

MINUTES

College Executive Committee March 25, 2014
San Diego Miramar College

Present: Sandi Trevisan, Patricia Hsieh, Adela Jacobson, Gerald Ramsey, Brett Bell, Buran Haidar, Lou Ascione (representing managers), Joyce Allen, Daniel Miramontez, Terrie Hubbard

A. Approval of Agenda

Agenda approved.

B. Approval of Previous Minutes

Minutes of 3/4/14 approved. Revised minutes of 3/11/14 approved. Minutes of 3/18/14 approved.

C. Guests

Laura Murphy

D. Chancellor's Cabinet (Hsieh)

- Enrollment report. No change -- Miramar remains at 3.1% above FTES target. District is 4.2% above cap.
- Transfer Report provided via email last week. A report will be made to the Board of Trustees in April. National University is the top private four-year college to which SDCCD students transfer.
- Academic Senates requested a professional development workshop for both classified and faculty, which was shared at DGC. Vice Chancellor Conrad was charged to develop a proposal. Today, Cabinet received a one-page proposal with time, target and topics. Cost to fund two workshops will be \$10,000+. District will not provide funding since the staff development fund is allocated to the faculty and staff at the colleges. If there is an interest and if funds are available, each college will offer the activity. Hsieh indicated the college doesn't have the funds to support this activity. Hsieh will provide information to constituency leaders.
- Community college BA degrees. When a request to implement BA degree offerings arrives from the District, colleges will need to act quickly. The District has already alerted the Accrediting Commission and has been provided process and procedures for requesting substantive change, when ready. Due on 4/1/14, the Chancellor requested presidents provide a complete package of programs they will offer (automotive for Miramar), curriculum year one to four, staffing needs, where program will be offered/facilities, and provide justification of why they will offer a four year degree in this area. Hsieh will summarize request and send to VP Ramsey, who will work with deans to complete. How to fund BA degree offerings has not been discussed. The State Chancellor's Office will determine fee rate for third and fourth year students. Chancellor asked college presidents for Academic Senate's position on offering BA degrees -- Hsieh reported Miramar's Academic Senate representatives will attend the statewide meeting and report back.
- SD Unified/SDCCD joint board meeting -- next step re: Miramar's proposed instructional partnership with Mira Mesa High School. Hsieh will talk with faculty and deans, then edit timeline for program launch prior to submitting formal proposal to Vice Chancellor Otto Lee. Lee will forward to SD Unified for agreement. Hsieh suggested using high school expansion efforts as part of Miramar's enrollment growth plans.

- Hsieh encouraged all to attend the open door session (3:30 PM) and the board meeting (4 PM) on campus on 3/27/14.
- A board retreat is planned for May 8, which conflicts with Miramar's Classified Senate luncheon. All college presidents must attend the retreat to report on the year's activities.
- A district wide enrollment management meeting among college presidents and Executive Vice Chancellor Bonnie Dowd was held to address 2014-1015 and 2015-2016 plans. Funding is expected to be stable for two years. Agreed-upon principles include: 1) Colleges will continue to grow toward 25,000. 2) Miramar must reach 10,000 FTES within next two years, which will bring in an additional \$500,000 to the District. 3) CE has five centers (campuses), which must be minimum capped at 1,000 FTES per center to maintain current funding level. 4) Miramar will continue to be asked to provide increased training and in-service for sheriff and regional police departments. Hsieh noted that as of today, the District will absorb public safety support to respond to community needs within a 1% unfunded cap. 5) Mesa and City will remain at midsize.
- Hsieh requested approval to hire a tenure-track counselor at Miramar, funded by SSSP funds. The Chancellor expressed concern with the issue of hiring faculty on the wrong side of 50% law. Ultimately, Miramar was approved to go forward and determine whether to offer as tenure-track or categorical, but if SSSP funding ends, Miramar will own the position. Hsieh will discuss with Ramsey. A request to hire a campus-based researcher was denied.
- The new SDCCD police chief presented procedural changes. Following SDPD practices, rifles will now be located in the vehicle in the front seat, instead of in the trunk; and officers will be allowed to wear a camera and record at the officer's discretion. Rifles will be bright blue.

E. NEW BUSINESS

1. Employee Lounge (Hsieh/Bell)

Hsieh reported the Classified Senate president and vice president asked for an employee lunch area, now that the D-bungalows are no longer available. Bell identified an area in U-300, the college services center, centrally located, adjacent to the K-building. The space will include a credenza to house supplies, tables with chairs for dining, comfortable low club chairs with coffee tables and sofa in a separate grouping. An area in a separate storage room has been identified for a refrigerator and microwave oven. The location was designed originally to house a banking function on campus, so, until a banking partner is identified, it will be used for the employee lounge. In the future, if the space is requested to house a banking function, the employee lounge will be modified or relocated to another area. The door will likely be replaced to one with a touch pad entry. Bell will present FFE quote to Purchasing; the lounge should be available in another month or so.

F. OLD BUSINESS

1. Strategic Enrollment Management – Next Step (Due to CEC on 3/25/14) (Haidar)

Haidar reported Academic Senate has been informed of SEM principles and guidelines. Classified Senate reviewed and has no concerns. ASC reviewed and has no concerns. Ascione reported the managers reviewed and recommended more specific language. Ascione noted managers suggest SEM at Miramar be defined as the alignment of strategic plan and annual enrollment process. Hsieh reminded all that the college is guided by its mission of supporting student success and that the strategic plan supports the mission. She said the next step will be to move SEM discussion to deans, who will engage faculty in dialogue, starting with department

chairs, who will then discuss at department meetings. Any recommendations will be brought to Academic Affairs for college level dialogue, then back to four constituency groups, and then to CEC. Ascione summarized SEM is what deans already do and that coming up with a strategic enrollment plan each year is not a good idea. Ramsey recommended we move forward from review to planning. CEC agreed to move SEM discussion on to the deans.

2. College Hour (Due to CEC 3/18/14, Rep Names by 3/25/14, Survey by 3/28/14) (attachment) (Haidar)

Hsieh, Haidar, Ledbetter, and Tom Davenport will meet to discuss and finalize a short survey. Hsieh reviewed four questions. A brief statement describing what is a college hour and the purpose of the survey will be added. Hubbard recommended an additional time block, 1:30-2:30 PM, be included as an option in the survey. Hsieh will send the draft survey questions to committee members for feedback.

3. Draft SD Miramar College Student Equity Plan – FYI (attachment) (Ramsey)

Ramsey reported a meeting is scheduled this week.

4. 2014 AACJC Annual Report (Draft due 3/4/14. Due to CEC 3/25/14 for acceptance) (Hsieh/Miramonte)

Ramsey reported a correction to the number of online programs should be 12. CEC accepted the report and recommended moving forward with report submission.

5. Status Regarding 3/27/14 On Campus Board Meeting (Trevisan)

Last week's rehearsal went well. Board meeting is this Thursday, 3/27/14.

6. 2014-2015 College Annual Planning Calendar (Due to CEC on 4/15/14) (Miramontez/Figueroa)

On schedule.

7. Update from Program Processes Task Force (College completion due date 12/10/13) – Review (3 attachments) (Haidar)

Academic Senate second meeting discussion resulted in additional feedback. Faculty were asked to provide comments in writing to Haidar and Daphne Figueroa. Haidar received some feedback and will share with Senate Exec today. Murphy stated there was a motion and vote not to approve the document "as is" and to return it to CEC for further discussion. Haidar was not aware of that information as she was not present at the time of a vote. Haidar will follow up.

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

Ramsey reported they are moving ahead as planned with Jets Jump Start and FYE. Sonny Nguyen and crew visited Mira Mesa High School. They have spoken with 300 students, processed applications and testing on the first 100, and scheduled follow-up visits with MMHS and remaining schools in the college's service area. Allen asked if more staff will be needed to accommodate the increased applications and enrollments. Ramsey responded that issue is being addressed and that perhaps system resources will be deployed. Hsieh noted the

Cabinet discussed the possibility of enrollment beginning in May for fall, and the possibility of high school on-site enrollment.

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

No report.

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

No report.

**11. Environmental Scan Recommendation (Due to PIEC on 3/14/14 and CEC on 4/15/14)
(Haidar)**

The recommendation has been forwarded to the Academic Senate, which will meet after spring break.

12. Revised Miramar College ISLO's (3/25/14) (attachment) (Haidar)

Classified Senate approved

G. REPORTS

Academic Senate (Haidar)

Senate Exec meets today.

Classified Senate (Hubbard)

Reviewed items from CEC and discussed Classified Week. Next meeting is April 10.

Associated Student Council (Ledbetter)

No report.

District Governance Council (Figueroa)

No report.

District Strategic Planning Committee (Figueroa)

No report.

District Budget Committee (Bell)

No report.

College Governance Committee (Figueroa)

No report.

H. ANNOUNCEMENTS

None.

3/25/14

S. Trevisan