

MINUTES

College Executive Committee April 29, 2014
San Diego Miramar College

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

A. Approval of Agenda

Agenda approved.

B. Approval of Previous Minutes

Minutes of 4/15/14 approved.

C. Guests

Rebecca Bowers-Gentry, Laura Murphy

D. Chancellor's Cabinet (Hsieh)

- Since students will be allowed to register online until 1 PM on the Saturday before each semester starts, Accounting services will be available at each campus, beginning Fall 2014.
- No enrollment report.
- No board agenda review.
- No budget update. Vice Chancellor Dowd reported anticipated growth revenue for 2014-2015 statewide will be 2%-2.5% instead of 3%.
- A new SDCCD ERP system has been negotiated with the vendor and a contract will be signed today. A meeting is scheduled with the college presidents, vice chancellors and executive vice chancellor on May 12th to discuss details of ERP implementation.
- Baccalaureate degree legislation was passed by the State Senate with no opposition. It will now be forwarded to the State Appropriation Committee. SB 850 has been revised significantly. Only 15 community college districts will be allowed to participate in the pilot program and within each district, one college.
- New accreditation standards were shared by Barbara Beno of the accrediting commission to the CEO conference last Friday. Hsieh will share information with CEC when provided to her by college presidents within our district who attended the conference.

E. NEW BUSINESS

1. Draft Summer Term Promotion Plan (Trevisan)

Trevisan reviewed District plans, themed "Summer Is Back" and shared visuals. The District campaign, which totals more than \$80,000, includes broadcast media, print community and ethnic publications, bus shelter and bench ads, radio and traffic sponsorships, theatre ads. Colleges were requested to develop local/campus materials utilizing the same theme and graphics with college-specific photos. Trevisan noted Miramar student ambassadors were showcased and did a great job. The May/June issue of *Mira Mesa Living* magazine will feature a full-page ad promoting Miramar's summer session. Posters and flyers have been distributed throughout campus and are available at Counseling and in Admissions and through Outreach activities. Ads are appearing on college website, K-building monitors; messages on Facebook and Twitter. Faculty are requested to announce the return of summer classes in class and via

email to students. The summer class schedule cover features a large photo of the Miramar LLRC and a secondary Miramar photo.

2. Fall 2014 Convocation Program (Hsieh)

The Taskstream task force will present a 1 ½ hour presentation at fall convocation with trainers trained in advance to assist faculty on the first phase of Taskstream implementation. A second component of fall convocation will be to introduce new faculty. Following up on the recent campus wide retreat and positive comments received in terms of format, content and student perspective, Hsieh suggested the second step would be to identify barriers to student success in the classroom. As a third component of fall convocation, Hsieh recommended an interactive panel to provide student perspectives on teaching and learning –what gets them excited and engaged. Hsieh also suggested that at the end of a panel presentation, the activity should engage faculty in discussion and identify topics that can be offered as flex activities throughout semester to strengthen classroom activities. Hsieh suggested the VPI take charge and work with all faculty interested in coordinating or participating in the “teaching/learning” component of fall convocation. Miramontez will be charged to lead at this time until a new VPI comes on board.

3. Governance Committee Memberships (Figueroa)

Figueroa reported CGC has reminded all committee chairs and co-chairs to follow process and identify committee memberships (faculty, managers and staff) for the next academic year before the end of the prior year. Each has been asked to provide membership updates (who’s staying, who’s rotating off, and chair elections, if needed) prior to the end of spring semester. Hsieh noted her appreciation of Figueroa’s attempt to carry out and enforce CGC process.

4. Miramar College Reps on District Strategic Planning Committee (Hsieh)

Informational item. Dean PRIE will be Miramar’s management representative. Figueroa will continue as faculty rep and Allen as classified rep.

F. OLD BUSINESS

1. Status on Early College Proposal with MMHS (attachment) (Hsieh)

Hsieh reviewed edits to the document, which includes a timeline postponement of instructional partnership by one year to provide sufficient time to plan and implement. Hsieh will send revised proposal to Vice Chancellor Otto Lee, who will forward to SD Unified to request approval prior to submitting to the SDCCD board of trustees for final approval. CEC provided consensus of the revised document and plan of action.

2. College Hour (Due to CEC 3/18/14, Rep Names by 3/25/14, Survey by 4//14) (attachment) (Miramontez)

Surveys have been distributed by student leaders. Miramontez will collect surveys tomorrow and key enter data, which will then will be analyzed and put into a report. 550 surveys are being distributed by 11 students. Haidar asked about the number of completed surveys necessary for statistical significance of the results. Miramontez suggested 200-250 completed surveys would provide a good sampling and that it will take approximately two weeks to key enter and analyze data. The report will be placed on the May 13, 2014 CEC agenda.

3. 2014-2015 College Annual Planning Calendar (Due to CEC on 4/15/14 (Hsieh)

Academic Senate Exec and Classified Senate will review this week. Ramsey will check with Adela Jacobson and ask if managers reviewed the calendar yet and provided feedback or approval. The item will be placed on the May 13 CEC agenda for approval.

4. Progress on Student Support & Success Program Implementation (Ramsey)

Ramsey reported Outreach activities are focused on recruitment for summer. High schools groups are coming to campus. Counselors are focused on completion of student ed plans. Hsieh reported that each community college has an identified service area and is not supposed to recruit outside boundaries. Miramar is in an awkward situation, as most of our students reside outside our service area. In the past few years, the College has conducted limited outreach beyond our borders based on invitations from area schools. Hsieh stated the College will no longer provide services on, or visit, high school campuses beyond the college service area, even with an invitation, unless the consent of the service area community college President has been received. In the meantime, the college will continue to serve students from out of the college service area at the Miramar College campus.

6. Program Processes Update (College completion due date 12/10/13) – Review (attachment) (Haidar)

Haidar presented the motion that was passed by the Academic Senate on March 18 and reviewed input voiced at the Senate meeting and received in writing since. She commented that the Program Review Task Force had discussed most of the points raised during the development of the process and its document. She summarized the input received from some faculty as calls for clarification and/or improvement, expressions of concerns and outright opposition to proposed elements of the processes. She proposed the task force be reconvened to address items – modifications and clarification to address concerns, and the recommendation that the document be sent to Academic Affairs for further development. Figueroa supported the idea to reconvene the task force. Hsieh suggested asking constituent groups to provide recommendations and solutions in addition to expressing areas of concern. CEC agreed by consensus to reconvene the task force and invite interested parties to join the discussion

G. REPORTS

Academic Senate (Haidar)

Senate Exec meets today. The diversity plan will be discussed. Haidar inquired about recently published transfer rates that show Miramar's rates are lower than City and Mesa, and below state numbers, including CTE. Ramsey believes Miramar's numbers are not correct and has asked Vice Chancellor Conrad to review and confirm accuracy of published numbers. Bowers-Gentry noted the absence of Certificates of Completion including those in biotechnology which is a variable affecting the college numbers. Haidar and Figueroa pointed out that Certificates of Completion do not count for that purpose. Hsieh asked that faculty discuss at their department and school meetings. She also requested variables such as the biotechnology example be provided to her.

Classified Senate (Allen)

Classified Senate meeting will be Thursday, May 1st at 1 p.m.

Associated Student Council (Ledbetter)

AS will be attending the SSCCC general assembly this weekend; elections are today and tomorrow; AS leaders are working on surveys for campus hour; preparing for finals week; and closing out the semester. AS will meet briefly on May 9 at 10 a.m., followed by an end of semester party at 11 a.m.. Figueroa asked that faculty are advised of critical AS events to announce to classes. Hsieh recognized Ledbetter's leadership and the increase in student involvement.

District Governance Council (Figueroa)

Haidar reported that on April 30, the DGC will be presented with two Academic Senates' resolutions regarding MOOCs and amending waiting period to retake English Assessment/Placement Exam. The District General Education Outcomes discussion that was initiated in fall 2013 is also on the agenda.

District Strategic Planning Committee (Figueroa)

No report.

District Budget Committee (Bell)

No report.

College Governance Committee (Figueroa)

No report.

H. ANNOUNCEMENTS

4/30/14

S. Trevisan