

**ACADEMIC AFFAIRS ADVISORY COUNCIL  
MINUTES**

**Friday, February 10, 2017  
9:00 am –11:00 am  
Library, L-201**

**Type of Meeting:** *Regular*  
**Note Taker:** *Sheryl Williams*

**Committee Members:**

|                              |                 |                                  |
|------------------------------|-----------------|----------------------------------|
| Stacey Adams                 | Glenn Haller    | Duane Rumsey                     |
| Peter Chege- <i>Absent</i>   | Mark Hoffer     | Ande Sanders                     |
| Maria Clinton- <i>Absent</i> | Lisa Karlstein  | Ken Shafer                       |
| Riley Dwyer                  | Susan Lowry     | Jeff Stephens                    |
| Luis Echeverria              | Cole McCandless | Elizabeth Sundberg               |
| Laureano Flores              | Rick Motawakel  | Les Uhazy                        |
| Irit Gat                     | Zia Nisani      | Christos Valiotis- <i>Absent</i> |
| Tooraj Gordi                 | Tom O’Neil      | Heidi Williams                   |
| Tom Graves                   | Van Rider       |                                  |

**Announcements**

**Discussion Items**

**Person**

**Action**

1. Spring Enrollment

*Dr. Suderman  
and Dr.  
Uhazy*

**Issues Discussed:**

- MSE has had to cancel classes. Adjuncts are not available at needed times, and students are not signing up until the last minute, due to finances. Enrollments are down from a year ago, spring.

**Action Items**

Students should be made aware of the option to pay a \$20 fee to sign up for future financial aid, later applicable to the class.

2. Accreditation

*Dr. Suderman*

**Issues Discussed:**

- We received full accreditation.
- Recommendations regarding outcomes will be posted soon.

**Action Items**

- Recommendations must be acted upon by mid-term.

3. Hiring Process

*Susan Lowry*

**Issues Discussed:**

- **Job Fair** - AVC had a big presence. Will be interesting to see if we receive applications.
- **HR** – Is there a Plan B for processing applications?

**Action Taken:**

- **Job Fair** - Next year, we should plan on the following:
  - Name badges
  - Larger visuals
  - Two tables

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|                         |                     | <ul style="list-style-type: none"> <li>○ Correct typos in job descriptions</li> <li>● <b>Hiring</b> <ul style="list-style-type: none"> <li>○ Postings were placed in Chronicle of Higher Education last night.</li> <li>○ Let Dr. Suderman know if any positions need to be posted outside.</li> <li>○ Chair and EEO rep will decide if there is a deep enough pool for any particular position.</li> </ul> </li> </ul>   |
| 4. New Faculty Training | <i>Susan Lowry</i>  | <p><b><u>Issues Discussed:</u></b></p> <ul style="list-style-type: none"> <li>● Give Susan ideas of what should be included in training. Possibilities include: <ol style="list-style-type: none"> <li>1. Coordinating with FLEX</li> <li>2. Specialized college tour</li> <li>3. Payroll</li> <li>4. BIT forms</li> <li>5. COR access</li> <li>6. Honors</li> <li>7. Committees</li> <li>8. Tenure-track process</li> <li>9. Resources for students</li> <li>10. SOAR</li> <li>11. Faculty experience</li> </ol> </li> </ul> <p><b><u>Follow Up Items:</u></b></p> <ul style="list-style-type: none"> <li>● Should training be spread out?</li> <li>● Should training be a mentorship model?</li> <li>● Should training be mandatory?</li> <li>● Should spring full-time hires start tenure-track evaluation process in the fall?</li> </ul> |
| 5. May AAAC Meeting     | <i>Dr. Suderman</i> | <p><b><u>Issues Discussed:</u></b></p> <p>Due to Honors Convocation on May 12, AAAC will be held on May 5. The meeting will be abbreviated and followed by a barbeque at the President's home.</p>  |

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| <p>6. Open Educational Resources</p>   | <p><i>Irit Gat</i></p>     | <p><b><u>Issues Discussed:</u></b></p> <ul style="list-style-type: none"> <li>• OER is a state initiative to reduce textbook costs for students.</li> <li>• Studies show 50% of students choose classes with less expensive textbooks.</li> <li>• A taskforce at CCCO will streamline the process.</li> <li>• Transfer degrees are using only OERs.</li> <li>• OERs can create extra work for instructors because there are no instructor resources.</li> <li>• Bookstore: <ul style="list-style-type: none"> <li>• The Bookstore is on board with the use of OERs.</li> <li>• Dawn Macintosh will come to the March 10 AAAC to discuss.</li> </ul> </li> <li>• Process – If using an OER, inform the Bookstore in addition to Kyle and Melissa in Academic Affairs. The law states that if an instructor is using an OER, the OER must be on the schedule/website.</li> </ul> <p><b><u>Follow Up Items:</u></b></p> <ul style="list-style-type: none"> <li>• Must faculty inform the Bookstore, Kyle and Melissa if a combination is used?</li> <li>• Must OERs be AP&amp;P approved?</li> </ul>              |
| <p>7. Class schedule in the prison</p> | <p><i>Dr. Suderman</i></p> | <p><b><u>Issues Discussed:</u></b></p> <ul style="list-style-type: none"> <li>• Class scheduling is difficult because the prison has the final word on everything.</li> <li>• Department of Justice clearance isn't sufficient. Allow 30 days for instructor approval.</li> <li>• Full Business degree offered at the prison.</li> <li>• Recidivism rates are down.</li> <li>• Prison training is paid time.</li> <li>• Classes run for 8 weeks, and time blocks are specific. Instructors typically finish instruction between 2 and 2:30 p.m.</li> <li>• We can hire faculty specifically for this. We are creating a video.</li> </ul> <p><b><u>Action Items:</u></b></p> <ul style="list-style-type: none"> <li>• Using provided schedule, look for classes from your division.</li> <li>• If an instructor is unable to fulfill a commitment, let Laureano Flores and Tom O'Neil know.</li> <li>• 67% for adjuncts still applies.</li> <li>• For full-time faculty, time at the prison should be overload, not load, so the community understands that campus students are not being impacted.</li> </ul> |

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| 8. Guided Pathways | Dr. Suderman<br>& Irit Gat | <p><b><u>Issues Discussed:</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Guided Pathways defined:</u></b> <ul style="list-style-type: none"> <li>• Based on the book <i>Redesigning America's Community Colleges</i> (copies being ordered for all AAAC members)</li> <li>• Takes a second look at curriculum and how we set up students on their journey through AVC to their goals.</li> <li>• Corrals all initiatives to see how they fit together into the four pillars of Guided Pathways.</li> <li>• Data shows that students are more successful with a higher load and that having less choices is better.</li> </ul> </li> <li>• A trailer bill may be passed for funding to use Guided Pathways.</li> <li>• If we use Guided Pathways, it must be tailored to AVC's systems, processes and procedures.</li> <li>• For balanced perspective, Zia Nisani suggested the distribution of an article that counters the book.</li> <li>• <b><u>BrainTrust</u></b> <ul style="list-style-type: none"> <li>• Assesses what is lacking for the student to be successful.</li> <li>• Provides tutoring in that area.</li> </ul> </li> </ul> <p><b><u>Follow Up Items:</u></b><br/>Discussion on <i>Redesigning America's Community Colleges</i> at next meeting.</p> |
| 9. Palmdale Center | Dr. Suderman               | <p><b><u>Issues Discussed:</u></b></p> <ul style="list-style-type: none"> <li>• No classes offered at Palmdale for the summer. Move all summer classes to Lancaster.</li> <li>• Because the building is projected to be ready only 11 days before the start of the Fall 2017 semester, fall classes at Palmdale will start later and will be on a 12-week schedule for the fall only, unless faculty request otherwise.</li> <li>• Scheduling smaller classes in bigger classrooms is permitted.</li> <li>• Night classes will be held once a week. No Thursday night classes due to fall holidays.</li> <li>• The goal is to have a bigger schedule and offer more degrees.</li> <li>• Community will be invited to walk through.</li> <li>• A regifest will be held two weeks prior to beginning of classes, where students may be assessed, register and apply for financial aid.</li> </ul>   |

*Next Meeting: March 10, 2017*

**Reviewed 5/1/17**