

DRAFT MINUTES

College Executive Committee March 4, 2014

San Diego Miramar College

Present: Patricia Hsieh, Adela Jacobson, Emalina Ledbetter, George Beitey, Brett Bell, Buran Haidar, Joyce Allen, Terrie Hubbard, Gerald Ramsey

A. Approval of Agenda

Approved.

B. Approval of Previous Minutes

Haidar asked to postpone the approval of minutes until the 3/11/14 meeting.

C. Guests

Lexie West and Daniel Miramontez

D. Chancellor's Cabinet (Hsieh)

- Hsieh reported on enrollment and our campus is on target to be at 3.1% above our enrollment target. Hsieh noted that the current projection does not include FTES for summer 2 column from the Chancellor's Cabinet handout.
- On Monday, March 17, 2014 the college presidents have been asked to meet with Bonnie Dowd for an enrollment management planning meeting for academic year 2014-2015 and 2015-2016. The Chancellor is also expected to stop by the meeting. The focus of both years' growth/restoration will be on summer sessions.
- The joint Board meeting with SDUSD is coming up this month. The agenda was sent out today and Hsieh would like to gather more information from campus personnel regarding some of the agenda items to gain clarification prior to the meeting. Some items that will be discussed are the expansions of articulation with SDUSD. Another topic is Early Middle College. Hsieh is not sure what the discussion will be. Hsieh will scan and email the agenda with everyone.
- Bonnie Dowd will do a preliminary presentation on the budget on March 27th at the on campus Board Meeting.
- Tomorrow there will be a budget committee meeting at the district to discuss the 14-15 budget.
- The district has projected to increase the 14-15 summer session by another 20% of restoration.
- Hsieh has also reported on the reorganization proposal from Mesa College in administrative services. They want to merge some of the positions between reprographics and the stockroom.

E. NEW BUSINESS

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

This past Friday a team from Miramar went to an ACCJC workshop on SLO Assessment at Mira Costa College. Miramontez reported on a presentation given on SLO's from the student perspective. Another presentation was regarding best practices of SLO's. The afternoon session consisted of breakout groups where representatives of different schools discussed the ISLO's and assessments. Haidar pointed out that the accreditation standards for universities require program level SLO's, not the course level, which is what is required of the community colleges. Hsieh

thanked the workshop participants on attending this event. Hsieh suggested that the campus offer a professional development workshop for our campus regarding this information. Miramontez and Haidar discussed are working on organizing a workshop during the third week this month. The workshop might be assigned a FLEX number if it meets the FLEX criteria.

F. OLD BUSINESS

1. College Hour (Haidar)

Haidar asked if the other constituency leaders have input they can share. Ledbetter reported that ASC discussed the item. ASC took a straw poll which had strong support from the students. Students voiced concerns about what time the college hour will be. Management met and will report on their views to CEC on 3/18/14.

2. Draft Student Equity Plan – FYI (Ramsey)

Ramsey reformatted the old student equity plan into the current format. The executive summary's narrative includes indicators for student success and a summary of activities. . The district research office is working on providing data to update the plan as required for the new format. The new format will show the timelines and expected outcomes of activities. Hsieh stated that one of the components of the plan is to coordinate it with SSSP. Hsieh wanted to thank the college for completing the 2009 student equity plan since we are the only college within the district to have this plan completed before the state mandate. Ramsey stated that he plans to have this plan completed by 5/6/14. Jacobson went over some history regarding the student equity plan workgroup and who helped write the plan. The goal is to bring the student equity plan back to CEC by 4/3/14 to help get the plan to all the constituency leaders. The CEC will accept it on 5/6/14.

3. 2014 AACJC Annual Report (Draft Report due 3/4/14. Due to CEC 3/11/14) (Miramontez)

Miramontez reported that the first draft of the annual report is finished and will also go to all constituencies for review. The report will then come to CEC next week. Haidar asked who wrote the narratives in the report. Miramontez stated they were written by Mark Manasse and Laura Murphy. Hsieh suggested that the authors of the report be invited to the constituency groups if the groups have any questions.

4. Strategic Enrollment Management (SEM) – Next Step (Hsieh)

Hsieh reported that the next step is to have all the constituency leaders and MM rep share the principles and strategies discussed at the 2/20/14 strategic enrollment meeting group meeting. Input solicited by the groups will be brought back to CEC.

5. Update on College-Wide Retreat Planning 3/7/14) (Bell)

Bell reported that the retreat is on track. The focus on the retreat will be to bridge barriers to success. The three components of the planning sessions will be; a panel discussion with students to identify barriers, a second panel of faculty discussing how to mitigate barriers, and the last component is to identify the goals and barriers and link them to the student equity plan. For follow up after the retreat, there will be a gap analysis conducted by the PIEC to address the

barriers. Kirk Webley will be the emcee of the event. Hsieh thanked Bell, Miramontez, and the retreat committee for putting this event together.

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

Beitey will meet with Daniel and Sandi next week regarding the board meeting.

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

Miramontez stated that the accreditation schedule will be integrated into the college annual planning calendar.

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

Haidar announced that the program processes task force is on the Academic Senate agenda for today. Greg Newhouse created a document which the task force will meet again to review. West is coordinating a meeting date.

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

Ramsey reported that a group of students have been identified who will work as tutors and assistants to professors. Ascione will meet with Sheryl Gobble to iron out the summer class schedule of SSSP summer readiness program. Ramsey and Sonny Nguyen have developed a tentative draft outreach and assessment plan for our feeder high schools. Ramsey gives Trevisan updates monthly regarding SSSP for eNews column.

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

Hsieh questioned if the campus has a current diversity plan. Hubbard reported that the diversity committee has created a diversity plan which was given to the VPI last year. Hsieh suggested that the diversity committee take another look at the plan and then send it out to the managers and all constituency leaders for review.

11. Completion of Updating College's Master Educational Plan (Due to CEC on 5/6/4) (Hsieh)

Hsieh reported that there is a narrative portion that has not been addressed. The PIEC co-chairs have been working on this and it will be discussed at the next PIEC meeting.

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

None.

G. REPORTS

Academic Senate (Haidar)

Haidar reported that there is a meeting today. MOOCs are on the agenda since the Academic Senate is to provide input for the District Board of Trustees Policy. The 2014 ACCJC Annual Report is also on the agenda which will probably be referred to the senate executive committee.

Marketing and Outreach plans are also on the agenda. SEM is also on the agenda and Haidar will explain the process to the senate.

Classified Senate (Allen)

Allen reported that there will be a meeting on Thursday morning and will discuss the campus wide retreat and ACCJC. Election results will also be in by the meeting. SEM update and program process updates will also be on the agenda along with a discussion on the college hour discussion. Haidar or Miramontez will send the ISLO's to classified senate for approval.

Associated Student Council (Ledbetter)

Ledbetter reported that the students got back from the March on March. Currently ASC is focusing on Spring Fest. Ledbetter stated that a few students will also attend the College Wide Retreat.

District Governance Council (Figueroa)

Meeting tomorrow

District Strategic Planning Committee (Figueroa)

No update.

District Budget Committee (Bell)

Meeting tomorrow

College Governance Committee (Figueroa)

Meeting on March 11, 2014

H. ANNOUNCEMENTS

Hsieh sent out information regarding the Invest in Success event on April 16th and encouraged attendance.

3/4/14

L. West