this Committee's support for the proposal to the IPR/SLOAC Committee and will move it on to Academic Senate.

**Accreditation Progress.** Hopkins reported for Daniel Miramontez and Laura Murphy that the standards narratives with edits from the November 13<sup>th</sup> forum were sent to the Tri-Chair groups, and Miramontez and Murphy have offered assistance to those groups. There will be a District meeting with ALOs from all campuses on December 7<sup>th</sup>. Miramontez, Murphy, and

faculty editor Cheryl Reed will meet to discuss plans for edits and re-writes and moving that forward. The deadline for feedback on standards and general edits for the second draft will be January 29th, and will be followed by Public Forum Round 2.

National University MOU Proposal. Mara Sanft presented and discussed a proposed MOU with National University, which she had previously presented to the Academic Senate. She described the process for establishing MOUs, and summarized the contents of the proposed MOU. She identified some observations and concerns to consider when evaluating the proposal, and requested input from this Committee. She responded to questions and took notes of questions and concerns to take to the District Articulation Officers. Discussion will continue at the next Committee meeting to determine whether or not to support the proposed MOU as it moves forward to the Academic Senate.

Enrollment Management Strategies for Spring 2016. Hopkins reported that since enrollment began on Monday, November 30, a number of classes have closed and several new sections have been opened. The deans are receiving enrollment reports twice weekly, so faculty should communicate with the deans with regard to opening or cancelling classes. The strategy will be to open high-demand and highly-productive classes; low-enrolled classes will be cancelled three weeks before school starts, unless they are capstone classes; students will be redirected to other sections, and funds will be redirected to opening additional classes. We have about 7% more classes and the wait lists indicate that we're growing and can meet our targets. There may be some revisions to classroom assignments to better match larger classes with larger classrooms. Faculty should consider that parking is impacted during the 9:30 a.m.-12:45 p.m. time period and try to avoid opening classes during that period if possible. A Monday-Wednesday-Friday schedule is being considered as an option for Fall 2016, and will be a topic of discussion in this Committee. Hopkins was asked about promotional advertisements and was requested to have cancelled classes removed from the online class schedule, and she will follow up with both topics.

Miscellaneous announcements. Hopkins announced that next semester this Committee will meet in the new S6 Building Seminar Room, Room S6-110/109. The Spring 2016 Adjunct Faculty Meeting will be held on January 20<sup>th</sup>, and will be from 5:30-7:30 p.m., with key/codes/parking starting at 4:30 p.m. Igou announced that multiple professional-development-type workshops and seminars are being planned for Flex Week, and he requested volunteers and input.

The meeting was adjourned at 3:24 p.m.

*Katinea A. Todd*