

Academic Affairs Advisory Council Meeting Minutes
November 21, 2014
The Spot (U-102)

1. Continental Breakfast and Social

2. Welcome

-Mr. Torres introduced himself to the group and gave a brief overview of his background. He introduced various members of the Academic Affairs team as well as John Olivares, a student representative.

-Mr. Torres would like the department chairs to have access to the Enrollment Management tool, and he will work on making that available. He wants everyone to have access to the past and present enrollment data when developing their schedules. The work that this group does is very important to students and the college. The Academic Affairs website has been updated to include the expanded information on the Instructional Deans Council meetings, information on the Academic Affairs Advisory Council, and other related instructional items. He would like to include a pseudo-intranet that will be used by the deans and department chairs for scheduling purposes. The scheduling process will now consist of: (1) the department chairs will develop/construct the schedule, (2) then present it to the dean for review, and (3) the dean will forward the checked/edited schedule to their classified staff member for Datatel entry. **The summer schedule is due to be submitted to the Deans the week of December 1, 2014.**

3. Enrollment Management Overview

-The department chairs should make informed decisions and examine all the data from prior terms (e.g., fill rates, census data, number of student completers, number of students on waitlist on the first day of class) in order to make informed decisions on what to best schedule. They should not simply roll over the schedule from another semester. There should also be consultation with the dean.

-There was a handout displaying FTES targets broken down by division but not by department. The divisions will have to make the target shown on the handout for the summer 2015 term; consultation on how many sections to offer should occur between deans and their department chairs. The main focus is to use best practices for the students. In addition, chairs are encouraged to consult with other departments to see what they are scheduling (in order to avoid scheduling overlaps between required courses for a degree/certificate whenever possible). There was discussion on using the "pyramid approach" for scheduling classes (i.e., for courses featuring a series of consecutive prerequisites, the lowest level course should be scheduled in the greatest amount, culminating in less sections for the sequential/capstone course, taking into account previous semester/term data to account for attrition, all while planning for full classes whenever possible), scheduling classes early in the morning and later in the evening to accommodate students' personal situations in instances where only 1 or 2 classes will be offered within a given discipline. The student representative noted that the passing time is not always long enough, although it was noted that the typical passing time is generally ten minutes for campuses even larger than SAC.

4. Scheduling 101: Daily Censes, Data Trends, Suggested Time Blocks for Summer 2015 and Case Studies
-Mr. Torres referred to four handouts within the packet of information each person received. The handouts are entitled "Scheduling 101: Case Studies", "Calculation of Contact Hours", "Summer 2015 Scheduling Modalities", and "Time blocks for Contact Hours". He reviewed all the case studies exercises with the group using the handouts to calculate the results. This will show a clear distinction between lecture and lab hours and how these are calculated using daily census scheduling modality. This process will establish a standard scheduling template to be used college-wide. The department chairs in conjunction with the deans will need to decide how they will achieve their FTES targets for the summer 2015 schedule. Mr. Torres will confer with the deans in January about assigning specific rooms to each division. This is an item that will be discussed at the Academic Affairs Advisory Council meeting in February 2015. There was also discussion about having every room mediated. Chairs were asked to please place requests for mediated rooms in their Resource Allocation Request (RAR) form.
5. Curriculum Updates: CCCCCO Inventory, Local Procedures, PLOs, Curricunet, and Catalog Task Force
-Mr. Torres informed the group that the college cannot publish a catalog listing classes that have not been approved by the State Chancellor's office (as has been occasionally done in the past). The catalog is considered a contract with the students, and students have catalog rights which must be honored. As such, it is imperative that all listed catalog information is accurate. Mr. Torres is, however, willing to publish an addendum (should it be necessary).
-Anh-Phuong Tran addressed the group and spoke regarding curriculum updates involving substantial versus non-substantial changes, processing via the CCCCCO inventory, and local procedures for implementation as related to our yearly catalog updates.
-Mr. Torres presented the idea of forming a Catalog Task Force, previously discussed with Monica Porter (C&IC chair) and deemed to be a noteworthy idea. He will send out an email to obtain the names of those who would like to participate. Mr. Torres discussed the expectation that the college should also be publishing their Program Learning Outcomes (PLOs) in the catalog alongside each degree/certificate.
-Dr. Jaros spoke regarding new certificates of achievement with 50% more course work having to go through substantive change. There was discussion about what constitutes a substantive change per ACCJC. Once the college knows the outcome of their accreditation report, there will be a follow-up conversation on this topic.
6. Student Success and Integrated Planning: 2-Year Plans and Discussion of Template
-There was a discussion regarding taking all degrees and certificates and creating a pathway of classes to be offered in order for students to complete a degree or certificate. This will provide valuable information for students when planning their schedules as well as for counselors and other academic advisors. Mr. Torres suggested that the pathways could be centralized in the Academic Affairs website with hyperlinks to the divisions. There was discussion whether this was the best place for centralization. There was also discussion on different aspects of this process, including what the plan would be called. Suggestions were as follows: Two Year Plans; Two Year Degrees and Certificates; Degree & Certificate Scheduling Guide; and Degree and Certificate

Pathways. Nothing will go live until the deans have consulted with the department chairs and the faculty members. The template will be sent out to everyone working with the deans.

7. Accreditation: Actionable Improvement Plans

-Dr. Jaros presented a status report and reviewed the various areas for the group. She highlighted that there are sixty-one total actionable improvement plans, and ten actionable improvement plans directly related to the deans and faculty. Accreditation recommendations will be listed after the college has heard from the Commission in January. Mr. Torres thanked Dr. Jaros for all of her hard work both past and present on the Accreditation process. This will be an on-going agenda item for this group.

8. Summary, Next Steps, Future Meetings, and Lunch Social

-Mr. Torres thanked everyone for attending and participating in the meeting. He hopes it was helpful. He wants to make this a monthly occurrence when the faculty is on campus. Hold the following two dates for a meeting in February: either February 3 or February 20. The meeting is anticipated to begin at 8:30 a.m. and continue until 12 noon. Once the date is confirmed, it will be announced. The location will be determined at a later date.