

COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, February 14, 2017 • 1:30 p.m. – 2:30 p.m. • N-206

Members: Hsieh, Bell, Hopkins, Ramsey (absent), McMahan, Hubbard (absent), Allen, Murphy, & Marin

Attendees: Ornelas, Jacobson, & Miramontez

Meeting called to order by **McMahon** at 1:32pm

- A. **Approval of the Agenda:** Bell motions to approve, **Hsieh** seconds, motion passes
- B. **Approval of Previous Minutes:** Bell motions to approve, **Hsieh** seconds, motion passes
- C. **Guests/Introductions:** None
- D. **Updates from the Chancellor's Cabinet:** **Hsieh** confirms that as of today the College's accreditation visiting team chair and assistant will attend the luncheon on Sunday, March 12. **Hsieh** asks everyone to follow through on what they have been assigned to do whether it be uploading minutes, agendas or SLO's. If anyone needs technical assistant please contact Daniel Miramontez. As for enrollment, the College continues to do well (see attachments). The census date was last week, and next week, the College will get a more accurate picture as to how well we did. At this point, Miramar College is the only college in the district moving in a positive direction. The projected FTES targets for public safety are the same as last week's number. These numbers will be corrected next week. **Hsieh** says that the College is 380 FTES above target for the main campus. There is still FTES growth potential moving forward. **Hsieh** has been working with the dean's and vice presidents to look at summer FTES projections. **Hsieh** congratulates **McMahon** on a wonderful board presentation concerning open educational (OER) textbooks. The board and Chancellor were impressed. The Chancellor wants to follow the progress of this program moving forward and would like a written update on a regular basis. **Hsieh** asks **McMahon** to provide regular updates when she can. The district has retained an immigration attorney for students concerns regarding President Trump's executive order. Dean Jacobson has been designated as the campus contact for students that would like access to the attorney. The guided pathway (see attachment below) is a one page document provided by VP Bulger's office, it shows all the programs identified on campus that have a pathway. Each college will receive some funding from the state. This is not a competitive process and the funding will be allocated based on FTES. The colleges will be responsible to report how the funds were used and what outcomes were produced. The outcome assessment criteria are yet to be determined. The money will not become available until after June when the Governor has signed the budget. A faculty taskforce will be created, through **Stephanie Bulger's** office, to address issues with the transfer MOU. The Feb. 9 board meeting at Miramar College went well, however, **Hsieh** stresses that this is not the proper forum for students, faculty or staff to gripe. If issues occur, they should first be attempted to be resolved at the college level. There is likely to be 1% funding growth in the upcoming 2017-2018 budget. The fulltime faculty obligation number is being watched by the Chancellor. The College has two outstanding faculty positions still open. **Hsieh** stresses the importance to get these positions filled before they trigger a red flag with the Chancellor.
- E. **New Business**

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	Review of CEC Goals, Memberships, & Charges: Hsieh states that the committee needs to review what is in the governance handbook for this committee. (see attachments). McMahon asks that if anyone notices anything they'd like to change they can bring that issue forward. Hsieh asks that this be tabled until next week to give all the CEC members time to review and suggest changes.	1	I & IV	Hsieh & McMahon

F. Old Business

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	Accreditation: Miramontez reports that he has heard back from the team chair in regards to the site visit and the main issue being worked on is access to electronically mediated services and programs. Miramontez is working with constituents to provide this access. Hsieh suggests that after the College receives the district wide notification regarding the SLO's access, then the faculty leaders will again remind faculty that the College is required to provide access to the visiting accreditation team.	1	I, II, III, & IV	Miramontez

*** 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**

2	Creation of a Professional Development Taskforce (2/14/17): McMahon provides a guideline for planning (see attachment) moving forward. Each constituent group can suggest members to join. McMahon will reach out to classified senate to get feedback. A needs assessment will be conducted for each group. Friday's have been proposed as a meeting date. McMahon is hoping to have this taskforce document finalized by the end of the semester. Miramontez points out that in the SPAS there are professional development that has been operational with benchmarks and outcomes.	1	I	McMahon
3	Status of Updating Program Information on College Website: Hopkins reports that her staff is almost finished updating all the instructional pages and by the end of next week this should be complete. The next phase is course sequencing to be included on the website. This phase will not be complete in time for accreditation visit, but the goal is to have it complete by the end of the semester. Murphy asks if that is being managed through the department chairs or is it happening outside. Hopkins says they are working with the deans and the chairs for course sequencing.	1 & 2	I, II, & III	Hopkins, Ramsey, & Bell

G. Place Holders

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	Performing Arts Center Capital Campaign – Instructional Program Updates: Hsieh reports that starting next week there will be a hyphen that indicates program update. While fundraising for the actually center itself is not a priority at this time, the College needs to have instructional programs in place to warrant getting a PAC. Moving forward, this place holder will be used to update instructional programs that will lead to the building of a PAC.	1 & 2	II & III	Ascione
2	Status Report on Progress of Faculty Online Teaching Certification: Hopkins reports that 70 adjunct faculty members have signed up to take this training. There are still spaces available.	1 & 2	II	Hopkins
3	SSSP-SEP-BSI-CTE Alignment for 17/18 Plan (Next meeting: 2/27/17) Hsieh reports that the next meeting is scheduled for Monday, Feb. 27.	1 & 3	II	Hsieh
4	Implementation of Cultural & Ethnic Diversity Plan (Report in April 2017 & November 2017): Allen reports that committee is aware they need to make a progress report in April. Hsieh asks if the committee can report during the first meeting of April and Nov. Allen will check to see if those dates work for the committee. Allen indicated the committee may have to report during the second week of April. Allen will get back to the CEC on this.	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: McMahon** reports that the next meeting is Feb. 21. The master meeting schedule is listed on the website. It always first and third Tuesday. At the last senate meeting, the senate approved the changes requested by the student services committee. It is now with the other constituents. The senate approved the board policy 0210 on the academic senate. It was approved by the board a few days later. Adjunct appreciation day is Feb. 22 from 12:30-1:30pm.
- **Classified Senate: Allen** reports that at the next meeting there will be a discussion on accreditation. They will look over the fact sheet. Representation is being refocused.
- **Associated Student Governance: Marin** reports that the first meeting was last week and a new VP was elected (Melanie Stewart). The next meeting is Feb. 24. The dates for Spring Fest have been finalized March 8 and March 9 from 10a-2pm. Eat with Me event was held today and there were 62 people there.

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- **District Governance Council: McMahon** reports that the next meeting has been cancelled. At the last meeting bathroom signs and showers for homeless students was discussed. The district strategic plan was also discussed.
- **District Strategic Planning Committee: Murphy** reports that our representative didn't see the plan until it was distributed to the district. PIEC will distribute to the members. Miramontez will send this out.
- **Budget Planning and Development Council: Bell** reports that the next meeting is in March 1.
- **College Governance Committee: Murphy** reports that the next meeting is later today and they will discuss the pilot governance committee evaluation tool, the spring flex workshops and website reporting.

I. Announcements: Hsieh states that the college planning summit is March 3. Currently they are only 29 faculty signed up to attend. Hsieh encourages more to attend. The focus is teaching and learning.

J. Adjourn 2:32pm

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

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based on Enrollment

Cabinet Update
Two Weeks After Credit Colleges' Opening Day
Data as of February 6, 2016 and February 11, 2017

*Census was
last Friday
next week -
more solid picture*

Sections

Districtwide, the number of sections for Spring 2017 is slightly higher overall (.5%) than the number of sections for Spring 2016 end of term (City/ECC -4%, Mesa -1%, Miramar 12%, and Continuing Education -1%). The total number of fully and partially online classes this spring has increased by 13% compared to last spring (836 compared to 742). Districtwide, online classes comprise approximately 12% of the total class offerings and 14% of all credit college classes.

FTES

FTES for Spring 2017 at the credit colleges is lower (-1.9%) compared to the same point in Spring 2016 (City/ECC -4.0%, Mesa -3.2%, Miramar 2.8%). Spring 2017 FTES is down 170 compared to the previous week. Online FTES for the credit colleges in Spring 2017 has increased 10.5% compared to the same point in Spring 2016 (City/ECC 6.2%, Mesa 6.9%, Miramar 22.9%). FTES for Spring 2017 at Continuing Education is higher (21.7%) compared to Spring 2016.

Headcount

Unduplicated headcount for Spring 2017 credit colleges overall is higher (3%) when compared to this point in Spring 2016 (City/ECC -2%, Mesa 0%, and Miramar 12%). Headcount for Spring 2017 credit colleges online only students is 15% higher when compared to this point in Spring 2016 (City/ECC 12%, Mesa 8%, and Miramar 17%). Continuing Education headcount for Spring 2017 is 3% higher compared to the same point in Spring 2016.

Enrollment

Overall, enrollment for Spring 2017 credit colleges is showing a decrease of 0.3% compared to the same point in Spring 2016 (City/ECC -5%, Mesa -2%, and Miramar 10%). However, online enrollment for Spring 2017 at all three credit colleges is showing an overall increase of 10% compared to the same point in Spring 2016 primarily at Miramar College (City/ECC 4%, Mesa 7%, and Miramar 22%) while on campus enrollment is showing an overall decrease of 2% (City/ECC -7%, Mesa -4%, and Miramar 7%). Enrollment at Continuing Education for Spring 2017 has increased by 2% compared to Spring 2016.

Outlook

Overall, including the F-Factor, the District is projected to be 0.6% below the estimated funded cap for 2016/17, and 1.1% over the base (last year's reported ending FTES). The majority of the growth is in Intersession 2017 and Spring 2017 (City 272, Mesa 416, and Miramar 547).

2016/17 Outlook

FTES Compared to Targets (Resident Only)

As of February 11, 2017

based on modeling

	Summer 2016		Inter-session			Summer 2017			2016-17 Total	2016-17 Target	Difference Projected vs. 2016-17 Target	
	Summer 1 Claim in 2015/16	Summer 2 Claim in 2016/17	Fall 2016	2017	Spring 2017	Summer 1 Claim in 2016/17	Summer 2 Claim in 2016/17	Summer 2 Claim in 2017/18*				
City/ECC												
Credit	1,128.3	111.1	4,684.3	116.7	4,541.6	1,128.3	0.0	111.1	10,581.9	10,866.4		
Non-Credit	0	5.6	31.0	0.0	28.4	0	0.0	5.6	65.0	63.6		
Total	1,128.3	116.6	4,715.3	116.7	4,570.0	1,128.3	0.0	116.6	10,646.9	10,930.0	-283.1	-2.6%
Mesa												
Credit	1,433.1	175.1	6,830.4	292.1	6,789.9	1,433.1	0.0	175.1	15,520.5	15,695.0		
Non-Credit	0	0.0	0	0.0	0	0	0.0	0.0	0.0	0.0		
Total	1,433.1	175.1	6,830.4	292.1	6,789.9	1,433.1	0.0	175.1	15,520.5	15,695.0	-174.5	-1.1%
Miramar												
Credit	762.8	80.2	3,354.6	159.5	3,572.6	762.8	0.0	80.2	7,929.6	7,572.4		
Academy	20.5	79.5	217.6	0.0	361.3	20.5	0.0	79.5	678.9	855.3		
In-Service	248.8	25.0	139.3	4.9	124.8	248.8	0.0	25.0	542.8	888.8		
Non-Credit	0	1.3	9.0	0.0	9.7	0	0.0	1.3	20.1	20.5		
Total	1,032.0	186.0	3,720.4	164.4	4,068.3	1,032.0	0.0	186.0	9,171.3	9,337.0	-165.7	-1.8%
College Total	3,593.4	477.7	15,266.2	573.2	15,428.2	3,593.4	0.0	477.7	35,338.7	35,962.0	-623.3	-1.7%
College Total w/ F-Factor									35,380.3	35,962.0	-581.7	-1.6%
Continuing Ed												
Regular	110.2	209.6	758.2	0.0	725.2	110.2	0.0	209.6	1,803.1	1,870.1	-67.0	-3.6%
CDCP	380.8	744.4	2,748.5	0.0	2,529.7	380.8	0.0	744.4	6,403.3	6,607.9	-204.6	-3.1%
Total	490.9	953.9	3,506.6	0.0	3,254.9	490.9	0.0	953.9	8,206.4	8,478.0	-271.6	-3.2%
Total w/ F-Factor									8,374.9	8,478.0	-103.1	-1.2%
Credit Total	3,593.4	470.9	15,226.1	573.2	15,390.1	3,593.4	0.0	470.9	35,253.6	35,878.0	-624.4	-1.7%
Non-Credit												
Regular (w/ College NC)	110.2	216.5	798.2	0.0	763.3	110.2	0.0	216.5	1,888.1	1,954.1	-66.0	-3.4%
CDCP	380.8	744.4	2,748.5	0.0	2,529.7	380.8	0.0	744.4	6,403.3	6,607.9	-204.6	-3.1%
Total	490.9	960.8	3,546.7	0.0	3,293.0	490.9	0.0	100.0	8,291.5	8,562.0	-270.6	-3.2%
District Total	4,084.3	1,431.7	18,772.8	573.2	18,683.1	4,084.3	0.0	1,431.7	43,545.1	44,440.0	-894.9	-2.0%
District Total w/ F-Factor									43,755.2	44,440.0	-684.8	-1.5%

Source: SDCCD Information System

Estimated Funded Cap 44,000.0 -244.8 -0.6%
Base 43,286.0 469.2 1.1%

1. Credit Colleges - Summer 1 Claim in 2015/16 and Summer 2 Claim in 2016/17 are actuals. Fall 2016 are actuals. Intersession 2017 FTES are actuals. Spring 2017 FTES are projections based on Fall 2016 yields and spring sections. Summer 1 Claim in 2016/17, Summer 2 Claim in 2016/17, and Summer 2 Claim in 2017/18 are estimates.

2. In-Service/Academy - Summer 1 Claim in 2015/16 and Summer 2 Claim in 2016/17 are actuals. Fall 2016 FTES are actuals. Intersession 2017 FTES are actuals. Spring 2017 FTES are estimates based on Spring 2016 actuals. It is assumed that the year-long in-services classes will end on or before June 30, 2017 and be claimed in Summer 1 Claim 2016/17.

3. Continuing Education - Summer 1 Claim in 2015/16 and Summer 2 Claim in 2016/17 are actuals. Fall 2016 are actuals. Spring 2017 FTES are estimates based on Spring 2016. Summer 1 Claim in 2016/17, Summer 2 Claim in 2016/17, and Summer 2 Claim in 2017/18 are estimates.

4. Summer 1 classes end on or before June 30; Summer 2 class census dates fall on or before June 30.

*FTES must be claimed in 2017/18 due to end dates.

Targets are as of August 2016 Chancellor's Cabinet

San Diego Community College District

Guided Pathways
Talking Points

- The SDCCD framework for guided pathways helps students clarify their educational goals, choose and enter instructional certificate or degree program pathways that will achieve those goals, stay on those pathways, and master knowledge and skills that will enable them to advance in the labor market and successfully pursue further education.
- The SDCCD colleges and Continuing Education share a deep commitment to reforming education to increase student success. Districtwide, student completion rates are well above the state average and SDCCD colleges send more students on to San Diego State University and UC San Diego than any other district in California.
- San Diego Mesa College was named a top "Champion for Excellence in Transfer" in California Community Colleges for producing the largest number of graduates earning an Associate Degree for Transfer (ADT) and demonstrated significant growth in ADT production.
- 61 Associate Degrees for Transfer programs at the SDCCCD colleges, requiring a maximum of 60 units at the community college, provide students guided pathways to a California State University program.
- The SDCCD Colleges and Continuing Education offer program pathways requiring licensure and certification in fields such as the following:

- ✓ Administration of Justice
- Animal Health Technology
- ✓ Automotive
- ✓ Aviation Operations
- ✓ Aviation Maintenance
- ✓ Child Development
- Dental Assisting
- ✓ Emergency Medical Technician
- ✓ Fire Protection Technology
- Health Information Technology
- Health Information Management
- Medical Laboratory Technician Training
- Nursing
- ✓ Paralegal
- Physical Therapist Assistant
- Radiologic Technology

The SDCCD Colleges offer Apprenticeship Programs that provide pathways to employment:

- ABC Construction Electronic Systems Technician
- ABC Electrical
- ABC Heating, Ventilation, and Air Conditioning
- ABC Pipefitting
- ABC Plumbing
- ABC Sheet Metal
- Honeywell Tool and Die
- Operating and Maintenance Engineers
- Communications Technician
- San Diego City Civil Service Equipment Management
- San Diego Gas and Electric Company
- San Diego Transit Electronic Technician
- San Diego Transit General Mechanic
- San Diego Trolley
- Solar Turbines

Education plans outline a suggested pathway for a student to take based on educational goals. Additionally, these plans allow students to determine how long it will take to complete a program of study and ensure that all program requirements are met. Students who have an education plan on file are eligible for priority enrollment.

Codified for existing pathways to qualify the student

ADT How to format existing pathway