

MINUTES

College Executive Committee February 25, 2014
San Diego Miramar College

Present: Sandi Trevisan, Patricia Hsieh, Adela Jacobson, Emalina Ledbetter, George Beitey, Brett Bell, Buran Haidar, Daphne Figueroa

A. Approval of Agenda

Update on Program Processes Task Force (Agenda Old Business #7) – Haidar added amended document: *Resource Development Process and Procedures* as third attachment. Amended agenda approved.

B. Approval of Previous Minutes

Figueroa noted edits in College Governance Committee report of 2/18/14 minutes were not accurate and recommended deleting the statement, “restoring the Flex Committee to be a subcommittee of Staff Development Committee.” Edited minutes of 2/18/14 approved.

C. Guests

Daniel Miramontez, Paulette Hopkins (representing Gerald Ramsey)

D. Chancellor’s Cabinet (Hsieh)

- Enrollment report. No significant change. Hsieh will scan document and share with CEC.
- Chancellor asked about summer plans compared to summer 2008 offerings. Summer courses will be restored at 80% as a District. Chancellor asked for aggressive marketing plans for summer. Trevisan and Marketing/Outreach Committee will discuss. The Chancellor wants to review effectiveness of movie theatre advertising. Summer schedule will be mailed out. District PIO will investigate radio ads and use social media. Summer schedules will be available online on April 15. Hard copies will be delivered to colleges and mail houses on April 21. Registration will begin around May first. District will create a brochure to promote summer classes. PIOs will be involved. Trevisan will discuss with District PIO exposure for Miramar equal in prominence with sister colleges.
- A graduates outcome survey was sent last December by District Student Services. Response rate was 16%. Survey assessed how many graduates are currently employed full and part-time, have no job, and how long it took to get a job. 33% of respondents don’t have a job. Hsieh will scan survey and share. There will be a report at the March board meeting. Chancellor wants Alumni Connections registrants to be alerted a survey will be mailed to them.
- Chancellor is requesting testimonies of needs to provide baccalaureate degrees in several areas -- nursing, dental hygiene, radiologic technology, health information science and automotive technology. Hopkins will share information with Ornelas. Otto Lee will research and confirm no four-year public institutions offer BAs in focus areas. After legislation passes allowing community colleges to offer baccalaureate degrees, local boards will determine which programs to offer.
- Board agenda -- same as last week, no change. Former trustee Evonne Schulz will be congratulated on her 80th birthday. Chancellor will be recognized by Marty Block on her ten-year anniversary.

- Budget planning. Prior to today, state enrollment growth funding rate was set at 3%. Now, growth rate has been reduced to at 2% as 3% is too challenging for some community colleges in the state. Chancellor did not ask colleges to revise targets–As a district, still planning at 4% growth. Hsieh will share document.
- Alumni project. District Student Services sent email notification re: Alumni Connections to graduates for the past two years, 23,000 grads to date. Communication to the third year back is now being sent out. 259 have enrolled in the Alumni Connections database. Miramar has 32 at this time and a goal of 40 new registrants by the end of spring, which equals 5% of graduates. Miramar needs to push registrations. Trevisan will connect with Alumni Connections registrants to encourage Miramar’s own Alumni Association registrations, which will include benefits of membership.
- President’s Convocation announcements. With HR assistance, in April, college presidents will send out a communication to faculty. According to contract language, managers have the right to assign faculty to do work related to instruction and student success during flex days. Miramar plans to conduct Task Stream training. When Hsieh receives draft letter from HR, she will adjust to Miramar’s plan and distribute.

E. NEW BUSINESS

1. College Hour (Haidar)

Haidar reviewed a proposal to institute a “College Hour” that was received by the Academic Senate from Naomi Grisham, Student Services. Senate discussed and approved the proposal. Student, management and classified constituencies should now review and provide feedback. Haidar will inform Allen of Classified Senate need to review at their March 6 meeting. Item to return to CEC on March 18, 2014.

2. Draft Student Equity Plan – FYI (Hsieh)

Hsieh provided background and overview of new plan requirements. Because of SSSP implementation, the State Chancellor’s Office has a specific template to follow, requiring new data and resource information. Miramontez reported district IRP and CBRs have started to collect data for colleges. Hsieh doesn’t want to use Miramar’s old format of the Student Equity Plan, since significant changes will occur. According to Bell, common vocabulary (“lost momentum”) will be introduced at the March 7 retreat to refer to the entire process of student success (including instructional support) from beginning to completion. Haidar asked for a copy of the student equity plan for review prior to the planning retreat. It will be shared with CEC on 3/4/2014.

F. OLD BUSINESS

1. 2014 AACJC Annual Report (Draft Report due 3/4/14. Due to CEC 3/11/14) (Miramontez)

Work in progress. CTE and SLO information is due this Friday. First draft will be ready 3/4/14 for CEC and Academic Senate agendas. Miramontez asked if the “student learning support activities” section should include administrative services and noted AACJC manual includes administrative services under “resources.” Bell agreed that was correct placement.

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

As previously agreed, Hsieh organized a meeting last week. Haidar noted that strategic enrollment management (SEM) is bigger than annual enrollment plans and reflects the perspective of the whole college. She reviewed the document shared at last week's meeting, which included a glossary of terminology, guiding principles, goal, strategies, objectives/actions and outcomes. Hsieh recommended CEC move forward with sharing Haidar's draft with three constituencies and MM, adding comments throughout review. Implementation should be discussed by deans and department chairs. Haidar will draft a document from the Powerpoint information presented.

3. Increase of Student Parking Fee (Jacobson/Ledbetter)

Ledbetter reported ASC discussed a possible proposal to increase the student parking fee last Friday and voted "not in favor" of increasing the parking fee. Currently, students pay \$20 per semester if they have financial aid, \$40 without. There has not been a formal District presentation on this issue to date. Hsieh complimented Ledbetter and Jacobson for being on top of this issue.

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

Bell reported they are working on facilitating the event. Pre-loaded templates on laptops and strategic placement of individuals at each table will provide a consistent method of guiding and reporting break-out session outcomes. Hsieh reported there are 72 RSVPs to date.

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

No report.

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

On schedule. PIEC steering meeting on Friday, 2/28/14.

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

Received input from management group. Concern is timeline and the need for an emergency process. Task force will meet tomorrow to look at possible scenarios and come up with way to satisfy all concerns.

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

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

On track for continued discussions; attachment is not the most current; Miramontez & Figueroa to send to Lexie to update for future CEC agendas.

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

11. Environmental Scan Recommendation (Due to CEC on 4/15/14) (Miramontez/Figueroa)

On track to go to PIEC on 3/14/14.

G. REPORTS

Academic Senate (Haidar)

Classified Senate (Allen)

Associated Student Council (Ledbetter)

District Governance Council (Haidar)

Note: change for future

District Strategic Planning Committee (Figueroa)

No report.

District Budget Committee (Bell)

Met on 2/5/14; discussed Governor's proposed budget for 2014-15; Dowd stated that SDCCD preliminary budget will be presented at March Board meeting; tentative budget to be adopted by Board in June. State budget must be set by Sept. 15th. Various highlights of the Governor's proposed budget relating to CCC' include: access, COLA, Student Success (SSSP), Deferred maintenance & Instructional Equipment, Prop. 39, Flexibility of categorical funds, Redevelopment Agencies (RD A's), Prop. 98, & Adult Ed. Dowd stated that what is needed for the State budget is predictability and reliability.

College Governance Committee (Figueroa)

No report.

H. ANNOUNCEMENTS

2/25/14

S. Trevisan