

# COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, February 18, 2014 • 1:00 – 2:30 P.M. • L-108

**Members:** Hsieh, Bell, Ramsey, Haidar, Figueroa, Allen, Hubbard, Ledbetter and Akbari

**Attendees:** Trevisan, Beitey, & Jacobson

- A. Approval of the Agenda
- B. Approval of Previous Minutes
- C. Guests/Introductions:
- D. Updates from the Chancellor's Cabinet
- E. New Business

#	Item	*Strategic Goals	Initiator
1	Social Media & Disaster Response	1	Trevisan

F. Old Business

#	Item	*Strategic Goals	Initiator
1	Update from Program Processes Task Force (College completion due date 12/10/13) – Review (2 attachments)	1	Haidar
2	Update On Early College Pilot Program with Mira Mesa High School	4	Hsieh
3	Status Regarding 3/27/14 On Campus Board Meeting	1	Beitey & Trevisan
4	Update on College-Wide Retreat Planning 3/7/14		Bell, Ramsey & Figueroa
5	Status on Student Learning Outcomes – Draft Data for 2014 Annual Report	2	Ramsey
6	Progress on Student Support & Success Program Implementation	2	Ramsey
7	Enrollment Management – Next Step	1	Hsieh & Haidar
8	Increase of Student Parking Fee	2	Jacobson & Ledbetter
9	Environmental Scan Recommendation (Due to CEC on 4/15/14)	1	Hsieh
10	Updated College Operational Plans (Due to CEC on 5/6/14) (attachment)	1	Ramsey
11	Completion of Updating College's Master Educational Plan (Due to CEC on 5/6/14)	1	Hsieh
12	2014-2015 College Annual Planning Calendar (Due to CEC on 4/15/14)	1	Hsieh

G. Reports

*(Please limit each following report to two minutes maximum. If you have any handouts, Please e-mail them to Lexie West ahead of time to be included for distribution electronically.)*

- Academic Senate
- Classified Senate
- Associated Student Council
- District Governance Council
- District Strategic Planning Committee
- District Budget Committee
- College Governance Committee

H. Announcements

I. Adjourn

---

\* San Diego Miramar College 2013 – 2019 Strategic Goals

**Goal 1:** Provide educational programs and services that are responsive to change and support student learning and success.

**Goal 2:** Deliver educational programs and services in formats and at locations that meet student needs.

**Goal 3:** Enhance the college experience for students and the community by providing student-centered programs, services and activities that celebrate diversity and sustainable practices.

**Goal 4:** Develop, strengthen and sustain beneficial partnerships with educational institutions, business and industry, and our community.

**Please also see** <http://www.sdmiramar.edu/institution/plan> for San Diego Miramar College 2013-2019 Strategic Plan

**For courtesy, please let the President know if you cannot attend the meeting.**

## MM Feedback on Proposed Program Initiation Document

*"...there is NO link between the approval process steps as laid out in the Appendix A. SD Miramar College Resource Development Process and Procedures (Revised draft), the time required to obtain that approval, and the time given to submit a grant.*

*While there is one reference to the CEC meeting weekly in the document....the approval process as set forth requires much more than just presentation to and approval by CEC. The consequence of this failure to address a preparation schedule is to literally place one who is writing a grant in the position of writing it while getting approval for it at the very same time. If one wants to believe that this work with partners and obtaining commitment during the time when no proposal has been approved by ones' own campus is an acceptable course....I would say I hope some folks have great negotiation skills."*

*For any major grant - to have written the entire grant proposal, to have worked with partners to obtain commitments on grant outcomes and participation in grant deliveries, and accomplish like commitments can take a good 4 weeks to accomplish. If we assume that the grant proposer must do this before the initial submission to CEC fine....or that the proposer must do this after the final approval by the President, fine....but we now have **at best** a 12 week process before a proposal can be submitted.*

*In addition, the 3 steps required to approve submission of a new grant proposal does not take into account the time limits of many grants. There are times when we may be asked to be a subcontractor or partner on a large regional, state or national grant and are given 2-3 weeks to get the grant proposal submitted. When this happens, some provision should be provided for expediting approval such as online approval, special one agenda meeting or agreement to consolidate steps 1-3. Hopefully this would occur on rare occasions but we need some mechanism in place when it does happen.*

**Draft San Diego Miramar College Program Initiation, Institutionalization, and Discontinuance Processes  
November 2013**

Prepared by the *ad hoc* Program Processes Taskforce (PPT)  
Convened by the College Executive Committee (CEC)

**Table of Contents**

I. Introduction ..... 2  
    Taskforce Membership ..... 2

II. Definitions ..... 3  
    A. Instructional Program & Services..... 3  
    B. Student Services..... 3  
    C. Administrative Services..... 4

III. New Program Initiation Process using Internal or external Resources ..... 4

IV. Program Institutionalization ..... 7  
    Institutionalization of Current Programs funded by External Resources ..... 7

V. Program Vitality and Discontinuance ..... 7  
    Summary of Tasks to be forwarded to governance committees/group ..... 8

VI. Appendix ..... 9  
    A. SD Miramar College Resource Development Process and Procedures (Revised draft)..... 9  
    B. Grant Funding Initiation Form (New)..... 10  
    C. Grant Funding Concept Approval Form (Revised draft) ..... 11  
    D. Grant Funding Source Submission Approval Form (Revised draft)..... 12

## I. Introduction

The initiation of a new program, significant program expansion, and other initiatives, as well as institutionalization or discontinuance of such efforts can have broad short and long-term impact on college operations and personnel.

In April 2013, the Academic Senate forwarded to the College Executive Committee (CEC) a Senate-approved request to form a taskforce to develop formal processes for approval of initiation and institutionalization of internally-funded programs and grant-funded programs, and for program discontinuance. The CEC approved the formation of the Program Processes Taskforce (PPT) and its membership to develop processes and to forward its recommendations to the CEC. The PP Taskforce was convened and held meetings in May 2013 and forwarded the recommendations included in this document.

### Taskforce Membership

#### Administration Representatives (4 3)

- Patricia Hsieh, College President
- Brett Bell, Vice President Administration
- Gerald Ramsey, Vice President of Student Services & Acting Vice-President of Instruction

#### Academic Senate Representatives (4 3)

- Buran Haidar, Academic Senate President
- Daphne Figueroa, Academic Senate Past-President
- Wheeler North, Aviation Faculty

#### Classified Staff Representatives (2)

- Joyce Allen, Classified Senate President
- Terrie Hubbard, Classified Senate member

#### Associated Student Council (ASC) Representative (1)

- Emalina Ledbetter, ASC President

## II. Definitions

Definition of programs varies for instructional, student services and administrative services programs. The Taskforce explored definitions and it was agreed that the Program Review Committees of the College divisions will review and revise their definition of program, as appropriate to guide the College Program Processes, in accordance with the Title 5 definition.

*(Forward to the Program Review Committees)*

### A. Instructional Program & Services

Alternative definitions explored by the taskforce for consideration during the review/revision of the Current SD Miramar College definitions, included:

1. *Title 5 § 55000. Definition*  
“**Educational program**” is an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.
2. ASCCC Curriculum Institute presentation, 2011  
An **Instructional Program** is defined as a discipline and as an organized sequence or grouping of courses leading to a defined objective such as a major, degree, certificate, license, the acquisition of selected knowledge or skills, or transfer to another institution of higher education.
3. Other  
An **Instructional Program** is defined as a state approved degree or certificate or a series of basic skills courses that serve as a pathway to degree or certificate completion. *(Foothill College)*

*Current Miramar College PR/SLOAC committee definitions of:*

- **Program:** An instructional “program” is a field of study that includes at least one award and at least one subject area. Programs are designated by “grey box” sections in the Degree Curricula and Certificate Programs chapter of the San Diego Miramar College Catalog with the exception of Interdisciplinary Studies which is a grey box section but is not a program.
- **Instructional Service:** An instructional service is an organizational unit that has its own distinct mission, separate budget, and at least one full-time employee.

### B. Student Services

*Alternative non-limiting definitions explored by the taskforce for consideration during the review/revision included:*

1. A **Student Services Program** is defined as an offering of student services that primarily serve a non---instructional function and/or does not qualify as an Academic Program as defined above.*(Foothill College)*
2. A **Student Services Program** is defined as a unit providing non-instructional student services

of guidance and counseling at all levels, for new and for transfer students. (Definition discussed at the PP Taskforce meeting on 05/28/13)

3. Instructional PR/SLOAC-approved definitions 102511 part of "[SLO Glossary of Terminology](#)"

<b>Student Support Program</b>	Non-instructional services, such as advising, counseling, learning resources, financial aid, tutoring, mentoring, etc., that facilitate student success and provide strategies for students to overcome the many factors in life that may disrupt their education and reduce their success
--------------------------------	--

### C. Administrative Services

*(Alternative non-limiting definitions for consideration)*

1. An Administrative Services is defined as an offering of support services, primarily supporting faculty and/or staff, indirect student support, and/or does not qualify as an Instructional Program as defined above. *(Foothill College)*

## III. New Program Initiation Process using Internal or external Resources

The initiation of a new program and significant increase in a program or other work area can have broad short and long-term impact on college operations and resources. The new program initiation process is developed to ensure that all proposed programs align with the San Diego Miramar College Mission, its Strategic Plan, and its Educational master Plan to meet substantiated student need. And that before the program is in development stages, the college has the capacity to commit short-term and long-term resources to an additional program while maintaining fair and equitable distribution of resources to serve students in existing programs.

Taskforce members recognized the importance of setting up a process for prioritization of new program development and the PP Taskforce will be working on developing further details of the process to include identification of a "Program Prioritization Group" for College approval. *(PP Taskforce, Fall 2013)*

Proposed membership of "Program Prioritization Group" by the Program Processes (PP) Taskforce

College President	Academic Senate President	Classified Senate President
VPs	Curriculum Chair	ASC President
PR Co-chair	PR Faculty Co-Chairs ( <b>Instruction &amp; Student Services</b> )	
PIEC Co-chair	PIEC Faculty Co-Chair	

1. Program areas or Schools identify new programs, significant program expansions, or other initiatives to meet emerging student needs. This identification could be based on program review data, changing demographics or workforce needs, or developing technologies, etc...
  - a. To address initiation of a new program, program expansion, or other significant initiative using internal resources, the proposal must be addressed in the Program Review report, by filling the section on “New Program Proposal”, a new section to be added to the Program Review annual update and three-year reports. *(Forward to the Program Review Committees)*
  - b. To address initiation of a new grant-funded program, program expansions or other initiative funded by external resources, the proposal must align with the program goals as specified in the Program review report or its annual update and the college Mission and the Strategic Plan goals, and in-keeping with the College-approved program prioritization. Proposals for new grant-funded must be submitted using the College Resource Development Process and Procedure (Section VI. Appendix A, B, C & D)
  - c. All proposals for new internal/external funded programs must briefly address, as applicable:
    - Demand for the program external and internal.
      - Projection of number of students served, articulation, or transfer data
      - Employment data and other relevant information for CTE programs
    - New curriculum development, course offerings, and learning outcomes
    - Opportunity to realign or strengthen existing programs through: shared Curriculum with other programs, and cross-listing of courses
    - Faculty and Classified Staff and administrative workload and availability
    - Use of college facilities and services
    - Technology and Informational Technology
    - Supplies and Equipment
    - Health and safety considerations
  - i. New internally funded programs.
    1. All new internally funded program proposals are forwarded for discussion to the “Program Prioritization group”, for a preliminary recommendation to evaluate that the proposal matches the College priorities for new programs and to ascertain that the College has current adequate and potential future resources (budget including FTEF allocation, faculty, staff, technology, facilities, and other services) or current and future capacity (special safety considerations, impact on resource allocation to other college programs) to offer this new program.
    2. The recommendations of “Program Prioritization group” based on the long-term enrollment planning are next forwarded to the College constituencies following the college participatory governance process.
    3. After the new program proposal has been approved by the CEC, the program faculty

and Deans will then proceed with the development of the program curriculum through the Curriculum Committee and other college processes, as applicable.

ii. New externally funded programs

Development of all new externally-funded programs will follow the three steps of the college-approved Resource Development Process and Procedure (Appendix IV). Step one, completion of the initiation process; step two, completion of the concept approval process; and, step three, completion of the submission approval process. Steps one and two are intended as a “Quick Check” for the following purposes and outcomes

**Purposes**

- Establishing that the proposal fits with College mission and that other college mission efforts will/will not be disrupted by the proposal implementation.
- Identifying the proposal champion(s) and timeline to develop full proposal.

**Outcomes**

1. Proposal does not fit college mission or will be exorbitantly disruptive to other college operations.
2. Proposal does fit college mission and will affect other college areas, or will require external grant (e.g. new program or work effort that will increase or reallocate FTEF, staffing and other resources, will impact other service areas such as increasing demand on student services.)

If outcome is #1 – do not develop proposal

If outcome is #2 – engage process for full proposal development of new program and grant (as applicable)

**The** College Executive Committee (CEC) will be the oversight governance body for the “quick check” for the following reasons:

- Meets weekly
  - Four constituent leaders can be reached even quicker if needed
  - Approval is only to proceed with proposal development
  - Urgency shall not be a legitimate criteria for circumventing due process
  - Keeps constituent leaders directly in the loop on any items that may bear significant impact
  - Provides opportunity for high-level feedback to improve proposal
2. All new internally and externally-funded programs will complete a program review report after the first year and begin assessing student learning outcomes on an annual basis once the courses have been taught. All new initiatives will submit an annual update in the program review report of the appropriate area.



## IV. Program Institutionalization

### Institutionalization of Current Programs funded by External Resources

Program areas or Schools will submit a proposal for institutionalization of programs funded by external resources to ensure that the programs and initiatives, after the external resources is discontinued, still meet substantiated student need, and that the college is able to the commit long-term resources to the program, as it maintains its commitment to serve students in the existing programs

1. Program Directors, Deans and/or appropriate manager will submit a request for institutionalization, at least one year prior to the ending date of the external funding, to the “Program Prioritization Group” for consideration and recommendation to the CEC for approval and College adoption.

Institutionalization of externally-funded programs will be considered alongside existing program with considerations that include among others factors:

- a. Continued external or internal demand
  - b. Quality of outcomes
  - c. Size, scope, and productivity of the program
  - d. Costs and other expenses associated with the program
2. Institutionalization of programs with course offering and/or services beyond the grant funding period will take place in accordance with the college-approved prioritization and resources.

Institutionalization of instructional programs with course offerings will be considered together with other existing programs serving all students. No additional course offerings or scheduling of grant-funded programs can take place beyond the grant funding period prior to approval of the VP and College President, in accordance with the college-approved prioritization.

The institutionalization of services beyond the grant-funded period will focus on integrating such services within our existing college services and resources, pending successful renewal of the grant funding. Otherwise, grant initiated services and their delivery format will be re-evaluated for consideration in accordance with the college-approved prioritization and resources.

## V. Program Vitality and Discontinuance

This section is under development in accordance with SDCCD Board of Trustees Policy BP 5020:

“The Board hereby directs the Chancellor to develop procedures for the approval of courses of instruction and of educational programs that satisfy the requirements of the Education Code and Title 5 of the California Code of Regulations. The procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance shall remain flexible to permit timely response to change.

Furthermore, these procedures shall assure:

- a. The Colleges and Continuing Education faculty and Academic Senates assume primary responsibility for making recommendations in the areas of curriculum and academic standards.
- b. The Colleges and Continuing Education curriculum committees are recognized as the primary decision-making bodies that offer recommendations regarding courses, degrees and certificates to the Curriculum and Instructional Council (CIC), the Board of Trustees, and the California Community Colleges Chancellor's Office, as appropriate.
- c. Regular review and justification of courses, degrees and certificates.
- d. Opportunities for training for persons involved in aspects of curriculum development
- e. Consideration of job market and other related information for vocational and occupational degrees and certificates.

## **Summary of Tasks to be forwarded to governance committees/group**

*(Cross-referenced to sections of the Program Processes document draft)*

### **Forward to Program Review Committees**

- Review and revise Program Definitions as necessary (Section II)
- Develop a new section for a new program, program expansion, or other significant initiative to be added to the Program Review annual update and three-year reports. (Section III.1.a)

### **Forward to the proposed "Program Prioritization group"**

- Develop a process for new program prioritization with guidelines, criteria, timeline, and rubrics for evaluation of requests for program initiation/institutionalization (Sections III. & IV.B.2 ). The College's prioritized new programs identified by the new process developed by the Program Prioritization group will guide the prioritization of faculty needs and classified staff needs of these programs.

## VI. Appendix

### A. SD Miramar College Resource Development Process and Procedures (Revised draft)

---

#### Resource Development Process and Procedure –

##### **Step one: Grant Funding Initiation**

1. Faculty, and/or administrator who identify a potential grant will:
  - a. Obtain relevant descriptive information that defines the potential funding source such as the grant announcement and source.
  - b. Identify the appropriate College strategic goal and priority, Division Plan goals, and/or Program Review priority addressed by this proposed opportunity.
  - c. The initiating faculty, staff, and/or administrator will communicate the intention by contacting their constituency leader and/or the College President with the above documentation to inform the CEC about the intent, at its first upcoming scheduled weekly meeting.

##### **Step two: Grant Funding Concept Approval**

- d. The initiating faculty and/or staff will then proceed with submitting a completed “Grant Funding Concept Approval Form” to the appropriate Department Chair for review, including all background materials listed in 1. A, above.
- e. After discussion with their department or service unit, the Department Chair or manager will provide all the above information to the appropriate Dean or administrator, along with the recommendation of the Department or service unit.
- f. The Dean or manager will then present the funding concept to the Deans’ Council for consideration.
- g. If the concept is approved,
  - The Dean or manager will forward the information and recommendation to the appropriate vice-president
  - The appropriate Vice President will forward the recommendation to the College President and the constituency leaders at the CEC

##### **Step three: Grant Funding Submission Approval**

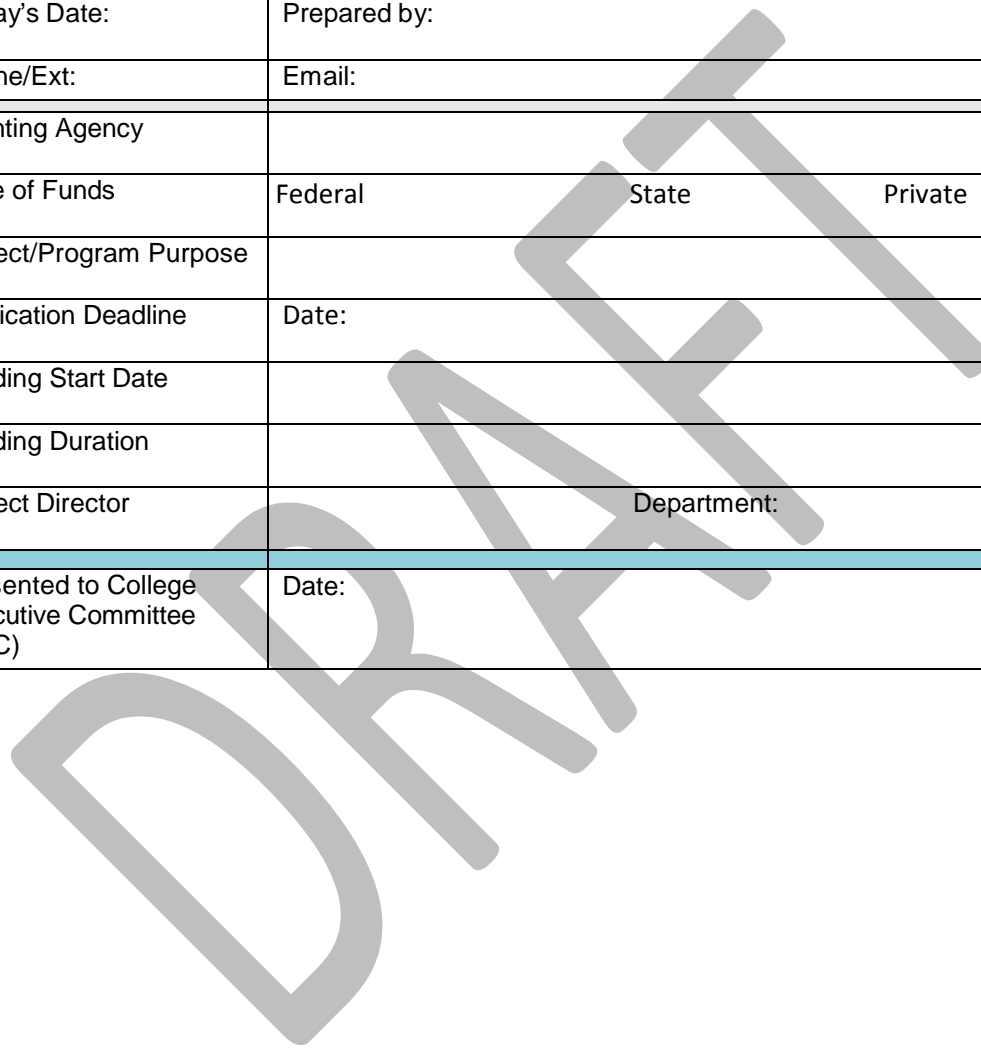
- h. After approval of the concept, the initiator and the appropriate Dean or manager will be directed to complete a “Grant Funding Submission Approval Form.”
- g. The “Grant Funding Submission Approval Form” and all relevant supporting information, including a detailed budget listed by object code, will be presented to the College President for final approval.

**B. Grant Funding Initiation Form (New)**



**Grant Funding Initiation Form**

Today's Date:	Prepared by:
Phone/Ext:	Email:
Granting Agency	
Type of Funds	Federal                      State                      Private
Project/Program Purpose	
Application Deadline	Date: <input type="checkbox"/> Postmarked <input type="checkbox"/> Received
Funding Start Date	
Funding Duration	
Project Director	Department:
Presented to College Executive Committee (CEC)	Date:



C. Grant Funding Concept Approval Form (Revised draft)



Grant Funding Concept Approval Form

Today's Date:	Prepared by:		
Phone/Ext:	Email:		
Project Title			
Project Period			
Proposal Author			
Project Director	Department:		
Project Purpose			
Funding Source			
Application Deadline	Date:	<input type="checkbox"/> Postmarked	<input type="checkbox"/> Received
Duration of Funding			
Funding Amount	\$	Match Requirement: \$	Indirect Amount: \$
Contract Obligations	List all College Obligations – <ul style="list-style-type: none"> <li>o New Curriculum/degrees/certificates:</li> <li>o Facilities:</li> <li>o Staff:</li> <li>o Other instructional areas or student services:</li> <li>o Research:</li> <li>o Matching Funds:</li> <li>o Institutionalization Requirement:</li> <li>o Other:</li> </ul>		
Technology Resource Requirements?			
Partners / MOUs			
Approval Date:	Approval Signature (Chair) <b>X</b>		
Approval Date:	Approval Signature ( Dean) <b>X</b>		
Approval Date:	Approval Signature (appropriate Vice President) <b>X</b>		
Route Information Copies to: Appropriate Vice Presidents			

**D. Grant Funding Submission Approval Form (Revised draft)**



CEC Approval Date: \_\_\_\_\_

**Grant Funding Submission Approval Form**

Today's Date:	Prepared by:		
Phone/Ext:	Email:		
Project Title:			<input type="checkbox"/> New Project <input type="checkbox"/> Continuing
Project Period:			
Proposal Author:			
Project Director:	Department:		
Project Purpose:			
Funding Source:			
Application Deadline:	Date:	<input type="checkbox"/> Postmarked <input type="checkbox"/> Received	
Duration of Funding:			
Funding Amount: Attach proposed budget Listed by object code	\$	Match Requirement: \$	Indirect Amount: \$
Contract Obligations:	List all College Obligations – <input type="checkbox"/> New Curriculum/degrees/certificates: <input type="checkbox"/> Facilities: <input type="checkbox"/> Staff: <input type="checkbox"/> Other instructional areas or student services: <input type="checkbox"/> Research: <input type="checkbox"/> Matching Funds: <input type="checkbox"/> Institutionalization Requirement: <input type="checkbox"/> Other:		
Technology Resources Funding source:			
Partners / MOUs:			
Conflict of interest Disclosure			
Approval Date:	Approval Signature (Chair)  <b>X</b>		

Approval Date:	Approval Signature ( Dean) <b>X</b>
Approval Date:	Approval Signature (Appropriate Vice President) <b>X</b>
Approval Date:	Budget Approval (Vice President Administrative Services) <b>X</b>
	Route Information Copies to: Appropriate Vice Presidents
Approval Date:	Approval Signature (Academic Senate President) <b>x</b>
	Route Information Copies to: Academic Senate President
Approval Date:	Recommend Approval of Grant Proposal Submission Approval Signature (College President) <b>X</b>

Form 05-003  
Presented to CEC 11/18/13

**DRAFT**

**Deadline: 4/30/2014**

Review of Educational Master Plan for Discussion at PIEC February 2014 (Draft)

Divisional Plan	Status/Comment	Next Update Due/Comment	Responsible Party	Status as of 2/7/14
Instructional Services	Last annual updated 2012/13	Update of the 3-year plan (Fall 2014-Spring 2017)	VPI	In progress-review format of plan
Student Services	Last annual updated 2012/13	Update of the 3-year plan (Fall 2014-Spring 2017)	VPSS	In progress- review format of plan
Administrative Services	Last annual updated 2012/13	Update of the 3-year plan (Fall 2014-Spring 2017)	VPA	In progress- review format of plan



Draft – Review of Operational Plans for Discussion at PIEC February 2014

Operational Plans	Status/Comment	Next Update Due/Comment	Responsible Party	Status as of 2/7/14
Human Resources	Updated 7/12/12	July 2015	VPA	N/A
Technology	2010-13	Now	Dean, PRIE, Lib & Tech	In Progress
Marketing & Outreach Plan	2006-12	Now	PIO	Going to Marketing / Outreach Committee for review and approval on Feb. 5th
Matriculation Plan	Committee recommended suspension of update / revision on 5/2/12; on 10/15/12 decided to extend suspension and to revisit in late spring 2013 pending State guidance	Now (in progress)	VPSS	Updated 1/13/14; out for circulation approval on 1/21/14.
Student Equity Plan	Updated 12/2012 (draft); Update to be submitted Nov. 2013	Now (in progress)	VPSS/Dean of Student Affairs	In circulation for review.
Basic Skills Plan	Updated 2012-13	Spring 2014	Dean Lib Arts	In Progress
Career & Technical Education Plan	Updated April 2013	April 2014	Dean, BTCWI	In Progress
Student Learning Outcome (SLO )Plan	Last updated March 2013	?	SLO Facilitator	PIEC co-chairs to review
Student Services SLO Plan	Updated annually PIEC co-chairs to review	Now	VPSS/ Student Services/PRSLOAC Sub-comm	PIEC co-chairs to review
Cultural and Ethnic Diversity Plan	Reviewed annually	?	Diversity Committee	Email co-chairs to find out status
Facilities Plan	Identified goals for this	?	VPA/Facilities	VPA to report out if this

Deadline: 4/30/2014

	year		Comm	is a comm goal
--	------	--	------	----------------