

# COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, February 23, 2016 • 1:30 p.m. – 2:30 p.m. • N-206

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

**Attendees:** Ornelas, Jacobson (absent), Ascione, Irvin (Irvin), & Miramontez

- A. **Approval of the Agenda:** Ornelas moves to approve, Ramsey seconds, motion carries
- B. **Approval of Previous Minutes:** Ramsey moves to approve, Allen seconds, motion carries
- C. **Guests/Introductions:** Mary Kjartanson, Fred Garces
- D. **Updates from the Chancellor's Cabinet:** Hsieh reports on enrollment ([see attachment](#)). Hsieh shows that Miramar College is close to FTES targets, but cautions that numbers could decrease if the college doesn't meet its public safety targets. Continuing Education projections, unlike in the past, are no longer in the positive. Hsieh communicates with the deans, that per Chancellor's request, the college needs to focus on expanding night class offerings and online sections. Data suggests that evening class section offerings are down throughout the district. The Chancellor wants to know the focus of programs and timelines for expanding evening class offerings. The Chancellor wants to see students be able to complete programs, and not just classes, through evening courses. This issue will go to Dean's Council for further discussion. McMahon raised the issue of night time service to students. Hsieh agrees and asks VP Ramsey to look into what needs to be done in terms of additional staffing and expanded service schedules to address this issue. There is a function map document in terms of accreditation from the district to decide who will be first and secondary writer for some of the standards or will it be a joint effort. That document will be sent out later today and then go to DGC for discussion. Hsieh has extended invitation to two members of the self-evaluation steering committee to come to DGC to hear input from stakeholders. The Chancellor has asked that vice chancellor and college VP's keep all apprised of any and all legislative changes. The Mellon Foundation has approached the Chancellor that they are interested in providing grants to San Diego Community College District if the District can partner on a joint project with UC San Diego. Currently, the foundation provides grants to just 2 community colleges nationally. Yesterday, there was a meeting with the newly hired Humanities Dean from UC San Diego and the district. There are a few potential proposals on the table for grants. Carmen Jay is involved in the discussions. McMahon will invite Jay to the academic senate to provide a report. The framework for the American College Promise Campaign on the district level was approved by the board and now Lynn Neault's office is working out the details. There will be 25 scholarships funded in the first year. The Chancellor disclosed that her goal is to raise \$12 million dollars to endow the scholarships. From there the actual number of students that will benefit will be finalized. Hsieh shows a document on the impact of the loss of Board of Governors Waivers for a number of district students. ([see attachment](#)). There is a group of 472 students at Miramar in jeopardy of losing this waiver based on new legislation. The total is 4,063 units equaling 124 FTES. This would have an impact on FTES for not only the college, but at the district level. The student will know their standing when grades are posted at the end of Spring 2016 semester. VP Ramsey says that there have been discussions about this. The College has received a list of the students that may be impacted and lose their BOG. Students Services is working on a plan to identify these students and get them in to see a counselor. If this group doesn't show academic progress this semester, they will lose their BOG and their priority registration rights. This is a state mandate. Faculty is being encouraged to help let the students know about the potential loss of BOG. Light says that the student government association is making students aware both locally and statewide. Hsieh showed that a military college ([see attachment](#)) has partnered with National University to provide a BS in Nursing. Vice Chancellor Bulger has suggested that the colleges look into joining this partnership. For Miramar it be the EMT program. An AT & T "driving in the rain" safety simulator is coming to all district campuses later this semester. Dean Jacobsen will coordinate. Next board meeting is March 10 at the district office and Miramar College will have an item on the board agenda. The early college program with Mira Mesa will no longer be a pilot program, and it is now an official program. The new faculty introduction has been moved to April 14. All new 11 faculty members at Miramar College are invited to attend, but not required. Hsieh wants to be alerted if they do show up so she can acknowledge them. No budget update. There was an in-depth discussion about the challenges of implementing the new ERP rollout at the district level. Hsieh hopes that all issues that arise at the college should be dealt with first on the college level first before it is brought to the board or district.

**E. New Business**

#	Item	*Strategic Goals	Initiator
1	<b>Follow-Up on 2015-16 Student Equity Plan:</b> ( <a href="#">see attachment</a> ) Kjartanson reported that the academic senate was tasked to come up with an "academic	1 & 3	Kjartanson, Hopkins, & Hsieh

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

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**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.

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	support” proposal before the end of this semester. She asked which position will the “academic support” function report to? <b>Kjartanson</b> explains that the controversy surrounded the question of whether the current academic support system would report to this new academic associate dean position. <b>Ramsey</b> explains that even though this Associate Dean position description presented does not specify any particular positions being supervised it does oversee SSSP, SEP, BSI, and Academic Success Center and the structure clearing reflects the reporting relationship. <b>Kjartanson</b> states that according to the discussion, this associate dean will be hired by the end of the spring, correct? <b>Hsieh and McMahan</b> respond that that is correct.		
2	<b>Allocation of Additional Continuous Discretionary Budget:</b> <b>Bell</b> reports that on Feb. 5 BRDS recommended the following allocations. ( <a href="#">see attachment</a> ) The allocation was a result of taking information from program review in October and synthesizing that data and then ranking those requests at the department chair and supervisor level. BRDS recommends we approve number 1 priorities to all divisions. These documents were sent to Associated Students, Academic Senate and Classified Senate. <b>Light</b> responded that ASC had seen and approved the document. Classified had not yet approved. <b>McMahon</b> said that <b>David Buser</b> was ill and missed the last meeting and it was tabled to March 3. <b>Hsieh</b> stressed that Classified Senate and Academic Senate should approve before CEC meeting on March 1 so that money could be distributed to support instructional faculty classroom needs. <b>McMahon</b> agreed to bring it to Academic Senate Executive before next CEC meeting set for 3/1/16. <b>Allen</b> would ask <b>Hubbard</b> to conduct a special classified executive committee to review and approve the recommendation before 3/1/16.	1	Bell
3	<b>Update on Stockroom Operation: New Procedures for Ordering Supplies &amp; Update on Filling the Vacant Position:</b> <b>Bell</b> reports that limited classroom supplies will continue to be stocked in the stockroom. These will be consumable items that have a lifetime use. 25 items, but the list is not a static list. Items will be added as needed. <b>Bell</b> confirmed that this modification of ordering is not a result of the college’s inability to save money by not hiring a stockroom position. This is done as a result of the new financial People Soft processing system and the need for each department to closely manage their budget. The vacant stockroom position was reclassified as a stockroom supervisor position, but that reclassification was denied by the district, therefore the position will remain as a stockroom clerk and that position will be open to candidates shortly.	1	Bell

**F. Old Business**

#	Item	*Strategic Goals	Initiator
1	<b>Accreditation: Gaps Identified &amp; Focused Quality Essays:</b> <b>Miramontez</b> reports that the self-evaluation draft is due to the college this Friday. This is on task. There are a couple of items that need to come back to CEC in the future for further discussion: 1) the college’s quality focus essay. One topic has been settled, but there is a new idea for a second topic based on <b>Laura Murphy’s</b> recent trip to a conference. 2) Self-evaluation report with gaps defined on a more micro level.	1	Miramontez
2	<b>2016 Planning Summit:</b> <b>Miramontez</b> reports that RSVP’s are low for the March 11 planning summit. 41 have committed. <b>Miramontez</b> is doing vigorous recruiting for more attendees. <b>Miramontez</b> asks for everyone’s help in getting a larger turnout. He points out that faculty RSVP’s are low. <b>Arancibia</b> says there has been a discussion about faculty buy in and that faculty members are not interested in taking on another event to attend. Faculty feels the planning summit is more a process instead of getting in faculty related items. <b>Kjartanson</b> will actively recruit faculty to attend.	1	Miramontez
3	<b>Performing Arts Center Capital Campaign:</b> <b>Ascione</b> reports that he attended	1 & 2	Ascione

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	the first meeting of the Neighborhood First Coalition in Mira Mesa. He expects to be elected a board member. This group is very connected and once <b>Ascione</b> becomes a board member, he will present the idea of a performing arts center at a future meeting.		
4	<b>Implementation of Cultural &amp; Ethnic Diversity Plan</b> ( <a href="#">attachment</a> ) No report	3	Hsieh, Hubbard, & Patacsil

**G. Place Holders**

#	Item	*Strategic Goals	Initiator
1	Scholarship Awards Ceremony, 4/13/16. All are invited to attend per <b>Hsieh</b> .	1 & 4	Jacobson
2	Invest in Success 5/7/16 All are invited to attend per <b>Hsieh</b> .	1 & 4	Hsieh
3	Commencement 5/13/16 All are invited to attend per <b>Hsieh</b> .	1, 3, & 4	Jacobson

**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-No report
- Classified Senate-No report
- Associated Student Council-**Light** reports that elections are on March 4 to fill student council. On 2/26 there is a retreat for district student leaders at UCSD.
- District Governance Council-**Hsieh** reports that at the last meeting there was a CIVITAS presentation on predictive analytics. This helps managers and staff, learn how to better use data. The District is looking at 3 different vendors, one of which is part of the People Soft system.
- District Strategic Planning Committee-No report
- Budget Planning and Development Council-**Bell** reports next meeting is in March
- College Governance Committee-**Hsieh** reports that the next meeting is in March.

**I. Announcements:** None

**J. Adjourn:** 2:44pm

**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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