

COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, August 27, 2013 • 1:00 – 2:30 P.M. • L-108

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

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	Draft San Diego Miramar College Annual Planning Calendar (attachment)	1	Ramsey
2	Date for 2013 Holiday Luncheon – Wednesday, December 4, 2013	1	Hsieh
3	Acceptance and Signatures for the 2013 Accreditation Midterm Report and Evidence Files http://www.sdmiramar.edu/webfm_send/13129	1	Hsieh
4	District Governance Conference	1	Hsieh & Figueroa
5	Update on Repackaging the Duties and Responsibilities of Library and Technology Dean’s Position	1	Hsieh
6	Update on Search Timelines of Various Positions	1	Hsieh
7	Update on Implementation of Accountability Management System (AMS)/Task Stream	1	Bell

F. Old Business

#	Item	*Strategic Goals	Initiator
1	College’s Achievement Benchmarks	1	Hsieh
2	Updated Report on “Proposed Early College Program with Mira Mesa High School” due 11/5/13	1	Hsieh
3	Update from Program Processes Task Force (College completion due date 11/19/13)	1	Haidar

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 2007 – 2013 Strategic Goals**

Goal 1: Focus college efforts on student learning and student success through quality education that is responsive to change

Goal 2: Deliver instruction and services in formats and at sites that best meet student needs.

Goal 3: Enhance the college experience for students and the community by providing campus facilities, programs and student-centered co-curricular activities that celebrate diversity and sustainable practices

Goal 4: Initiate and strengthen beneficial partnerships with business and industry, other educational institutions, and the community

Goal 5: Refine the college’s integrated planning process

Please also see <http://www.sdmiramar.edu/institution/plan> **for San Diego Miramar College 2007-2013 Strategic Plan Folders**

San Diego Miramar College

Annual Planning Calendar – 2013-2014

	Target Dates	Action	Responsible Party
2013	July-August	Provide Program Review Data	CBR
	September	Reaffirm planning cycle with all constituency groups	PIEC Co-Chairs
	August -September	Program Review reports generated by authors	Department Chairs
	October 1 st	Upload Program Review reports to "G" drive Discuss Program Review reports with Deans	
	October 15 th	Annual update – Identify School goals and objectives	Deans
		Distribute discretionary budget worksheets	Business Office
	October 30 th	Annual update – Identify Division goals and objectives	VPA, VPI, VPSS
		Submit RFFs to BRDS	Deans
	November 15 th	Annual update - Develop Division priorities	VPA, VPI, VPSS
	December 2 nd	Submit summary of Program Review reports / annual Division plan updates at the College Executive Committee (CEC)	VPA, VPI, VPSS
		Submit prioritized classified employee hiring list to President	VPA, VPI, VPSS
		Submit prioritized faculty hiring list to the College President	Faculty Hiring Committee / Academic Affairs
	December 10 th	Submit prioritized requests for funding (RFF) list to the CEC	BRDS
	December 13 th	Submit prioritized classified employee and faculty hiring lists to CEC, as information	President's Cabinet
Submit updated discretionary budget worksheets to appropriate VP with supporting goals and objectives		Deans / Managers	
Post annual updates of the Division three year plans to the Planning Website		VPA, VPI, VPSS	
2014	February 11 th	CEC accepts prioritized requests for funding (RFF) list	CEC
	February 13 th	Approve discretionary budget worksheets and submit to Business Services	VPA, VPI, VPSS
		Submit updated status report on College outcome data to CEC	SLOAC Facilitator
	March (TBD)	Annual College-wide Retreat	PIEC
	March 14 th	Submit requisitions for CEC-approved RFFs to Business Office	RFF Originators
	April 7 th	Submit Department Chair worksheets to Business Services	VPI
	April 15 th	Submit FTEF allocation to Business Services	
	April 18 th	Review tentative budget	President's Cabinet
		Tentative discretionary funds allocation due to District	Business Services
		Department Chair worksheets due to District	
	May 23 th	Review re-assigned time worksheet	President's Cabinet
August 14 th	Submit updated status report on College outcome data to CEC	SLOAC Facilitator	
Opening Day Fall Semester	Review Strategic Plan and College priorities for the year at college convocation	PIEC Co-Chairs	
September 3 rd	Distribute program review forms and instructions	VPA / Business Office	