MEETING OF
ACADEMIC AFFAIRS CLUSTER COMMITTEE
MINUTES

Thursday, March 13, 2014
1:30 – 3:00 PM
Conference Room SSA 219

PRESENT

Johnny Baeza (student), Nabeel Barakat, Kate Campbell, Carmen Carrillo, Jonathon Lee, Lyzette Perez (student), Elena Reigadas, Sandra Sanchez, Jim Stanbery, Nola Timms, Bobbi Villalobos, Vania Yalamova, Lynn Yamakawa

Call to Order:
The meeting was called to order at 1:42pm.

I. Acceptance of Agenda
Agenda approved with no changes.

II. Acceptance of Minutes 1/22/14
Minutes approved with no changes.

III. Part D: Authorization of Academic Affairs Cluster ballot (J. Stanbery):
The ballot in its current draft form is missing items from the EWD Unit Plan as well as the Academic Affairs Office Unit Plan. The prioritization for the cluster is already late, but the committee can authorize it to be sent out to members for voting immediately remembering prioritization is advisory and can be changed (once the missing units’ items are added). Discussion included:

- Concern over whether Core activities will actually be funded, which depends on the Budget Committee providing CPC with an estimated ’14-’15 college allocation on the basis of which it can be determined whether all Core activities can be funded without prioritization or further review;
- Part D prioritization can proceed regardless of Core funding
- Since the Part D ballot is advisory only, the committee can recommend changes in Part D priorities at any time

IV. Program Review/Unit Plan Presentation Schedule:
[Program reviews must be examined in terms of SLO assessment findings included in the reviews and conclusions drawn accordingly, and unit plans in terms of proposed changes resulting]
A presentation schedule is necessary to ensure Program Review is included in SLO assessments as well as changes in Unit Plans. Although this schedule was proposed in the fall, it can now happen by the end of April, including evidence of dialogue within divisions regarding SLO assessments and their conclusions. Discussion included:
• Program Reviews need to be updated continuously for ACCJC, despite being on a
six-year cycle;
• Unit Plans must reflect Program Review changes on a yearly basis;
• Diagram of how SLO assessments feed into Program Review and Unit Plans and
cycle back to assessment;
• The next four meetings will be used to further this type of dialogue;
• Some Chairs would like assistance with updating their Program Reviews due to
each discipline is at a different stage in the Assessment/Planning/Review cycle;
• Elena Reigadas will provide prompt questions to assist Chairs with their Program
Review presentation structure and to assist in answering Question 38 of the
ACCJC Annual Report.

The next meeting dates of Academic Affairs are as follows: 3/27/14, 4/2/14 (jointly with
Division Council), 4/24/14, 5/8/14, 5/22/14, to be set aside for Program Review
Presentations. Presentations should be 15-20 minutes maximum, with 2-3 presentations
per meeting. Humanities and Kinesiology will present on 3/27/14.

V. Items from the Floor

Meeting Adjourned at 2:44 p.m.