

MINUTES

College Executive Committee February 18, 2014
San Diego Miramar College

Present: Sandi Trevisan, Patricia Hsieh, Brett Bell, Buran Haidar, Daphne Figueroa, Daniel Miramontez, Joyce Allen, Gerald Ramsey

A. Approval of Agenda

Hsieh proposed moving Old Business #1 to top of agenda after guest introductions and added "2014 Annual Report" to New Business. Revised agenda approved.

B. Approval of Previous Minutes

Haidar provided DGC report. Revised minutes of 2/4/14 approved.

C. Guests

David Navarro, Greg Newhouse

D. Chancellor's Cabinet (Hsieh)

- No enrollment report. Hsieh will scan and distribute to CEC when received from District.
- MOOC task force report. Item will go to DGC. As a summary, after extensive research, the task force will provide recommendations in five focus areas. Hsieh will scan document and share with CEC. Each college will pilot different strands. If DGC supports the report, the document will go to the board.
- Baccalaureate degree. Grossmont and Southwestern colleges plan to have a board resolution this week. On Feb. 27, the SDCCD board of trustees will announce a board resolution in support of baccalaureate degrees offered by community colleges. Former SDCCD trustee, Senator Marty Block will attend to congratulate Chancellor Carroll on her ten year anniversary and address the resolution. There are many unanswered questions at this time: student fees, the college's limited resources, who will be considered qualified to teach, compensation package, and professional training. Programs are expected to be "self sustaining." The Chancellor has directed Miramar to consider offering auto tech and AJ degrees.
- Two Miramar items on the 2/27/14 board agenda -- a grant to support the Amgen partnership and a draft MOU between the college/CE Foundations and the District, which will authorize the Chancellor to enter into agreement with each college and CE. Executive Vice Chancellor Dowd can be invited to each Foundation to answer questions and review the document. The Miramar Foundation is the only college that has always held an MOU with the District.
- No budget update.
- Proposition 39 money is now available from the State Chancellor's Office. SDCCD has been awarded \$1.2 million if the submitted projects are approved.

E. NEW BUSINESS

1. Social Media For Disaster Response (Trevisan)

Trevisan reported she and Joan Mize attended a workshop sponsored by the National Disaster Preparedness Training Center, held at the SD County Operations Center on Feb. 10, *Social Media for Disaster Response*. PIOs from all SDCCD colleges and CE, as well as representatives from cities, fire departments, and water agencies attended. Topic was an introduction to and use

of social media – particularly Facebook and Twitter in pre-, during and post-emergency scenarios. Miramar is well ahead of the curve, as social media outlets are already integrated into our current communication plan. New elements to Miramar included “crowdsourcing” and “volunteer technical communities” (VTCs)– social media reporting and monitoring activities.

2. 2014 WASC Annual Report (Miramontez) (attachment)

Miramontez reviewed differences between 2013 and 2014 WASC Annual Report categories and questions, including new benchmarking information for student achievement data – i.e., student completion rates for degrees and certificates combined, and new CTE data. The 2014 report will also require some narrative. Hsieh stated that the College needs to catch up re: SLO proficiency levels for all courses and aggressively move to the sustainable level. Per Commission’s communication, all the colleges should be at the sustainable level by now. Miramontez will verify what “programs” mean – instructional, student services, etc. Hsieh requested the draft 2014 report be provided to constituencies no later than 3/4/14 and then to CEC for approval on 3/11/14, so that the 2014 Annual Report can be mailed on 3/27/14. Hsieh asked Miramontez to inform Lynne Ornelas and Laura Murphy of the new data requirements and the deadlines for completion of the report.

F. OLD BUSINESS

1. Update from Program Processes Task Force (College completion due date 12/10/13) (attachment) (Newhouse)

Newhouse distributed a document and reviewed input from management. Haidar clarified the issue, stating that managers concern was restricted to the Appendix IV.A “Resource Development Process and Procedure” regarding the process for external sources of funding. Haidar reviewed a highlighted document of the current College Procedure as reported in the accreditation 2013 Midterm Report, with specific changes and cross-references to the steps of the draft process and procedure. Newhouse noted differences in the approach between two documents. Internally, one of the first issues is a disconnect by adding 1C to the Process and Procedure– that anybody could be giving information to CEC as an indicator that they were going to apply for a grant. Newhouse suggested removing the first form and going straight to the concept approval form. He explained grant proposals should be discussed with and gain buy-in from respective department and school prior to coming to CEC as an idea. Haidar explained that grants should not be initiated at a level with no college-wide transparency and that step IC was added to provide intention to CEC at the institution-wide level. Hsieh suggested managers’ comments return to the task force for consideration and response. Figueroa suggested the group work through a couple mock tests. Hsieh will schedule a task force meeting after Thursday’s classified senate meeting. Trevisan added the college logo on the concept approval form should be updated. Communications Services will provide updated logos to Haidar.

2. Update on Early College Pilot Program with Mira Mesa High School (Hsieh)

Mira Mesa High School proposed two potential tracks. Academic Affairs prefers the Math 150/151 and Political Science 1 and 2 track. High school will determine if Political Science 1 and 2 courses will meet high school Econ 1/Government graduation requirements. SD Unified and SDCCD boards must review and approve the pilot program before any action is taken.

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

Program has been developed. Auditorium and AV arrangements are confirmed.

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

Bell reported that there are 56 RSVPs to attend the planning event and that the emcee is unconfirmed at this time. Three of four faculty/students have been identified for the morning panel discussion. The afternoon session is set with Lou Ascione, Daniel Miramontez, Sheryl Gobble and Francois Bereaud. Templates will be developed to guide break out sessions. The conclusion will be facilitated by David Navarro. An executive summary of the Student Equity Plan will be distributed to participants after the final RSVP date, Friday.

5. Status on Student Learning Outcomes – Draft Data for 2014 Annual Report (Ramsey)

Ramsey reported Laura Murphy is updating SLO information for the 2014 report. Ramsey distributed and reviewed the 2013 report. Haidar inquired who would be attending a SLO Assessment workshop on Feb. 28 and asked to be included in Miramar's group of five attendees. Miramontez will follow-up.

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

Ramsey reported a new dean's position is currently being recruited, but no committee has been established yet. He is currently working with counseling to develop the orientation/assessment schedule for incoming freshmen. On March 11, counseling will hear a presentation by an online counseling vendor. Haidar expressed concern in efforts to support student success after enrollment. Ramsey noted funds have been earmarked for that purpose.

7. Enrollment Management – Next Step (Hsieh/Haidar)

Haidar asked that "Strategic" be added to "enrollment management" as the agenda title. Hsieh noted the President's Office is in the process of scheduling a meeting.

8. Increase of Student Parking Fee (JacobsonLedbetter)

No report.

9. Environmental Scan Recommendation (Due to CEC on 4/15/14) (Hsieh)

No report.

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

Will share new visual on six-year cycle with PIEC on Friday.

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

No report.

12. 2014-2015 College Annual Planning Calendar (Due to CEC on 4/15/14) (Figueroa)

No report.

G. REPORTS

Academic Senate (Haidar)

Agenda: AACJC annual report, task stream implementation, part-time faculty nomenclature, digital technology and instruction, wireless technology, program initiation process, course caps, reports and announcements. Ramsey will place wireless issue on the District Instructional Council agenda.

Classified Senate (Allen)

No report.

Associated Student Council (Ledbetter)

No report.

District Governance Council (Figueroa)

Next meeting, Feb. 19, 2014.

District Strategic Planning Committee (Figueroa)

No report.

District Budget Committee (Bell)

Next meeting, March 5, 2014.

College Governance Committee (Figueroa)

Met last Tuesday. Discussion included update on flex activities, committee service (timelines & rotation), committee roles and service for faculty with reassigned time, accreditation standards and changes that might necessitate re-alignments with committee goals. CGC will review the entire handbook, and review committee chairs' responsibilities, as well as linking all committee agendas to the strategic plan.

H. ANNOUNCEMENTS

Hsieh reminded CEC that the Miramar College Foundation's Invest in Success event will be Wednesday, April 16, in the K-bldg and encouraged faculty and staff attendance. Trevisan will be providing detailed information via email in coming days and weeks.

2/18/14

S. Trevisan