

## **DRAFT MINUTES**

College Executive Committee March 18, 2014  
San Diego Miramar College

**Present:** Patricia Hsieh, Daniel Miramontez, Brett Bell, Buran Haidar, Gerald Ramsey, Joyce Allen, Daphne Figueroa, Emalina Ledbetter, George Beitey, Laura Murphy, Terrie Hubbard, Lexie West

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

Agenda approved.

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

Minutes of March 11, 2014 were approved with Haidar's edits. Minutes from March 4, 2014 will be emailed to all for approval next week.

### **C. Guests**

Laura Murphy, Daniel Miramontez, and Lexie West

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

- Enrollment report. All members will receive a handout after this meeting on the current enrollment report. Miramar College is still above the target at 3.1%.
- The Chancellor wants to know how each campus addressed the Affordable Care Act and how each campus has helped students thus far. Hsieh will report back to the Chancellor with the number of student registrants with our campus efforts.
- The District will be involved in creating a district wide marketing campaign to promote summer classes. Miramar will also have our own campaign to target students in our service area to promote summer classes. Hsieh will discuss the local campaign with Trevisan.
- Hsieh reported that there will be a joint board meeting with SDUSD today at Continuing Education. March 27, 2014 is the on campus board meeting at Miramar.
- Budget planning. On 3/27/14 at the Board meeting, Dowd will give a preliminary budget for 14-15. Also at the Board meeting the MOU's with each college's Foundations will be ratified.
- New Chief of Police was at today's cabinet meeting. Chief Aguirre shared his goals and recommendations for the District. Hsieh will share more about his goals after the Chancellor's Cabinet has a chance to discuss those goals.

### **E. NEW BUSINESS**

#### **1. College Governance Committee Recommendations (attachment) (Figueroa)**

Figueroa reviewed the 2/11/14 minutes from CGC and reported that since there was difficulty filling faculty vacancies on the newly formed Academic Senate FLEX committee; after discussion, the CGC recommended that the FLEX committee should be disbanded. Instead the FLEX coordinator can work as a liaison and resource to the Staff Development committee. This recommendation was then taken to Academic Senate and was agreed upon. Figueroa stated that it is required to have a FLEX committee for each district, not on each campus. CEC has

consensus that FLEX committee will be disbanded and FLEX coordinator will work as a liaison with the Staff Development committee. No form will be needed as the minutes from CEC, Academic Senate, and CGC will be used for record keeping.

## **F. OLD BUSINESS**

### **1. Feedback on AACJC's Institutional Internal Quality Assurance and Student Learning Outcomes Assessment Workshop and Next Steps (Miramontez)**

Miramontez reported that a theme and structure has been created for the workshop which will be held on 3/20/14 from 1-2 p.m. in L-302. The workshop will focus on a case study from Cal State San Bernardino which utilized a student level approach to SLO's. The workshop will also focus on Santa Monica City College's journey shown through a timeline, which will follow to discussion on Miramar's timeline. They will discuss how Miramar will move to the future and how that will be included in Taskstream.

### **2. Strategic Enrollment Management – Next Step (Due to CEC on 3/25/14) (Hsieh/Haidar)**

Haidar ~~stated~~ reported that constituency leaders are taking the established principles and tested strategies to their constituencies to be brought back to the CEC before they can be forwarded to Academic Affairs Committee.

### **3. College Hour (Due to CEC 3/18/14) (attachment) (Haidar)**

Haidar reminded that the Academic Senate supported the proposal for the College hour. Beitey shared that the Miramar College's managers conceptually agreed with the college hour and recommend that a survey be created for students to take to gauge their interest in the college hour. The manager's also recommend receiving input from the PIO on using social media to market the activities identified by the survey. Miramontez stated concern about overburdening our students with surveys. An ISLO survey will be conducted in fall 2014. The campus will also into accreditation mode next year and students will take student satisfaction survey. The campus will need to be conscious about how many surveys are given at a time. ASC unanimously approved college hour idea. Classified Senate approved the concept at CEC last week. Hubbard expressed concern that students may bombard classified employees during the college hour. Ledbetter suggested using a paper survey and utilizing ASC to administer the survey. Depending on survey results next steps are pending. Haidar, Ledbetter, a manager, and a classified staff member will meet to create the questions for the survey. Group will then consult with Miramontez to finalize the survey. Classified Senate and management will provide a name of the person who will assist the survey group by the next CEC meeting. The survey will be finalized on 3/28/14.

### **4. Progress on Draft SD Miramar College Student Equity Plan (Ramsey)**

Ramsey reported that there is a new draft template and he will make sure all information will be updated in the new template.

### **5. 2014 AACJC Annual Report (Draft due 3/4/14. Due to CEC 3/18/14) (attachment) (Miramontez)**

Miramontez stated that some changes have been made since the first draft. Number of programs offered via distance education has been changed to 27. Hsieh stated that the number from last year and this year should be the same since we have not completed a substantive change. The number recorded should only include programs, not certificates of achievement. Miramontez

reported that a change has also been made on #22 of the reporting the criteria measured. Haidar stated that she is fine with the changes that have been made for #38 & 39. CEC will accept the revised annual report on 3/25/14. Figueroa checked the College accreditation website and reported that the number of programs offered via distance education should be 12 and not 27, based on the January 2009 Substantive Change report. Ramsey's office will clarify this number.

**6. Status Regarding 3/27/14 On Campus Board Meeting (Beitey/Trevisan)**

There is a rehearsal at 2 p.m. on 3/20/14. Time keeping and seat selection are being discussed. The presentation will be 50 minutes.

**7. 2014-2015 College Annual Planning Calendar (Due to CEC on 4/15/14)**

**(Miramontez/Figueroa)**

No report.

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

The Program Processes document with its modified appendix section is on the Academic Senate's meeting agenda in afternoon for its second.

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

Ramsey reported that there has not been much change from last meeting. Nguyen is at Mira Mesa High School today assessing students. SSSP will pay for peer advisors only. Daphne requested to be included conversations regarding academic support during summer so that she can coordinate with English Center and Math Lab faculty on how best to approach the needed services.

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

Updates are in process and will be brought to PIEESC in the coming weeks.

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

No report.

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

Approved by PIE with modifications. If CEC has comments, please get that to Miramontez by 4/8/14.

**13. Revised Miramar College ISLO's (attachment) (Haidar)**

Classified Senate has a meeting on Thursday and has this item on their agenda.

**G. REPORTS**

**Academic Senate (Haidar)**

Agenda includes: The MOOC resolution and second reading of the program initiation and institutionalization.

**Classified Senate (Allen)**

Next meeting is Thursday.

**Associated Student Council (Ledbetter)**

Democracy week this week. ASC voted on Invest in Success Silent Auction items to donate. Spring Fest was last week and was very successful. Campus clubs received a lot of interest.

**District Governance Council (Figueroa)**

No report. Meeting tomorrow.

**District Strategic Planning Committee (Figueroa)**

No report.

**District Budget Committee (Bell)**

No report.

**College Governance Committee (Figueroa)**

Meeting in April. No quorum for March meeting.

**H. ANNOUNCEMENTS**

3/18/14

*L. West*