

COLLEGE EXECUTIVE COMMITTEE MEETING

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

Members: Hsieh, Bell, Buckley, Figueroa, Shepard, Ramsey, Haidar, Allen, and Hubbard

Attendees: Trevisan, Schwarz, & 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	Proposed Change of Spring Convocation to Friday	1	Figueroa, Allen, Shepard
2	Recommendation to Form a Task Force for Program Institutionalization Process	5	Figueroa

F. Old Business

#	Item	*Strategic Goals	Initiator
1	Compiled Information Regarding Employee & Student Satisfaction Surveys' Recommendation due 4/30/13 for Acceptance (attachments)	1	Hsieh
2	Update on Accreditation Midterm Report due 5/7/13 for CEC Approval	1	Hsieh
3	Accountability Management System	1	Hsieh
4	Revised and Updated College Mission: Back to CEC on 5/7/2013 for acceptance	1	Hsieh
5	Early College Program with Mira Mesa High School – Recommendation due 11/5/13	4	Hsieh, Woods, Buckley
6	Recommendations on Implementation Team Membership for Accountability Management System	1	Hsieh
7	Fall 2013 Convocation Planning (Program and Location)– Due to CEC on 5/7/13 for Acceptance	5	Figueroa
8	Guidelines for Website Postings	2	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

Employee Satisfaction Survey Results

Draft Recommended Actions

Category / Recommendation	Recommended Action	Responsible Party / Target	College Plans / Process
Institutional Effectiveness			
1. Administer a short and targeted follow-up survey about planning in Spring	a. Administer the annual Institutional Effectiveness survey campus wide to specifically address planning.	PIEC 3/31/13	a) Spring 2013 Annual Institutional Effectiveness Survey
2. Administer Point-of-Service (POS) surveys to get at specifics regarding campus resources and the “big picture” in regards to satisfaction with the quality of various campus resources.	a. Enhance the three divisions’ program review functions to include POS-type surveys b. Investigate developing and administering these surveys electronically.	Appropriate VP 5/7/13	a) Spring 2013 Implementation of instructional support program PR process b) Administrative PR utilizes POS in 10/14 ASOs
Instructional Learning Outcomes and Administrative Unit Outcomes			
1. Have more interactive technology in the classroom in order to meet the diverse needs of students. Provide professional development on new student learning strategies, and additional resources to meet this need (in response to items 21 and 22).	a. Advise all departments and programs to follow the program review process to initiate requests for equipment, including interactive technology for their classrooms. b. BRDS works with the Technology Committee to prioritize and allocate resources based upon program review requests each year. c. Direct the professional development proposal to the Staff Development Committee and FLEX Coordinator for action.	Appropriate VP Ongoing Chair BRDS / RFF Procedure Ongoing Faculty FLEX Coordinator & Staff Development Committee Co-Chair Ongoing	a) 2007-2013 SP, Goal 2, Strategy 2.2 b) Annual Instructional PR, BRDS RFF Procedure c) Annual FLEX Calendar
2. Provide more communication, awareness, feedback and input on SLOs/AUOs.	a. Utilize FLEX activities each semester and Student Services and Administrative Services meetings to facilitate reflective discussion of SLOs/SSOs/AUOs.	SLOAC Facilitator Ongoing	a) SLO Operational Plan Table I #1c, 2abde, 2f, 4ac, 5bc
3. Need to separate out SLOs from AUOs for items 23-26 in next iteration of employee survey.	a. Propose a survey enhancement to Institutional Research based upon this recommendation.	CBR / Research Subcommittee Fall 2014 & annual progress reports	a) Spring 2015 Employee Satisfaction Survey
4. Provide data in various formats. Work with CBR and IRP office to get this done.	a. Propose a survey enhancement to Institutional Research based upon this recommendation.	CBR / Research Subcommittee Fall 2014 & annual progress reports	a) Spring 2015 Employee Satisfaction Survey

5. Give everyone a chance to look at program review reports. Share program review reports with broader audience and get more people involved in the program review process.	<ul style="list-style-type: none"> a. Propose inclusion of all program review reports in TaskStream or other information management software, starting with the 2013-2014 academic year. 	SLOAC Facilitator VPI / VPSS / VPA Spring 2014	<ul style="list-style-type: none"> a) SLO Operational Plan Table I #4bd, 6a b) PRs are posted to a shared network drive c) Annual plan updates are posted to the College's planning web site
6. Implement a more concise format to Communicate program review data in meetings in ways in which people are more likely to use it.	<ul style="list-style-type: none"> a. Revise program review and SLO/SSO/AUO reports to simplify presentation of data and analysis. b. Utilize TaskStream or similar information management software system to communicate SLO/SSO/AUO information in a standardized and timely fashion. 	Program Review Chairs SLOAC Facilitator VPI / VPSS / VPA Spring 2014	<ul style="list-style-type: none"> a) SLO Operational Plan Table I #2a, 3c, 4d, 5b, 6a b) 2013-2014 Instructional PR annual report format c) 2012-2013 Administrative Services PR process d) Fall 2013 TaskStream implementation
Student Support Services			
1. Compare employee survey results to student survey results in order to get a holistic view regarding student services.	<ul style="list-style-type: none"> a. Student Services Council will conduct a comparison of the 2012 survey results and report back to the President's Cabinet and CEC. b. Include comparison of these data in the 2013-2014 Student Services program review report. 	VPSS / Student Services Council 3/31/13	<ul style="list-style-type: none"> a) 2013-2014 Student Services PR process
2. Increase the number of counselors.	<ul style="list-style-type: none"> a. Include the needs in student services program review and faculty hiring prioritization process. b. Address the development of education planning for all students as part of the SB-1456 implementation plan. 	VPSS 4/30/13 VPSS 5/7/13	<ul style="list-style-type: none"> a) 2013-2014 Faculty hiring prioritization process was enhanced using more quantitative data
Learning Support Services			
1. Tease out learning support services from facilities in the next administration of the employee satisfaction survey.	<ul style="list-style-type: none"> a. Propose a survey enhancement to Institutional Research based upon this recommendation. 	CBR / Research Subcommittee Fall 2014 & annual progress reports	<ul style="list-style-type: none"> a) Spring 2015 Employee Satisfaction Survey
2. In the next administration of the employee survey identify and separate out true learning support services (e.g., library, ILC, bookstore, classroom, labs, PLACe, etc.) from parking, cafeteria, etc., and omit items	<ul style="list-style-type: none"> a. Propose a survey enhancement to Institutional Research based upon this recommendation. 	CBR / Research Subcommittee Fall 2014 & annual progress reports	<ul style="list-style-type: none"> a) Spring 2015 Employee Satisfaction Survey

3. Separate out business services from fiscal resources as two individual items in the next administration of the employee	a. Propose a survey enhancement to Institutional Research based upon this recommendation.	CBR / Research Subcommittee Fall 2014 & annual progress reports	a) Spring 2015 Employee Satisfaction Survey reports
Human Resources			
1. For the next administration of the employee survey make these items more specific. They are too global.	a. Propose a survey enhancement to Institutional Research based upon this recommendation.	CBR / Research Subcommittee Fall 2014 & annual progress reports	a) Spring 2015 Employee Satisfaction Survey reports
Decision-making Roles and Processes			
1. Target benchmark should be around 67% for each item in this section of the survey.	a. Propose a survey enhancement to Institutional Research based upon this recommendation. b. Administer the Institutional Effectiveness survey disseminated by PIEC in February 2013 to the classified staff. c. Share the survey result with the classified executive	CBR / Research Subcommittee Fall 2014 & annual progress reports	a) Spring 2015 Employee Satisfaction Survey b) Spring 2013 Annual Institutional Effectiveness Survey
2. Item 71 is of concern. Specifically, respondents are not well informed and may not be aware of how involved the classified staff is in voicing matters related to college planning, budgeting, and institutional policies.	a. Propose a survey enhancement to Institutional Research based upon this recommendation. b. Administer the Institutional Effectiveness survey disseminated by PIEC in February 2013 to the classified staff. c. Share the survey result with the classified executive committee for discussions regarding the gaps.	Classified Senate/ Executive Committee	a) Spring 2015 Employee Satisfaction Survey b) Spring 2013 Annual Institutional Effectiveness Survey
3. Item 74- Address the same communication issues. More investigation is needed.	a. Propose a survey enhancement to Institutional Research based upon this recommendation. b. Administer the Institutional Effectiveness survey disseminated by PIEC in February 2013 to the classified staff. c. Share the survey result with the classified executive committee for discussions regarding the gaps.	Classified Senate/ Executive Committee	a) Spring 2015 Employee Satisfaction Survey b) Spring 2013 Annual Institutional Effectiveness Survey

Student Satisfaction Survey Results

Draft Recommended Actions

Category / Recommendation	Recommended Action	Responsible Party / Target	College Plans
Overall			
1. Offer more classes	<ul style="list-style-type: none"> a) Examine the current class schedule. b) Utilize the new SB 1456 mandate for matriculation of all students, including the development of education plans, to help inform the schedule development process. c) Use a. & b. to identify courses meeting student' certificates, degree, and transfer goal attainments. d) Increase the number of course sections as state and district resource allocations permit. 	VPI / Enrollment Planning 5/7/13 VPA / 2013-2014 Tentative Budget 4/30/13	<ul style="list-style-type: none"> a) 2007-2013 SP, Goal 1, Strategy 1.5 b) Annual budget planning – FTEF allocation c) Instructional Three Year Plan – 2012-2013 Update: Goals #1 & 2, Objective #2
2. Survey students on what classes are needed	<ul style="list-style-type: none"> a) Examine the current class schedule. b) Factor in the new SB 1456 mandate for matriculation of all students, including the development of education plans, to help inform the schedule development process. c) Use a. & b. to assist in identifying courses needed for and meeting students' requirements for certificate, degree, and transfer goal completion. d) Increase the number of course sections as state and district resource allocations permit. 	VPI / VPSS Enrollment Planning 5/7/13	<ul style="list-style-type: none"> a) 2007-2013 SP, Goal 1, Strategies 1.3, 1.5 & 1.7 b) Instructional Three Year Plan – 2012-2013 Update: Goals #1 & 2 c) Student Services Three Year Plan – 2012-2013 Update: Goal #2, Objectives 2.2 & 2.5
3. Offer a more flexible class schedule	<ul style="list-style-type: none"> a) Examine the current class schedule. b) Utilize the new SB 1456 mandate for matriculation of all students, including the development of education plans, to help inform the schedule development process. c) Use a. & b. to assist in identifying courses needed for and meeting students' requirements for certificate, degree, and transfer goal completion d) Increase the number of course sections as state and district resource as allocations permit. 	VPI / VPSS Enrollment Planning 5/7/13 VPA / 2013-2014 Tentative Budget 4/30/13	<ul style="list-style-type: none"> a) 2007-2013 SP, Goal 1, Strategies 1.3, 1.5 & 1.7 b) 2007-2013 SP, Goal 2, Strategies 2.1 & 2.4 c) Annual budget planning – FTEF allocation d) Instructional Three Year Plan – 2012-2013 Update: Goals #1 & 2 e) Student Services Three Year Plan – 2012-2013 Update: Goal #5, Objectives 5.3 & 5.4

4. Increase capacity of online classes	<ul style="list-style-type: none"> a) Examine the current class schedule. b) Utilize the new SB 1456 mandate for matriculation of all students, including the development of education plans, to help inform the schedule development process. c) Use a. & b. to assist in identifying courses needed for and meeting students' requirements for certificate, degree, and transfer goal completion d) Increase the number of course sections as state and district resource allocations permit. 	Enrollment Planning 5/7/13	<ul style="list-style-type: none"> a) 2007-2013 SP, Goal 2, Strategies 2.1 & 2.4 b) Instructional Three Year Plan – 2012-2013 Update: Goals #1 & 2 c) Student Services Three Year Plan – 2012-2013 Update: Counseling Summary
5. Offer a variety of class types (e.g. 8 week classes)	<ul style="list-style-type: none"> a) Examine the current class schedule. b) Utilize the new SB 1456 mandate for matriculation of all students, including the development of education plans, to help inform the schedule development process. c) Use a. & b. to assist in identifying courses needed for and meeting students' requirements for certificate, degree, and transfer goal completion d) Increase the number of course sections as state and district resource allocations permit. 	Enrollment Planning 5/7/13	<ul style="list-style-type: none"> a) 2007-2013 SP, Goal 1, Strategies 1.3, 1.5 & 1.7 b) 2007-2013 SP, Goal 2, Strategies 2.1 & 2.4 c) Instructional Three Year Plan – 2012-2013 Update: Goals #1 & 2 d) Student Services Three Year Plan – 2012-2013 Update: Counseling Summary
6. Offer more weekend classes	<ul style="list-style-type: none"> a) Utilize the new SB 1456 mandate for matriculation of all students, including the development of education plans, to help inform the schedule development process. b) Use a. & b. to assist in identifying courses needed for and meeting students' requirements for certificate, degree, and transfer goal completion c) Increase the number of course sections as state and district resource allocations permit. 	Enrollment Planning 5/7/13	<ul style="list-style-type: none"> a) 2007-2013 SP, Goal 1, Strategies 1.3, 1.5 & 1.7 b) 2007-2013 SP, Goal 2, Strategies 2.1 & 2.4 c) Instructional Three Year Plan – 2012-2013 Update: Goals #1 & 2 d) Student Services Three Year Plan – 2012-2013 Update: Counseling Summary
Instruction			
1. Encourage students to use the library and inform them how to utilize available library resources	<ul style="list-style-type: none"> a) Include a Learning and Library Resources orientation in the services provided to First Year Experience student. b) Librarians develop pilot workshop focusing primarily on subscription databases & MLA citation formatting to be held 1-2 weeks prior to finals 	Dean of Library & Technology Librarians 5/7/13	<ul style="list-style-type: none"> a) PR Library, Goal 1, Strategy 1.5 b) PR Library, Goal 1, Strategy 1.5

2. Suggest to faculty an option of granting extra credit for students that utilize library resources	<ul style="list-style-type: none"> a) Consult with the Academic Senate on this recommendation. b) Pass this recommendation through the Academic Affairs Committee 	President , Academic Senate 5/7/13	a) NA
3. Incorporate library resource information into the new student orientation.	a) Include a Learning and Library Resources orientation to the services provided to First Year Experience student.	Dean of Library & Technology Consult with VPSS or designee Librarians 5/7/13	a) PR Library, Goal 1, Strategy 1.5
4. Possibly extend the days and times the library is open for students enrolled in late classes: <ul style="list-style-type: none"> a) Monday-Thursday 8 am to 10 pm b) Friday 9 am to 7 pm c) Ask for student volunteers in helping staff the library during additional hours to engage more students in the college. 	a) Develop a survey to determine what services students are needing during requested extended hours	Dean of Library & Technology VPI Librarians Library Staff 3/31/13	a) PR Library, Goal 1, Strategy 1.5

Admission and Course Registration			
1. The College should send a series of email blasts to students about orientation, assessment and counseling/advising.	<ul style="list-style-type: none"> a) Since there is such an email generated and the information is available via Student Web Services, so a reminder should be developed and provided to students through Facebook. b) Discuss recommendation with Student Services Council to ensure attention and considerations are given during the planning and preparation for SB 1456 implementation. c) Request District action and/or follow-up. 	VPSS / Student Services Council 5/7/13	a) Student Services Three Year Plan – 2012-2013 Update: Goals #1, 4 & 5, Strategies 1.3, 1.5, 4.1-5
2. Expand the Freshman Year Experience to include returning students.	<ul style="list-style-type: none"> a.) Review current practices and FYE structure. b.) Explore possible external resources (grants) to augment existing FYE c.) Resources. 	VPSS / Student Services Council 5/7/13	a) 2007-2013 SP, Goal 1, Strategies 1.3, 1.5 & 1.7

3. Promote assessment services with large bold posters that catch students' attention.	<ul style="list-style-type: none"> a) Explore the possibility of enhancing awareness using cost neutral promotions, including social media sources such as Facebook. b) Foster both internal and external marketing and outreach activities that promote the college's instructional programs and student services.) 	VPSS / Student Services Council 5/7/13	<ul style="list-style-type: none"> a) PR assessment, Goal 2, Strategy 2.6
4. Clean up the web site to offer more clarity about assessment on campus.	<ul style="list-style-type: none"> a) Continue to assess potential enhancements to the College web site, including SB-1456 activities. 	Dean of Library & Technology PIO Web Designer 3/31/13 VPI / VPSS / PIO 5/7/13	<ul style="list-style-type: none"> a) PR assessment, Goal 2, Strategy 2.6 b) Student Services Three Year Plan – 2012-2013 Update: Goal #1, Strategy 1.2, 1.3 & 1.5
5. Direct advertising efforts to military families about enrolling in college.	<ul style="list-style-type: none"> a) Explore the possibility of enhancing promotional efforts using cost neutral resources including Facebook and the College website 	VPSS / Student Services Council 5/7/13	<ul style="list-style-type: none"> a) PR VA, Goal 2, Strategy 2.6 b) Student Services Three Year Plan – 2012-2013 Update: Goals #1, 2 & 4, Strategies 1.2, 1.3, 1.5, 2.2, 2.5, 4.1
6. Have more access to counselors for academic advisement.	<ul style="list-style-type: none"> a) Address the development of education planning for all students as part of the SB-1456 implementation plan. 	VPSS / Student Services Council 5/7/13	<ul style="list-style-type: none"> a) 2007-2013 SP, Goal 1, Strategy 1.5 b) Student Services Three Year Plan – 2012-2013 Update: Goals #1, 2 & 3, Strategies 1.5, 2.2, 2.5, 3.2
Personal Development			
1. Enhance student activities on campus.	<ul style="list-style-type: none"> a) Survey students to determine the type of activities for which they have an interest. b) Explore using graduate student interns to enhance student engagement and activities. 	VPSS / Student Services Council 5/7/13	<ul style="list-style-type: none"> a) PR SA Goal 1. Strategy 1.5 b) Annual budget planning – FTEF allocation c) Student Services Three Year Plan – 2012-2013 Update: Goals #1 & 2, Strategies 1.3, 1.5, 2.2, 2.5

2. Increase staffing and budget.	a) Continue to collect data that support the need for adequate staffing and program budgets.	VPSS / Student Services Council 5/7/13 VPA / 2013-2014 Tentative Budget 4/30/13	a) Annual PR (Instruction, Student Services, Administrative Services) b) Annual budget planning – FTEF allocation c) Student Services Three Year Plan – 2012-2013 Update: Goals #1, 2 &3, Strategies 1.1, 2.5, 3.1, 3.2, 3.3
3. Utilize the College website to promote student activities.	a) Explore ways make the college master calendar web page more accessible to students. b) Explore the possibility of including SD Parks & Recreation Department’s activities (held on the Campus), on the Master Calendar.	VPSS Dean of Library & Technology PIO Ongoing	a) PR O, Goal 1 , Strategy 1.5 & 3.4
4. Develop and survey student specific needs about student life on campus (e.g. athletics, clubs, and activities).	a) Consider more specific questions formulated by the researcher and add to student satisfaction survey to develop a greater understanding of student needs.	VPSS / Student Services Council 5/7/13	a) Spring 2015 Student Satisfaction Survey b) Student Services Three Year Plan – 2012-2013 Update: Goals #1, 2 & 3, Strategies 1.3, 1.5, 2.2, 2.5, 3.2
5. Promote City Parks and Recreation activities for students.	a) Create a link to San Diego Parks and Recreation activities on the SDMC web site. b) Expand Student Services master calendar to include San Diego Parks & Recreation activities at Miramar campus.	VPSS / Student Services Council Dean of Library & Technology PIO 5/7/13	a) PR O, Goal 1 , Strategy 1.5 & 3.4 b) Student Services Three Year Plan – 2012-2013 Update: Goal #4, Strategy 4.1

6. Expand the pool of potential faculty advisors for student clubs.	<ul style="list-style-type: none"> a) Advertise the need for additional student club faculty advisors at flex activities, including Convocation. b) Explore the possibility of the student leadership making presentations to selected faculty meeting. c) Continue to try to expand student clubs on campus and involve faculty as advisors. 	ASC VPSS Academic Senate Flex Coordinator 3/31/13	<ul style="list-style-type: none"> a) PR SA, Goal 2, Strategy 2.5 b) Student Services Three Year Plan – 2012-2013 Update: Goals #1, 2 & 3, Strategies 1.3, 1.5, 2.2, 2.5, 3.2
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Technology and Physical Resources

1. Need to dialog more with students regarding technology (use) and computer lab needs around campus.	a) Enhance Student Services and/or Instructional program reviews to include an assessment of student technology needs.	VPSS / Student Services Council Dean of Library & Technology 5/7/13	<ul style="list-style-type: none"> a) PR ILC, Goal 2, Strategy 2.2 b) PR Assessment, Goal 1, Strategy 1.5 c) Student Services Three Year Plan – 2012-2013 Update: Goal #1, Strategies 1.5
2. Study space on campus is limited due to construction.	a) Publicize and encourage student use of study space at LLRC and student center.	Done	a) NA
3. The College should post permanent signage around campus in both the interior and exterior areas as well as campus maps to help students get around.	a) Implement Proposition S & N signage and way-finding plans.	VPA In Progress	a) Proposition S/N Infrastructure Project – Phase II - Wayfinding

Mission & Policies: Decision-making Roles & Processes

1. Promote students/ faculty/ staff are about campus activities.	a) Include a question on both employee and student satisfaction surveys on assessing students/faculty/staff awareness of campus activities	Student Services Program Review Facilitator 5/7/13	a) Spring 2015 Student Satisfaction Survey
2. The College should opt into information texting via student web site.	<ul style="list-style-type: none"> a) Recommend this to and/or share this suggestion with b) Student Services Vice Chancellor through VPI/VPSS joint meetings. 	VPSS / Student Services Council CBR/Research Subcommittee 5/7/13	a) Student Services Three Year Plan – 2012-2013 Update: Goal #1, Strategies 1.5

<p>3. Update the College web site, make it user friendly, and provide information about clubs, benefits, and what is available on campus.</p>	<p>a) Assess potential enhancements to the b) College web site.</p>	<p>VPSS Dean of Library & Technology PIO & Web Sub Committee Ongoing</p>	<p>a) PR O, Goal 1, Strategy 1.5 & 3.4 b) Student Services Three Year Plan – 2012-2013 Update: Goal #1, Strategies 1.5</p>
<p>4. Associated Student Council will report student activities once per month. Ask students to make announcements on campus or in classes about student activities.</p>	<p>a) Continue to enhance and support advertising of student activities, to the extent possible. Note: Currently all activities are provided to the Outreach Office and added to the Master Calendar, which is included on the website. ASC and college clubs are able to utilize the website to share information as they wish. b) Review existing practices and make students aware of the current practices. c) Identify additional resources (social media and related) that assist in the promotion of student activities.</p>	<p>VPSS Dean of Library & Technology ASC PIO</p>	<p>a) PR O, Goal 1, Strategy 1.5 & 3.4</p>