

MINUTES

College Executive Committee August 27, 2013
San Diego Miramar College

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

A. Approval of Agenda

Once identified, the Vice President, Associated Student Council needs to be added to CEC membership. Agenda approved.

B. Approval of Previous Minutes

Approved minutes of 6/11/13.

C. Guests

None.

D. Chancellor's Cabinet

- Enrollment management report will be emailed. Highlights for Miramar College -- comparison August 2013 to August 2012, +2.7% FTES, +1% headcount, fill rate is 98% (highest in District), +1% enrollment.
- Fall participatory governance planning update. D. Figueroa provided a review of planning activities. An all-day event is planned on 10/11/13 at the Joan Kroc Center at USD. Presenters and panelists are currently being identified, and a facilitator is being sought from the Community College League. State Chancellor Brice Harris will serve as luncheon keynote speaker. Afternoon breakout sessions will be offered. Approximately 200 attendees are expected.
- Colleges and CE provided Accreditation Midterm reports, which will go to the board of trustees for acceptance on 9/12/13. The Chancellor will review.
- Constitution Day will be 9/17/13. A. Jacobson reported Miramar's activities will include a display in the LLRC, voter registration information, a newsletter, and the opportunity for students to provide a paper to a panel for review – the winning entry will win a certificate to the bookstore.
- Miramar College-related board agenda items include 9/17/13 Constitution Day, acceptance of the Accreditation Midterm Report, and a design/build contract change for the cafeteria/bookstore
- No budget update. The final budget will go to the board on 9/12/13.
- SDCCD logo usage standards and guidelines were discussed.
- The Chancellor asked the status of recruitment for new/replacement faculty -- Miramar has two replacement and nine new faculty positions. The hiring process must be completed by end of year to address the 50% law. B. Bell reported Miramar is on track. The Chancellor wants a list of publications where jobs are being advertised. When HR provides the list, Hsieh will share with faculty leaders to identify additional specialty publications.

E. NEW BUSINESS

1. Draft San Diego Miramar College Annual Planning Calendar (Ramsey)

Ramsey reported the annual planning calendar was developed last semester and reviewed over the summer. The management and classified groups provided minor edits. Classified expressed

concern with the 12/2/13 date of sending the prioritized classified hiring list to the college President without a prior dedicated date of review by Classified Senate. Nov. 15, 2013 was identified as a target date that B. Bell provide the list to the Classified Senate President. With minor revisions, the 2013-2014 Annual Planning Calendar was moved (Bell)/seconded (Figueroa) and approved..

2. Date for 2013 Holiday Luncheon – Wednesday, Dec. 4, 2013 (Hsieh)

Due to the Chancellor's availability, the Miramar College Holiday Party will be changed to 12/4/13 from 11:30 AM – 1 PM, location TBD.

3. Acceptance and Signatures for the 2013 Accreditation Midterm Report and Evidence Files (http://www.sdmiramar.edu/webfm_send/13129) (Hsieh)

Evidence files were posted online on August 2, 2013. Only one comment was received since posting. Evidence files were accepted by consensus. Hsieh passed signature forms around for constituency leaders to sign.

4. District Governance Conference (Hsieh/Figueroa)

See Chancellor's Cabinet Report.

5. Update on Repackaging the Duties and Responsibilities of Library and Technology Dean's Position (Hsieh)

The goal is to have the Library and Technology Dean position filled in January 2014. ILC and the Place will move to the School of Liberal Arts effective January 2014. Position will be posted this week.

6. Update on Search Timelines of Various Positions (Hsieh)

The Interim Dean of Library and Technology position closed on 8/21/13. The Interim VPI closed 8/26/13. The permanent two positions will close around 10/14/13 in order to send forward names to the college President by 11/22/13 with the intent to fill them in January. The VPI will include a site visit.

7. Update on Implementation of Accountability Management System (Bell)

A small task force consisting of Hsieh, Ramsey, Allen, Haidar and Bell met to discuss the makeup of the accountability management system (Taskstream) implementation core team and assignment of duties. They agreed on scope, and the possible need to add faculty and classified staff to ensure the six-month plus process results in a well-informed campus. The date and time for implementation committee meetings are tentatively scheduled on the second and fourth Wednesdays from 3-4 p.m. Allen and Haidar will solicit final members. The primary Taskstream goal will be implementing outcomes assessment. Hsieh thanked Bell and advised the new Dean of Planning, Research, Institutional Development, Library and Technology will take this over. Bell will continue to represent Administrative Services on the task force.

F. OLD BUSINESS

1. College's Achievement Benchmarks (Hsieh)

Since 2013, the Accrediting Commission requires achievement data and benchmarks in the college's annual report. Hsieh's understanding is the charge was given to the PIEC Research Subcommittee on the establishment of benchmark data. The annual report due date can be any time between March and June. Hsieh recommended the college benchmarks (draft) should be identified and presented to CEC no later than 12/3/13. Leaders of PIEC and Research Subcommittee need to address the coordination of the timeline. The recommendation was accepted by consensus.

2. Updated Report on Proposed Early College Program with Mira Mesa High School due 11/5/13 (Hsieh)

Miramar College made significant progress toward an early college program with Mira Mesa High School following the SDCCD/SD Unified joint board meeting last spring. Hsieh was advised that SD Unified is in the midst of reorganization and that the project is "on hold" until the individual at SD Unified who will be responsible for this project is identified. In addition, Interim City College President L. Neault is currently working with SD Unified on updating existing MOUs. SD Unified requested we halt plans with MMHS until they have finished MOU updates and a reorganization is established.

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

A task force convened last semester to deal with program initiation and discontinuance/revitalization. A task force document is under preparation. Timeline and draft processes were reviewed. Hsieh advised program discontinuance must include HR in the process as an employment issue. Haidar suggested the initial focus be on initiation and institutionalization and that revitalization and discontinuance be included as "under development" in the task force document at this time. The CEC supported Haidar's suggestion.

G. REPORTS

Academic Senate

The first Senate Exec meeting is today.

Classified Senate (Allen)

The first meeting is 9/5/13. Execs met today and addressed finishing bylaws. Meetings will be held 1st and 3rd Thursdays at 10 AM.

Associated Student Council (Ledbetter)

First meeting will be Friday, 8/30/13 from 9:30-11 AM, K-209. The later meeting start may impact members who serve on PIEC – PIEC meetings begin at 10:30 AM.

District Governance Council (Haidar)

DGC met last week. New members include representatives of the classified union and Police Officer Association. A budget report was shared. Nominations for the State Chancellor's Student Success Award were discussed – seeking a single District program. First year experience is being considered -- Gail Conrad will work with VPSSs. Ramsey questioned why we are

submitting a nomination as a district and not from one or more of the colleges. Hsieh agreed with Ramsey and that we should explore Miramar programs for options. Need to have college wide discussion in the future before bringing the topic to the District level. Figueroa clarified that the award is for recognition of colleges or districts that have demonstrated significant progress to improve student access, equity and success. Haidar pointed that additional nominations can be made as there is no restriction for one per district. This year's nominations are due 10/4/13.

District Strategic Planning Committee

No report.

District Budget Committee (Bell)

Met 8//13. Analysis historically reveals that community colleges in California received 2/3 funding from the state's general fund. Now it's only 1/3 and the funding sources replacing the 1/3 are not stable and are short-term in nature.

College Governance Committee (Figueroa)

2nd Tuesday meetings. Faculty membership on all committees is currently being worked out. Hsieh advised campus participatory governance membership for the following year needs to be finalized before the end of the spring semester.

H. ANNOUNCEMENTS

8/27/13

S. Trevisan