

COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, February 17, 2015 • 1:30 p.m. – 2:30 p.m. • N-206

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

Attendees: Irvin, Quis & Miramontez

Haidar called the meeting to order at 1:30 p.m.

A. Approval of the Agenda

Motion to approve made by Bell, seconded by Allen, and approved by all.

B. Approval of Previous Minutes

Motion to approve February 10, 2015 minutes made by Bennie, seconded by Bell, and approved by all.

C. Guests/Introductions

None

D. Updates from the Chancellor's Cabinet

Hsieh: No enrollment report due to the holiday. This week is the census week and that will be the number we use to report to the state. There was a discussion about our summer FTS allocation. Next week we should be able to hear what the decision will be. If we get the amount we have asked for, please thank the Chancellor, but on behalf of Miramar College, I believe we did a great job of advocacy. We did try our best. **Haidar** asks Hsieh a question regarding summer enrollment management. Are we offering just courses that cost the least amount of money? **Hsieh** responds: At the cabinet level we do not discuss operational issues just policy level. It is up to the local colleges to determine. The Board of Trustees meeting will be Thursday, February 19 on campus with the open door session from 3:30 p.m. to 4 p.m. in room L-108. Hsieh encourages all constituency members to encourage their staff to attend. The Chancellor has another engagement and may leave early. The ERP system is moving forward as planned. The finance portion will go live on July 1 and the HR portion will become live in January 2016. Thanks to all who were involved. **Light** asks for clarification on who can attend Board of Trustees meeting to be held on campus. **Hsieh** explains that it is open, except for the closed door session, to all who would like to attend.

E. New Business

1. Campus-wide Classified Hiring Prioritization-Instructional Lab Technician

Bell presents. At the end of December, the campus completed its annual classified hiring priority recommendations. That process rose out of program review and identifies new positions and positions that are requested to be increased in FTEF. Subsequent to the program review, the divisions take their requests and rank them within their divisions and those lists move forward to the vice presidents and then the VP's do a campus wide ranking, so that we basically have 4 lists and combine them into one. We use this lists to inform our classified hiring processes throughout the year. At our managers meeting last Monday we had a visit from the Chancellor who requested to see positions that are directly in support of instruction so that there could be additional discussion about the need and if the district could afford to fund additional classified positions that would support instruction. We took our existing list that had already been vetted, identified the positions that were on the right side of the 50% law and charged to a classroom object code and created a subset of this larger campus wide prioritization. Bell shows slide of the subset list and briefly explains the rankings. This list will move forward to Dr. Hsieh to be presented at Chancellor's Cabinet for further discussion. **Haidar** asks if the final decision will come later. Bell answers "yes". This is not without precedent. Two years ago we were asked to identify critical positions and we did the same exercise. Criteria at the time was not related to the 50% calculation, but the critical needs of the campus. **Hsieh** points out that Miramar did their job submitting the list to HR, but it didn't lead to any additional positions. Bell continues: Our college wide list had 49 positions, this list has 13 positions.

F. Old Business

1.) Accreditation (Miramontez)

No report.

2.) Program Processes (Haidar)

Haidar asks that this be put back on the agenda. She recapped the CEC task force work and reminded that the draft of the Program Initiation, Institutionalization and Discontinuance Processes developed and widely discussed last year not be finalized. The focus of the College efforts shifted to the Accreditation self-evaluation this year. The need to revisit was recently promoted by the accreditation Standard II seeking information about a Miramar College policy on Program Discontinuance. Haidar pointed out that this section of the document was presented “under development in accordance with the Board of Trustees policies, BP 5020,” at the time. The rationale behind the task force decision was presented by Haidar and Hsieh and ended with Haidar proposing that the task force be reconvened to address concerns raised by academic senators and other constituencies, and well as to meet expectation of accreditation standard II. Haidar agreed to take leadership on issue to complete the work by the end of the spring semester. Hsieh agreed that as a college we to follow through and encourage the development of procedures as well, she added that she believes the VPI and Haidar should take leadership from here on the issue.

Allen would like to see all those who previously served on this CEC task force serve again for continuity purposes. Haidar ended by reminding the committee that among tasks forwarded to the governance committees and groups was for the program review committees to revise program definition as necessary, this is already accomplished, and to develop a new section for a new program/new program expansion and added to the program review, annual update and 3-year reports. That is something that program review committees still need to look into.

Miramontez wondered if developing the new section needs to be part of the Taskstream template that has moved through academic affairs and will be discussed by the Academic Senate today. Haidar advised that needed to move forward.

G. Place Holders

I. 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 Report meeting (Haidar)

Haidar reports that the Academic Senate meeting is today and that there are many recommendations from academic affairs that are moving forward today.

Classified Senate Report (Allen)

No report.

Associated Student Council (Light)

Light reports that they are working on finalizing Spring Fest and booking the final musical act. Working on the Rock the Vote Campaign to solidify the changes in the constitution. Working on a display for Women’s History Month. First meeting is tomorrow. We will finalize our theme and get that going. Bell asks for dates for Spring Fest. Light responds March 11 and 12 from 10 to 2pm.

District Governance Council (Hsieh)

Meeting planned for tomorrow has been cancelled.

District Strategic Planning Committee (Miramontez)

No report.

District Budget Committee (Bell)

No report.

College Governance Committee (Light)

No report

Announcements

None

I. Adjourn

Meeting adjourned at 1:58 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.