

## **MINUTES**

College Executive Committee September 17, 2013  
San Diego Miramar College

**Present:** Sandi Trevisan, Patricia Hsieh, Buran Haidar, Emalina Ledbetter, Brett Bell, Adela Jacobson, Joyce Allen, Terrie Hubbard, Gerald Ramsey, Daphne Figueroa

### **A. Approval of Agenda**

Approved.

### **B. Approval of Previous Minutes**

Minutes of 9/10/13 approved.

### **C. Guests**

None.

### **D. Chancellor's Cabinet**

- Enrollment report -- Compared to one year ago, Miramar is +4.2%, leading other colleges in the District.
- Fall participatory governance planning conference --. Invitations have been distributed by Vice Chancellor O. Lee. Senates were asked to provide guest names to Lee by 9/20/13. College presidents need to provide administrator and student representative names. B. Haidar and J. Allen will advise event planners that parking information should be provided to all guests with follow-up event information.
- UCSD enrollment issues—The Chancellor asked that the significant drop in applications and admits from SDCCD colleges to UCSD be evaluated. Reasons provided include 1) UCSD TAG raised required GPA to 3.5; 2) SDCCD focus on TCM (transfer curriculum model) to SDSU and recruiting for that program; 3) University Link program changes that are underway. SDCCD Transfer Center directors would like UCSD to focus more on under-represented student recruitment and host UCSD representatives on a regular basis. Hsieh thanked G. Ramsey, Naomi Grisham and counselors for preparing the Miramar report.
- ACCCA representative for Miramar College will be Dean Lynne Ornelas.
- Hsieh distributed an updated Student Services brochure, *2013-2014 Endless Possibilities*.
- The 9/26/13 board meeting will be held at City College in the cafeteria. The agenda was reviewed at CEC last week.
- The final SDCCD budget was accepted and approved by the board of trustees on 9/12/13.
- Cabinet reviewed emergency planning. Hsieh thanked all for their contributions handling the campus power outage last week with minimum interruption. B. Bell is collecting suggestions for enhancement to emergency response procedures.
- On 9/27/13, college vice presidents and deans will meet to focus on recommendations regarding the Student Success program. 50% of the budget has been authorized for expenditure by the board of trustees. Colleges need guidelines to plan for use of funds. 80% will be guaranteed funding this year and 20% based on performance based funding. Performance-based percentages will increase in future years, which should be considered in planning. Haidar asked about the possibility of contract hiring instead of hiring tenure track faculty. Bell explained positions hired with categorical funds with no definite end date are permanent additions.

## **E. NEW BUSINESS**

### **1. Approval of the FLEX Subcommittee Change to the CG Handbook (Figueroa)**

In April 2013, the recommended FLEX Subcommittee change was presented to CGC. All constituency groups approved, except the Classified Senate, which had a concern about voting membership. Their concern was discussed, resolved, and the Classified Senate approved moving forward with no voting members on the committee, since this is a faculty committee. Figueroa passed around a Governance Handbook approval sheet for four constituency leaders to sign. The CGC managers' representative will be Dean Lynne Ornelas.

## **F. OLD BUSINESS**

### **1. College's Achievement Benchmarks (Ramse/Trevisan)**

G. Ramsey and S. Trevisan provided an update on recommendations for establishing benchmarks from the Research Subcommittee. For volume-based benchmarks, the Research Committee will recommend using a rolling standard deviation model, and a rolling five-year average for benchmarks requiring percentages. D. Miramontez will present to PIE Committee.

### **2. Update from Program Processes Task Force (College completion due date 11/19/13) (Haidar)**

Haidar discussed with Wheeler North the need for prioritizing new programs. Haidar will email their revised draft to CEC, which now includes a new recommendation to create some type of taskforce, which would ultimately seek college approval of a prioritized program list. When someone seeks to initiate a grant -- internal or external, a prioritized new programs list must be considered. Hsieh suggested reconvening the Program Processes Task Force to discuss. Haidar will follow-up.

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

A meeting has been scheduled with standing committee members, who have been asked to review eight questions, which will be discussed in a proposed phone call with Taskstream on 9/30/13. Bell has invited two additional resource staff to assist with implementation – Temmy Najimy and Kurt Hill. Bell will provide Haidar with the list of questions.

## **G. REPORTS**

### **Academic Senate (Haidar)**

Meeting today. Hsieh thanked Haidar for promoting the Amazing Race team building activity to faculty. There may be conflicts with some hiring committees scheduled at the same time. Haidar will announce the need for faculty advisors for student clubs. A. Jacobson will attend the Academic Senate meeting today to provide more information.

### **Classified Senate (Allen)**

Meeting 9/19/13. Agenda includes a second read of the bylaws, holiday event update, finalize committee membership, and developing a fundraising list for VPA review.

**Associated Student Council (Ledbetter)**

Met 9/13/13 – currently identifying a full Council and planning for Fall Fest, 10/17/13. Trevisan asked to review a draft of the event flyer before it's produced and distributed.

**District Governance Council**

No report.

**District Strategic Planning Committee (Figueroa)**

No report.

**District Budget Committee**

No report.

**College Governance Committee**

Met 9/10/13. Reviewed membership; finalized Flex Subcommittee change to handbook; reviewed SLOAC/Program Review minimal structural changes and forwarded recommendations to Laura Murphy; and discussed the college website. Ramsey will meet with Web Subcommittee Chair Kurt Hill later today to address areas on the web that are outdated and explore ways to keep pages current, including levels of access.

**H. ANNOUNCEMENTS**

- Hsieh noted items routinely posted under “Old Business” do not necessarily need weekly reports, but appear as placeholders when updates are available.
- Haidar registered for Standard 3 Accreditation workshop on Friday. Hsieh encouraged participation from a classified representative, if possible.

9/17/13

*S. Trevisan*