

MINUTES

College Executive Committee April 15, 2014
San Diego Miramar College

Present: Sandi Trevisan, Patricia Hsieh, Gerald Ramsey, Brett Bell, Daniel Miramontez, Emalina Ledbetter, Daphne Figueroa, Buran Haidar, Adela Jacobson

A. Approval of Agenda

Agenda approved.

B. Approval of Previous Minutes

Minutes of 3/25/14 approved.

C. Guests

Laura Murphy, Paulette Hopkins, Rebecca Bowers-Gentry

D. Chancellor's Cabinet (Hsieh)

- No enrollment report.
- Community college bachelor's degree initiative. Some edits in Senate Bill language are under review. Haidar reviewed three State Academic Senate resolutions. Hsieh reported the Chancellor is confident in Bill passage. Bill allows 20 colleges/districts to be included in the pilot project. State CSU and State community college academic senates do not support initiative. Hsieh thanked Greg Newhouse and Lynne Ornelas for automotive technology (management focus) proposal information. Chancellor wants to know estimated starting cost of program proposal.
- Electronic education plan. Ramsey reported District is regularly identifying and monitoring students' progress toward Ed Plan completion and that an abbreviated Ed Plan (1-2 semesters) for student success program tracking and follow-up has been developed.
- Cabinet discussed longer open registration period for fall 2014. Starting fall 2014, there will be no more hard copy roster distribution; faculty will process electronically. Students can continue to register until 1 PM, Saturday. Chancellor asked about the feasibility of accounting offices being open on Saturday. Presidents will provide feedback from respective campuses.
- Proposal to develop intercollegiate men's volleyball at Miramar. Miramar submitted a very complete proposal, justified by program review and integrated planning. The college has a letter from the PCAC indicating no conflict of interest. The Chancellor requested justification for the selection of men's volleyball instead of other men's sport options. Paulette Hopkins will assist Hsieh with response.
- Summer enrollment marketing campaign was presented by District PIO at Cabinet. Trevisan and Marketing/Outreach Committee are working on Miramar-specific activities.
- Board meeting on 4/17/14 will be held at CE on Aero Drive. Agenda items of interest: SD County treasurer will address the Board; the July 2014-December 2014 board schedule will be discussed and approved by the Board; Student Transfer Outcomes report; Classified Employee Week is May 18-24, 2014. Miramar Service Award Ceremony will be held Wednesday, May 7 (Board and Chancellor will attend); Miramar's Classified Staff Appreciation Lunch will be May 21, 2014.
- May 8, 2014 is the Board of Trustees retreat -- college presidents will provide updates, future plans, and challenges. Miramar has been asked to respond to two questions asked by the Board

of Trustees at the March 27, 2014 meeting on campus: What is the curriculum within the police academy training that addresses service under pressure, and how does the police academy address racial profiling. Figueroa reported a special board meeting is scheduled tonight to select new President at San Diego City College.

- No new budget planning information.
- Articulation officer job announcement minimum qualification is counselor position. Questioned should it be a regular faculty member. Chancellor asked HR to look into options. Currently Miramar has option open with counselor minimum qualification. Hsieh strongly support minimum qualification as counselor.

E. NEW BUSINESS

1. IELM 5-Year Plan Approved by BRDS & PIEC (Bell)

Bell reported BRDS and PIE approved the plan to allocate IELM funding. Accounting regulations have since changed; now all funds must be encumbered by June 30 each year. Colleges must spend all funds and not build a reserve. Miramar has always planned for a reserve to allow for unknown and emergency purchases. Bell no longer will be seeking approval of the conservative IELM plan and will be going back to BRDS and PIE with a revised plan, proposing 50% of the reserve to be allocated to computer refresh and 10% to library books funding (total BRDS plan will result in 80% to computer refresh and 20% library). If approved by BRDS and PIE, Bell will immediately work with Miramontez to open a library blanket purchase order to encumber funds. The Technology Committee is reviewing plans to spend \$117,000 to computer refresh.

F. OLD BUSINESS

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

Hsieh reviewed this topic at last CEC meeting. Hsieh recommended requesting the instructional partnership proposal go to SD Unified before it goes to SDCCD board of trustees for approval. Some important information is still outstanding. Hsieh suggested delaying implementation date from fall 2014 to fall 2015. CEC agreed. Hsieh will update proposal timeline and resend to Vice Chancellor Lee to take forward to SD Unified.

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

On March 28, Hsieh sent a draft survey to CEC, but has received no feedback received to date. Haidar voiced reservations about questions #3 and #4, as well as appropriateness of some questions for the student audience. Discussion ensued about terms used and target audiences. Ledbetter said the students like the survey. Hsieh will add "other" to question #5 and ASC will conduct survey. Ledbetter will send survey out this week to ASC senators and have senators conduct the survey next week. Miramontez suggested 200-300 completed surveys would be a good target number. Tabulating results will be done by Miramontez' office.

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

Miramontez reviewed the updated planning calendar that was approved by PIE, and noted all major updates are events related to accreditation. The revised planning calendar will be forwarded to constituency groups for approval. Miramontez will inform Joyce Allen.

4. Environmental Scan Recommendation (Due to PIEC on 3/14/14 and to CEC on 4/15/14) (attachment) (Miramontez/Figueroa)

Classified Senate was provided opportunity for review/approval, but did not respond to Miramontez by the date requested. Academic Senate and ASC provided approval. The Environmental Scan was approved by CEC.

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

Tabled.

6. Progress on Draft San Diego Miramar College Student Equity Plan (Ramsey)

Tabled.

7. Program Processes Update (College completion due date 12/101/3) – Review (attachment) (Haidar)

Tabled.

8. Completion of Updating College's Master Educational Plan (Due to CEC on 5/6/14) (Hsieh)

Tabled.

9. Updated College Operational Plans (Due to CEC on 5/6/14) (attachment) (Miramontez/Figueroa)

Tabled.

G. REPORTS – All reports tabled.

Academic Senate (Haidar)

Classified Senate (Hubbard)

Associated Student Council (Ledbetter)

District Governance Council (Figueroa)

District Strategic Planning Committee (Figueroa)

District Budget Committee (Bell)

College Governance Committee (Figueroa)

H. ANNOUNCEMENTS

4/18/14

S. Trevisan