

# COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, October 27, 2015 • 1:30 p.m. – 2:30 p.m. • N-206

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

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

Meeting called to order at 1:30pm.

- A. **Approval of the Agenda-Bell** moves to approve agenda. **Hsieh** seconds. Motion passes.
- B. **Approval of Previous Minutes-Bell** moves to approve agenda. **Hsieh** seconds. Motion passes.
- C. **Guests/Introductions-Laura Murphy** is introduced. **Darrel Harrison** is introduced.
- D. **Updates from the Chancellor's Cabinet-Hsieh** reports latest enrollment targets. The latest FTES projected target for Miramar College public safety training courses for 2015-2016 is 1597.3. There is reason to believe that this number is too high and the college is currently projecting at 1232 FTES. 1597.3 FTES is the district's projected number. Miramar is 300 FTES below what is targeted. The College has a plan in place to mitigate the additional 300 FTES. This plan has been shared with the Chancellor. The Chancellor emphasized the importance that each college has on-line courses offered to assist in enrollment management. The Chancellor wants to quantify the on-line class offerings and that information will be brought back to cabinet next week by Lynn Neault's office. Lynn Neault's office will also report back on the on-line services currently available to students. The Chancellor asked for a list of potential course offering for winter intersession 2017. Miramar provided its initial list of proposed course offerings. Vice Chancellor of Instruction Bulger is proposing that the district put in a grant application to be part of a DET research project. Nov. 12 board meeting will be at the district office. There are several Miramar College items that will be on the agenda. Item 13.01: The College has an agreement with POST to offer two in-service courses. It is a 1-year agreement for \$71,000.00. Six classified positions will go forward for board approval. 3 lab techs, which will be funded by general fund. 2 student services assistant positions which will be funded by SSSP money, and 1 research associate position funded by SSSP money. No budget update. Student equity funding proposed distribution document will be scanned and sent to VP's later today. When document is final it will be shared with CEC. Mesa College put forth 2 positions requests today. Both positions will be instruction support services position and be funded by SSSP money. One for tutoring services and one to oversee the entire instructional service operation.

**E. New Business**

#	Item	*Strategic Goals	Initiator

**F. Old Business**

#	Item	*Strategic Goals	Initiator
1	<b>February 2016 On-Campus Board Meeting Presentation Topic: McMahon</b> has an update. Dr. McMahon has proposed program coordinator Wayne Cherry to report on the MLTT program and she is yet to identify anyone to report on Vernal Pools project.	1	Hopkins & McMahon
2	<b>Accreditation: Miramontez</b> reports that the college has received the first draft of the accreditation self-study. <b>Miramontez</b> introduces <b>Dr. Laura Murphy</b> to discuss how we identify gaps in the self-study. <b>Murphy</b> discusses the disaggregation gap. She proposes identify some type of software or platform to record data on a student by student basis. Taskstream has an additional software platform (AQUA) that can assist in this process. PeopleSoft also provides a platform. Murphy expresses interest in doing a pilot study on certain population of Miramar students to see if there is improvement in learning outcomes. Murphy is in the process of reaching out to several colleges who are currently being evaluated on the new accreditation standards to see what feedback they may provide.	1	Miramontez
3	<b>Performing Arts Center Capital Campaign:</b> Tabled until future meeting	1 & 2	Ascione

**\* 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.

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4	<b>Implementation of Cultural &amp; Ethnic Diversity Plan (attachment)</b> <b>Harrison</b> reports that the committee met yesterday 10/27 to look at the goals and the action plan that was previously submitted. This ad hoc committee was developed to bifurcate the overall committee which looks at activities, as far as, months that honor different cultural diversity, as opposed to the other group that works on the diversity plan. An ad hoc committee was formed that works on the diversity plan. <b>Harrison</b> is chairing the ad hoc committee. Nothing has changed in terms of the goals and the action plan, the committee is figuring out ways to look at the progress of these items. The committee has not put together any way of assessing any outcomes. We just have, that we are going to be reporting out this information and who the responsible parties are. The committee will review who they should draw this information from. The committee will be following the action plan that is already set and provide a full report of the plan at the November and April meetings. <b>Harrison</b> plans to return to the last CEC meeting in November with an update. <b>Hsieh</b> wants clarification on the committee returning to give an update on the action plan. <b>Hsieh</b> asks who the representatives of the DIEC will be so that the college can begin meeting about what actions can be taken to achieve the plan's goals. <b>Harrison</b> responds that the only thing the committee is looking at, with respects to the Responsible Parties, is that there needs to be some changes in how it has been set up. The committee will come back and talk about with responsible parties who will be writing this information. The group just met yesterday and reviewed the goals and action plans and they have not quite decided on who the responsible parties will be. The next meeting will be in a few weeks.	3	Hsieh, Hubbard, & Patacsil
5	<b>SSSP Plan Completion Timeline</b> (Due to CEC on 10/27/15) <b>Irwin</b> reports that plan will be ready to be submitted electronically to the district by Oct. 30 deadline. Academic Senate approved after second reading last week. Classified Senate has also approved. Management has approved as well. CEC gives it its consensus approval.	1 & 3	Ramsey
6	<b>BRDS RFF Funding (attachments)</b> <b>Bell</b> asks and receives CEC approval for this allocation which has been previously recommended by classified senate, academic senate and management.	1	Bell
7	<b>IELM 5-Year Plan (attachment)</b> <b>Bell</b> asks and receives CEC approval for this allocation which has been previously approved by classified senate, academic senate and management. The next step is that the technology plan is being developed and the committee is prioritizing all funding requests for the upcoming year and once that is finalized the committee will apply this funding to the prioritized lists and plans for this year which follows the integrated planning model.	1	Bell

**G. Place Holders**

#	Item	*Strategic Goals	Initiator
1	Follow-Up/Modification of Student Equity Plan Timeline (Due to CEC on 11/10/15) McMahan has been with Ramsey and Irvin and copy will be taken to the executive meeting today and that should allow for plenty of time to get an opportunity for input. The academic senate is hoping to approve this on Nov. 3 and CEC will come to an electronic consensus on Nov. 10, 2015. There is no CEC meeting scheduled for Nov. 10.	1 & 3	Ramsey & Irvin

**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 executive meeting is today.
- Classified Senate: No report

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- Associated Student Council: No report
- District Governance Council: **McMahon** reports that there was a meeting on Oct. 21 and an important issue came about the MOU with National University. It will be brought back to academic senate so that faculty are aware of the dynamic exchange of curriculum between the two institutions. Security surrounding doors locking from the inside and if this is a good idea was discussed.
- District Strategic Planning Committee: **McMahon** reports that the next meeting is Nov. 30
- Budget Planning and Development Council: **McMahon** reports that the next meeting is Nov. 4
- College Governance Committee: **McMahon** reports that the next meeting is Nov. 10

**Announcements**-The Distant Education Committee revisited their recommendations on faculty needing to complete the on line training certificate before being allowed to teach on-line courses. The new language is stronger now and states, “The distance education committee recommends that all faculty teaching on-line successfully complete the on-line certification course.” It passed. The Distance Education Committee will not approve the final minutes until February and Academic Affairs has not reviewed and acted on the committee’s recommendation about the faculty training certification. Steve Klein, Statewide Program Director for the Online Education Initiative (OEI), via Zoom (video conference tool) presented an update of the OEI effort in the state. Following his presentation, questions were asked about the impact of the possible transition from Blackboard to the OEI selected Common Course Management System (CCMS) of Canvas.

A. **Adjourn**-2:20pm

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