

MINUTES

College Executive Committee May 7, 2013
San Diego Miramar College

Present: Sandi Trevisan, Susan Schwarz, Brett Bell, Patricia Hsieh, Daphne Figueroa, Buran Haidar, Joyce Allen, Gerald Ramsey, Adela Jacobson, Michael Shepard

A. Approval of Agenda

Agenda approved.

B. Approval of Previous Minutes

Minutes of 4/16/13 approved. Minutes of 4/30/13 approved with minimal edits. Hsieh requested the Early College Proposal provided by Linda Woods be attached to the 4/30/13 minutes when posted online.

C. Guests

Laura Murphy, Paulette Hopkins, Duane Short

D. Chancellor's Cabinet

- No enrollment update. The Chancellor stressed that colleges must be responsible for projecting FTES and meeting their targets. The Chancellor also asked if colleges are offering a similar number of sections in fall 2013 as spring 2013 after two FTEF augmentations were added. P. Hopkins, representing VPI Buckley, will research.
- Vice Chancellor Lee will provide a task force report on MOOCs before end of semester. Figueroa announced the Academic Senate will hear a report at Academic Senate today.
- All colleges and CE will develop a schedule for campus tours for state legislators starting fall 2013.
- Miramar-related items for the May 9 Board meeting were reviewed at last week's CEC meeting. Hsieh reminded all that 2013-14 recommended sabbaticals will go to board on May 9 – Miramar has three allocated sabbatical spots.
- The 2013-2014 tentative budget will go to the Board on June 13. The Governor's May revise is scheduled on May 14. SDCCD target remains 39,650 FTES. The District is working with college and CE VPAs to provide a Proposition 30 EPA report, which is due June 30. The report will also be shared with Board on June 13.
- In 2009, facing a severe budget challenge, district staff were encouraged to take leave without pay. The Chancellor announced that is no longer the case, and that any staff member must use all vacation on the books before they can take leave without pay.
- VEBA health insurance organization will begin an audit of district staff to confirm personal information and documentation. VEBA representatives will contact individual staff directly.
- Vice Chancellor Umstot's office provided a smoking violation report. No formal complaints were received at Miramar. The Miramar Safety Committee is still addressing the issue and identifying potential locations for no smoking signs. S. Schwarz added that around the LLRC, students could be cited regularly. J. Allen added infringements occur regularly around the H-building. She noted that even though we are already in enforcement mode, students refuse to give information. Staff can complete complaint forms for referral and should call College Police

to report smoking violations. Hsieh will talk with the Chief about enforcement of the non-smoking policy and possibly providing greater visibility during peak times.

E. NEW BUSINESS

1. Follow Up On Membership Appointment on Task Force to Identify Process for Approving New Programs, Institutionalizing Grant Funded Programs, and Program Discontinuance (Figueroa)

Constituent leaders provided names for the Task Force: *Academic Senate* – Daphne Figueroa, Buran Haidar, Wheeler North, Rick Cassar; *Classified Senate* – Terrie Hubbard, Joyce Allen; *Managers* – Hsieh and three vice presidents Buckley, Bell, Ramsey; *Students* – AS President. Hsieh will coordinate first meeting.

F. OLD BUSINESS

1. Acceptance of 2013 College Midterm Report (Hsieh) – attachment and link:

http://www.sdmiramar.edu/webfm_send/13129

Hsieh received an Academic Senate request to extend the deadline for CEC to accept the Midterm Report so that the campus has sufficient time to review the latest changes. The District asked that all college Midterm Report drafts be ready by May 10. After consulting with constituent leaders, Hsieh agreed to a revised timeline. The last day to receive any additional comments on the most recent edits will be May 24. The ALO will post final comments received and the full report to the college website on May 31. On June 11, all constituency leaders will meet at 1 p.m. to accept the final version of the Midterm Report, which will allow staff members to work on publication of the report in a timely manner. Bell asked if the final report will be distributed electronically or hard copies required. The Commission requires a few hard copies. Figueroa and her Academic Senate colleagues in the district will ask the Chancellor to consider digital distribution of the report to save paper. Bell asked that Figueroa get clear direction on the printing of the evidence section of the report. The end of the comment period is May 24. All constituencies and manager's representatives should complete agreed-upon edits prior to May 24.

2. Acceptance of Updated College's Mission Statement (Figueroa) – attachments

CEC viewed the current mission statement, values and vision, as well as a draft of the revised mission, vision and values that were proposed by PIEC in February 2013 and sent through all constituent groups. Values and vision are combined in the proposal. The Academic Senate approves of the minimal recommended edits provided by the Classified Senate, and suggested CEC look at the student and institutional student learning outcomes section that is currently included in the catalog separately. Following considerable discussion, CEC approved the revised mission, vision (and values), and postponed discussion of the institutional student learning outcomes to a later date (Haidar motion/Ramsey second).

3. Compiled Information Regarding Employee & Student Satisfaction Surveys' Recommendations Due 4/30/13 for Acceptance (Hsieh) -- attachments

Recent recommendations from the Classified Senate all relate to survey items, not recommended actions. Figueroa noted recommendations could be incorporated into survey enhancements.

Ramsey suggested that when the college is ready to review the survey instruments, classified recommendations can be incorporated. The next survey will be discussed at PIEC. The document was approved unanimously (Haidar motion/Ramsey second).

4. Early College Program with Mira Mesa High School – Recommendations due 11/5/13
No update.

5. Fall 2013 Convocation Planning (Draft Program and Location), Draft Program Due to CEC 5/7/13 (Hsieh) – attachment

Hsieh shared a preliminary draft program and thanked L. Murphy for providing a tentative presentation title. The program needs to include a budget update. In addition to L. Murphy as an identified presenter, if a program review component is included, D. Short agreed to assist. Discussion centered on day and time changes that would optimize overall college attendance and participation. J. Allen will discuss with Figueroa and Haidar and will bring back for future discussion. Proposed change of spring convocation from Thursday to Friday will be discussed at the same time. CEC accepted the convocation program draft for fall (Ramsey motion/Bell second). Hsieh asked L. Murphy to provide presenter names or inform her if the program should list TBA.

6. Proposed Change of Spring Convocation to Friday
Postpone to CEC agenda, May 14, 2013.

7. Follow Up on Program Review Work Group Recommendation (Bell, Ramsey, Murphy, Short, Guevarra)

D. Short reported CEC directed this group meet and discuss how to better align the program review and SLOAC processes across the three divisions. The work group proposes to eliminate the three separate program review committees (instruction, student services, administrative services) and combine all into one Program Review/SLOAC Subcommittee that will report to PIEC. The Program Review/SLOAC Subcommittee will have one SLOAC subcommittee. Short noted that while the process and data might be different for each, the output should be the same for all, resulting in self-evaluation and action items for each program. The proposal is supported by the student services, instructional and administrative services program review committees, and all constituent groups. While there was some discussion regarding whether this committee should report to PIE, CEC or stand alone, conceptually, CEC supported the work group recommendation to create one committee. Figueroa said the next step is for the work group D. Short to complete a CGC handbook revision request form. The work group also proposes a second recommendation – that a program review facilitator position be established or for the combined program review committee chair to receive reassigned time. Figueroa stated this is not part of CEC's charge. Hsieh indicated the reassigned time topic is President Cabinet's purview, not CEC's purview.

G. REPORTS

Academic Senate (Figueroa)

Meeting today. Items on the agenda include: new Bookstore manager, drawing for Academic Senate Faculty Leadership Institute, committee reports, Facilities Committee (vernal pools),

Curriculum Committee, District MOOCs Task Force, and second reading of resolution on curriculum and pedagogy.

Classified Senate (Hubbard)

Will meet Thursday and will award scholarship funds, discuss vernal pools, old business/senate appointments, and a resolution from Mesa College Classified Senate.

Associated Student Council (Shepard)

New constitution was approved and president-elect is Emily Ledbetter. AS voted to try to change the policy for individuals to utilize unused group study rooms in the LLRC

District Governance Council (Figueroa/Bell)

Met May 1st -- discussed the Board agenda, the May revise and the parking fee increase. Next meeting is May 15.

District Strategic Planning Committee

No report.

District Budget Committee

Met May 1st -- Discussed May revise information provided by Vice Chancellor Dowd, legislation re: adult ed and under K-12 moving to community college system, 50% law, and that each campus' tentative budget will be completed by May 10 and to Board in June, anticipating changes in adopted budget from May revise. Next meeting is June 5th.

College Governance Committee (Haidar)

No report. Next meeting is May 14th.

H. ANNOUNCEMENTS

None

5/07/13

S. Trevisan