

# COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, September 13, 2016 • 1:30 p.m. – 2:30 p.m. • N-206

**Members:** Hsieh, Bell, Hopkins, Ramsey, McMahon, Hubbard (absent), Allen, & Romero

**Attendees:** Ornelas, Jacobson, Ascione, & Miramontez

Meeting called to order at 1:31 p.m.

- A. Approval of the Agenda:** Ramsey moves to approve agenda, Bell seconds, motion passes.
- B. Approval of Previous Minutes:** Bell moves to approve minutes, Hsieh seconds, motion passes.
- C. Guests/Introductions:** Judy Patacsil, Laura Murphy, Jason Librande.
- D. Updates from the Chancellor’s Cabinet:** Hsieh reports the following: Enrollment numbers are strong for Miramar College. The FTES target is 9,311.8 for the 2016-2017 academic year. As of 9/13, FTES projections stand at 9,271.1. The following is a comparison of Fall 2015 to Fall 2016. FTES is up 6.8% for the college. Headcount is up 10%. Number of sections offered has risen by 192 from the previous year and is up 19%. ([see attachment](#)). The Chancellor is happy with the enrollment picture. The Chancellor would like each college to focus on programs rather than specific courses when it comes to enrollment management, specifically for programs that lead to degrees and certificates. The Chancellor also wants the focus to continue to be on online programs. A district PIO meeting will be held to discuss strategies for using equity money to market online programs. **Accreditation update**-a few weeks ago there was a joint meeting between the district and the colleges and when all the constituents left that meeting there were several questions lingering, therefore, the district has planned another meeting. Vice Chancellor Neault’s office will contact the colleges with a scheduled date. There is no firm date for this meeting as of today. The Chancellor wants to see the list of courses that will be offered for the upcoming intersession and the schedule. Vice Chancellor Bulger was involved in a conference call to discuss the Awards for Innovation. In 2014, Chancellor Carroll served on the awards committee and SDCCD was ineligible to apply as a result. This time around, she is not serving on the committee, therefore, the district will be eligible to apply. There will be 10 awardees. The district will apply for this award instead of each college applying separately. The San Diego Promise will be the focus for this award. ([see attachment](#)) Due to accreditation, the annual board meeting held at Miramar College will be moved up to February 9, 2017. **Ramsey** gave a debriefing on the California Promise Seminar he attended in Oakland on August 30, 2016. **Ramsey** said it was an opportunity to showcase programs and discuss best practices. After the seminar, the Chancellor suggested an increase to the BOG waiver for tuition and any money that the district raises can be used toward providing textbooks and covering other expenses for San Diego Promise students. There was a presentation on Open Educational Resources (OER) on Monday, September 12. It was attended by **VPI Hopkins, Dean Ascione** and others at the College. They were impressed with this presentation and expressed the need for faculty buy-in moving forward. **Hsieh** expressed to CEC that this OER issue is important to the Chancellor. The state has \$200 million in funds to provide for the Strong Workforce Program. The formula is that 40% will go to the region. (San Diego has ten member colleges in the region) and 60% will be divided between all the colleges. ([see attachment](#)) . The College needs to be able to report its outcome data in regards to job placement. There is no format yet for reporting. The District currently promoted 2 models for the allocation of funding. Model A has Miramar College receiving 30% of the funding for \$982,918.95. Model B has the College receiving 17% or \$556,987.40. **Hopkins** reveals how the money was allocated to each college was for CTE FTES against all other FTES that the District earned. Miramar produces 30% of the CTE offerings for the District, including police academy and in-service programs. The Chancellor’s Cabinet decided to subtract the FTES produced by Public Safety as the program participants already have “a job”. If the District provides less money than the College will have to provide less CTE offerings and it will affect the District’s ratio. **Hsieh** confirmed that the college can hire tenure track faculty as well as classified. The Transfer MOU was presented. ([see attachment](#)) **Hsieh** remembers that the College was fine with this document, but **McMahon** said there was a change at the DGC level. This document will go to all the separate College’s academic senates. **Bell** attended the DGC meeting where this item was discussed and reports that **Lynne Neault** was going to convene a meeting to gather data and inputs prior to DGC so a recommendation can be made at DGC and that the decision making process not by conducted at DGC. There was renewed interest in review of the contact education model (ETI). **Hsieh** would like more information on the current status of college’s Contract Ed from VPI Hopkins. Miramar College does not have any particular items for the upcoming board meeting. There will be a presentation on diversity hiring within the district at the next board meeting. The next step in the performing arts center is that the district will hire professionals to do renderings of each project. After that, the district will roll out the fundraising campaign. **Hsieh** showed a document that **Ascione** will have the faculty look over by the end of the week.
- E. New Business**

#	Item	*Strategic Goals	Accreditation Standard	Initiator
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**\* 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**

1	<b>BRDS Unrestricted Budget for RFF (attachment)</b> Bell presents budget items that have originated at BRDS and moved through PIEC and are now at CEC for approval or consensus or discussion. The items that Bell shows are part of a long standing allocation of resources that have been rolled over from year to year. BRDS has allocated 100% of athletic reserves, 100% of fitness center, 75% of replacement of technology and bulbs, 100% of staff development funds, and 75% for equipment. That leaves \$78,000 of unrestricted funds for our FF'S moving forward.	1	III	Bell
2	<b>BRDS Total Budget for RFF (attachment)</b> Bell reports that there is an additional \$278,000 of one time lottery funds that can be used for instructional supplies only totaling less than \$200. There has been \$20,000 set aside as a reserve for last year's encumbrances. Money that has been historically allocated to the ILM budget has been switched with the lottery to allow for the library to buy new books. The library, in turn, gives BRDS \$80,000 for the purchase of equipment. The total amount of money that is available for RFF is \$330,810.00.	1	III	Bell
3	<b>IELM 5-Year Plan (attachment)</b> Bell reports that there is a rolling 5-year plan for the IELM allocation. For 2016-2017, \$586,000 is available to allocate. As an institution, it has been agreed upon as an 80-20 split between technology resources and library resources. \$469,000 will go to technology resources and \$117,000 will go to library resources. The prime target will be computer replacement in the M-building along with the purchase of 50 laptops for the campus and software maintenance upgrades. The library will use funds to purchase additional books and to purchase additional data bases for the library.	1	III	Bell
4	<b>RFF Timeline (attachment)</b> Bell reports that the RFF instructions went out on 9/14. Program reviews are to be finalized by October 3 <sup>rd</sup> . RFF's and excel documents are due to BRDS on October 5. BRDS will allocate the final resources by November 29. CEC approval comes in December. CEC approved the BRDS spending plans.	1	III	Bell

**F. Old Business**

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	<b>Accreditation – Update on 2016 Self-Study: Miramontez</b> reports that his office has received the responses from the district. A content update is moving forward.	1	I, II, III, & IV	Miramontez
2	<b>Follow-up on Diversity Faculty Hiring Report – Approval &amp; Implementation: Patacsil</b> reports that she sent the plan to the CEC last week via email. CEC is looking for an update from the April meeting as it pertains to faculty diversity hiring. <b>Patacsil</b> points out that the changes were incorporated ( <a href="#">see attachment in red</a> ) in the recommendations section of the diversity under goal 1. <b>Murphy</b> wants further explanation on what definition of diversity is? <b>Patacsil</b> explains the definition in this case is “Ethnic” Diversity. <b>Allen</b> explains that this was discussed by the committee and they agreed to keep it broad as to not leave any group out. <b>Hsieh</b> suggests that committee goes back and changes the language to say “Ethnic” diversity. This item will be brought back to a future meeting and will remain on future agendas until completed.	3	I, III, & IV	Hsieh & Harrison
3	<b>Implementation of Cultural &amp; Ethnic Diversity Plan (attachment)</b> <b>Hsieh</b> suggests that once the Faculty Hiring Report is finalized than a timeline for implementation will be established. Patacsil asked that this item be merged with item #2 above. The CEC had no objection.	3	I, III, & IV	Hsieh, Hubbard, & Patacsil

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4	<b>IEPI Update: Miramontez</b> reports his office has been working on the report.	1, 2, & 3	I	Miramontez
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**G. Place Holders**

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	<b>Status of Updating Program Information on College Website.</b> Hopkins reports that she has the list completed and her office is working on getting it into the system. Ramsey needs to follow through on this as he was not available for comment. Administrative Services is coming along.	1 & 2	I, II, & III	Hopkins, Ramsey, & Bell
2	<b>Status Report on Progress of Faculty Online Teaching Certification:</b> Hopkins reports that instructors are being told that they need to be certified or they will not be given an online assignment. Hsieh suggests that this certification will be expected of all new faculty hired since Fall 2014. The CEC supported it.	1 & 2	II	Hsieh & Hopkins
3	<b>Performing Arts Center Capital Campaign</b> (see above in Chancellor's cabinet update)	1 & 2	II & III	Ascione

**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 the next meeting is 9/20 at 3:30pm.
- Classified Senate: **Allen** reports that the next meeting is 9/16.
- Associated Student Council: **Romero** reports that their orientation was 9/9, their first meeting is 9/16 and club packets are due 9/16
- District Governance Council: **McMahon** reports that the next meeting is 9/20
- District Strategic Planning Committee: **McMahon** reports that the next meeting time and date is pending.
- Budget Planning and Development Council: **McMahon** reports that the next meeting is Oct. 5, however it may be rescheduled.
- College Governance Committee: **McMahon** reports that the next meeting is 9/13.

**I. Announcements:** None

**J. Adjourn:** 2:41 pm

**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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