

COLLEGE EXECUTIVE COMMITTEE MEETING

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

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

Attendees: Beitey (absent), Jacobson, Ascione, Irvin, & Miramontez

Meeting called to order at 1:31pm

- A. **Approval of the Agenda** Ramsey moves to approve agenda. Bell seconds.
- B. **Approval of Previous Minutes** Ramsey moves to approve previous minutes. Bell seconds.
- C. **Guests/Introductions** Kurt Hill and MaryAnn Guevarra introduced as guests.
- D. **Updates from the Chancellor's Cabinet** Dr. Hsieh reports the following: **Hsieh** shows two handouts regarding enrollment. The first shows Miramar's 11% rise in enrollment over last fall. **Hsieh** thanks **Dr. Hopkins** for her leadership in growing enrollment by adding additional sections. Additional 48 FTES is projected. Second handout is a comparison over 5 year of the FTES enrollment trend. Miramar College is doing well and continues to grow. There is a community college taskforce on accreditation at the state level to evaluate current ACCJC accrediting body and their recommendation will be to continue with this body (ACCJC) until a new solution can be found. The district conducted a survey of students to see how students receive information about our colleges and over 60% say they receive information through websites. Social media is not used by students as much as we would think. Hard copies of the class schedule is still very popular. The district is continuing its partnership with National University and one of the majors identified by the district for Miramar is criminal administration of justice. **Hsieh** wants VPI **Hopkins** and **Dean Beitey** to make sure partnership is in the best interest of Miramar College students. Chancellor Carroll is part of the task force for President Obama's community college tuition free plan, but 2/3's of the California community college students already attend tuition free, how about the other 1/3? No commitment in terms of funding at this point. No one knows the next step. Several items will go to the September 10 board of trustees meeting as it pertains to Miramar College. First, the 5-year agreement with the San Diego Fire Department will be extended. Secondly, we are going to renew our agreement with POST to offer law enforcement training courses. Miramar College has three positions that will be approved by board. One is a restricted counseling position and the other two are a Student Services technician and Student Services assistant which were approved last spring. They are being put forward now. All 3 positions will be funded by SSSP or student equity funds. District will distribute an annual report later this year. Miramar College will have its annual report out by late October. District to meet with Oracle to see if the timeline for implementing human resources and student services component of PeopleSoft is still realistic.
- E. **New Business**

	Item	*Strategic Goals	Initiator
1	Administrative Services & Student Services Program Review	1	Miramontez, Bell,

*** 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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	<p>Templates (attachments) Bell reports program review process for the six units that are part of administrative services. This process mirrors what we have done for the last 8 years in administrative service. Within Taskstream we have 3 unique modules for program review. We are documenting data for budget/travel for administration, personal & payroll, accounting, hourglass services, reprographics/mailroom, and stockroom. Within all departments, we have identified a mission statement and then a program scan and then the outcomes for each department. We link those outcomes to campus strategic goals. Action plans are linked to those goals. MaryAnn Gueverra reports and shows what the template looks like for student services as it relates to the transition to Taskstream. Program mission statements will return for the first time since 1999.</p>		& Guevarra
2	<p>Instructional Support Program Review Template: Miramontez reports on the instructional support program review template. The areas have their review template. Currently, the PIO's office has never been a part of program review, but will this year as part of the president's office. The PLACe and ILC will also be included in the new template.</p>	1, 2, & 3	Miramontez
3	<p>Performing Arts Center Capital Campaign: Ascione reports that over the summer he did research on the future Performing Arts Center at the College. He described that based on his research, there will be two separate buildings. One for performances with 500 seats, which can be rented out, and a second facility for instruction, so as to not interfere with performances or the rental of the PAC. He also shared that this instructional facility will be for world music and dance and not drama. Drama programs are hard to sustain and hard to generate revenue with. As a result, Dean Ascione indicated that Miramar will cut back on its music programs as they now stand and move toward programs that better align with the new facility. To plan for the future program, this coming spring the college will move towards more performance arts. Dance will begin soon. Ascione was reminded that this project requires the entire college, in particular the School of Liberal Arts faculty participation in program development. The College was also instructed to coordinate the planning and design of the facilities with the District Facilities Department. VP Bell, VP Hopkins and Dean Ascione will lead the process.</p>	1	Ascione
4	<p>2015-16 BSI Action Plan: Hopkins asked that this be tabled until next week when the CEC meets and at that meeting Hopkins and Mark Manasse will report on the issue.</p>	1	Ascione

F. Old Business

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1	Accreditation (attachment) Miramontez reports that Dr. Laura Murphy is on board as steering committee co-chair and Cheryl Reed is new faculty editor. Accreditation update meeting is 9/4 to discuss the writing process.	1	Miramontez

G. Place Holders

None

H. Reports

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

- **Academic Senate**

McMahon reports first academic senate meeting 9/1

- **Classified Senate**

Hubbard reports that the first meeting is next week and that plans for a spring 2016 retreat are being discussed

- **Associated Student Council**

Light reports the first meeting is 9/11. They have implemented an advanced calendar and working on MLK and Fall Fest.

- **District Governance Council**

No report

- **District Strategic Planning Committee**

No report

- **District Budget Committee:**

Due to meet 9/9

- **College Governance Committee**

McMahon reports that they are due to meet on 9/8. There is still one position to be filled.

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I. Announcements-None

J. Adjourn: McMahon adjourns meeting at 2:27pm

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