MiraCosta Community College District
Academic Affairs Committee

Friday, 09/13/2013 10:00 a.m.-12:00 p.m.
Room OC1202 (Library-HUB), Oceanside

Call to Order

Persons Wishing to Address the Committee

I. Minutes of the May 10, 2013 Regular Meeting: Review and Approval

II. Changes in/Addition to the Agenda

III. Old Business

IV. New Business

A. Honors Scholar Program: Curriculum and the Honors Contract System (Sleeper)
B. Subcommittee Participants (Bonds)
C. Subcommittee Goals for 2013-14: Group discussion
D. AAC Goals for 2013-14: *What do we want to accomplish?* Group discussion

V. Reports

A. MOE: 2011 Online Education Plan Closure and Rewrite (Julius)-*time certain at 11:20 a.m.*
B. Hiring Subcommittee: Hiring Guide AAC Draft (Bonds)

VI. Future Agenda Items and Announcements

VII. Adjournment

Next Meeting: October 11, 2013, 10:00 a.m.-12:00 p.m., in OC1202

MiraCosta Community College District
Academic Affairs Committee

Friday, 2/21/2014 10:00 a.m.-12:00 p.m.

Room OC4016, Oceanside

Call to Order

Persons Wishing to Address the Committee

I. Minutes of the November 8th, 2013 Regular Meeting: Review and Approval

II. Changes in/Addition to the Agenda

III. Old Business

IV. Reports/Discussion

A. Students enrolling in open classes during the first week: (Eric Bishop)- ***Time Certain: 10:10am***

B. SLOAC Update (John Thomford)-***Time Certain: 10:20am***

C. Hiring Subcommittee (Bonds)

i. Proposal: Draft AAC Hiring Timeline for Fall 2014

D. Syllabus Checklist Subcommittee (Bailey)

E. Textbook Affordability Subcommittee

F. Drop Deadline Subcommittee (Bailey)

G. Guest Speaker/Visitor Subcommittee (Forhman)

V. New Business

A. Online Ed Plan Closure draft document (Jim Julius)- ***Time Certain: 10:50am***

i. The Closure draft needs a vote for approval at this meeting

B. AP5055 update and revise for clarity (Dudley)

C. Academic Calendar Subcommittee (Harland)

i. Proposal: Draft 2015-2016 Academic Calendar

VI. Future Agenda Items and Announcements

VII. Adjournment

Next Meeting: March 21st, 2014, 10:00 a.m.-12:00 p.m., in OC4016

Administrative Council

Agenda

Thursday, February 20, 2012
9:00 – 11:00 a.m., Room 1202
Chair: Linda Fogerson

I. Persons wishing to address the Council.

II. Approval of Minutes from January 16, 2014, meeting.

III. College President's Report (Rodriguez)

IV. Reports from Governance Organization Committees:
   a. Budget and Planning (Armstrong)
   b. Academic Affairs (Benard)
   c. Student Interest (Robertson)
   d. Courses and Programs (Taccone)
   e. IPRC (Wojcik)
   f. Academic Senate (Yeager)
   g. Classified Senate (Halmay)

V. Action on governance issues
   a. Review draft of Substantive Change Proposal Document (Jim Julius, time certain 9:30 a.m.)

VI. Informational items to the Council
   a. Technology Plan Closure Report, 2011-2014 (Valente)
   b. CARE Handbook (Wilkinson)
   c. AP 5075: Course Adds and Drops (Robertson)
   d. BP 4040: Library and Other Instructional Support Services (Valente)
   e. Implications of requiring students to make satisfactory academic progress in order to receive a Board of Governors Fee Waiver (Robertson)

VII. Other
   a. Next meeting – March 20, 2014, in room 1202.

VIII. Adjourn

Administrative Council

Minutes

Thursday, January 16, 2014
9:00 – 11:00 a.m., Room 1202
Chair: Linda Fogerson

Members Present: Susan Asato, Mary Benard, Cheryl Broom, Sandy Comstock, Kim Coutts, Linda Fogerson, Jonathan Fohrman, Catherine Halmay, Carlos Lopez, Tom Macias, Joe Mazza, Robert Norcross, Dick Robertson, Dana Smith, Wendy Stewart, Al Taccone, Alicia Terry, Mario Valente, Sheri Wright, Mark Yeager.

I. There were no persons wishing to address the Council.

II. Minutes from the October 17 and November 21, 2013 meetings were approved.

III. College President's Report (Rodriguez).
- Since Dr. Rodriguez was absent, his written report was distributed with the agenda.

IV. Reports from Governance Organization Committees:
   a. Planning and Budget (Ng).
      i. No report.
   b. Academic Affairs (Benard).
      i. No report.
   c. Student Success (Lopez).
      i. No report.
   d. Courses and Programs (Taccone).
      i. The committee meets in a week and will direct attention to policies, procedures and the college catalog. Of note: all MiraCosta Associate Degree programs are now compliant.
   e. IPRC (Wojcik).
      i. No report.
   f. Academic Senate (Yeager).
      i. First meeting of the semester is Friday, January 17.
   g. Classified Senate (Halmay).
      i. At the sold-out holiday luncheon in Dec. Vicki Krivoski was honored as Classified Employee and added her $500 award to the funds raised for the Textbook Assistance Program, bringing the total raised to $1,400. Council members were encouraged to attend the men's and women's basketball games on January 22, to celebrate Spirit Night. Funds raised will benefit the Textbook Assistance Program.
      ii. Most recent meeting highlights included approval to establish a scholarship to benefit classified employees or their children and a presentation regarding Student Success and classified's role in the process. Next month's meeting's Hot Topic will be a discussion of Classified Senate possibly creating a committee similar to the

Academic Senate Diversity and Equity Committee to address member's personnel issues. A large number of staff development workshops will be offered during spring break.

V. Action on governance issues.
   a. Classified administrator appointment to the Strategic Planning Team (Ng) Charlie was not present but it was mentioned that clarification is needed as to what process is being followed for this appointment.

VI. Informational items to the Council.
   a. Preparation for Creating the MCCCD Strategic Plan 2014-17 - analysis of the district's internal strengths and weaknesses, and external opportunities and challenges (SWOT) (Stewart) A handout was distributed listing the Institutional Goals from the 2011-2014 Strategic Plan and details of how SWOC Analysis would provide useful information about the factors that need to be considered when shaping new goals for the 14-17 Strategic Plan. In addition to surveying the college constituencies the team wants to use input gathered from discussions. Wendy is going to forward the link to the current Strategic Plan so it would be handy for review.
   b. CARE Handbook and Incident Report Form (Wilkinson) Carol was not present but it was assumed that this item was meant as a reminder of the online incident report form and its availability for use.
   c. Spring Celebration of Excellence is scheduled for Friday, April 11, 3-4:30 p.m. in the cafeteria (Broom)
   d. Implications of requiring students to make satisfactory academic progress in order to receive a Board of Governors Fee Waiver (Robertson) it is not yet known how many MiraCosta students this new requirement (starting fall 2014) would affect, nor exactly how it will be implemented. The first step will be looking at a recent year's numbers for the GPAs of students that received fee waivers and how many would have not qualified for a waiver the following semester due to insufficient progress.

VII. Other
   a. None.

VIII. Future Agenda Items
   a. No future items scheduled.
   b. Next meeting – February 20, 2014

MiraCosta College
Academic Senate Council
Regular Meeting — May 5, 2013
9:00 am to Noon — Room OC 1202

AGENDA

I. Call to Order

II. Persons Wishing to Address the Council

III. Changes to Agenda Order

IV. Consent Calendar *(Any item may be pulled by ASC members for discussion/information—descriptions on next page)*

A. Minutes of February 1, 2013 Regular Meeting (separate document)
B. Minutes of April 12, 2013 Special Meeting (separate document)
C. Minutes of April 26, 2013 Special Meeting (separate document)
D. Revised "Terms and Term Limits for Academic Senate Reassigned Time Positions" (attached)
E. Addendum: 2013 – 2014 Approved Courses and Programs (attached)

V. Reports

A. Academic Senate President – Yeager (15 min.)
B. College Superintendent/President – Rodriguez (10 min.)
C. Associate Faculty – Carlsson, Chirra, Warren (5 min.)
D. Classified Senate Council – Willis (5 min.)
E. Associated Student Government – (5 min.)

VI. Information

A. Integrated Planning Processes, Cycles and Timelines Evaluation Report (separate document) – Yeager/Shirley (5 min.)

Description*: This report is part of the Integrated Planning Model, as presented in the MCC Integrated Planning Manual.*

VII. Old Business (*denotes action item)

A. #*AP 4105—Distance Education (attached) — Baughman (20 min.)

Time Certain – 10:00

Description*: The Courses and Programs Committee has recommended approval of this revision of AP 4105—Distance Education. This AP recommendation has been revised since the April 12th meeting, based on significant constituent input. An FAQ document is also attached to the meeting announcement.*

B. #*Annual Review of Academic Senate Bylaws and Rules — Yeager (10 min.)

Description*: The Academic Bylaws and Rules should be reviewed, and updated if needed, annually.*

C. #Action in Support of Academic Senate Primacy Statewide/Action to Affirm Commitment to Collegial Governance: Report from Subcommittee — Moon (10 min.)

Description*: A subcommittee was formed at the April 5th ASC meeting to discuss this issue, and to produce a draft resolution to the ASC.*

#Academic and Professional Matter
°Working Conditions Matter

(Agenda continued on next page)

VIII. New Business *(Note: Full-time faculty working conditions items will be considered after item X. Council Commentary.)*

A. #Applications for Advancement on the Salary Schedule (separate documents) — Ma (10 min.)

Description*: The Salary Advancement Committee recommends approval of twelve applications for advancement.*

IX. Future Agenda Items

A. May 10th Full Academic Senate Meeting (Regular Meeting)
B. May 17th Academic Senate Council Meeting (Regular Meeting)
   i. 2014 – 2015 Academic Calendar Recommendation from the Academic Affairs Committee

X. Council Commentary

VIII. New Business, continued--Full-time faculty working condisions items

B. °#Sabbatical Leave Handbook (separate document) — Hanada-Rogers (10 min.)

Description*: The Sabbatical Leave Committee recommends approval of this revision of the Sabbatical Leave Handbook.*

C. #*Faculty Equivalency Recommendations — Katson (1 min.)

Description*: Discussion will take place in closed session.*

XI. Closed Session Pursuant to Government Code Section 54957(a) — (45 min.)

A. #*Faculty Equivalency Recommendations *(Full-time ASC members and chair of Equivalency Committee only)*
B. °Confidential Negotiations *(Full-time ASC members and members of CNC only)*

XII. Reconvene in Open Session—Announcement of Actions Taken in Closed Session (if any)

XIII. Adjournment (by 12:00 noon)

#Academic and Professional Matter
°Working Conditions Matter

Consent Calendar Item IV

D. Revised "Terms and Term Limits for Academic Senate Reassigned Time Positions":

Description: *This version contains a change to the term limit for PDP/Flex Coordinator, from two consecutive terms to no term limit. This change was recommended by the PDP/Flex Committee, and brings this position in line with the other AS positions receiving reassigned time. Approval of this item by the ASC constitutes approval of this term limit change*.

E. Addendum: 2013 – 2014 Approved Courses and Programs:

Description: *The Courses and Programs Curriculum Committee has approved deletion of the History AA degree (note: ASC has already approved the addition of the Personal Fitness Trainer certificate that also appears on this document).*

Note: Requests to place items on ASC agendas should use the Agenda Item Request form:
http://www.miracosta.edu/governance/academicsenate/agenda.html

MiraCosta College
Academic Senate Council
Regular Meeting — February 21, 2014
9:00 am to Noon — Room OC 1202

AGENDA

I. **Call to Order**

II. **Persons Wishing to Address the Council**

III. **Changes to Agenda Order**

IV. **Consent Calendar** *(Any item may be pulled by ASC members for discussion/information.)*
   A. Minutes of Previous ASC Meetings (separate documents)

V. **Reports**
   A. Academic Senate President – Yeager (10 min.)
   B. College Superintendent/President – Rodriguez (10 min.)
   C. Associate Faculty – Carlsson, Chirra, Warren (5 min.)
   D. Classified Senate Council – Willis (5 min.)
   E. Associated Student Government – Barnes (5 min.)

VI. **Updates**
   A. #Academic Senate Council Subcommittee Reports— (15 min.)
      Description*: Subcommittees have been working on various items. Those subcommittees that have anything to report will do so at this time.*

VII. **Old Business** (*****Action items*)
   A. #Resolution in Support of the Academic Senate of the City College of San Francisco (CCSF) — Yeager (10 min.)
      Description*: At its Feb. 7th meeting, the Academic Senate Council discussed whether to write and approve a resolution in support of CCSF. Council representatives will continue that discussion, after reviewing more information about CCSF and related issues.*
   B. #Academic Senate Goal #1— "+1" Academic and Professional Matters (separate document) — Yeager (10 min.)
      Description*: Presentation and discussion of a tentative list of MCC academic and professional matters outside of those areas specifically identified by AB 1725. The goal is to eventually identify and document the "+1" areas for the MCC Academic Senate, and to work with the district to develop a process for proposing new "+1" areas.*

VIII. **New Business**
   A. #Online Education Issues (separate document) — Julius (15 min.)
      Description*: Closure of Online Education Plan (routed to the Academic Affairs Committee and the Academic Senate Council) and related tissues.*

#Academic and Professional Matter
°Working Conditions Matter

(Agenda continued on next page)

New Business, cont.

B. #Substantive Change Proposal for Distance Education — Julius (15 min.)

Description*: The Substantive Change Proposal has been routed to the Academic Senate Council and the Administrative Council for approval, before being sent to the Superintendent/President. This proposal will be submitted to the Accrediting Commission for Community and Junior Colleges (ACCJC).*

C. #Equivalency: Draft Process for Comparable Degree Titles (attached) — Katson (10 min.)

Time Certain 11:00

Description*: The "Minimum Qualifications for Faculty and Administrators in the California Community Colleges" list specifies that a candidate must have a degree with the exact title given in the list to meet the minimum qualifications for a discipline. If approved, this process will add a simplified pathway for candidates with comp[arable degree titles to meet equivalency to the minimum qualifications at MiraCosta College.*

D. #Succession Planning: Academic Senate "Committee Fair" — Yeager (10 min.)

Description*: Faculty should be provided with clear, practical and accurate information about the missions and functions of governance, advisory and Academic Senate committees before the faculty committee assignment process begins later this semester.*

IX. **Future Agenda Items**

X. **Council Commentary**

XI. **Old Business, cont.** *(full-time faculty issues)*

C. °Faculty Assembly Proposal Final Draft (separate document) — Ha, Yeager (10 min.)

Description*: The ad hoc Faculty Assembly Committee has requested to present this proposal for a vote of the full-time members of the Academic Senate on February 28th.*

D. *#Tenure Candidate Recommendations — Cleveland (10 min.) ***Time Certain 11:20***

Description*: The ASC will vote on approval of the Professional Growth and Evaluation Committee's recommendations concerning Tenure Candidates.*

XII. **Closed Session Pursuant to Government Code 94957(a)**

A. *#Confidential Public Employee Evaluations: Tenure Candidate Recommendations

XIII. **Reconvene from Closed Session—Report Actions Taken**

A. *#Confidential Public Employee Evaluations: Tenure Candidate Recommendations

XIV. **Adjournment** (by 12:00 noon)

#Academic and Professional Matter
°Working Conditions Matter

The full Academic Senate will hold a special meeting for full-time faculty on February 28th, 9:00 to 10:00 am (room TBA). The next regular ASC meeting is Friday, March 7th, 9:00 – Noon, in OC1202.

Note: Requests to place items on ASC agendas should use the Agenda Item Request form:
http://www.miracosta.edu/governance/academicsenate/agenda.html

Associated Student Government
MiraCosta College
Attn: Student Activities, MS12A
One Barnard Drive
Oceanside, CA 92056

NOTICE OF REGULAR MEETING

January 13, 2014

TO MEMBERS OF THE STUDENT SENATE AND
MEMBERS OF THE PUBLIC

A regular meeting of the Associated Student Government of MiraCosta College's Executive Council will be held at the Oceanside Campus, Student Center: Aztlan B.

Friday, January 17, 2014

The Executive Council will open the meeting at 10:00 AM.

In accordance with the Americans with Disabilities Act, should special assistance or reasonable accommodation be required to participate in this meeting, please notify the Student Activities Office Secretary at (760) 795-6890, or (858) 755-5155, extension 6890. The TTY number is (760) 439-1060. Notification of the need for special assistance is requested 48 hours prior to the Student Senate meeting date and time in order to allow sufficient time to prepare.

Regards,

Harmony Hodges

Harmony Hodges
President, Associated Student Government
MiraCosta College

cc: Student Senate Members & Advisors
Meeting Distribution List

REGULAR STUDENT SENATE MEETING
Friday, January 17th, 2014 at 10:00 AM
Oceanside Campus, Student Center: Aztlan B.

AGENDA

1. **Call to Order**

2. **Flag Salute/Roll Call**

   a. **Executive Council**
      i. **Harmony Hodges**, *President & Chair*
      ii. **Travis Williamson**, *Executive Vice President*
      iii. **Alex Seger**, *Student Trustee*
      iv. **Sugeily Cervantes**, *Vice President of San Elijo*
      v. **Erika Guerrero-Callejas**, *Vice President of the Community Learning Center*
      vi. **Angela Yoo**, *Inter-Club Council Chair*
      vii. **Brianna Bottle**, *Vice President of Programming, San Elijo*
      viii. **Patrick Pardo**, *Vice President of Programming, Oceanside*
      ix. **Edries Azam**, *Vice President of Finance*
      x. **Antoine Stevens-Phillips**, *Vice President of Legislation*
      xi. **Gilbert Pozos-Avila**, *Vice President of Public Relations*

   b. **Senators**
      i. **Rose Goueth,** *OC Senator*
      ii. **Brandon Keller,** *ICC Treasurer*
      iii. **Kevin Sandoval,** *OC Senator*
      iv. **Coco Brown,** *OC Senator*
      v. **Juana Reyes,** *CLC Senator*
      vi. **Angel Thomas,** *OC Senator*
      vii. **Irina Manzhugo,** *OC Senator*
      viii. **Andrew Brooks,** *OC Senator*
      ix. **Decker Arevalo,** *SE Senator*
      x. **Ashley Sherman,** *SE Senator*
      xi. **Yasmine Willis,** *OC Senator*
      xii. **Stephen Milburn,** *CLC Senator*
      xiii. **Miles Santos,** *OC Senator*
      xiv. **Alisha Fraser,** *SE Senator*

   c. **Student At Large**
      i. **Brittney Smith**, *SE Student at Large*
      ii. **Everardo Hegewisch**, *SE Student at Large*
      iii. **David Fisher,** *OC Student at Large*
      iv. **Brooke Tyler,** *OC Student at Large*
      v. **Patty Bach,** *OC Student at Large*
      vi. **Ronnie Cea,** *OC Student at Large*
      vii. **Andy Barns,** *OC Student at large*

d. **Advisors**
   i. **Jim Gonzales**, *Director of Student Activities, Oceanside*
   ii. **Dr. Carol Wilkinson**, *Acting Associate Dean of Student Services, San Elijo*
   iii. **Renzo Lara**, *SDICCCA Intern*

e. **ASG Staff**
   i. **Annie Perez,** *Recording Secretary*

3. **Public Comment:** Members of the audience may address any item listed on the agenda. A time limit of two minutes per person and ten minutes per topic will be strictly enforced by a two-thirds majority vote.

4. **Approval of the Minutes:** December 6th, 2013 Senate meetings

5. **Approval of the Agenda: ***

6. **Swear-Ins:** Individuals appointed by the Executive Council shall be sworn into office by the ASG President and ASG Advisor per Article XVI, Section A.

7. **Discussion and Possible Action Items:** Each person will be allowed to speak on each item a maximum of three times. There is a two minute time limit for each time. In the interest of time, please try not to repeat what has already been said.

a. **Student Success Initiatives**: Members will receive information on improving student success in online and hybrid classes (Dr. Julius, 10 minutes)

b. **Online Education Taskforce**: Members will receive information on the taskforce and will discuss appointing a student representative. (Dr. Julius, 10 minutes)

c. **Strategic Plan and Accountability Scorecard:** The Senate will receive information on the updated strategic plan and accountability scorecard. (Pacheco, 20 minutes)

d. **Senator of the Month**: Members will receive the results of the Senator of the Month for October & November. (Williamson, 5 minutes)

e. **ASG Mission Statement**: Members will discuss and possibly take action on the recommendations from the Mission Statement Taskforce. (Williamson, 10 minutes)

f. **Election Commission:** The Senate will discuss and appoint members to the election commission. Possible action item. (Williamson, 10 minutes)

g. **Classified Senate Report:** Members will receive information on the Classified Senate Spirit Night. (Williamson, 10 minutes)

h. **ASG Mission Statement**: Members will discuss a mission statement. Possible action item. (Yoo, 10 minutes)

8. **Reports:** This time is also allotted to members wishing to give a report. A time limit of three (3) minutes per speaker shall be observed. No action will be taken and the total

time limit for this item shall not be extended. Please contact the ASG President for any items that need to be placed on a future agenda. (Brown Act §54954.2)

a. **Executive Council**
   i. **Harmony Hodges**, *President & Chair*
   ii. **Travis Williamson**, *Executive Vice President*
   iii. **Alex Seger**, *Student Trustee*
   iv. **Sugeily Cervantes**, *Vice President of San Elijo*
   v. **Erika Guerrero-Callejas**, *Vice President of the Community Learning Center*
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d. **Advisors**
   iv. **Jim Gonzales**, *Director of Student Activities, Oceanside*
   v. **Dr. Carol Wilkinson**, *Acting Associate Dean of Student Services, San Elijo*
   vi. **Renzo Lara**, *SDICCCA Intern*

e. **ASG Staff**
   i. **Annie Perez,** *Recording Secretary*

9. Announcements:

a. **Next Meeting: Friday January 24th, 2014 San Elijo**

b. **MiraCosta College Spirit Night: Wednesday January 22nd, 2014.**

10. Future Agenda Items: This time is also allotted to members wishing to suggest future agenda items to the chair. No action will be taken and the total time limit for this item shall not be extended. (10 Minutes)

11. Adjournment:

In accordance with the Americans with Disabilities Act, should special assistance or reasonable accommodation be required to participate in this meeting, please notify the Student Activities Office Secretary at (760) 795-6890 or, or (858) 755-5155, extension 6890. The TTY number is (760) 439-1060. Notification of the need for special assistance is requested 48 hours prior to the Student Senate meeting date and time in order to allow sufficient time to prepare.
Members of the public may be added to the Meeting Distribution List to receive email copies of agendas. Contact the Student Activities Office if you wish to be added to the list.
**** Approval of the Agenda: The Chair reserves the right to amend the agenda with Senate consensus.***

MiraCosta Community College District
One Barnard Drive Oceanside, CA 92056

BPC REGULAR MEETING NOTICE: BUDGET AND PLANNING COMMITTEE
Friday, 2/21/2014 ◆◆ 12:30 p.m. – 2:30 p.m. ◆◆ 1202, Oceanside Campus

Charlie Ng, Co-chair
VP, Business & Administrative Services

Eric Carstensen, Co-chair
Professor of Accounting

I. Call to Order & Check-in

II. Public Comments

III. Minutes of the February 7, 2014, Meeting: Review and Approval *(attachment III.)*

IV. Changes in/Additions to the Agenda

V. Standing Reports
- A. GO Committee *(Carstensen)*
- B. Steering Committee *(Carstensen)*
- C. Fiscal Matters *(Ng)*

VI. Old Business
- A. Finalize FTES Growth Recommendation to the Superintendent/President for 2014-2015 *(Benard)*
- B. Establish Program Review Fund Amount for 2013-14 Program Review Plans *(available July 1, 2014, for funded plans) – discussion continued from 2/7/2014 BPC meeting* *(Ng, Carstensen)*

VII. New Business
- A. Technology Plan 2011-2014 Closure Status Report - *(Valente)* *(attachment VII.A.)*

VIII. Action Items
- A. Approve FTES Growth Recommendation to the Superintendent/President for 2014-2015
- B. Approve Fund Amount for 2013-14 Program Review Plans

IX. Subcommittee & Team Updates
- A. Subcommittee: Update on BPC Annual Goal #1 - Revise the *MCCCD Integrated Planning Manual*:
- B. Subcommittee: Update on BPC Annual Goal #3 - Create Processes for Recommending Funding Considerations for Program Review Plans that Require Resources Greater than Those Available Through BPC.
- C. Subcommittee: Update on BPC Annual Goal #4 - Revisit Total Cost of Ownership (TCO)
- D. Subcommittee: Facilities Master Plan Update
- E. Team: Recommend Process to Develop MCCCD Technology Plan 2014-2017

X. Future Agenda Items and Announcements

XI. Adjournment

Next Meeting: Friday, 3/7/2014 12:30p – 2:30p in 1202

MINUTES OF THE REGULAR BPC MEETING **February 7, 2014**

(Approved _____)

Called to Order: 12:32 p.m.

All members present except: Myeshia Armstrong, Mary Benard, Joanne Gonzales, Harmony Hodges, Myla Stokes Kelly, Dave Massey, David McField, Edward Pohlert, Dick Robertson, Steve Torok, Carol Wilkinson, Alketa Wojcik, Mark Yeager

Others present: Jim Julius, Jennifer Paris, Jeanne Swanson

Public Comments:	None
Minutes Approval:	**ACTION: Halmay** moved approval of the 1/31/2014 minutes, **Fallstrom** seconded. **Approved as amended. Ng** asked that a change be made to use the word "better" than budget. **Abstained: Coutts, Clarke, Valente.**
Changes to Agenda:	None
Standing Reports:	
A. GO Committee	No report.
B. Steering Council	No report.
C. Fiscal Matters	No report.
Old Business:	
A. Finalize FTES Growth Recommendation to the Superintendent/ President for 14/15	Bernard was absent from the 2/7 BPC meeting. This item will be moved to the 2/21 BPC meeting.
New Business:	
A. Establish Program Review Fund Amount for 2013/14 Program Review Plans	Ng reported that last year's program review budget was $500,000, and asked the group what would be more useful. Clarke commented that if facilities are now in the BPC's purview, a larger amount would be useful for consideration of larger items. Ng stated that he would like to have a recommended dollar amount/assumption and not wait until the end of the process to see what is left over. This discussion will continue on February 21st. Valente commented that there is currently a governance campus committee, which has been ineffective and should be reconsidered. BPC agreed to revise the calendar to indicate that program review plan highest priority costing results will be reviewed by BPC members on March 7th and March 21st . BPC's funding recommendation will be finalized during the April 4th BPC meeting, which will be delivered by Ng to the Superintendent/President.

B. <u>Budget Workshop</u>	Ng reviewed his PowerPoint that will be presented to the Board of Trustees on February 19. He noted that he is meeting with the board president and vice president prior to the meeting. BPC members gave feedback and recommendations on the presentation, both on format and content. Ng reviewed the Board of Trustees budget directions, which included: 1) increase support for student success initiatives – legal requirements defined by the student success act and initiatives that we self-identify 2) increase investments in capital outlay 3) funding to satisfy the district's highest priority goals and objectives 4) increase full-time faculty ratio – as of fall 2013 district is at 48 percent; after hiring of ten faculty – will bring percentage close to 50 percent 5) fund GASB 45 by 2020 6) maintain 13/14 health cost – average rate per employee 7) maintain fund balance at eight percent
Action Items:	
A. <u>Approve FTES Growth Recommendation to the Superintendent/ President for 14/15</u>	Delayed to 2/21 BPC meeting
B. <u>Approve Fund Amount for 2013/14 Program Review Plans</u>	Delayed to 2/21 BPC meeting
Presentation:	
A. <u>Distance Education/MCCCD Online Education Program</u>	Director of Online Education Jim Julius presented a report on distance education, which included a summary of the online education plan, online course and student outcome data, notable accomplishments, and projects to be completed in 2014.
Subcommittee & Team Updates:	
A. <u>Subcommittee:</u> <u>BPC Annual Goal #1</u> Revise the MCCCD Integrated Planning Manual	After addressing time-sensitive IPM updates regarding mission statement review processes and development of the next 3-year strategic plan processes, the subcommittee plans to meet and pick up its work again on the remainder of the IPM. Because various processes are evolving, the subcommittee foresees this as extending over the next several months.
B. Subcommittee: <u>BPC Annual Goal #3</u> Create processes for recommending funding considerations for Program Review plans that require resources greater than those available through BPC	The subcommittee has not met.
C. Subcommittee: <u>BPC Annual Goal #4</u> Revisit TCO	Valente reported that the subcommittee met this week. Members are looking at methodology on how to look for funds, assets, and resources. They developed a matrix and are working on future suggestions and proposals, and discussing district or department responsibilities.

D. Subcommittee: Facilities Master Plan	The subcommittee has not met.
E. Team: MCCCD Technology Plan 2014-2017	Per Valente, the Technology Plan 2011-14 status report is now complete and was submitted to Mary Benard for review and input before presenting it to BPC. He should have it available to present during the 2/21 BPC meeting. Work has not yet begun on formulating a process for the development of the MCCCD Technology Plan 2014-2017.
Future Agenda:	none
Comments:	Shirley reported in regards to costing out the 75 program review plan requests, 3 were withdrawn, 46 are out for costing now, 25 are being processed for costing, and 1 costing worksheet submittal is still outstanding.

Adjournment: 2:24 p.m.

VII.A. on 2/21/2014 BPC Agenda - Attachment

Technology Plan 2011-2014 Closure Status Report

Technology Plan 2011-2014
Closure Report

This report brings to a closure the 2011-2014 Technology Plan by closing the loop, addressing the action plans and identified areas that needed attention. The task force that worked on this report were mainly the individuals that had primary responsibility in addressing each action item or contributed to its resolution.

Closure Report Task Force:

Name	Title	Department
Abdy Afzali	Instructional Technology Coordinator	Academic Information Services
Glorian Sipman	Faculty - Technical Services Librarian	Library Instruction
Jim Julius	Faculty Director	Online Education
Mario Valente	Dean	Academic Information Services
Myla Stokes Kelly	Faculty – SEC Librarian & Dept. Chair	Library Instruction
Pamela Perry	Faculty - Online Services Librarian	Library Instruction
Steve Schultz	Technical Services Coordinator	Academic Information Services
Tom Macias	Director of Facilities	Facilities
Vicki Krivoski	Library Operations Coordinator	Library Operations

The 2011-2014 Technology Plan outlined three overarching Information Technology Goals.

Goal I:

Align information technology investment to support, facilitate and implement the institutional strategic goals and objectives as delineated in the College's Comprehensive Master Plan.

Goal II:

Foster teaching and learning with technology.

Goal III:

Plan, acquire, maintain, and upgrade or replace technology infrastructure and equipment to meet institutional needs.

The Technology plan made recommendations and identified areas of concern that were the following:

1. **Technology Advisory Committee**

   In 2012, the Governance Organization Committee (GO) recommended the creation of a governance committee to oversee technology. This recommendation was not approved by 3 out of the 4 Councils. As an alternative, the Vice President of Instruction (VPI) formed a Technology Advisory Committee (TAC) with representatives from all divisions, including faculty, classified staff, administrators and students. TAC will advise the VPI and the Budget and Planning Committee in matters of technology, policies and standards, as well as overseeing the Technology Plan development, review and reporting.

2. Infrastructure areas that the plan identified as lacking or deficient:

Issues & Deficiencies	Status Update
Oceanside Campus	
• Dedicated communication closets	No change. To be addressed during building remodeling as part of Facilities Master Plan.
• Redundant fiber ring interconnecting all buildings	No change. Requirements incorporated into the Facilities Master Plan.
• Data Center expansion (additional rack space) which is close to physical capacity	Completed. Server virtualization consolidated many servers into a smaller number therefore freeing rack and floor space, reducing power and cooling consumption.
• Secondary Data Center to host redundant servers backing up critical applications	Completed. Using San Elijo Campus data center as the redundant site.
• Secondary and redundant Internet Service Provider connection.	In Progress. Waiting on CENIC to install a diversified second link to serve as a backup connection to the Internet.
• Aging fiber backbone	In progress. 10% done. AIS replacing sections of the fiber plan as needed and as funds permit.
• Existing fiber & copper pathways at capacity	No change. Requirements incorporated into the Facilities Master Plan.
San Elijo campus	
• Building communication closets	No change. Requirements incorporated into the Facilities Master Plan.
• Additional server space in the data center or a new data center	Completed. Data center room was remodeled and (2) additional server racks were installed.
• Data Center Uninterruptable Power Supply (UPS) & improved air conditioning units	Completed. An UPS installed and air-conditioner replaced.
• Backup generator	Completed.
• Fire suppression	No change. Requirements incorporated into the Facilities Master Plan.
• Redundant fiber ring interconnecting all buildings	No change. Requirements incorporated into the Facilities Master Plan.
Community Learning Center	
• Lack of proper communication closets	No change. Requirements incorporated into the Facilities Master Plan.
• UPS and air conditioning for the server room	Completed. New UPS batteries and air conditioner installed.

3. Equipment Replacement Budget

The current equipment replacement budget does not reflect or account for the replacement of equipment purchased as part of new construction, remodeling or site improvements. Consequently, funds have not been budgeted to upgrade and replace this equipment as they age and become nonfunctional. For the past 4 years, through the Program Review process, AIS has unsuccessfully requested supplemental funds. For Fiscal Year 2013-14, using its reserves, the District made available $250,000 that AIS used to replace student computers, classroom media equipment and network switches. For FY2014-15, AIS has requested an additional $163,000 to complete the equipment upgrades. It is important to note that these are one-time funds and in 4 years, this equipment is up for replacement again without funds.

4. Action Plan Report:

The progress report identifies each action item, and the responsible department is listed along with a rating of Complete, On-going, In-Progress, On-Hold, Not Ready to Proceed or No-Longer a Priority. Additionally, a brief description of the evidence for the rating was included for each action item.

Status	Action Plans	Percentage
Completed	16	46%
On-Going	13	37%
In-Progress	3	9%
On-Hold	2	2%
No-Longer a Priority	1	1%
	35	100%

The 2011-14 Technology Plan contained 14 Technology Objectives in support of the Institutional Goals and Objectives. Associated with the objectives were 35 action items. Of the 35 action items, sixteen (46%) were totally Completed, thirteen (37%) were completed but these are On-Going requirements such as hardware replacement, software maintenance and upgrades, three (9%) In-Progress to varying degrees, two (2%) were put On-Hold and assigned to the new Online Education Plan under development, and one (1%) was deemed No-Longer a Priority.

The greatest challenge that District will face over the next few years is not technology itself. The most difficult challenge will be to do more with what the District already has. Technology must remain in alignment with the District strategic directions and goals; meet accreditation requirements; anticipate and proactively react to the fast changing technological future; satisfy shifting expectations and take on unfunded mandates. The new 2015-17 Technology Plan will continue improving on a strong foundation built by the 2011-14 plan.

Technology is the catalytic enabler in delivering enhanced instructional and student services. The future is bright and exciting at MiraCosta: a vanguard institution with high standards and community support where students succeed.

The 2011-2014 Technology Plan provided a framework for technology direction, strategy, acquisition, deployment, and a model for seamless integration of technology throughout the entire

district. This report bring to a close the current plan and builds a solid foundation for the next Technology Plan.

Timeline:

Technology Plan 2011-14 approved by Budget and Planning Committee, 02/24/2012

Technology Plan 2011-14 approved by Administrative Council, 02/27/2012

Closure Report submitted to Budget and Planning Committee, 02/07/2014

Closure Report submitted to Administrative Council, 02/20/2014

Acronyms Used:

Responsible Party		**Status:**	
DAIS	Dean of Academic Information Services	**CP**	Completed
TSC	Technical Services Coordinator	**IP**	In Progress
ITC	Instructional Technology Coordinator	**NRP**	Not Ready to Proceed
FDOE	Faculty Director Online Education	**NLP**	No Longer a Priority
DF	Director of Facilities	**O**	On-going
LDC	Library Department Chair	**OH**	On-Hold
LOC	Library Operations Coordinator		
TSL	Technical Services Librarian		

Information Technology Action Plan 2011-2014 Report

Alignment of Information Technology Objectives in Support of Institutional Goals and Objectives

Institutional Goal	Institutional Objective	Technology Objective	
Institutional Goal I	MiraCosta Community College District will become a vanguard educational institution committed to innovation and researched best practices, broad access to higher education, and environmental sustainability.		
	Institutional Objective I.2	Develop and implement environmentally sustainable policies, practices, and systems.	
		Technology Objective I.1	Connect environmental and monitoring systems to the MCC Network.
Institutional Goal II	MiraCosta Community College District will become the institution where each student has a high probability of achieving academic success.		
	Institutional Objective II.1	Increase successful course completion and student retention in comparison to fall 2010 rates	
		Technology Objective I.2	Strengthen collaboration with Student Services and Instructional Services.
Institutional Goal III	MiraCosta Community College District will institutionalize effective planning processes through the systematic use of data to make decisions.		
	Institutional Objective III.2	Design, launch, and assess a data warehouse to ensure a single consistent source of information for reports and inquires	
		Technology Objective I.3	Identify existing data files and elements with potential data warehouse significance.
Institutional Goal IV	MiraCosta Community College District will demonstrate high standards of stewardship and fiscal prudence.		
	Institutional Objective IV.1	Institute budgeting practices that will culminate in a balanced budget by FY 2012–2013	
		Technology Objective I.4	Reduce hardware and software maintenance costs.

Information Technology Objectives	Action Plan	Responsible Party	Date	Status	Progress/Evidence
Information Technology Goal I. Align information technology investment to support, facilitate and implement the institutional strategic goals and objectives as delineated in the College's Comprehensive Master Plan.					
I.1 Connect environmental and monitoring systems to the MCC Network.	I.1.1 Inventory all environmental systems that need connectivity.	TSC & DF	FY11/12	CP	All identified systems have been attached to the districts network.
	I.1.2 Identify high energy consumers for replacement, consolidation or elimination.	TSC & DF	FY13/14	O	Energy consumption is part of the hardware evaluation criteria. The district replaced storage array with solid state array. The estimated energy savings at 78% a year.
I.2 Strengthen collaboration with Student Services and Instructional Services.	I.2.1 Operationalize the Online Education Plan	FDOE	FY14	CP	Many Student Services elements of the 2011 Online Ed Plan have been completed. Some elements were never priorities for the Student Service areas under which they were listed, and some elements still are in progress or need work. The 2011 Online Ed Plan is in the process of being closed out and a new plan will be written in 2014 with wider involvement of Student Services and clearer plans, goals, and benchmarks.
	I.2.2 Develop phased implementation plan	FDOE	NA	NLP	See above statement.
I.3 Identify existing data files and elements with potential data warehouse significance.	I.3.1 Inventory all Enterprise systems	TSC	FY13/14	IP	AIS is working with the office of Institutional Effectiveness on a needs analysis for the data warehouse. A data shack has been built that allows interactive access to MIS data.
	I.3.2 Build a MCC Data Dictionary	TSC	FY13/14	IP	AIS is working on this task as part of the data warehouse project.
I.4 Reduce hardware and software maintenance costs.	I.4.1 Review hardware and system software utilization.	DAIS, TSC & ISC	FY11/12/13	O	AIS reviews and validates all software renewals to insure the application is still needed before issuing a purchase order and authorize payment.
	I.4.2 Negotiate with users to discontinue underutilized systems	DAIS, TSC & ISC	FY13	CP	Discontinued ETUDES, PERCY and ELSIE software packages at an annual savings of $30K
	I.4.3 Seek alternative more cost effective solutions	DAIS, TSC & ISC	FY13	CP	At no additional cost to the district, implemented Load Card (ELSIE) as a bolt-on application to PeopleSoft and implemented Program Review application PERCY) under Microsoft's SharePoint Portal.
Information Technology Goal II. Foster teaching and learning with technology.					

Information Technology Objectives	Action Plan	Responsible Party	Date	Status	Progress/Evidence
II.1 Streamline and enhance access to online technology resources	II.1.1Evaluate the feasibility of Student Portal.	FDOE, TSC	NA	OH	FDOE has had numerous conversations with various stakeholders about the possibility of a student portal. While some believe the general idea is a good one, it is not seen as a critical need or priority, and significant hurdles exist to implement a portal. The new Online Ed Plan will revisit this issue and likely will recommend looking more closely at the factors that might make a portal worth considering, and whether other approaches/solutions would be as effective or more so than a portal.
	II.1.2 Evaluate student helpdesk tracking software.	ITC	FY13	CP	We have evaluated number of helpdesk software and at this point, we have determine the current helpdesk software is sufficient for MCC needs. We will reevaluate in 2 years.
II.2 Develop a rich set of just-in-time short videos and tutorials	II.2.1 Evaluate the feasibility of a video streaming repository	FDOE & TSC	FY11/12	CP	Kaltura was evaluated as a potential platform for the district. It did not meet the needs of the district. Online Ed has monitored the utility of various video repository options, including EduStream, 3C Media Solutions, and YouTube, providing information and guidance to faculty. A demonstration of ShareStream was also given for AIS in 2012. While a locally hosted repository would have some benefits, it is not at all clear that the costs are worthwhile; meanwhile, cloud-based solutions, including those offered free to CCCs, continue to improve and have generally proven satisfactory for interested faculty.
	II.2.2 Design an intuitive and simple to use website to access self-training materials.	TSC & ITC	FY11/12/13	O	We have added 6 new self-training materials to the helpdesk in past 2 years. Continue to research and evaluate addition materials to be added.
II.3 Develop and launch online library accounts to enable library users to place holds on library materials or renew them online.	II.3.1 Assess feasibility of using SURF ID & password for login	LDC & LOC	FY12/13	CP	Authentication process tested and enabled during winter recess 2011-2012; features enabled Spring 2012. Students and staff access their accounts online and via personal devices with iOS and Android mobile compatible app launched Spring 2013.
	II.3.2 Install MyAccount module to SIRSI (Library Management System)	LOC, TSL & TSC	FY12/13	CP	My Account feature enabled Spring 2012. BookMyne catalog mobile app enabled Fall 2012. Library mobile app launched Spring 2013.
	II.3.3Create instructional materials and provide training for users	LDC, TSL & LOC	FY12/13	CP	Instructional/training materials created and distributed both in print and online FY11/12 thru FY12/13.

Information Technology Objectives	Action Plan	Responsible Party	Date	Status	Progress/Evidence
II.4 Develop a plan for loaning downloadable ebooks to library users	II.4.1 Review best practices at public and academic libraries	LDC, LOC & TSL	FY12/13/14	CP	Librarians visited other colleges and how their Libraries operate. Updates made to our Lib-Guides Wiki/CMS reflecting changes in procedures and practices.
	II.4.2 Evaluate capabilities of current LMS to support ebook circulation	TSL & FDOE	NA	OH	To addressed by the new Online Education Plan
	II.4.3 Assess ebook vendors and current ebook formats (epub, kindle, pdf)	TSL	FY12/13	CP	EBSCOhost eBooks are downloadable; students create a personal Adobe Digital Editions account to use the feature. This requirement limits the number of students likely to use this option. As compensation, most EBSCOhost eBooks allow up to 60 pages to be e-mailed for offline viewing. Springer eBooks allow for individual chapter downloads, and Gale Virtual Reference Library eBooks allow students to e-mail individual articles.
Information Technology Goal III. Plan, acquire, maintain, and upgrade or replace technology infrastructure and equipment to meet institutional needs.					
III.1 Upgrade Desktop Equipment	III.1.1 Replace student computers in labs.	ITC	FY12/13/14	O	FY 2011-12 (239) computers were replaced FY 2012-13 (216) computers were replaced FY 2013-14 (259) computers were replaced
	III.1.2 Replace faculty/staff computers.	ITC	FY12/13/14	O	FY 2011-12 (242) computers were replaced FY 2012-13 (271) computers were replaced FY 2013-14 (223) computers were replaced
	III.1.3 Replace laptop computers.	ITC	FY12/13/14	O	FY 2011-12 (31) laptops were replaced FY 2012-13 (27) laptops were replaced FY 2013-14 (32) laptops were replaced
III.2 Network Infrastructure Upgrade & Support	III.2.1 Replace Network Storage.	TSC	FY14	CP	New flash (solid state) based network storage system installed September 2013.
	III.2.2 Replace Network hubs & switches.	TSC	FY11/12/13	O	In FY 2011 eleven switches in eleven buildings were replaced. In FY 2012 sixteen switches in ten buildings were replaced. In FY 2013 thirteen switches in four buildings were replaced.
	III.2.3 Upgrade/applied software Maintenance to Server Operating Systems.	TSC	FY11/12/13	O	Server operating system patch/s applied monthly.
III.3 Application Software Upgrade & Support	III.3.1 Upgrade software maintenance to PeopleSoft ERP.	TSC	FY11/12/13	O	2011 FS 9.0 MP12-13 Feb 2011 PTools 8.51.09 Apr 2011

Information Technology Objectives	Action Plan	Responsible Party	Date	Status	Progress/Evidence
					1099 Patch Dec 2011 2012 FS9.1 MP01-05 Mar 2012 1099 Patch Dec 2012 2013 FS9.1 MP06-09 Feb 2013 FS9.1 MP10-11 Aug 2013 PTools 8.53.04 Nov 2013 1099 Patch Dec 2013
	III.3.2 Upgrade to PeopleSoft Financials 9.1	TSC	FY12	CP	Upgrade to PeopleSoft Financials 9.1 completed April 2012.
	III.3.3 Upgrade & maintain all Enterprise Computer Applications software to supported releases.	TSC	FY12/13/14	O	FY 2011 – 27 enterprise computer applications upgraded including Blackboard, Class Climate, Camtasia Relay, HelpStar, SarsCall FY 2012 – 23 enterprise computer applications upgraded including Blackboard, 25Live, Tracdat, iLinx FY 2013 – 28 enterprise computer applications upgraded including Blackboard, Networker, Class Climate
	III.3.4 Upgrade Desktop Software	ITC	FY11/12/13	O	Microsoft Office and Adobe Creative Suite -Two major software been upgraded on an annual basis in addition of number of applications which are being used in academic labs
III.4 Media Services Upgrade & Support	III.4.1 Update instruction technology classroom standards	ITC	FY11/12/13	O	Updated and upgraded an average of 12 to 14 TEC classrooms every year.
	III.4.2 Replace aging A/V Equipment	ITC	FY11/12/13	O	Evaluated aging A/V equipment and after determining the needs, we have upgraded 25% of MCC A/V inventory during this period.
III.5 Innovation Initiatives	III.5.1 Deploy & Evaluate a Single-Sign-On pilot.	TSC	FY11	CP	Installed framework for SSO and installed first application in October 2011. After successful pilot this has become a production service leveraging SSO for the following applications. Regroup, Moodle, Prox, Clockworks, 25live, CCCapply, Maxient.
	III.5.2 Deploy & Evaluate Virtual Computer Lab Pilot.	TSC & ITC	FY12	CP	Pilot Spring 2012 very successful. Service has become a production offering currently used by 50 plus sections across several disciplines.

Information Technology Objectives	Action Plan	Responsible Party	Date	Status	Progress/Evidence
	III.5.3 Deploy & Evaluate Employee Virtual Desk Computing pilot	TSC	FY13	IP	Infrastructure is ready need to select a thin client to roll out.
III.6 Technology Planning	III.6.1 Review & Update Technology Plans to address Institution needs.	DAIS	FY14	CP	Reported on Technology Action plan accomplishments. Closed TP 2011-2014 and produced an executive summary to BPC. A new Technology Plan Task Force was appointed by BPC to develop the TP for FY2014-17.

Courses & Programs Committee

February 14, 2013

2 - 4:00 p.m.

OC1202

Item
Call to Order - ***2:00 p.m.***
PART 1. FULL COURSES & PROGRAMS
I. C&P Action - ***2:02 p.m.***
A. C&P/CPCC January 24, 2013 Minutes
B. AP4022: Course Approval Process
II. C&P Discussion
A. Discussion of Distance Education/Curriculum Approval (Jim Julius) - ***2:15 p.m.***
B. C-ID (Joanne Benschop) - ***2:45 p.m.***

Item	Add/ Mod/ Del	OL	GE	Pre-/ Coreqs/ Adv.
PART 2. CPCC SUBCOMMITTEE - ***3:00 p.m.***				
I. CPCC Discussion				
A. Curriculum Plan - ***3:05 p.m.***				
Adjournment - ***4:00 p.m.***				

NOTE:

1. These are time estimates. We advise faculty attending to represent their course(s) arrive 5-10 minutes early. Thank you.

2. Agenda items marked as "First Read" and highlighted in yellow are new course, certificate, or degree proposals. These items are not voted on at this meeting; they are only reviewed and discussed. CPCC encourages faculty to attend the first read to answer any questions or to express any concerns about a new course or program proposal. At the second read, no further discussion occurs. The new course or program proposal is voted on at the following CPCC meeting.

Courses & Programs Committee

March 28, 2013
2 - 4:00 p.m.

OC1202

Item
Call to Order - ***2:00 p.m.***
PART 1. FULL COURSES & PROGRAMS
I. C&P Action - ***2:02 p.m.***
A. C&P/CPCC February 28, 2013 Minutes
II. C&P Discussion - ***2:05 p.m.***
A. C&P/CPCC Internal Committee Survey Results
B. AP4105: Distance Education (DRAFT)

Item	Add/ Mod/ Del	OL	GE	Pre-/ Coreqs/ Adv.
PART 2. CPCC SUBCOMMITTEE - ***2:40 p.m.***				
I. CPCC Action				
A. Personal Fitness Training COA	**Mod**			
II. CPCC Discussion - 2:45 p.m.				
A. Honors - Sleeper, C.				
Adjournment - ***4:00 p.m.***				

NOTE:

1. These are time estimates. We advise faculty attending to represent their course(s) arrive 5-10 minutes early. Thank you.

2. Agenda items marked as "First Read" and highlighted in yellow are new course, certificate, or degree proposals. These items are not voted on at this meeting; they are only reviewed and discussed. CPCC encourages faculty to attend the first read to answer any questions or to express any concerns about a new course or program proposal. At the second read, no further discussion occurs. The new course or program proposal is voted on at the following CPCC meeting.

IPRC AGENDA

Friday, January 25, 2013

Institutional Program Review Committee (IPRC)

11:30 a.m.; HUB Conference Room 1202

Call to Order

Persons Wishing to Address the Committee

I. **Program review and online education**
   Jim Julius will be present to discuss important issues related to online education and the role of program review.
II. **Process improvements**
   The committee will review the process evaluation subcommittees and discuss initial steps and timing of activities for the semester.
III. **Adjournment**

In attendance:

1. Mike Fino (Co-Chair 2014)
2. Hilda Gomez-Zinn
3. Luke Lambert
4. Pamela Perry
5. Beth Powell
6. John Thomford (SLOAC)
7. Jeff Uhlik
8. Jim Austin
9. Mary Benard
10. Kimberly Coutts
11. Carlos Lopez
12. Yesenia Balcazar
13. Lenore Galucci
14. Trudy Fore
15. Gail Shirley
16. Brianna Bottle

I. Program review and online education

- Jim Julius was present to discuss the critical role that IPRC has in Distance Ed, especially at it relates to our ability to meet accreditation standards. DE/Online is included in the current form of program review but not rigorously and, likely, not to the extent that it needs to be to satisfy our own interests and external.

- This will likely include the disaggregation of data to recoginize disparities, if any, between on-ground and on-line classes. The challenge will be with hybrid courses vs 100% -- there is not a clear distinction, which will create a challenge in what to disaggregate with those classes.

MiraCosta accreditation issues related to online learning / distance education
Prepared by Jim Julius, Faculty Director of Online Education (FDOE)

Immediate concern/motivation:
Completing Substantive Change Proposal to be filed in fall 2013 to authorize 27 programs which are or soon will be available over 50% online, but were not part of the 2009 Sub Change. In the longer term, MiraCosta needs to establish robust annual DE reports and continue significant distance ed (DE) program work for the 2016 full accreditation visit.

Challenges:
State and federal regulators, and accrediting bodies, have significantly increased scrutiny of quality and explicitly required evidence of institutionalization of DE over the last few years. MiraCosta's numerous online course offerings have developed at a very "grassroots" level over many years. This integration and "normalcy" of online education is both a strength and a challenge for MiraCosta at this point, and at present we may not meet the expectations of evidence required in a Substantive Change Proposal.

Overarching principles:
- DE should be integrated within institutionalized budget, planning, decision-making, and evaluation processes - but called out as a unique mode of teaching/learning.
- As DE is institutionalized, decision-making about DE should be clearly aligned with institutional mission & goals.
- DE has unique requirements dictated by state and federal regulations as well as accreditation standards.
- MiraCosta should view these requirements not as hoops to jump through but as opportunities to innovate, improve, and lead.

Method:
- Based on the ACCJC's Substantive Change Manual (2012), the Title 5-based CCC Distance Ed Guidelines (2008), the ACCJC letter in response to MiraCosta's 2009 Substantive Change Proposal, and MiraCosta's 2011 Online Education Plan, important issues requiring consideration and action were identified by the FDOE.

- These issues were separated into two areas by the FDOE: those where gaps exist which must be addressed prior to submitting a Substantive Change Proposal, and those where MiraCosta likely would pass the Substantive Change Proposal process, but work clearly must continue in order for MiraCosta to maintain quality and continuous improvement for the next full accreditation process in 2016.

ISSUE: Systematic, Institutionalized DE Planning/Reporting/ Evaluation

Prompts:

- "The college needs to … integrate online education explicitly within program review" (MiraCosta Online Education Plan)
- "the college needs to … identify and sequentially introduce complete degrees and certificates delivered 100% online" (MOEP)
- "the college needs to … commit resources for infrastructure, innovation, and development of our online campus" (MOEP)
- "Evidence that data has been analyzed for DE/CE and face-to-face students in order to compare student achievement and attainment of expected learning outcomes" (ACCJC Substantive Change Manual)
- "Description of how effectiveness, including SLOs and assessment of the delivery mode will be evaluated; how the delivery mode will be reviewed compared with other modes of instruction" (SCM)
- "Evidence of student success and achievement data; comparability with face-to-face delivery student success and achievement data" (SCM)
- "Evidence that delivery systems and modes of instruction are designed to, and do in fact, meet student needs" (SCM)
- ACCJC response to 2009 MiraCosta Substantive Change Proposal recommends MCC "acquire methods of collecting distance learning data on student success and achievement"
- "Description of how outcomes of the need [for the new instructional delivery mode] will be assessed and evaluated" (SCM)
- "Evidence of sufficient fiscal and physical resources to support and sustain the new delivery mode and an analysis of fiscal impact on the institution's budget" (SCM)
- "evidence of growth projections and planning for sustainability, including student support services, for the next 2-5 years" (SCM)

Discussion points for IPRC:

- What is needed (in terms of data provided, process changes, etc) in order for departments to address the above? What should Online Education consider as it begins conducting its own Program Review?
- Are there any departments already disaggregating DE data or otherwise trying to address DE outcomes in their SLO/program review process?
- What concerns do you have as we embark upon this effort?
- Who will be the key players, and what will the process look like, to more fully incorporate DE into Program Review?

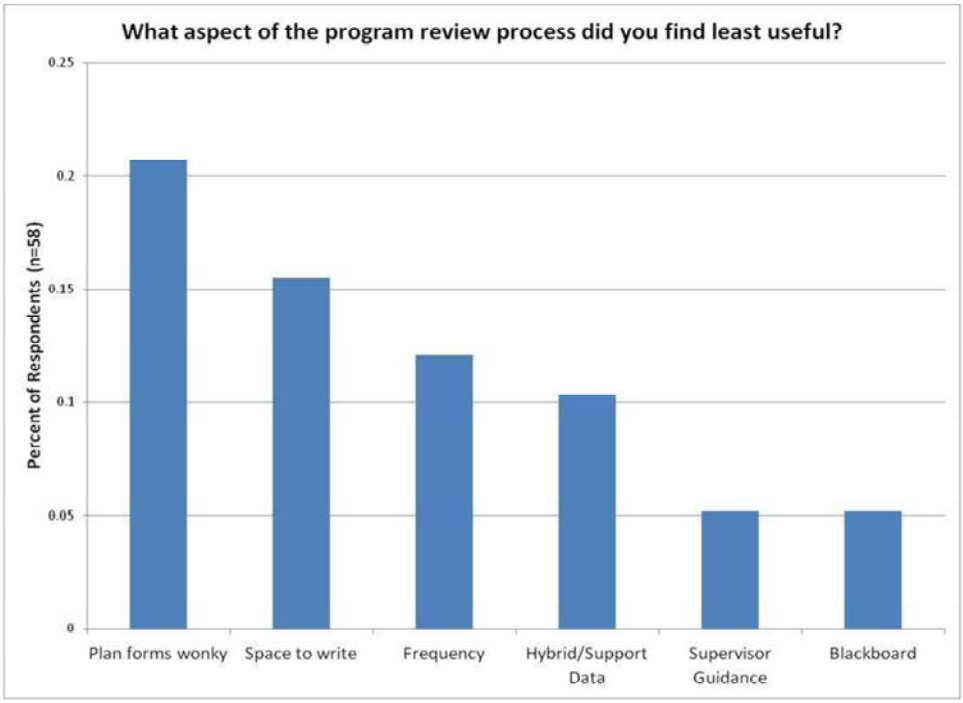
To view the full matrix delineating all DE accreditation/substantive change issues, assignment of responsibility, and progress tracking, go to http://goo.gl/Wch5o

For questions/comments, contact Jim Julius - x6745 / jjulius@miracosta.edu

II. Process improvements

- Review Survey
- Identify improvements
  - Subcommittee assignments
- Meeting schedule for spring
  - Second Fridays; subcommittees meet as needed

- The committee agreed to this general approach. The following slides were reviewed to remind the committee about our work this semester and to see if anything else is needed.


What aspect of the program review process did you find least useful?
Percent of Respondents (n=58)
0.25
0.2
0.15
0.1
0.05
0
Plan forms wonky
Space to write
Frequency
Hybrid/Support Data
Supervisor Guidance
Blackboard

Process Improvement Matrix	Instructional Programs	Support Programs
REVIEW		

• Comprehensive, meaningful data
  • Visual and numerical
  • Logically ordered and grouped
  • Succinct
	Kim, (Jim)	Freddy, Hilda, Yesenia

REFLECT		

• Improve user experience with forms
• Standards in Areas of Review
  • Linked to advancing mission
  • Comprehensive, logical, succinct (co-develop with AAC)
	Lenore, Beth, John, (AAC, Jim)	Lisa, Linda, Gail

PLAN		

• Improve user experience with form
  • Connection to SP, Areas of Review (Reflect)
• Better align with downstream processes
  • Faculty hiring (special form/rubric)
  • Resource (re)allocation (built-in rubric)
  • Strategic Plan reporting (action plans)
	Gail, Jeff, (Bob)	Gail, Jeff, (Bob)

EVALUATION and VALIDATION		
• Improve process survey	Mike	Mike
Program Review Management System		
• OS-compatibility, simplify forms, connect forms, auto-populate forms, improve sharing/collaboration, targeted supervisor training	Lenore, Pamela, (Chad)	Lenore, Pamela, (Chad)

- The group requested that Mike send out a note detailing the current recognized programs and if there are any changes. This is especially helpful for those that collect data on behalf of programs so that there are no surprises.
- Hilda and Yesenia agreed to help Freddy on the Support Program side of the Review section improvements
- Jeff asked to join the Plan improvement group
- Pamela asked to join the PR Management System group

Proposed Spring Schedule

- 25Jan13
- 22Feb13
- 22Mar13
- 26Apr13
- 10May13

- Schedule was agreeable to the committee

III. Adjournment

- It happened.

IPRC AGENDA

Friday, April 26, 2013

Institutional Program Review Committee (IPRC)

11:30 a.m.; HUB Conference Room 1202

Call to Order

Persons Wishing to Address the Committee

I. Process Improvement Subcommittee Updates
Subcommittees for the Review, Reflect, Plan, and Program Review Management System will update the committee on progress, challenges, and any decision points. All changes to the process will be brought as new business to this meeting for IPRC approval in our May meeting.

II. Defined programs for the purposes of Program Review
A call for changes to program aggregation/addition was made to the college community. IPRC will review requested changes to programs that will participate in the 2013-2014 cycle.

III. Coverage of degree and certificate outcomes in Program Review
The committee will discuss whether every possible degree and certificate is being addressed by some program in program review.

IV. Adjournment

In attendance:
1. Mike Fino (Co-Chair 2014)
2. Hilda Gomez-Zinn
3. Luke Lambert
4. Beth Powell
5. John Thomford (SLOAC)
6. Jeff Uhlik
7. Kimberly Coutts
8. Nikki Schaper
9. Yesenia Balcazar
10. Trudy Fore
11. Lisa Level

Other persons in attendance:
Jim Julius

Process Improvement Matrix	Instructional Programs	Support Programs
REVIEW		

• Comprehensive, meaningful data
  • Visual and numerical
  • Logically ordered and grouped
  • Succinct
	Kim, (Jim)	Freddy

REFLECT		

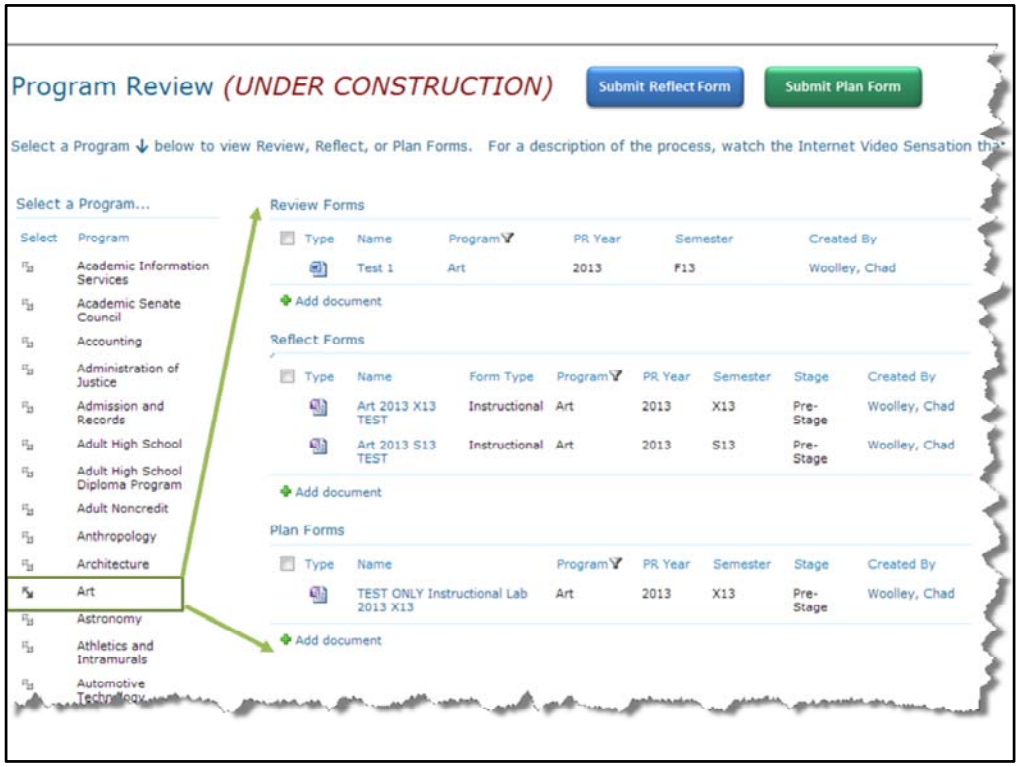
• Improve user experience with forms
• Standards in Areas of Review
  • Linked to advancing mission
  • Comprehensive, logical, succinct (co-develop with AAC)
	Lenore, Beth, John, (AAC, Jim)	Lisa, Linda, Gail

PLAN		

• Improve user experience with form
  • Connection to SP, Areas of Review (Reflect)
• Better align with downstream processes
  • Faculty hiring (special form/rubric)
  • Resource (re)allocation (built-in rubric)
  • Strategic Plan reporting (action plans)
	Gail, (Bob)	Gail, (Bob)

EVALUATION and VALIDATION		
• Improve process survey	Mike	Mike
Program Review Management System		
• OS-compatibility, simplify forms, connect forms, auto-populate forms, improve sharing/collaboration, targeted supervisor training	Lenore, (Chad)	Lenore, (Chad)

- Most discussion centered on improvements. We will approve process improvements at our final committee meeting.



- Mike walked the group though the layout of the Program Review site in Sharepoint
- There was some concern about limiting access to other program review materials via some sort of credentialing (everyone logs into Sharepoint with a unique user ID). That is, only allow certain people to see certain programs when they enter the site. Eventually everything will be open after the final submissions but, until then, it is preferred to have limited access. It was noted that, currently, if anyone makes a change to any documents, they are noted in the system and there are options for revision control to revert to older versions should something get changed by mistake.
- For Review documents, there will be a Forms button to add qualitative data. There will also be the ability for people to add Review data files on their own. For instructional programs, these will be added automatically.
- Reflect forms will be straightforward translation from their current. They will have more space than before and saved in the cloud – no downloading files.
- The Plan forms will be much improved over the previous. Mike shared a document that illustrates the change in flow of the forms and how it aligns with the BPC rubric. Plans will move forward year over year in the system until closed.

Review Files

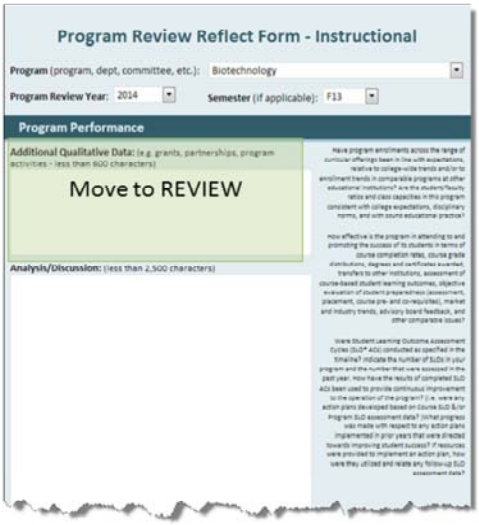
- Standardized and/or recognized data provided by OIE
- FORMS:
  - Qualitative Data: This was previously a small box included in REFLECT forms. It is more appropriately included in REVIEW area.
  - SLO/AUO/SAO Data: Author-reported data can be added here to inform responses to standards

Review Improvements (Instruction)

- [Instruction] The group discussed the review document improvements. Jim Julius joined the discussion to address the disaggregation of distance education data. Currently, the accreditors/regulators seem to recognize 51% and above as distance education and we should consider that level of disaggregation. Possible metrics include: 100% online, >51%, <50%, and 100% on-ground. The discussion was about the complexity with all this additional data. There was no consensus but the discussion seemed to settle on the simplest approach for this initial roll-out of disaggregation and then soliciting feedback through the continuous improvement processes in place for program review.
- [Support]Freddy/Hilda reported that KCoutts is working with support programs and investigating how data from the SARS system might be able to help them generate data that can inform their responses to standards.
- [General] Mike discussed proposed changes to the Reflect forms. The "Quantitative Data" section would be moved to the Review section of the program review via a short form. This would leave a full page to respond to standards. This was demonstrated in the draft Program Review site in Sharepoint.
- [General] Discussion that a separate form is not needed for Outcomes data. The Qualitative Data form can be multipurpose.

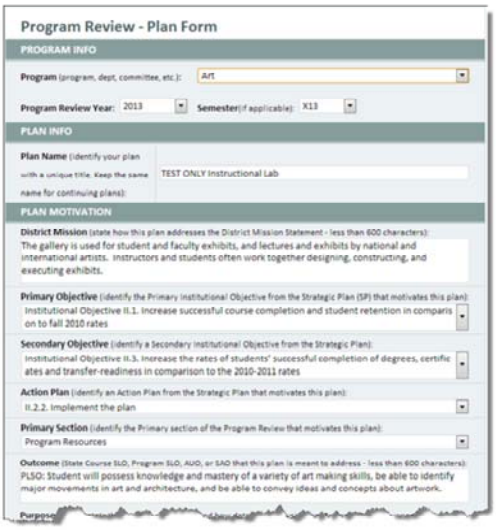
Reflect Files

- FORMS:
  - Portal manages forms
  - Standards are viewable in the form but a print-view of the form will not include standards



Plan Forms

- BPC is re-writing rubrics
  - Harmonize language between the two
  - Add sections to self-score on BPC rubric
- Can be quickly consolidated across all programs
- Can be forwarded to following year for updates
- Ensure that anything that is sort-able is it's own field
  - e.g. person responsible for plan
- Progress update: how to handle if
  - New request
  - Resubmission
  - Funded but updating progress (lock out certain areas?)



Program Review - Plan Form

PROGRAM INFO

Program (program, dept, committee, etc.): Art

Program Review Year: 2013 Semester(if applicable): X13

PLAN INFO

Plan Name (identify your plan with a unique title. Keep the same name for continuing plans): TEST ONLY Instructional Lab

PLAN MOTIVATION

District Mission (state how this plan addresses the District Mission Statement - less than 600 characters): The gallery is used for student and faculty exhibits, and lectures and exhibits by national and international artists. Instructors and students often work together designing, constructing, and executing exhibits.

Primary Objective (identify the Primary Institutional Objective from the Strategic Plan (SP) that motivates this plan): Institutional Objective II.1. Increase successful course completion and student retention in comparis on to fall 2010 rates

Secondary Objective (identify a Secondary Institutional Objective from the Strategic Plan): Institutional Objective II.3. Increase the rates of students' successful completion of degrees, certific ates and transfer-readiness in comparison to the 2010-2011 rates

Action Plan (identify an Action Plan from the Strategic Plan that motivates this plan): II.2.2. Implement the plan

Primary Section (identify the Primary section of the Program Review that motivates this plan): Program Resources

Outcome (State Course SLO, Program SLO, AUO, or SAO that this plan is meant to address - less than 600 characters): PLSO: Student will possess knowledge and mastery of a variety of art making skills, be able to identify major movements in art and architecture, and be able to convey ideas and concepts about artwork.

- Mike is working with Chad Woolley and BPC to better deploy and align these forms.
- There was some discussion on how to close out plans, especially if not everything was completed.
- There was a question about whether there could be an abbreviated form for plans that require no resources. One response is that these forms help people to guide their activities in alignment with the college. Even if no resources are requested, the Form would still guide them on good planning and project management practices.

II. “New” Programs

- Online Education
- Religious Studies broken out from Philosophy

There are only two new programs: Online Education and Religious Studies.

III. Coverage of degree and certificate outcomes in Program Review

This conversation was pushed forward to the next meeting of IPRC.

Proposed Spring Schedule

- ~~25Jan13~~
- ~~22Feb13~~
- ~~22Mar13~~
- ~~26Apr13~~
- 10May13

Votes on final improvements for the next cycle of program review will be made at this meeting.

IV. Adjournment

It happened.

CABINET MEETING AGENDA / MINUTES Tuesday, June 18, 2013–9 a.m. Room 1054	
	Comments / Action / Responsibility
A. Welcome Charlie Ng	Charlie Ng will begin July 1, 2013.
B. Board Agendas – Special and Regular Meeting, June 25, 2013 Special and Regular Meeting, July 9	Agendas reviewed and edited.
C. Administrative Procedure 4105 – Distance Education	Discussion. Statement will be added regarding student support services.
D. Member Reports	DRobertson: Santa Monica causing student and staff concern, TDow preparing update for board on emergency preparations; enrollment is flat, down fraction of percentage point on this date; new science labs being moving onto campus on this date, facilities crew commended for their work to get the units onsite; overwhelmed with students wanting counseling appointments, trying to achieve balance between appointments and drop-in; strong, diverse group for hiring of test, financial aid positions, and . MBenard: Gen7 units will be open this fall; summer sessions going well, enrollment flat, Palomar has added 100 classes for summer and 120 for fall; working on number of projects–launch of Friday/Saturday core classes to address waiting lists and supporting completion in reasonable amount of time, examining expansion of services on Friday and Saturday (health, food, counseling, etc.); continue looking at decentralization (Al/Daria moving into 4800; new

	incoming dean will move into Al's old office), looking at reconfiguring space to accommodate meeting space, doing preliminary drawings presently; new dean starts mid-July; new chair orientation completed; working on new faculty orientation, working on faculty handbook which will be available online; Sage Creek HS would like partnered onsite classes, reviewing concurrently enrolled classes, MCC only CCD in area that charges concurrently enrolled students, exploring cost-benefit of eliminating fees. LFogerson: AdminCouncil investigating half- or full-day retreat; Foundation has exceeded fundraising goal, couple of weeks will launch celebration of philanthropy, building $1.5 million scholarship endowment, will be meeting in summer. DSmith: SEC buzzing, 26 sections in summer @ 94% full; refreshing physical site; reviewed maps of feeder schools, picking MCC more often. CNg: received document from new staff to assist in transition. MArmstrong: excited to have CNg on board; wonderful work being completed; purchasing completing last-minute requests; HR finishing up recruitments…classified long-time temporary being turned into permanent; reviewing how Health Care Reform Act will impact district; tentative budget being addressed on this date; may have healthy ending balance. MYeager: many summer sections; ASC cleaning up BP/APs; meeting this week for summer; working on committee assignments; working on calendar of meetings for new year; FLEX is buried due to procedure to align documentation to projects; will have ASC retreat in August, looking at role in strategic planning and

	accreditation; special meeting set up for August 30; writing new strategic plan. AWojcik: classes began yesterday for Adult High School Program; new grant submitted; waiting to hear from accreditation team for AHSP recommendations. CHalmay: putting together council; planning retreat for goal-setting; working on committee assignments, lot of interest in new student success committee.
E. President's Update	Program review–BAS assisted in reviewing PR submittals, decoupling personnel from facilities, good list created; presented recommendations for use of $3.7 million end-balance reserves; discussions with Brandman University have resumed; waiting for ACCJC results of accreditations, MCC submitted mid-term report; Governor backed off transfer of adult ed to CCDs and looking into bolstering K-12 programs; investigating library services on Sundays; new signs up week before commencement.
F. Other	None.

MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

SPECIAL MEETING/WORKSHOP
12 NOON – TUESDAY – JUNE 25, 2013
ROOM 1054 – BUILDING 1000
OCEANSIDE CAMPUS

AGENDA

I. CALL TO ORDER

II. FLAG SALUTE / ROLL CALL

III. PUBLIC COMMENT ON ITEMS ON AND NOT ON THE AGENDA

ITEMS ON THE AGENDA: Members of the audience may address the Board of Trustees on any item listed on the agenda when that agenda item comes up for discussion and/or action. Comments will be limited to three (3) minutes per agenda item, and a total of fifteen (15) minutes of public comment on an item unless waived by the board.

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IV. WORKSHOP

A. Trustee Elections
   1. Rebalancing Trustee Areas Based on 2010 Census Data
   2. At-Large and By-Trustee-Area Election Systems

V. ADJOURNMENT

MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
3 P.M. – TUESDAY – JUNE 25, 2013
JOHN MACDONALD BOARD ROOM
BUILDING 1000 – OCEANSIDE CAMPUS

AGENDA

I. CALL TO ORDER

II. FLAG SALUTE / ROLL CALL

III. APPROVE MEETING MINUTES

A. Regular Meeting of May 21, 2013
B. Regular Meeting/Retreat of May 28, 2013
C. Regular Meeting/Workshop of June 18, 2013

IV. PUBLIC COMMENT ON ITEMS ON AND NOT ON THE AGENDA

ITEMS ON THE AGENDA: Members of the audience may address the Board of Trustees on any item listed on the agenda when that agenda item comes up for discussion and/or action. Comments will be limited to three (3) minutes per agenda item and a total of fifteen (15) minutes of public comment on an item, unless waived by the board. Consent items are considered routine and customary district business, and are voted on in one vote; however, a board member or a member of the audience may request that an item listed on the consent items be removed and considered individually.

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V. CHANGES IN AGENDA ORDER

VI. PRESENTATIONS

A. Introduce New Academic/Classified Senate Council Members
B. Five-Year Capital Construction Plan

VII. CONSENT ITEMS

A. Approve Academic Personnel Report #15-12/13
B. Approve Classified Personnel Report #16-12/13
C. Approve Administrator Employment Agreement for Vice President, Business and Administrative Services
D. Authorize Administrator Employment Agreement for Vice President, Student Services
E. Authorize Administrator Employment Agreement for Vice President, Instructional Services
F. Authorize Execution of Individual Employment Contracts for MiraCosta Community College District Academic Administrator Association Members
G. Ratify Contracts and Approve Purchase Orders – May 1 through May 31, 2013
H. Ratify Renewal of the Student Insurance Contract with Student Insurance of Los Angeles
I. Adopt Resolution No. 19-12/13, Establish the District Appropriations (Gann) Limit for Fiscal Year 2013/14
J. Approve Annual Burglar Alarm and Access Control Monitoring Agreement
K. Approve Annual Purchase of Desktop Computers for Classroom Labs
L. Approve 2015-2019 Five-Year Construction Plan and Initial Project Proposal (IPP)
M. Approve Purchase Order with Community College Library Consortium
N. Approve 2013/14 Legal Services

VIII. ACTION ITEMS

A. Approve FY14 Tentative Budget
B. Ratify Memorandum of Understanding and Salary Schedule for the MiraCosta Community College District Academic Senate for FY2013/14 and 2014/15
C. Ratify Memorandum of Understanding and Salary Schedule for the MiraCosta Community College District Academic Administrators Association (MCCCDAAA) for FY2013/14 and 2014/15
D. Ratify Memorandum of Understanding and Salary Schedule for the MiraCosta Community College District Classified Administrators Association for FY2013/14 and 2014/15
E. Ratify Memorandum of Understanding and Salary Schedule for the MiraCosta Community College District Classified Senate for FY2013/14 and 2014/15

IX. SECOND READING AND ADOPTION — BOARD POLICIES

A. Board Policy 2714.1 – Gifts to the Agency; Tickets/Pass Distribution Policy

X. INFORMATION

A. Third Quarter Investment Report

XI. COLLEGE-RELATED REPORTS

A. Trustees Activities

B. Students
C. Classified Employees
D. Faculty
E. Vice Presidents
   1. Instructional Services
   2. Student Services
   3. Business and Administrative Services
F. Superintendent/President

XII. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

XIII. ADJOURNMENT

UPCOMING MEETING

July 9, 2013
Regular Meeting
San Elijo Campus
5 p.m.

Board meetings are held in meeting rooms that are accessible to those with mobility disabilities. If you wish to attend the meeting and you have another disability requiring special accommodation, please notify the Board Assistant Secretary, 760.795.6610, 760.757.2121, extension 6610, or 619.755.5155, extension 6610. The TDD number is 760.439.1060.

In compliance with Government Code §54957.5, nonexempt writings that are distributed to a majority or all of the MiraCosta Community College District Board of Trustees in advance of their meetings may be viewed at the Office of the Superintendent/President, One Barnard Drive, Oceanside, California, or by clicking on the Board of Trustee's Web site at http://www.miracosta.edu/OfficeOfThePresident/BoardofTrustees/Agendas.htm. Such writings will also be available at the board meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Evelyn Dalby, Executive Assistant to the Superintendent/President, at 760.795.6610 or by e-mail at edalby@miracosta.edu.

PLEASE TURN OFF CELL PHONES AND PAGERS BEFORE THE START OF THE MEETING. THANK YOU.

MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

SPECIAL MEETING/WORKSHOP
2 P.M. – TUESDAY – JULY 9, 2013
STUDENT CENTER – SAN ELIJO CAMPUS
3333 MANCHESTER – CARDIFF, CA

AGENDA

I. CALL TO ORDER

II. FLAG SALUTE / ROLL CALL

III. PUBLIC COMMENT ON ITEMS ON AND NOT ON THE AGENDA

ITEMS ON THE AGENDA: Members of the audience may address the Board of Trustees on any item listed on the agenda when that agenda item comes up for discussion and/or action. Comments will be limited to three (3) minutes per agenda item and a total of fifteen (15) minutes of public comment on an item, unless waived by the board. Consent items are considered routine and customary district business, and are voted on in one vote; however, a board member or a member of the audience may request that an item listed on the consent items be removed and considered individually.

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IV. SAN ELIJO CAMPUS TOUR – 2 P.M.

V. BOARD DISCUSSION – 3 P.M.

A. 2013 Board Self Evaluation and 2013/14 Board Goals
B. 2013/14 Superintendent/President Goals

VI. ADJOURNMENT

MIRACOSTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

REGULAR MEETING
5 P.M. – TUESDAY – JULY 9, 2013
STUDENT CENTER – SAN ELIJO CAMPUS
3333 MANCHESTER – CARDIFF, CA

AGENDA

I. CALL TO ORDER

II. FLAG SALUTE / ROLL CALL

III. APPROVE MEETING MINUTES

A. Special Meeting of June 18, 2013
B. Regular Meeting/Tentative Budget Workshop of June 18 , 2013
C. Special Meeting of June 25, 2013
D. Regular Meeting of June 25, 2013

IV. PUBLIC COMMENT ON ITEMS ON AND NOT ON THE AGENDA

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V. CHANGES IN AGENDA ORDER

VI. PRESENTATIONS

A. San Elijo Campus Update
B. Institute for International Perspectives Update
C. HOLD: Career and Technical Education Program Update

VII. CONSENT ITEMS

A. Approve Academic Personnel Report #1-13/14
B. Approve Classified Personnel Report #1-13/14
C. Ratify Contracts and Approve Purchase Orders – June 1 to June 30, 2013
D. Approve Implementation of Reclassification Agreement and Memorandum of Understanding with the MiraCosta Community College District Classified Administrators' Association (MCCCDCAA)

VIII. ACTION ITEMS

A. HOLD: Resolution regarding rebalancing/elections

IX. INFORMATION

X. COLLEGE-RELATED REPORTS

A. Trustees Activities
B. Students
C. Classified Employees
D. Faculty
E. Vice Presidents
   1. Instructional Services
   2. Student Services
   3. Business and Administrative Services
F. Superintendent/President

XI. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

XII. ADJOURNMENT

UPCOMING MEETING

August 20, 2013
Regular Meeting
Community Learning Center
3 p.m.

PLEASE TURN OFF CELL PHONES AND PAGERS BEFORE THE START OF THE MEETING. THANK YOU.

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Definition

Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. This definition includes both hybrid and fully online courses.

Course Approval

Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the classroom instruction in a course, or an entire section of a course, is designed to be provided through distance education.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedure 4020, Program and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

Certification

When approving distance education courses, the Courses and Programs Curriculum Committee (CPCC) will certify the following:

A. **Course quality standards**: The same standards of course quality are applied to distance education courses as are applied to traditional classroom courses.

B. **Course quality determinations**: Determinations and judgments about the quality of distance education courses are made in accordance with all CPCC course-approval criteria and procedures.

C. **Instructor contact:** Each section of a course that is offered through distance education will include regular effective contact between instructor and students. By proposing a distance education course, the faculty author and department chair agree to the following specifications of instructor/student contact:

   1. Instructor-initiated interaction: In hybrid or fully online courses, ensuring regular effective instructor/student contact guarantees the student receives the benefit of the instructor's presence in the learning environment both as a provider of instructional information and as a facilitator of student learning.

Effective Date: 1/19/10
References: Title 5, §55200 et seq.
U.S. Dept. of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended
34 Code of Federal Regulations §602.17

In a face-to-face instructional format, instructors are present at each class meeting and interact via class announcements, lectures, activities, and discussions, which take a variety of forms. In hybrid and online instructional formats, instructors will regularly initiate interaction with students to assess if they are doing all of the following:

a. Accessing and comprehending course material
b. Participating regularly in course activities

Faculty office hours are not included as fulfilling the regular effective contact requirement and are a separate requirement.

Providing students with an open-ended question forum, although appropriate, does not constitute the entirety of effective instructor-initiated interaction.

Instructor-initiated interaction will create an environment of academic integrity that discourages fraud in the form of student misrepresentation and constitutes a means for the following:

a. Monitoring satisfactory progress, defined as earning grades consistent with a final course grade of a “C” or “Pass”
b. Tracking student attendance
c. Determining the last day of attendance for students who drop the course via the following methods:
    1) Prior to the first census date, the instructor will initiate an activity that requires student participation

    2) The instructor will include various robust assessments and assignments on a frequent basis throughout the semester

2. <u>Frequency of interaction</u>: Distance education courses are considered the virtual equivalent of traditional classroom courses; thus, the frequency of instructor/student interaction in a distance education course will be at least the same as would be established in its face-to-face counterpart. At the very least, the number of instructor contact hours per week that would be available for face-to-face students will also be available, in asynchronous and/or synchronous mode, with students in the distance education format (based on the Carnegie unit). Given the nature of asynchronous instructional methodologies, contact shall be distributed in a manner that ensures regular instructor/student contact is maintained over the course of a week and the duration of the term and should occur as often as is appropriate for the course.

3. <u>Establishing expectations and managing unexpected instructor absence</u>: An instructor- and/or department-established policy describing the frequency and timeliness of instructor-initiated contact and instructor feedback will be posted in the syllabus and/or other course documents made available to students when the course officially opens each semester. This information will also refer students to the section in the college catalog on student rights and responsibilities.

   During the course, instructors will notify students when they must be out of contact beyond what is described in the course documents as mentioned above. This notification will include when students can expect regular effective contact to

resume. If the offline time results in a lengthy absence (e.g., more than three or four instructional days, excluding holidays and weekends), the instructor will file an absence report so that a substitute instructor may be secured per college policies to assist students while the instructor is unavailable. It is the instructor's responsibility to evaluate and determine whether the length of the anticipated absence in regular effective contact will exceed three or four instructional days (excluding holidays and weekends) and, if so, to notify the department chair of the need for a substitute.

4. Quality of contact: Regarding the type of contact that will exist in all MiraCosta distance education courses, instructors will use a variety of means to initiate contact with students, such as the following:
   a. Threaded discussion forums (with appropriate instructor participation)
   b. "Questions for the instructor" forums
   c. General email
   d. Weekly announcements
   e. Timely and frequent feedback for student work
   f. Instructor-prepared electronic lectures or introductions in the form of electronic lectures to any publisher-created materials (written, recorded, broadcast, etc.) that, combined with other course materials, create the virtual equivalent of the face-to-face class.

   In addition, instructors shall enable effective instructor/student interaction in distance education courses by doing all of the following:
   a. Allocating sufficient hours per week for contact. This may include informing students of the option to meet on a face-to-face basis or via web conferencing or via telephone.
   b. Conducting student/instructor interaction with similar care and attention to students as that which occurs during face-to-face office hours and meetings.
   c. Responding to student emails, postings, phone calls, etc., in a timely manner.

D. **Duration of approval**: All distance education courses approved under this procedure will continue to be in effect unless substantive changes are made to their official course outlines of record.

E. Student Support Services

The college will assure that distance learners have access to student support services that are comparable to those services provided to on-campus learners.

Verification of Student Identity

Consistent with federal regulations pertaining to federal financial aid eligibility, the district must authenticate or verify that the student who registers in a distance education or correspondence education course is the same student who participates in and completes the course or program and receives the academic credit. The district will provide to each student at the time of registration a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.

The vice president of instruction shall ensure the institution verifies student identity and provides students with a secure login and password to enable authenticated access to MiraCosta student information and course management systems. Additionally, the vice president of instruction shall encourage and enable approaches, including proctored examinations, and new or other technologies and practices that are effective in verifying student identification.