

COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, May 20, 2014 • 1:00 p.m. – 2:30 p.m. • L-108

Members: Hsieh, Bell, Ramsey, Haidar, Figueroa, Allen, Hubbard, Ledbetter and Akbari

Attendees: Trevisan, Beitey, & Jacobson

- A. Approval of the Agenda
- B. Approval of Previous Minutes
- C. Guests/Introductions:
- D. Updates from the Chancellor's Cabinet
- E. New Business

#	Item	*Strategic Goals	Initiator
1	IELM Accelerated Allocation	1	Bell

F. Old Business

#	Item	*Strategic Goals	Initiator
1	Governance Committee Memberships (Due to CEC 5/13/14) (attachment)	1	Figueroa and Haidar
2	College Hour (Due to CEC 3/18/14, Rep Names by 3/25/14, Survey due by 5/13/14) (attachment)	2	Hsieh & Miramontez
3	2014-2015 College Annual Planning Calendar (attachment) (Due to CEC on 5/13/14)	1	Miramontez & Figueroa
4	Fall 2014 Convocation Program (attachment)	1	Hsieh
5	Completion of Updating College's Educational Master Plan (Due to CEC on 5/13/14) (attachment)	1	Hsieh & Miramontez
6	Updated College Operational Plans (Due to CEC on 5/13/14) (attachment)	1	Miramontez & Figueroa
7	Cultural & Ethnic Diversity Plan	3	Haidar
8	Progress on Student Support & Success Program Implementation (attachment)	2	Ramsey
9	Progress on Draft San Diego Miramar College Student Equity Plan (Due to CEC on 5/13/14) (attachment)	2	Ramsey
10	Program Processes Next Steps (College completion due date 12/10/13) – Review (attachment)	1	Haidar

G. Reports

(Please limit each following report to two minutes maximum. If you have any handouts, Please e-mail them to Lexie West 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

H. Announcements

I. Adjourn

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

For courtesy, please let the President know if you cannot attend the meeting.

Comm/Sub-comm	Current Chair/Co-Chair	Elected Chair/Co-Chair for 14-15
Academic Affairs	Ramsey/McMahon	N/A (by position)
Academic Standards	Short	Pending confirmation
Basic Skills	Ascione/Manasse	Bennie/Faculty Co-Chair TBD in Fall 2014
Distance Ed	Charles, M	Pending confirmation
Honors	Jay/Grisham	Jay/Grisham
IPR/SLOAC	Hopkins/Murphy	Bennie/Faculty Co-Chair TBD in Fall 2014
Admin Svcs PR	Bell	N/A (by position)
Chair's	McMahon	McMahon
College Gov	Figuroa	N/A (by position)
Curriculum	Igou	Short
Diversity & Int'l Ed	Arancibia/Guevarra	Hubbard/Patacsil
Facilities	Bell/Gonzalez	Current
ESTF	Gonzalez	Low
Faculty Hiring	Ramsey/McMahon	N/A (by position)
Marketing & Outreach	Trevisan/Harrison	Trevisan/Harrison
PIE	Miramontez/Figuroa	Current
BRDS	Okumoto	Buser (& Bell if ratified)
Research	Miramontez	Miramontez
Prof. Development	Thompson	Thompson
Tenure & Promo	Thompson	Thompson
Staff Development	Cassar/Hubbard	Pending confirmation
Student Services	Ramsey/Magpuri	Ramsey/Magpuri
Commencement	Jacobson	N/A (by position)
SSPR/SLOAC	Guevarra	Pending confirmation
Technology	Miramontez/Mojica	Miramontez/Hill
Website	Hill	Current

College Hour Survey
At San Diego Miramar College

The “College Hour” is an hour designated on a weekday during the fall and spring semesters. During this designated one hour, students and faculty will be able to engage in on campus non classroom activities. The “College Hour” is a recommendation by the College faculty and the Associated Student Council and the College would like to gather further information about your interest.

1. I like the idea of having a “College Hour” as an opportunity for me to participate in student and/or general campus activities

Yes_____ No_____

2. If there are no classes you can/need to take after the designated “college hour,” do you plan to attend the “college hour”?

Yes_____ No_____

3. What time do you prefer to have the college hour?

- a. 11:00 a.m. – 12:00 p.m.
- b. 11:30 a.m. – 12:30 p.m.
- c. 12:30 a.m. – 1:30 p.m.
- d. 1:30 a.m. – 2:30 p.m.
- e. Other, please specify: _____

4. What day during the week do you prefer to have the college hour? Please indicate your 1st and 2nd choice.

- a. Monday
- b. Tuesday
- c. Wednesday
- d. Thursday
- e. Friday

5. What kind of activities would you like to engage in during the college hour?

- a. Student club
- b. Workshops
- c. Office hour meeting with faculty members
- d. Opportunities to meet with four-year university representatives on campus
- e. Brown bag lunch meetings with various discipline faculty
- f. Poetry readings, music
- g. Department showcase
- h. Community engagement, please specify: _____
- i. Other: _____

San Diego Miramar College

Annual Planning Calendar – 2014-2015 (Draft)

	Target Dates	Action	Responsible Party
2014	July-August	Provide Program Review Data	CBR
	August 15 th	Send out faculty accreditation co-chair announcement	ALO
	September	Reaffirm planning cycle with all constituency groups	PIEC Co-Chairs
	August -September	Program Review reports generated by authors	Department Chairs/Supervisors
	September 12th	Accreditation faculty co-chair application announcement closes	ALO
	September 26th	Appointment of accreditation faculty co-chair	College President
	October 3rd	Upload Program Review reports to "G" drive	Department Chairs/Supervisors
		Discuss Program Review reports with appropriate administrator	Department Chairs/Supervisors
		Appointments of writing team members & tri-chairs	ALO/ Constituency Leaders
	October 17th	Annual update – School/Administrative Units/Student Services Programs goals and objectives	School Deans
		Submit RFFs to BRDS	Deans/VPs
		Distribute discretionary budget worksheets	Business Office
		Accreditation Steering Group organizational meeting	ALO
	October 31st	Annual update - Division goals and objectives	VPA, VPI, VPSS
	November 14th	Annual update - Develop Division priorities	VPA, VPI, VPSS
		Submit information copy of prioritized classified employee hiring list to Classified Senate President	VPA
	December 5th	Submit summary of Program Review reports / annual Division plan updates at the College Executive Committee (CEC)	VPA, VPI, VPSS
		Submit prioritized classified employee hiring list to College President	VPA, VPI, VPSS
		Submit prioritized faculty hiring list to the College President	Faculty Hiring Committee / Academic Senate President
	December 9th	CEC approves BRDS RFF prioritized list	CEC
Submit prioritized classified employee and faculty hiring lists to CEC, as information		College President	
December 10th	Submit requisitions for CEC-approved RFFs to Business Office	RFF Originators	
December 12th	Submit updated discretionary budget worksheets to appropriate VP with supporting goals and objectives	Deans / Managers	
	Post annual updates of the Division three year plans to the Planning Website	VPA, VPI, VPSS	
2015	February xx	Start to review annual planning calendar	PIEC
	February 2nd	Writing teams start to write respective areas of self-study report	Accreditation Steering Group
	February 12th	Approve discretionary budget worksheets and submit to Business Services	VPA, VPI, VPSS
		Submit updated status report on College outcome data to CEC	SLOAC Facilitator
	March (TBD)	Annual College-wide Retreat	PIEC
	March xx	Finalize annual planning calendar to CEC	PIEC
	April 10 th	Submit Department Chair worksheets & FTEF allocation to Business Services	VPI
	April 15th	Tentative discretionary funds allocation due to District	Business Services
		Department Chair worksheets due to District	
	May 5th	Review tentative budget	College President/ President's Cabinet
	May 22nd	Review re-assigned time worksheet	College President/ President's Cabinet
	May XX	Distribute program review forms and instructions	VPs/Program Review Co-Chairs
August 14th	Submit updated status report on College outcome data to CEC	SLOAC Facilitator	

2014 Fall Convocation Program
 Thursday, August 14, 2014
 8:00 AM - 1:00 P.M. • K-107 & ILC
 Master of Ceremonies: Sonny Nguyen

Continental Breakfast (K-107 Lobby)	8:00 a.m.
Opening (K-107)	8:15 a.m.
Sonny Nguyen Master of Ceremonies	
Greetings	8:25 a.m.
Patricia Hsieh Buran Haidar Joyce Allen Emalina Ledbetter	
President President President ASC Representative	
Miramar College Academic Senate Classified Senate Associated Student Council	
Student Panel	8:50 a.m.
XXXX XXXX	
Move to ILC (L-104).....	10:20 a.m.
*Greetings from the Board of Trustees President Rich Grosch, Chancellor Constance Carroll, and AFT President Jim Mahler will occur upon their arrival.	
Taskstream Trainig (L-104).....	10:30 a.m.
Laura Murphy & Trainers	
Lunch at LLRC Patio	12:00 p.m.

Meetings

School Meetings	1:00-2:00 p.m.
Department Meetings.....	2:00-4:00 p.m.

Special thanks to the following departments: Audio Visual, Operations, Communication Services, Campus Police, Academic Senate, Classified Senate, Associated Student Council, the President's Office, and Sonny Nguyen as Master of Ceremonies



*Patricia Hsieh, Ed.D.
 President
 San Diego Miramar College*

Mission

San Diego Miramar College's mission is to prepare students to succeed in a complex and dynamic world by providing quality instruction and services in an environment that supports and promotes diversity, while emphasizing innovative programs and partnerships to facilitate transfer preparation, workforce training, and career advancement.

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.

Quick Links

- 2013-2019 Strategic Goals: http://www.sdmiramar.edu/webfm_send/14122
- Master Calendar: www.sdmiramar.edu/calendar
- 2013-2014 College Achievements: www.sdmiramar.edu/community/enews
- 2013-2014 College Sexual Harassment Plan:
http://www.sdmiramar.edu/sites/default/files/documents/faculty/policies/Sexual_Harassment_Plan.pdf
- CEC Agendas & Minutes: www.sdmiramar.edu/faculty/committee-detail?cid=CEXC
- Construction Updates: www.sdmiramar.edu/community/facilities/updates

Information and Timeline Related to MM High School¹
February 2014 - working and living draft (last update 2/21/14, 2/27/14)

1. MMHS established date for Outreach/Assessment to visit MMHS for purposes of FYE/Jump Start Orientation and assessment scheduling. ***This year's date is March 18, 2014 and was MMHS' decision.***
 - a. An earlier date was requested by SDMC, but HS counselors prefer a date closer to 4-year admissions notification dates
 - b. Historically MMHS counselors and staff work with their students prior to SDMC's arrival to ensure that admission applications have been submitted (Jay Leach, Counselor is point of contact)
 - i. Attendance of students has been exceptionally high (about 300 of a 500 student class)
 - ii. Of the 300 students (i), the percentage that have actually completed the SDCCD admissions application, at the time of SDMC's visit, has been historically low, approximately 20%, which causes major processing delays
 - iii. MMHS is encouraged to let us know how we can help improve the number in ii, above.
2. Assessment will occur for all student from March 11 – 31
 - a. To ensure that the maximum number of students are serviced, scheduled times dedicated to HS students (available to all feeder HS) have or will be established (target date for finalizing the assessment schedule is 3/7/14)
 - i. 3 p.m. to 6 p.m. twice p/week - Miramar (initial proposal is Tuesday & Wednesday but details are not complete)
 - ii. Pending HS response of available times some sessions will be scheduled at HS (facilities challenge)
 - iii. A Saturday schedule (Miramar) is under review for MMHS [w/plans to use the services of existing MMHS counselor, as an adjunct counselor]
3. Month of April
 - a. Continued assessment (as needed)
 - b. Pre-ed planning
 - c. Initial acceptance notifications to students
4. Month of May
 - a. Continued assessment (as needed)
 - b. Continued assessment (as needed)
 - c. Continued pre-ed planning
 - d. Summer registration
5. Month of June
 - a. Jump Start Orientation
 - b. Summer session begins
 - c. Continued assessment (as needed)
 - d. Final ed-planning

¹ MMHS is referenced specifically but most dates apply to other feeder high schools as well

**Draft San Diego Miramar College Program Initiation, Institutionalization, and Discontinuance Processes
November 2013**

Prepared by the *ad hoc* Program Processes Taskforce (PPT)
Convened by the College Executive Committee (CEC)

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I. Introduction

The initiation of a new program, significant program expansion, and other initiatives, as well as institutionalization or discontinuance of such efforts can have broad short and long-term impact on college operations and personnel.

In April 2013, the Academic Senate forwarded to the College Executive Committee (CEC) a Senate-approved request to form a taskforce to develop formal processes for approval of initiation and institutionalization of internally-funded programs and grant-funded programs, and for program discontinuance. The CEC approved the formation of the Program Processes Taskforce (PPT) and its membership to develop processes and to forward its recommendations to the CEC. The PP Taskforce was convened and held meetings in May 2013 and forwarded the recommendations included in this document.

Taskforce Membership

Administration Representatives (3)

- Patricia Hsieh, College President
- Brett Bell, Vice President Administration
- Gerald Ramsey, Vice President of Student Services & Acting Vice-President of Instruction

Academic Senate Representatives (3)

- Buran Haidar, Academic Senate President
- Daphne Figueroa, Academic Senate Past-President
- Wheeler North, Aviation Faculty

Classified Staff Representatives (2)

- Joyce Allen, Classified Senate President
- Terrie Hubbard, Classified Senate member

Associated Student Council (ASC) Representative (1)

- Emalina Ledbetter, ASC President

II. Definitions

Definition of programs varies for instructional, student services and administrative services programs. The Taskforce explored definitions and it was agreed that the Program Review Committees of the College divisions will review and revise their definition of program, as appropriate to guide the College Program Processes, in accordance with the Title 5 definition.

(Forward to the Program Review Committees)

A. Instructional Program & Services

Alternative definitions explored by the taskforce for consideration during the review/revision of the Current SD Miramar College definitions, included:

1. *Title 5 § 55000. Definition*
“**Educational program**” is an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.
2. ASCCC Curriculum Institute presentation, 2011
An **Instructional Program** is defined as a discipline and as an organized sequence or grouping of courses leading to a defined objective such as a major, degree, certificate, license, the acquisition of selected knowledge or skills, or transfer to another institution of higher education.
3. Other
An **Instructional Program** is defined as a state approved degree or certificate or a series of basic skills courses that serve as a pathway to degree or certificate completion. *(Foothill College)*

Current Miramar College PR/SLOAC committee definitions of:

- **Program:** An instructional “program” is a field of study that includes at least one award and at least one subject area. Programs are designated by “grey box” sections in the Degree Curricula and Certificate Programs chapter of the San Diego Miramar College Catalog with the exception of Interdisciplinary Studies which is a grey box section but is not a program.
- **Instructional Service:** An instructional service is an organizational unit that has its own distinct mission, separate budget, and at least one full-time employee.

B. Student Services

Alternative non-limiting definitions explored by the taskforce for consideration during the review/revision included:

1. A **Student Services Program** is defined as an offering of student services that primarily serve a non---instructional function and/or does not qualify as an Academic Program as defined above.*(Foothill College)*
2. A **Student Services Program** is defined as a unit providing non-instructional student services

of guidance and counseling at all levels, for new and for transfer students. (Definition discussed at the PP Taskforce meeting on 05/28/13)

3. Instructional PR/SLOAC-approved definitions 102511 part of "[SLO Glossary of Terminology](#)"

Student Support Program	Non-instructional services, such as advising, counseling, learning resources, financial aid, tutoring, mentoring, etc., that facilitate student success and provide strategies for students to overcome the many factors in life that may disrupt their education and reduce their success
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C. Administrative Services

(Alternative non-limiting definitions for consideration)

1. An Administrative Services is defined as an offering of support services, primarily supporting faculty and/or staff, indirect student support, and/or does not qualify as an Instructional Program as defined above. *(Foothill College)*

III. New Program Initiation Process using Internal or external Resources

The initiation of a new program and significant increase in a program or other work area can have broad short and long-term impact on college operations and resources. The new program initiation process is developed to ensure that all proposed programs align with the San Diego Miramar College Mission, its Strategic Plan, and its Educational master Plan to meet substantiated student need. And that before the program is in development stages, the college has the capacity to commit short-term and long-term resources to an additional program while maintaining fair and equitable distribution of resources to serve students in existing programs.

Taskforce members recognized the importance of setting up a process for prioritization of new program development and the PP Taskforce will be working on developing further details of the process to include identification of a "Program Prioritization Group" for College approval. *(PP Taskforce, Fall 2013~~4~~)*

Proposed membership of "Program Prioritization Group" by the Program Processes (PP) Taskforce

College President
VPs
PR Co-chair
PIEC Co-chair

Academic Senate President
Curriculum Chair
PR Faculty Co-Chairs (Instruction & Student Services)
PIEC Faculty Co-Chair

Classified Senate President
ASC President

1. Program areas or Schools identify new programs, significant program expansions, or other initiatives to meet emerging student needs. This identification could be based on program review data, changing demographics or workforce needs, or developing technologies, etc...
 - a. To address initiation of a new program, program expansion, or other significant initiative using internal resources, the proposal must be addressed in the Program Review report, by filling the section on “New Program Proposal”, a new section to be added to the Program Review annual update and three-year reports. *(Forward to the Program Review Committees)*
 - b. To address initiation of a new grant-funded program, program expansions or other initiative funded by external resources, the proposal must align with the program goals as specified in the Program review report or its annual update and the college Mission and the Strategic Plan goals, and in-keeping with the College-approved program prioritization. Proposals for new grant-funded must be submitted using the College Resource Development Process and Procedure (Section VI. Appendix A, B, C & D)
 - c. All proposals for new internal/external funded programs must briefly address, as applicable:
 - Demand for the program external and internal.
 - Projection of number of students served, articulation, or transfer data
 - Employment data and other relevant information for CTE programs
 - New curriculum development, course offerings, and learning outcomes
 - Opportunity to realign or strengthen existing programs through: shared Curriculum with other programs, and cross-listing of courses
 - Faculty and Classified Staff and administrative workload and availability
 - Use of college facilities and services
 - Technology and Informational Technology
 - Supplies and Equipment
 - Health and safety considerations
 - i. New internally funded programs.
 1. All new internally funded program proposals are forwarded for discussion to the “Program Prioritization group”, for a preliminary recommendation to evaluate that the proposal matches the College priorities for new programs and to ascertain that the College has current adequate and potential future resources (budget including FTEF allocation, faculty, staff, technology, facilities, and other services) or current and future capacity (special safety considerations, impact on resource allocation to other college programs) to offer this new program.
 2. The recommendations of “Program Prioritization group” based on the long-term enrollment planning are next forwarded to the College constituencies following the college participatory governance process.
 3. After the new program proposal has been approved by the CEC, the program faculty

and Deans will then proceed with the development of the program curriculum through the Curriculum Committee and other college processes, as applicable.

ii. New externally funded programs

Development of all new externally-funded programs will follow the three steps of the college-approved Resource Development Process and Procedure (Appendix IV). Step one, completion of the initiation process; step two, completion of the concept approval process; and, step three, completion of the submission approval process. Steps one and two are intended as a “Quick Check” for the following purposes and outcomes

Purposes

- Establishing that the proposal fits with College mission and that other college mission efforts will/will not be disrupted by the proposal implementation.
- Identifying the proposal champion(s) and timeline to develop full proposal.

Outcomes

1. Proposal does not fit college mission or will be exorbitantly disruptive to other college operations.
2. Proposal does fit college mission and will affect other college areas, or will require external grant (e.g. new program or work effort that will increase or reallocate FTEF, staffing and other resources, will impact other service areas such as increasing demand on student services.)

If outcome is #1 – do not develop proposal

If outcome is #2 – engage process for full proposal development of new program and grant (as applicable)

The College Executive Committee (CEC) will be the oversight governance body for the “quick check” for the following reasons:

- Meets weekly
 - Four constituent leaders can be reached even quicker if needed
 - Approval is only to proceed with proposal development
 - Urgency shall not be a legitimate criteria for circumventing due process
 - Keeps constituent leaders directly in the loop on any items that may bear significant impact
 - Provides opportunity for high-level feedback to improve proposal
2. All new internally and externally-funded programs will complete a program review report after the first year and begin assessing student learning outcomes on an annual basis once the courses have been taught. All new initiatives will submit an annual update in the program review report of the appropriate area.

IV. Program Institutionalization

Institutionalization of Current Programs funded by External Resources

Program areas or Schools will submit a proposal for institutionalization of programs funded by external resources to ensure that the programs and initiatives, after the external resources is discontinued, still meet substantiated student need, and that the college is able to the commit long-term resources to the program, as it maintains its commitment to serve students in the existing programs

1. Program Directors, Deans and/or appropriate manager will submit a request for institutionalization, at least one year prior to the ending date of the external funding, to the “Program Prioritization Group” for consideration and recommendation to the CEC for approval and College adoption.

Institutionalization of externally-funded programs will be considered alongside existing program with considerations that include among others factors:

- a. Continued external or internal demand
 - b. Quality of outcomes
 - c. Size, scope, and productivity of the program
 - d. Costs and other expenses associated with the program
2. Institutionalization of programs with course offering and/or services beyond the grant funding period will take place in accordance with the college-approved prioritization and resources.

Institutionalization of instructional programs with course offerings will be considered together with other existing programs serving all students. No additional course offerings or scheduling of grant-funded programs can take place beyond the grant funding period prior to approval of the VP and College President, in accordance with the college-approved prioritization.

The institutionalization of services beyond the grant-funded period will focus on integrating such services within our existing college services and resources, pending successful renewal of the grant funding. Otherwise, grant initiated services and their delivery format will be re-evaluated for consideration in accordance with the college-approved prioritization and resources.

V. Program Vitality and Discontinuance

This section is under development in accordance with SDCCD Board of Trustees Policy BP 5020:

“The Board hereby directs the Chancellor to develop procedures for the approval of courses of instruction and of educational programs that satisfy the requirements of the Education Code and Title 5 of the California Code of Regulations. The procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance shall remain flexible to permit timely response to change.

Furthermore, these procedures shall assure:

- a. The Colleges and Continuing Education faculty and Academic Senates assume primary responsibility for making recommendations in the areas of curriculum and academic standards.
- b. The Colleges and Continuing Education curriculum committees are recognized as the primary decision-making bodies that offer recommendations regarding courses, degrees and certificates to the Curriculum and Instructional Council (CIC), the Board of Trustees, and the California Community Colleges Chancellor's Office, as appropriate.
- c. Regular review and justification of courses, degrees and certificates.
- d. Opportunities for training for persons involved in aspects of curriculum development
- e. Consideration of job market and other related information for vocational and occupational degrees and certificates.

Summary of Tasks to be forwarded to governance committees/group

(Cross-referenced to sections of the Program Processes document draft)

Forward to Program Review Committees

- Review and revise Program Definitions as necessary (Section II)
- Develop a new section for a new program, program expansion, or other significant initiative to be added to the Program Review annual update and three-year reports. (Section III.1.a)

Forward to the proposed "Program Prioritization group"

- Develop a process for new program prioritization with guidelines, criteria, timeline, and rubrics for evaluation of requests for program initiation/institutionalization (Sections III. & IV.B.2). The College's prioritized new programs identified by the new process developed by the Program Prioritization group will guide the prioritization of faculty needs and classified staff needs of these programs.

VI. Appendix

A. Guidelines for SD Miramar College Resource Development Process and Procedures

Step One: Prepare Grant Funding Concept for Submission to the CEC

Faculty, and/or administrator who identify a potential grant will:

- Meet with the respective Department Chair and Dean to discuss the proposed grant to ensure that acquiring the grant is consistent with Department, School and College goals and priorities and that the Department and School are committed to both the short and long-term grant commitments.
- Where grants span more than one School, multiple Department Chairs and Deans will be required to review the concept, before it is submitted to the CEC.
- If needed due to affecting more than one Department and/or School, the Dean or manager will then present the concept to the Deans' Council for consideration. If the concept is recommended to move forward for approval it will be submitted to the CEC for Concept Approval.
- Where matching resources are required from the college as a whole it is recommended that the matching resources have been explored and identified as potentially available prior to meeting with the CEC.

Step Two: Submit and Present the Grant Concept Approval Form to the CEC

The Grant Proposer will:

- Prepare the Grant Concept Approval Form, Project Description form, and supporting documents, and submit all the materials to the CEC for consideration.
- Meet with the CEC and present the forms and materials.
- Respond to CEC direction and either provide additional information or work to complete the grant proposal.

The CEC will:

- Review all submitted materials.
- Discuss the proposal and either give further direction and ask questions or approve the Concept for further development and submission.

(NOTE) The CEC will provide written guidance to the initiator as to key issues to address, if any. In providing direction the CEC will consider the college program link, the extent college

resources are required for match and/or grant implementation, amount of grant funding, timing of grant application and other key factors as it determines are appropriate. In consideration of these items, the CEC can indicate the concept is not sufficient to move forward, or is sufficient and sign off on the Grant Concept Approval form.

DRAFT

B. GRANT CONCEPT APPROVAL FORM

Date:	Prepared by: Email/Phone:
Project Title	<input type="checkbox"/> New Project <input type="checkbox"/> Continuing
Project Description	Describe project on attached Project Description page
Project Director	Department(s): School(s):
Project Period	
Funding Period (if different than above)	
Funding Source	
Funding Amount	\$ _____ Match Requirement: \$ _____ Indirect ____ % Amount \$ _____
College Commitment	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, If yes, please list and describe in detail on the attached PROJECT DESCRIPTION FORM
Partners / MOUs	
Application Deadline	Date: _____ <input type="checkbox"/> Postmarked <input type="checkbox"/> Received
	Acquire Prior to Presentation at CEC Meeting
Concept Approval Date:	Approval Signature – Chair(s)/Supervisor(s)/Lead person(s)
Concept Approval Date:	Approval Signature – Dean(s)
	Acquire Upon CEC Concept Approval
Concept Approval Date:	Approval Signature - Appropriate Vice President
Concept Approval Date:	Budget Approval - Vice President Administrative Services
Concept Approval Date:	Approval Signature - Academic Senate President
Concept Approval Date:	Approve Development and Submission of Grant Proposal - President
	Concept and Approval Form Included in CEC Minutes

C. PROJECT DESCRIPTION FORM

Project Title	
Project Director	
Project Description: This section is intended to be no longer than one page. It shall include an overview of the proposed grant that summarizes the basic goals and objectives to be achieved. The overview should be sufficient to give the reader a basic understanding of the proposal. In addition it must demonstrate a relationship between those goals and San Diego Miramar College Strategic goals and the respective Department Goals as contained in their Program Review. Finally, the overview should identify proposed outcomes and/or products.	
Description of College Commitment: This section shall include a description of all college commitments. In addition to those areas identified on the Concept Approval Form, such commitments could include*: <ul style="list-style-type: none">• Development of new curriculum/degrees/certificates:• Commitment and/or use of college facilities:• Work from Faculty/Staff/Managers:• Commitment of other instructional areas, student services, or administrative resources:• Provision of matching funds (indicate source and amount):• Commitment to institutionalize all or even a portion of the program at grant completion:• Research needed• Other:	
(*) Please include supporting documents.	