

MINUTES

College Executive Committee December 3, 2013
San Diego Miramar College

Present: Sandi Trevisan, Patricia Hsieh, Buran Haidar, Joyce Allen, Daphne Figueroa, Emalina Ledbetter, Lou Ascione (for George Beitey), Brett Bell, Gerald Ramsey, Adela Jacobson

A. Approval of Agenda

Approved.

B. Approval of Previous Minutes

Minutes of 11/12/13 and 11/18/13 approved.

C. Guests

Daniel Miramontez, Paul Gomez, Freddie Carr

D. Chancellor's Cabinet (Hsieh)

- Enrollment Report Spring 2014 -- Hsieh will clarify numbers before sharing.
- University Link with UCSD, applicable fall 2014. Chancellor asked for each college's plan on how they will inform students of the new University Link program. Will receive more information about the program via email.
- Reviewed new draft document, SDCCD Rankings and Distinctions, which promotes unique programs and achievements on campuses within the District. Hsieh will meet with Trevisan to make adjustments. Hsieh stated that while the college can be proud of CTE and public safety training programs, there is a need to continue to highlight other successful programs on campus.
- The Chancellor is promoting baccalaureate degree programs in community colleges. Foothill College Chancellor is responsible for promoting the automotive degree. Chancellor Carroll is responsible for promoting nursing. The Cabinet would like Miramar to identify industry partners who might be supportive of automotive and public safety baccalaureate degree programs. Hsieh will follow-up.
- Board agenda items related to Miramar: a five-year in-service training contract renewal between the College and Heartland Fire training agency, plus two facilities-related awards.
- Hsieh will share a draft District Style Guide with Trevisan for input. Anniversary logos will be approved for anniversary use only, after which the official college logo will be used. Athletics logos will not be used outside of athletics programs. Communications Services is responsible for format and style adherence. District will create an administrative policy for use of the Style Guide.
- Student Success and Support program funding, counselor positions -- there is no guarantee for permanent funding. Counselor positions that have already been advertised will be filled, but if and when funding ceases, it will be the college's responsibility to fund. Miramar is not going to request any permanent positions and will use adjunct faculty to support Student Success and Support program plans.
- Faculty and staff are encouraged to participate in the MLK Jr. Parade on Sunday, January 14 at 1 PM (parade starts at 2 PM) along Pacific Coast Hwy.

E. NEW BUSINESS

1. 2014-2015 Prioritized Classified Need List (Bell)

Bell described the annual process for developing the Prioritized Classified Need List and noted potential improvements for ranking and prioritization will be implemented in the future. The 2014-2015 list presented to CEC as an information item today includes 59 positions, all positions in each division's program review. The likelihood for funding new classified non-classroom positions is highly unlikely due to 50% law requirements. Replacement positions will be reviewed at Chancellor's cabinet for approval to fill. Hsieh noted if any new money comes in, the college will use the prioritized list and encouraged all to continue to advocate for new money to fund classified positions on the "right side of law."

2. BRDS List of Recommended RFF Prioritization (Bell)

Bell described the process for prioritizing requests for funding by BRDS and reviewed the list, which represents approximately \$68,000 to be allocated from discretionary funds, plus IELM funds. Academic Senate will review the list at their meeting this afternoon. Figueroa will inform Haidar to notify CEC of Academic Senate approval immediately following the meeting, so that the Business Office can move forward with ordering items prior to the holidays.

3. District Closure Policy (Hsieh)

Hsieh reminded all that District facilities are closed during holidays and that no employees are allowed to be on the campus during District closures without prior approval. Campus police will ask individuals to leave. Bell noted his office has collected information regarding exceptions. Hsieh asked leaders to share with respective constituencies.

F. OLD BUSINESS

1. Progress on Student Success Program Implementation (Ramsey)

Ramsey reported David Navarro will share the document at Academic Senate today. Ramsey, Hsieh, and Haidar will meet with Mark Manasse tomorrow to discuss how to integrate BSI work into the plan.

2. Update from Program Processes Task Force (College completion due date 12/10/13) (Haidar)

The draft is on the Academic Senate agenda today. Haidar stated that the Academic Senate Exec determined that it will require more than one reading. Allen reported this is on the Classified Senate agenda for Thursday's meeting. Ledbetter reported the ASC reviewed and were undecided to approve. Haidar offered to explain the document, if needed.

3. Update on Implementation of Accountability Management System (AMS) Task Stream (Bell)

At the last meeting, task force members video conferenced with Task Stream and set up the first workspace as a template, which is now being reviewed by all members. At the next meeting, they will begin to identify members with workspaces. Hsieh thanked Bell and the workgroups who are moving the project forward, but noted until the new system is in full operation, the college still needs to maintain and use data from the current SLOJet process to be able to produce a report.

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

No report.

5. College Benchmarking Methodology (12/3/13 due to CEC)

Hsieh thanked Miramontez and Research Subcommittee for presenting proposed methodology for benchmarking. Feedback was shared widely. CEC's role today is to bless a proposal so the college can move forward in preparation of the annual report. Haidar pointed out that she and Daniel Miramontez worked together and explored alternative benchmarking methodologies that were extensively discussed at the Academic Senate. A combined methodology has already been approved by the Academic Senate and presented twice to CEC. She proposed the new Senate version be the one we approve at this time. Allen took the new proposal to Classified Exec and senators -- the initial proposal and method are preferred. Ledbetter announced ASC voted to support the original proposal and noted it was easier to understand. Managers agreed with ASC. The Academic Senate proposal was discussed by the Research Subcommittee, but believed to be premature at this point. Haidar reminded that the processes for institutional planning are an "Academic and Professional Matter" and that input of the Academic Senate is to be relied primarily on. She noted the absence of consensus at this time. Hsieh noted most constituency groups feel the original proposal should move forward. The Academic Senate proposal should continue to be considered as future possible benchmarking methodologies. Hsieh recommended the Academic Senate look at the proposal again at their meeting today and attempt to reach consensus no later than 12/10/13. Ascione announced he attended the Research Committee when this was discussed and wanted to clarify that the proposed methodology is logical, and that both the Academic Senate and the Research Subcommittee proposals are both reasonable methods

6. Revised & Updated College Strategic Plan (Fall 2013-Spring 2019) Due to CEC 12/10/13 (Haidar)

Plan will be presented to the Academic Senate today. Classified Senate approved the Plan on 11/21/13. Students approved.

7. 3/7/14 College Wide Retreat (Bell)

Bell will schedule the next meeting to discuss the physical arrangement of the room. Hsieh volunteered President's Office for RSVPs. She will forward her proposed invitation list to CEC to review and add names, if desired.

8. New Faculty Orientation (Hsieh/Gomez)

Gomez reported the planning group has finalized details for the new faculty activities. Orientation activities will occur Jan. 14-15. Four topics have been identified for monthly follow-up activities. Gomez will distribute a grid of presenters and mentors, when complete. The deans are contacting their new faculty regarding attendance at the scheduled events.

9. Status of Student Learning Outcomes – Sustainable Level (12/10/13) (Hsieh/Ramsey)

Yesterday, Ramsey, Hsieh, Haidar and Murphy met to review the status of SLOs and determine what the college needs to do to meet requirements of accreditation. On 12/10, Ramsey will provide a more complete picture of where we are in terms of % of courses with SLOs. A document reviewed yesterday indicated that course level SLOs were at 88% and that at the

program and institutional level, the college was at zero. Hsieh wants to know the data right now and what we need to do to catch up. Ramsey will work with L. Murphy to provide accurate data.

G. REPORTS

Academic Senate (Figueroa)

Topics on today's agenda include BRDS approved requests, Strategic Plan, Institutional Program Processes.

Classified Senate (Allen)

Thursday's agenda includes: flex week, Institutional Program processes, holiday party, elections, student success program implementation, calendar for 2014. Allen invited managers to attend the breakfast and make comments if they'd like on the first day of Classified flex activities, Jan. 6, 2014.

Associated Student Council (Ledbetter)

ASC is working on the MLK Jr. Parade and has begun planning for Spring Fest on 3/13/14. They are discussing establishing a new program called "Each on help one" and how to help those that need help and will be seeking donations.

District Governance Council

No report.

District Strategic Planning Committee (Figueroa)

No report.

District Budget Committee (Bell)

No report.

College Governance Committee (Figueroa)

No report.

H. ANNOUNCEMENTS

Trevisan announced Wells Fargo donated 25 @ \$250 book grants for spring 2014 students (\$6250), which will be distributed through an application process conducted by the Financial Aid Office.

12/4/13

S. Trevisan