

COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, May 2, 2017 • 1:30 p.m. – 2:30 p.m. • N-206

Members: Hsieh, Bell, Hopkins, Ramsey, McMahon, Murphy, Hubbard, Allen, & Marin

Attendees: Beitey, Jacobson, Ascione, & Miramontez

- A. Approval of the Agenda
- B. Approval of Previous Minutes
- C. Guests/Introductions
- D. Updates from the Chancellor's Cabinet
- E. New Business

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	GFU Continuous Discretionary Allocation (Action) (attachment)	1	III	Bell
2	Facilities Need List (Action)	1	III	Bell
3	Facilities Master Plan Update (Information) (attachment)	1	III	Bell

F. Old Business

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	Revised Student Equity Plan	1 & 3	II	Ramsey
2	Fall 2017 Convocation Program <ul style="list-style-type: none"> • Culture of Action & Progress Report on Institutional Effectiveness • Budget Update 	1	I, II, III, & IV	Miramontez, Murphy, Bell, Ramsey, & Hopkins
3	Delinquent SLOs Outcome Assessment (due 4/27/17)	1	II	Hopkins & Murphy
4	College-wide Alignment & State 2017-2019 Integrated Plan (Due 12/1/17)	1	I, II, & III	Miramontez
5	Progress on 8 Accreditation Recommendations (attachments)	1	I, II, III, & IV	Miramontez, Bell, Hopkins, Ramsey, McMahon, & Murphy
6	Professional Development Taskforce Update	1	I	McMahon

G. Place Holders

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	Progress On Activities Focused on Increasing Faculty Use of OER	1 & 3	II	McMahon
2	Performing Arts Center Capital Campaign – Proposed Instructional Program Plan	1, 2, 3, & 4	II & III	Ascione
3	Report on Implementation of Cultural & Ethnic Diversity Plan (Report in April 2017 & November 2017)	3	I, III, & IV	Hubbard & Arancibia

H. Reports

(Please limit each following report to two minutes maximum. If you have any handouts, please email them to Briele Warren ahead of time to be included for distribution electronically).

- Academic Senate
- Classified Senate
- Associated Student Government
- District Governance Council
- District Strategic Planning Committee
- Budget Planning and Development Council
- College Governance Committee

* San Diego Miramar College 2013 – 2019 Strategic Goals

Goal 1: Provide educational programs and services that are responsive to change and support student learning and success.

Goal 2: Deliver educational programs and services in formats and at locations that meet student needs.

Goal 3: Enhance the college experience for students and the community by providing student-centered programs, services and activities that celebrate diversity and sustainable practices.

Goal 4: Develop, strengthen and sustain beneficial partnerships with educational institutions, business and industry, and our community.

Please also see <http://www.sdmiramar.edu/institution/plan> for San Diego Miramar College 2013-2019 Strategic Plan

I. Announcements

J. Adjourn

As a courtesy, please let the College and Academic Senate Presidents know if you will be unable to attend the meeting.

*** San Diego Miramar College 2013 – 2019 Strategic Goals**

Goal 1: Provide educational programs and services that are responsive to change and support student learning and success.

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Please also see <http://www.sdmiramar.edu/institution/plan> for San Diego Miramar College 2013-2019 Strategic Plan

San Diego Miramar College
 Facilities Master Plan Update
 2016-17 Planning Document

Priority	Project	Status	Safety / Environment	Instruction Impact	Program Review Yes/No	Facilities Master Plan	Strategic Goal
1	Campus-wide Wayfinding	New	1	1	No	Yes	I, II
2	Evaluate, Adjust or Modify Door Opener to PLACe L-101	New	1	1	Yes	No	II
3	C-1 Extend Concrete Pad & Cover to Store Haz Mat	New	1	1	Yes	No	I, II
4	Epoxy floor in C-100 Lab	New	1	1	Yes	No	I
5	I-building Restroom Renovation	New	1	1	No	No	I
6	J-1 Bleachers	New	1	2	Yes	No	II
7	Lighting for Stairway in C-1	New	1	2	No	No	I
8	F-1 Additional Hand Dryer	New	1	3	No	No	III
9	Renovate L-101 to accommodate Student Success Program	New	2	1	Yes	No	I, II
10	I-130. Convert Open Lab to Three Classrooms, ESL Computer Lab and Honors Center.	New	2	1	Yes	No	III
11	Add WiFi to C-100 Lab	New	2	1	Yes	No	II
12	I-102 Paint, Carpet, Outfit and Create Adjunct and Contract Faculty Office Space (re-use of S-5 Office Furniture)	New	2	1	Yes	No	II
13	Upgrade AV in J-1 for Commencement	New	2	1	Yes	No	II
14	Replace solid core doors at C-121 with glass doors. Will reduce noise from adjacent restrooms.	New	2	1	No	No	I
15	Hourglass Field Renovation	New	2	2	Yes	Yes	I, II
16	Demo Fence, Remove Landscaping at S-401 and North Campus Drive. Add Lab Vehicle Parking.	New	2	2	No	No	I
17	Student Art Gallery	New	2	2	Yes	No	II, III
18	Native/Drought Tolerant Plant Labels	New	2	2	No	No	II
19	Inviting Interaction Space in Compass Point (Student Honors Project)	New	2	2	No	No	II
20	A-200 Restrooms Renovation	New	2	3	Yes	Yes	I, II
21	Renovate Bathroom at Montgomery Field	New	2	3	Yes	No	I, II
22	C-100 Exterior Paint	New	2	3	Yes	No	I
23	A-200 Exterior Paint	New	2	3	Yes	No	I, II
24	Space	New	2	3	Yes	No	II
25	Delete C-105 Classroom and add Faculty Office Space	New	2	3	No	No	I
26	Install Soundproofing in J-1 Gym	New	3	1	No	No	II
27	I-122 Demo Classroom Lab Space and Create Veteran's Center	New	3	2	No	No	II, III
28	Identify and Create Gender Neutral Bathrooms	New	3	2	No	No	II, III
29	Inviting Interaction Space in H-bldg (Student Honors Project)	New	3	2	No	No	II
30	Inviting Interaction Space in M-building (Student Honors Project)	New	3	2	No	No	II
31	Inviting Interaction Space in S6 (Student Honors Project)	New	3	2	No	No	II
32	Add Electrical Outlets in Lobby of K-1 for Student Use	New	3	3	No	No	I, II
33	Replace Old Hand Dryers with New Standard	New	3	3	No	No	III
34	Organic Garden - between F-2, Tennis Courts and J-buildings	New	3	3	No	Yes	II, III

35	H-building Indoor Signage for Faculty Offices	New	3	3	Yes	Yes	II
36	A-1 & A-2 Removal of Dead Wood	New	3	3	No	No	I, II
37	College Only Field (No location identified. Under review at Joint Use)	New	3	3	Yes	No	I, II
38	Hooks for Purses in all Women's Washrooms	New	3	3	No	No	II
39	Add Sand Volleyball Courts (Adjacent to Tennis Court Parking Lot)	New	3	3	Yes	No	I,II
40	Quiet Room (no location identified)	New	3	3	No	No	I
41	Evaluate, Adjust or Modify Door Opener to S6 Office Corridor	New	3	3	No	No	I
	Completed						
	F-2 Carpet						
	F-2 Exterior Paint						
	C-100 Office Space						
	F-2 Sunshades						
	Secure Athletics Storage Shed for Instructional Equipment						
	I-100 Exterior Paint						
	A-200 2nd Floor Deck Resurface						
	A-200 HVAC						
	Identify and Create a Strength Training Instructional Classroom						
	Move Natural Gas Fuel Pumping Station at C-1.						
	Identify and Create a Strength Training Instructional Classroom						
	Reconfigure Office Space at P-1 and Add Desks						
	Renovation of Montgomery Field Classroom - replace paneling and trim, replace chalkboard with whiteboard						
	S-5 Hood Maintenance (Inspection)						
	Replace Carpet at P-1 Office						

Strategic Goal I: Provide educational programs and services that are responsive to change and support student learning and success.

Strategic Goal II: Deliver educational programs and services in formats and at locations that meet student needs.

Strategic Goal III. Enhance the college experience for students and the community by providing student-centered programs, services and activities that celebrate diversity and sustainable practices.

Strategic Goal IV. Develop, strengthen and sustain beneficial partnerships with educational institutions, business and industry, and our community.

#	Accreditation Recommendations for Improvement	Strategic Goals	Accreditation Standard/QFE	Initiator/Lead
1.	Engage administrative, instructional, and student services divisions in program review to address how well program missions align with the College mission.	1	I	VPs
2.	Analyze learning outcomes assessment results by the meaningful disaggregation of data by subpopulations of students, instructional tutorial delivery methods.	1	II	VPs
3.	Develop a procedure for evaluating its program review process for student services, administrative services, and instructional services to ensure their effectiveness for supporting academic quality.	1	IV	VPs
4.	Identify and regularly assess learning outcomes for all courses.	1	II	VPs
5.	Publish a two-year course sequence in the course catalog.	1	II	VPs
6.	Improve assessment for all student and academic support services and implement assessment tools in addition to the three-year student feedback survey that the College currently uses.	1,2, & 3	I	VPs
7.	Align its plans for technology support staffing needs with its capital improvement projects.	1 & 2	III	VPs
8.	Follow through on its actionable improvement plans and action projects to better assess its shared governance procedures.	1	II & IV	VPs

2017 Accreditation Recommendations for Improvement
 San Diego Miramar College
 Administrative Services

Recommendation	Tasks	Lead	Secondary	Date	Deadline
Engage administrative, instructional, and student services divisions in program review to address how well program missions align with the College mission		Bell	Kapitzke, Vega, Um, Beall, Afan, Gutowski		9/16/17
	Supervisors to decompose Miramar mission statement			4/7/17	
	Supervisors to decompose Unit mission statements			4/7/17	
	Administrative Services Division meeting to align Unit missions with College mission			4/19/17	
	Administrative Services Division meeting to perform gap analysis between Unit and College missions			5/17/17	
	Administrative Services Division meeting to revise and edit Unit missions based upon gap analysis			6/21/17	
	Administrative Services Division meeting to adopt revised Unit missions and incorporate into Program Review			7/19/17	
Develop a procedure for evaluation its program review process for student services, administrative services, and instructional services to ensure their effectiveness for supporting academic quality		Bell	Kapitzke, Vega, Um, Beall, Afan, Gutowski		9/16/17
	Administrative Services Division to defines academic quality			4/19/17	
	Administrative Services Division to review current Program Review process to determine how its Program Review assess its effectiveness for supporting academic quality			5/17/17	
	Administrative Services Division to perform gap analysis of measuring effectiveness for supporting academic quality			6/21/17	
	Administrative Services Division will use the above three tasks to develop a procedure for evaluating its Program Review process			7/19/17	

2017 Accreditation Recommendations for Improvement
 San Diego Miramar College
 Instructional Services Division

Recommendation	Tasks	Lead	Secondary	Date	Deadline
Engage administrative, instructional, and student services divisions in program review to address how well program missions align with the College mission		VPI	Ascione, Beitey, Garces, Ornelas, Murphy, & All Department Chairs		9/15/17
	VPI to develop mission statements for Division that aligns with College mission.	VPI	Ascione, Beitey, Garces, & Ornelas	4/5/17	
	Deans to develop mission statements for Schools that align with Instructional Services Division and College missions.	Ascione, Beitey, Hopkins, Ornelas,		4/12/17	
	Department Chairs to develop mission statements for programs that align with School, Instructional Services Division, and College missions.	Ascione, Beitey, Hopkins, Ornelas,	All Department Chairs, Murphy	4/21/17	
Analyze learning outcomes assessment results by the meaningful disaggregation of data by subpopulations of students, and instructional tutorial delivery methods.		VPI, Honda	Murphy, Xi, PR/SLOAC Committee		12/15/17
	Complete SLO disaggregation pilot project; share results with campus.	Murphy	Xi, designated faculty volunteers, PR/SLOAC Committee	5/15/17	
	Use results of pilot project to revise inquiry tool to further conduct meaningful disaggregation analyses of course SLOs; collect data from wider range of courses.	Murphy	Xi, PR/SLOAC Committee	11/1/17	
	Design meaningful study to disaggregate student data from instructional support tutorial centers.	Honda	Xi, Tutorial Service Point Leads	5/1/17	
Develop a procedure for evaluation its program review process for student services, administrative services, and instructional services to ensure their effectiveness for supporting academic quality		VPI, McMenamin	Murphy, PR/SLOAC Committee		4/22/18
	PR/SLOAC to develop tool for Program Review quality assessment.	VPI, McMenamin	Murphy, Xi, PR/SLOAC Committee	5/1/17	
	Deans to apply the tool to 2018 Program Reviews submitted in April 2017.	VPI, McMenamin	Ascione, Beitey, Garces, & Ornelas	8/7/17	

Identify and regularly assess learning outcomes for all courses.		VPI, Murphy	Ascione, Beitey, Garces, Ornelas, Murphy, & All Department Chairs		Every Semester
	Establish SLO Support Center for faculty with SLO Coordinator as lead; offer regular workshops that address meaningful SLO assessment and related professional development leading to improving student success and completion.	VPI, Murphy	Honda, Ascione, Beitey, Garces, Ornelas, Murphy, & All Department Chairs		1/30/18
Publish a two-year course sequence in course catalog.		VPI	Ascione, Beitey, Garces, Ornelas, Murphy, & All Department Chairs		6/30/17
	Two-year course sequences posted on college website under instructional program links.	Sanchez	Bill T. Smith, Ascione, Beitey, Garces, Ornelas, Murphy, & All Department Chairs		

2017 Accreditation Recommendations for Improvement Chartⁱ
 San Diego Miramar College
 Student Services Division

First Draft – 3/24/17

Recommendation	Tasks	Lead	Secondary	Date	Deadline
Engage administrative, instructional, and student services divisions in program review to address how well program missions align with the College mission		Ramsey	Honda, Jacobson, Moss, Brandt, Thompson, Cassar, Nguyen, Cassar, Patel, Grisham, Patacsil, Allen		9/16/17
	Each unit currently has a mission statement. Managers, supervisors, program leads to review and discuss Miramar mission statement and task of alignment.			4/04/17	
	Managers, supervisors, program leads to update unit mission statements			4/17/17	
	Student Services Division leaders review division and unit missions for alignment analysis the College mission			4/24/17	
	Student Services Division performs a gap analysis between Division/Units and College missions.			5/01/17	
	Student Services Division meeting to revise and edit Division and Unit missions based upon gap analysis			5/08/17	
	Administrative Services Division meeting to adopt revised Unit missions and incorporate into Program Review			7/19/17	
Develop a procedure for evaluation its program review process for student services, administrative services, and instructional services to ensure their effectiveness for supporting academic quality		Ramsey			9/16/17
	Student Services Division to develop academic quality concept.			4/17/17	
	Student Services Division to review current Program Review process to determine how its Program Review assess its effectiveness for supporting academic quality	Ramsey	Student Service Program Review/SLOAC Subcommittee	5/08/17	
	Student Services Division to consult w/other Divisions of performing gap analysis of measuring effectiveness for supporting academic quality and report back to SS leaders	Ramsey		6/21/17	
	Student Services Division will develop procedure for evaluating its Program Review process	Ramsey	Student Service Program Review/SLOAC Subcommittee	8/1/17	
Improve assessment for all student and academic support services and implement assessment tools in addition to the three-year student feedback survey that the College currently uses					9/16/17
	Discuss possible tools of assessment that provides periodic collection and analysis of service related data.	Ramsey/ Honda	Student Service Program Review/SLOAC Subcommittee (Academic Support: Discussion needed w/VPI and Dean)	4/17/17 ASAP	9/16/17

	Review possible tools with campus researcher	Jacobson	Student Services Program Review/SLOAC	4/24/17	
	Finalize selection of tools of assessment and prepare for presentation to Student Services leaders	Jacobson	Student Services Program Review/SLOAC	4/30/17	
	Student Services leaders to review and take action on acceptance of proposed tools.	Ramsey		5/08/17	
	Implement and begin to test selected tools	Program Review/SLOAC Subcommittee		Month of June, 2017	
	Review finding of tool testing			July, 2017	
	Fully implement use of tools using test findings	Ramsey	All SS units	August 2017	
Update Student Services Committee	Provide report to the committee on the progress of all tasks	Ramsey	Student Services Program Review/SLOAC Subcommittee	September 2017 Meeting	

ⁱⁱ Chart format adopted from VPA Bell's submission