

MINUTES

College Executive Committee October 1, 2013
San Diego Miramar College

Present: Sandi Trevisan, Patricia Hsieh, Buran Haidar, Emalina Ledbetter, Adela Jacobson, Miriam Akbari, George Beitey, Brett Bell, Sandi Trevisan, Joyce Allen, Gerald Ramsey, Daphne Figueroa

A. Approval of Agenda

Haidar asked that New Business #6 be moved #1 on the agenda. Modified agenda approved.

Distributed: 2012-2013 ESL/Basic Skills Allocation End-of-Year Report

2013-2014 ESL/Basic Skills Allocation Goals/Action Plan and Expenditure Plan

B. Approval of Previous Minutes

Minutes of 9/17/13 approved.

C. Guests

Kurt Hill, Paul Gomez

D. Chancellor's Cabinet (Hsieh)

- Hsieh asked Ramsey to check if MCAS Miramar would be impacted by the government shutdown.
- No new enrollment report.
- Faculty who have been invited to attend the fall participatory governance conference need to rsvp right away.
- Results of the District's recent emergency alert testing activity are very good. The activity is required by the CLEAR Act.
- The October 10, 2013 board of trustees meeting will be held at Mesa College in room Z-102. Miramar items include a revision to the award amount for the Science building project and a change order for the Heavy Duty Advanced Transportation Center.
- No budget update.
- Miramar's request to fill a staff position in the School of Public Safety was supported. Beitey can initiate recruitment externally, if desired.
- A meeting to discuss Student Success funding has been scheduled on October 8, 2013. College presidents and vice presidents will discuss use of funds.
- The board of trustees are interested in non-apportionment programs and would like to examine revenue generated and expenditures. ETI is an example. Vice Chancellor Otto Lee and CE President Anthony Beebe will provide information.
- Miramar is the only college in the District with all managers up to date on sexual harassment training and compliance.
- HR distributed a voluntary EEO survey via email yesterday. Hsieh encouraged all to open and complete.
- To complete the District's master calendar, Miramar needs to provide the locations for the holiday luncheon and classified staff awards ceremony.

E. NEW BUSINESS

1. College Governance and Accreditation (Haidar) – see slides below

Haidar pointed out that the college's governance structure, and processes, the requirements of *Accreditation Standard IVA, Decision Making Roles and Processes*. She stressed that participatory governance is not a choice, but required by accreditation.

- Haidar presented sections of *Standard IVA* and reviewed the importance of following District Board of Trustees policy on collegial consultation with the Academic Senate and participation of all four College constituents in governance. She emphasized that in order for us to meet the accreditation expectation of *Standards IVA*, it is important for our college improve clarity for all about the:
 - Distinction of functions of the organizational structural units and the governance committees.
 - Dual role of individuals as members of organizational structural units in the performance of daily duties and as members of a college constituency serving on governance committees
 - Role of governance committees in acting on behalf of the whole College.
 - Role of individuals in representing their constituencies and not their organizational units on governance committees.

Haidar reviewed the *2012-2013 ESL/Basic Skills Allocation End-of-Year Report 2013-2014 ESL/Basic Skills Allocation Goals/Action Plan and Expenditure Plan*, which requires the signature of the Academic Senate President and indicated she had not seen this report before being requested to sign it. Haidar sought clarification about figures in the report and she pointed out that the draft report is a report on the work of a committee without the larger institutional perspective. Bell answered her budget-related inquiries. Ramsey questioned whether CEC was the appropriate venue for discussion. Several CEC members expressed concern with some content re: problems the college is still facing in the area of ESL/Basic Skills. Haidar expressed her reluctance to sign this document at this time. Jacobson and Figueroa concurred inaccuracies in the content and the language used may have negative accreditation consequences. Ramsey recommended VPs, Hsieh and Academic Senate President Haidar discuss further. Hsieh recommended from now on this document should come to CEC before it is signed off. Since the document is due to the District tomorrow, a special meeting of CEC meeting will occur on Wednesday, Oct. 2, 2013 at 12:45 PM. Lexie West will coordinate. Prior to that meeting, VPs Bell and Ramsey and Haidar will meet to review the report, edit as appropriate, and email the revised document to the Basic Skills Coordinator and CEC. Bell advised allocations in budget are not subject to interpretation; narrative will be reviewed.

1. College Wide Master Calendar (Hsieh)

Hsieh expressed concern with the lack of comprehensive college information on the college wide master calendar, particularly participatory committee meetings and suggested the list of staff with access for posting should be reviewed and possibly increased. Trevisan suggested providing meeting dates for posting to the master calendar to the Academic Senate secretary be added to the responsibilities of chairs. P. Gomez will work with Ramsey to review the list of individuals with access and suggest a formal process for postings.

2. Proposed Programs for March 2014 on Campus Board Meeting (Hsieh)

Postpone.

3. Proposed Programs for Spring 2014 Convocation (Hsieh)

Postpone.

4. Regular Update from Website Subcommittee (Hsieh/Figueroa)

In an effort to keep the campus informed, Hsieh recommended adding a Website Subcommittee report to the CEC agenda on a regular basis. Haidar met with the Website Subcommittee recently and resolved CGC's issues and concerns about necessary updates. The webmaster will update committee pages ASAP. Figueroa has completed CGC handbook updates. Hill asked that CEC determine the process and who's responsible for signoff and changes to the website for CGC pages. He also suggested the Website Subcommittee address CEC directly, when appropriate, and not having to go through parent committees (Marketing/Outreach and Technology). Figueroa said anyone may come to CEC with issues. CEC will then determine if it is appropriate to send those issues back to a constituency group or groups and/or a committee or committees. This does not imply that any sub-committee or committee should regularly bypass their parent committee or the constituency groups.

5. Power Shut Down Debrief and Recommendations (Bell)

Bell presented an Executive Summary re: the 9/11/13 campus power shut down, which includes what we did well, not so well and how to improve for the future. The document was developed from a survey conducted to the Miramar DL following the power outage. After reviewing the document with CEC, Bell suggested it be forwarded to the Safety Committee for their review, analysis and recommendations. CEC agreed. Hill shared the Website Subcommittee has crafted a proposal regarding emergency messaging, which will be provided to the Safety Committee, as well. Jacobson suggested a chain of command be established for all multi-story buildings.

F. OLD BUSINESS

1. College's Achievement Benchmarks (Ramsey/Figueroa)

No report.

2. Update from Program Processes Task Force (College completion due date 10/9/13) (Haidar)

Haidar sent a draft this morning and will the Task Force within the next two weeks.

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

In a phone call last Monday, Task Stream provided the team with an overview of what to expect in the next 10-14 weeks. The campus needs to define the "hierarchical structure" which will be used to develop the template for Taskstream to populate. Instruction, Administration, and Student Services will be using Taskstream.

G. REPORTS

Academic Senate (Haidar)

No report.

Classified Senate (Allen)

Meeting Thursday and will discuss the Research Agenda, possible sponsorship with various organizations on campus, scholarships, and final bylaws. Due to a resignation, a new secretary needs to be elected.

Associated Student Council (Ledbetter)

At their meeting last week, ASC voted to support Invest in Success and fund scholarships. This week, they will discuss the Research Agenda and campus event goals.

District Governance Council

No report.

District Strategic Planning Committee (Figueroa)

No report.

District Budget Committee

No report.

College Governance Committee

No report.

H. ANNOUNCEMENTS

- Trevisan shared the September/October issue of Mira Mesa Living magazine that features a full-page “SPOTLIGHT” article about ASC President Emalina Ledbetter.
- Trevisan announced the College has won four National Council of Marketing and Public Relations Medallion Awards: Gold, Fundraising Campaign (Invest in Success); Gold, Invitation/Notecard (LLRC Grand Opening invitation); Silver, Outdoor Media (Commencement banners); and Bronze, Successful Special Event (LLRC Grand Opening)

10/2/13

S. Trevisan

Governance and Accreditation

Presentation to CEC

10/01/13

Buran Haidar

Accreditation Standard IV. A. Decision-Making Roles and Processes

2. The institution establishes and implements a written policy providing for faculty, staff, administrator, and student participation in decision-making processes. The policy specifies the manner in which individuals bring forward ideas from their constituencies and work together on appropriate policy, planning, and special-purpose bodies.
 - a. Faculty and administrators have a substantive and clearly defined role in institutional governance and exercise a substantial voice in institutional policies, planning, and budget that relate to their areas of responsibility and expertise. Students and staff also have established mechanisms or organizations for providing input into institutional decisions.
 - b. The institution relies on faculty, its academic senate or other appropriate faculty structures, the curriculum committee, and academic administrators for recommendations about student learning programs and services.

Parts of the Whole

- Implementation of District Board of Trustees Policies
- Role for the Academic Senate : Collegial Consultation
- Role for all constituencies in participatory governance
- Organizational Structure for administration
- Governance Structure

To meet the Accreditation Standard IV

- Improve clarity about the:
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