

COLLEGE EXECUTIVE COMMITTEE MEETING

Wednesday, November 12, 2014 • 1:30 p.m. – 2:30 p.m. • N-206

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

Attendees: Beitey, Jacobson, & Miramontez

Haidar called the meeting to order at 1:35 p.m.

A. Approval of the Agenda

Motion to approve made by Haidar, seconded by Bennie, and approved by all.

B. Approval of Previous Minutes

Motion to approve October 14, 2014 minutes made by Ramsey, seconded by Hsieh, and approved by all.

(The October 14, 2014 minutes had been previously approved, but there was an adjustment made after the fact by Ramsey and Haidar, so the minutes were re-approved).

Motion to approve November 4, 2014 minutes made by Hsieh, seconded by Bell, and approved by all.

Hsieh commented that the CEC minutes that are taken are not meant to be verbatim, but rather just notes (action items for future reference).

C. Guests/Introductions

No guest introductions were made.

D. Updates from the Chancellor's Cabinet

Chancellor's Cabinet did not take place due to the Veterans Day holiday on Tuesday, November 11, 2014. There were no updates.

E. New Business

There was no new business for the November 12, 2014 CEC agenda.

F. Old Business

1.) Draft College Wide Assessment and Outcomes Plan (Miramontez)

Miramontez reported that at this point, the plan is going to the Associated Students on November 21st, after which it will go to the Classified Senate. He sent the plan to Terrie Hubbard to convert into an agenda, but has yet to hear back from her.

Hsieh commented that from last week, the agreement was that the plan was going to go to the students on Friday, but since there is no status, the next date for approval will be Tuesday, December 2nd.

Jacobson mentioned that Miramontez will be doing a presentation for the Associated Students, and Hsieh commented that in addition, if students have concerns, they can address Dr. Murphy.

Haidar asked if it was pointed out brought up that at the Mira Costa Accreditation event it was brought up that the a rubric for SLO assessment is no longer the focus since the will be expected-ion is for even though the all Colleges is to be at a sustainable level. Hsieh responded added that this has always been the Commission's intent (starting in 2002), but that most colleges are not at that point. It should however, be their purpose to be on target. Haidar confirmed that Miramar needs to hold themselves itself to the plan.

2.) Accreditation (Hsieh & Miramontez)

Miramontez reported that he and Linda Woods had spent a lot of time the previous week going to the individual tri-chair kickoff meetings in order to answer any questions, locate resources, and assist in getting the tri-chairs started. He commented that every tri-chair team had its own way of approaching the standards, but overall, everyone was off to a good start. There are one or two teams they still need to meet with, but the process is moving forward.

Jacobson commented that the tri-chairs need to make sure everyone can meet at the appointed times, because the inconsistent meetings posed difficulties for students who wanted to sign up.

Haidar posed a question regarding the setting of Google Docs, noting that it currently saves the latest edit only and there is no way to monitor one person's changes or edits from another person's changes or edits.

Bennie suggested that rather than the second person deleting what the first person entered, the second person can make edits using a different font color. Haidar mentioned that this procedure needed to be communicated amongst everyone who utilized the Google Docs grids. Miramontez noted that each individual's version could be downloaded and saved as well, and said that he would meet with Linda Woods the following day to discuss the possibility of incorporating different font colors for edits.

3.) Proposed Program for Spring 2015 Convocation (Hsieh)

Hsieh reported that although it was a late start to introduce this proposal, she wanted to bring up the discussion about responding to campus emergencies. Such trainings and discussions have taken place in the past, but it has been awhile, and in light of many recent incidents, it has become clear that there is a need for re-introduction of this topic. The faculty welcome this kind of training, and Hsieh would like to bring it back to see if it would be a welcome program for the spring 2015 convocation. Hsieh mentioned that Beitey will be a part of this process, but ultimately, Ramsey will convene, as it falls under him. If the topic is viable, they will move forward with it.

Haidar agreed that the topic was viable for both students and faculty to know how to handle emergency situations in the classroom, and with regard to training, repetition is key.

Hsieh thanked Haidar for her concern, because as faculty, she has insight into this area that the rest of the administration and managers may be unaware of. She also stressed the idea of utilizing panel and discussion within groups after the panel presentation in order to engage faculty and administration – due to everyone's different perceptions.

Jacobson stated that for new faculty orientations, they are doing a presentation that will break out all of the different components of crisis prevention. She mentioned that faculty have questions about protocol and what to do if someone has a weapon on campus, and they want to be familiar with exit routes, and other specific building details. This aspect may not necessarily need to be brought to Convocation, but it may be something to look at because it needs to be addressed.

Hsieh mentioned that one of the reasons for doing the Amazing Race was to encourage people to become familiar with the campus buildings (and this includes emergency situations as well). Because there are so many new buildings, this is something that needs to be continually updated.

Jacobson brought up that in speaking of changes on campus, it used to be that the escape routes were different (she brought up the example of people in the A-building who would have trouble getting out if something happened on Black Mountain Road). There are many different exits for the parking lots, but

because some of the entry and exits are blocked off on an ongoing basis, a communication plan needs to be set in place. This goes back to C-CERT training, and needs to be included in a checklist.

Hsieh expressed her hope that more faculty will participate in C-CERT training not only for student safety, but for their own as well. ~~She asked Haidar to email the title of the program before the end of Thursday, November 13th.~~

4.) Update on Mira Mesa High School Partnership (Ramsey)

Ramsey commented that since he reported out last time, the Instructional Division (Paulette Hopkins and Francois Bereaud, the Math Department Chair) had asked him if he could arrange an appointment and introduction to the principal at Mira Mesa High School, because they were interested in offering math classes at the school. The introductions have been made, and emails sent out on the matter. Everyone has expressed excitement about the turn of events, so the Vice President of Instruction, Dean Chair, and Dean Chair of Math will now take it forward and put a plan together. The current plan is that they will meet with the head counselor from Mira Mesa High School (she will be coming to the campus next week), and they will report back on the process from there. Ramsey mentioned that they are seeing this possibility as an extension of the current agreement, and it may have to be modified.

Haidar asked if the agreement was to offer classes for credit, and not basic skills. Ramsey responded that it was. Haidar then asked if it will require modification of the current agreement. Ramsey answered that this does not affect the Early College agreement piece, but rather, it is just a part of their overall master agreement that is held with Mira Mesa High School. An instructional component may be added to the agreement (with the CE piece) that was recently signed.

Hsieh pointed out that open enrollment is open to anybody (Miramar students as well as high school students), and asked Ramsey for clarification. The Accuplacer project makes sure that a student is properly placed in the appropriate English and math levels (which vary per student). At this point, what they are discussing is the offering of courses which are degree-applicable, and they do not know what classes per se – as it is up to the faculty member. Ramsey responded that Paulette Hopkins and Francois think that Math 104 may be offered, and that they will have a meeting with Kim George to discuss this.

Hsieh commented that they have to make sure there are enough students down there. This course is currently offered on campus, but they want to utilize an alternative location as well (for the same class).

Bennie expressed that there was some concern about offering available course seats to high school students. It seems that they want to open up whole classrooms on the high school campus. She asked for clarification of the concept of change.

Ramsey interjected that his role was simply to introduce the individuals who held (and are holding) this conversation. They used to offer Math 150 (Geometry) at the high school as well. Hsieh commented that Bennie should look into this, and that she is interested in what courses will be offered. Bennie said that what is appropriate will be determined, and mentioned that she wants to hear from the Senate on this, because they were involved in the Early College decision (and how many students will be coming on to the campus [for enrollment management's sake]). She understands that the current efforts are preliminary.

Hsieh commented that the higher level courses can create confusion, and that she would feel more comfortable if lower level courses were offered. Ramsey responded that every student will go through the accuplacer prep course – some testing at basic skill level, and others will be at an advanced level. On a parallel plain, they are exploring other things that they can do, but this is also an opportunity to look at what we would like to do (and see if it is workable). Ramsey reiterated that for now, this is simply exploratory.

Haidar mentioned that once the exploratory information is gathered, it needs to come back.

Ramsey reiterated that they are not tampering with the Early College agreement at all, and Hsieh commented that the Early College program is a pilot program. The goal is that hopefully by the end of the pilot, the resources will be available to use. If the pilot is a successful and positive experience, it can be opened up, but in the meantime they need to be careful, and continue with having more discussion.

G. Place Holders

1.) Strategic Enrollment Management Recommendations (Due to CEC on 2/24/15)

No comments were made.

2.) Follow Up on Implementation of Cultural and Diversity Plan (attachment) (Due to CEC on 12/2/14)

Haidar questioned why this item will be returning to the CEC if nothing else is needed. Hsieh responded that though the plan has been approved by CEC, the next stage is implementation. They have tried to identify conveners for each goal listed in the plan, and each convener will report to the CEC in terms of timeline. This report will take place on a bi-annual basis (one in November/December, and the other in April).

Hsieh shared that as a convener of one of the groups, she wanted to express that a supervisor was also mentioned to be added to the list. An email had been sent to the Classified Senate president to ask for a name (with a deadline of November 21st). Once Hsieh receives the name, she will call the group together and share the information. The intent of bringing the plan back to the CEC is to update and report on what kind of progress they are making, and would like to make.

Haidar expressed concern that this is not the usual process for how plans are developed addressed. Yes, the framework for the plan was approved, and that all complete plans include but who is doing what and by ? And when.?

Bennie agreed that it was curious to her that they were assigning people for tasks (which is not usually done).

Hsieh asked for suggestions from the group, and what they would like to see when the plan is brought back.

Haidar responded that she would like to see the completed plan that includes who is responsible for what, and by what date. Hsieh commented that the dates listed in the plan are the reporting dates - not what needs to be done (because each group decides what needs to be done). Since the most recently updated lead individuals and timeline information to implement the plan had not yet been sent out, Hsieh assured that it would be sent to the CEC immediately following the meeting. At that point, she suggested that everyone take a look at the information, and when it returns to the December 2nd CEC meeting, a decision can be made for going forward. Hsieh confirmed that they are not changing the plan itself, just identifying who is doing what, and when – as an ongoing effort.

Ramsey recommended that discussion on the Diversity Plan be concluded, and asked to return to the last item (Item 4) under “Old Business.” He wanted to clarify that the reason they did not get a lot of answers from Bennie is because she and he have not yet had a chance to discuss the topic (it was only last week that it came up). A more solid response will be provided at a later time. Haidar confirmed that they will wait to hear the input from the Instructional side.

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
- Classified Senate
- Associated Student Council
- District Governance Council
- District Strategic Planning Committee
- District Budget Committee
- College Governance Committee

Announcements

No announcements were made.

I. Adjourn

Meeting adjourned at 2:34 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 President know if you cannot attend the meeting.