

# COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, March 24, 2015 • 1:30 p.m. – 2:30 p.m. • N-206

**Members:** Hsieh, Bell, Bennie, Ramsey, Haidar, McMahon, Allen (Absent), Hubbard, & Light

**Attendees:** Beitey, Irvin, Murphy & Miramontez

*Haidar called the meeting to order at 1:31pm*

## **A. Approval of the Agenda**

Motion to approve made by Bennie, Bell seconds and approved by all.

## **B. Approval of Previous Minutes**

Motion to approve made by Bell, Bennie seconds and approved by all.

## **C. Guests/Introductions**

Laura Murphy SLOAC facilitator

## **D. Updates from the Chancellor's Cabinet**

**Hsieh** presents: Enrollment is 3.2% above the target for Miramar. Enrollment management planning for '15-'16 was discussed this morning. Hsieh presented the concept, but stressed that the document being discussed is not finalized yet. The district will have an increase in enrollment target. The proposal is that 100 FTS will be taken off the top and go to Miramar College. The rest will be distributed among all three colleges and CE. The document will be finalized and go to the first DGC meeting after spring break. Hsieh explained how the plan would work in regards to Miramar. District communications will schedule social media training for all cabinet members who will be asked to participate on various social media platforms. Lynn Neault presented a draft proposal for extended hours of operation for fall in core departments: admissions/records, student accounting, counseling/financial aid and DSPS office. Starting August 6, 2015 the hours of core services operations Monday-Thursday will be 8am to 7pm, Friday will be from 8am to 3pm. There will also be extended Friday hours for August 21. The core departments mentioned will be open from 8am to 5pm. On September 4, the last day to add or drop will be extended as well. Saturday, August 22, all those core offices will be open from 8am to 1pm. On-line registration system for students will be Monday-Friday 7am to midnight. Saturday's will only be 8 to 1:30 pm. **Hubbard** asks if the Saturday hours are voluntary for employees. Hsieh responds that those who work will be compensated, but whether employees wish to work on Saturday will be the employee's decision. The annual scorecard from the state will be out this Monday 3/30. It does not look good for district or for Miramar. Miramar's CTE data again is below state averages as are the basic skills math area. Miramar College needs to look at why this is the case. Next SDCCD board meeting is March 26. The only item before the board in regards to Miramar is course offerings at Serra High School. Two courses will be offered, one in personal growth and a second in communication. There is no budget update. The Chancellor reviewed the college's and districts event calendar. Hsieh stressed the importance of attending the April 15 Scholar Fest from 1 to 4 on campus, especially for faculty. **Haidar** asked for clarification on the process whereby there is a discussion of courses being offered by Miramar College on Mira Mesa high school campuses. Item was discussed at joint board meeting between district and San Diego Unified School District. She was satisfied with explanation of the process in the past.

## **E. New Business**

### **1. Program Processes** (Due to CEC on 3/24/15) Haidar & Bennie

**Haidar** presents: An extension was asked for in regards to the timeline of bringing this to CEC taskforce for approval. Work continues on the program discontinuance issue and will be brought back at a later date. No timeline was given. Item will remain as a place holder.

### **2. Update on Institutional Effectiveness Partnership Initiative** (IEPI) Workshop 1 Miramontez

**Miramontez** reports: There was a workshop on Friday, March 20 for the statewide IEPI initiative. Miramar needs to put together some goals in regards to 18 identifiable metrics. Due to a late start, community colleges

will need to state goals for 4 metrics which are: course completion rates, accreditation status, fund balance, audit findings. Miramar's goals have been set and the PIE committee will get this item Friday and it is being asked that they adopt these 18 metrics college wide. It will go to the constituencies after that and back to the CEC for final approval.

## **F. Old Business**

### **1. 2015 Accreditation Annual Report**

**Miramontez** reports: Miramontez showed Miramar's annual accreditation draft report to the ACCJC. Miramontez brought to the attention of the CEC four points for discussion. The discussion revolved around what methodology would be used to report numbers to the accreditation committee. Item number 20 (2012-2013 Examination pass rates in programs for which students must pass a licensure examination in order to work in their field of study/Medical lab technician) reflects 80% pass rate. The big item of discussion was outcomes and assessment. A decision needs to be made today is which methodology will be used to report our numbers. Three methodologies were reported: old, new, mixed. **Laura Murphy** presents that new methodology, defined by the College, would give us a total of 660 courses divided by faculty as active during that cycle you end with 42 as on-going assessment. That gives us 73% . Methodology number 2 also reflects the same number of 73%. The third option is mixed (all the courses on the books) and that number comes out to 62%. There was a discussion on which method to use. Item 29 (percentage of GE Courses with ongoing assessment of GE learning outcomes) was discussed. It was concluded that we are reporting the proper number of 88% based on methodology. Item 31 (number of GE Courses with Student Learning Outcomes mapped to GE program Student Learning Outcomes) is a mapping piece. Of 199 courses identified only 53 have been mapped in Taskstream. **Hsieh** has asked leadership, led by Ms. Bennie, Dr. Haidar, Dr. Murphy working with Dr. McMahon to immediately follow through on this unacceptable report. She asked that this issue be resolved by Friday, March 27 as the college will submit the report to the Chancellor and ACCJC on Friday 3/27/15. Hsieh suggests that leadership gather afterwards to discuss the issue further and take action.

### **2. Strategic Enrollment Management Recommendations**

**Bennie** reports: CEC received a copy of the 2-page strategic enrollment management outline. This item was not to be approved, but rather will be used as guidelines.

### **3. Program Review Template**

There was a discussion on program benchmarks. Looking for approval on the benchmark previously set forth by the institution. Classified Senate has already looked at it. Item was approved.

### **4. Accreditation**

### **5. Program List 2015-16**

Approved by constituencies

### **6. Action Plan for BSI 2014-15**

Approved by constituencies

## **G. Place Holders**

### **H. Reports**

### **I. Reports Tabled for shortage of time**

*(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 Report meeting (Haidar)**

**Classified Senate Report (Allen)**

**Associated Student Council (Light)**

**Light** thanked PIO Steve Quis for scheduling a pair of radio stations to attend Spring Fest.

**District Governance Council (Hsieh)**

**District Strategic Planning Committee (Miramontez)**

**District Budget Committee (Bell)**

**College Governance Committee (Light)**

**Announcements**

None

**I. Adjourn**

*Meeting adjourned at 2:32 p.m.*

**\* 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 see <http://www.sdmiramar.edu/institution/plan> for San Diego Miramar College 2013-2019 Strategic Plan.**

**As a courtesy, please let the College and Academic Senate Presidents know if you cannot attend the meeting.**