

## **MINUTES**

College Executive Committee May 13, 2014  
San Diego Miramar College

**Present:** Sandi Trevisan, Patricia Hsieh, Emalina Ledbetter, George Beitey, Brett Bell, Buran Haidar, Joyce Allen, Daphne Figueroa, Gerald Ramsey

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

Add to top of agenda (Hsieh): *Proposed Accreditation Standards Changes (Miramontez)*. Modified agenda approved. Miramontez reviewed proposed changes to all four Accreditation Standards. Hsieh noted the College must focus on “New” references, in particular (attachment). Miramontez reported proposed changes are scheduled for June 2014 adoption. Implementation of revised standards will be 2016. Miramar will write to the new standards for its 2016 visit. Hsieh asked constituency leaders to begin to consider membership for the tri-chair system (manager, faculty, classified) with student representation, as possible.

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

Minutes of 5/6/14 approved.

### **C. Guests**

Paulette Hopkins, Greg Newhouse, Daniel Miramontez, Adela Jacobson, Lynne Ornelas, Lou Ascione, Marie McMahan, Laura Murphy

### **D. Chancellor’s Cabinet (Hsieh)**

No report.

## **E. NEW BUSINESS**

### **1. CGC Recommendations for College Governance Handbook Changes (attachment) (Figueroa)**

Figueroa shared three CGC recommendations that have been through all constituency group review and approval. Hsieh asked for clarification of chair eligibility for the Environmental Stewardship Taskforce (EST) and Technology Committee and asked if a student could chair. Allen noted that any member who meets the qualifications is eligible to be voted chair. Beitey noted the managers questioned whether or not curriculum can be included in the goals of EST. Figueroa responded that the Committee didn’t feel it was their role to include curriculum. Hsieh questioned if ticketed events are allowed. Brett responded that co-curricular events can be ticketed if cash accountability and receiving accountability are validated, and that revenue generating activities on campus must be infrequent and irregular. With minor edits noted, CEC voted to approve the CGC Handbook changes. Motion to approve collectively (Bell); second (Ledbetter).

## **OLD BUSINESS**

### **9. Strategic Enrollment Management Update (Ramsey)**

Ramsey reminded that the Strategic Enrollment Management discussion this semester provided the deans with considerations to enhance our ability to schedule classes based on student need. Hopkins and Ascione provided an overview of how classes are scheduled to assure that the needs

of students are considered in the overall scheduling process. Hopkins reported deans work as a team with respective schools, department chairs and faculty. They consider courses needed for students to progress, wait lists, high and low demands and collaborate with fellow deans and schools. They are focused on meeting outcomes and increasing student progress toward graduation and employment. They plan summer courses specifically to help students in fall. Ascione noted deans have criteria for evaluating the order classes are offered. Allen added the Admin side works with deans to help with enrollment management. Haidar noted student demand and need are not the same, the declining Miramar numbers in “measures of success” – transfer rate, graduation and asked if collaboration occurs between schools. Ramsey assured Haidar there is collaboration among schools and noted the Student Support and Success Program will require involvement of faculty and administration campus-wide to assure that students progress through Ed plans. He added student need is the primary factor used to identify courses to be offered. Haidar pointed to need for agreed upon campus priorities for enrollment management and course offerings to take into account analysis of data about prospective as well as retrospective student need. Hsieh cited CTE programs as example of looking at student need toward program completion. She added communication between student services and instruction needs to be enhanced. With SSSP, the College will be required to do so. Ascione said student need has always been used as primary criteria and that demand is one indicator of student need. They also work closely with Counseling, consider program review, workforce data, and many other sources. Hopkins noted the Scorecard reflects the College’s declining budget.

**With fires reported in adjacent communities, CEC adjourned abruptly.**

4/30/14

*S. Trevisan*