

## **MINUTES**

College Executive Committee April 30, 2013  
San Diego Miramar College

**Present:** Sandi Trevisan, Susan Schwarz, Brett Bell, Jerry Buckley, Patricia Hsieh, Daphne Figueroa, Joyce Allen, Gerald Ramsey, Terrie Hubbard, Mike Shepard, Buran Haidar

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

Agenda approved.

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

Minutes of 4/16/13 pending.

### **C. Guests**

Linda Woods

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

- No enrollment report.
- Vice Chancellor Lee shared a new Department of Labor grant opportunity that will focus on CIS programs. Colleges can apply for \$2.5 million per college. The maximum grant award for a consortium is \$25 million. Mesa President Pam Luster indicated that Mesa College is taking the lead and will engage her faculty in the application process. Otto Lee stated that all colleges and CE will be invited to participate. Hsieh reported that based on the focus of the grant, she has the understanding from the Miramar area dean that currently Miramar does not have a program focusing on computer networking program area. An outside consultant has been hired as grant writer. Other SDICCCA colleges will be invited to participate. Hsieh questions whether Miramar will be required to participate and asked VPI to work closely with Dean Ornelas and Ed Brunjes and to keep CEC informed. Buckley reported only one college has a CISCO relationship (CE) and that the lead must have an existing CISCO relationship (Mesa does not).
- Veterans retraining assistance program. A particular group of student veterans have raised concerns at various colleges within the district and CE. Miramar not on list.
- Miramar College items on the May 9 board of trustees agenda: 1) Outgoing student trustees will receive appreciation plaques for their service. New trustees will take over June 30. Academic Senate leadership takes over Aug 6. Allen reported the Classified Senate is currently changing its bylaws and is in transition. 2) Opposition to Assembly Bill 955, which would charge higher fees for summer and intersession. 3) Approval for five Miramar students and faculty who will present at a conference on the Democracy Commitment (2<sup>nd</sup> year). 4) Recommendation for faculty on sabbatical leave during 2013-14. 5) Title change (no compensation or classification change) from Hourglass Park Coordinator to Administrative Services Supervisor. 6) Modifications to design/build contract with Swinerton on the fire/EMT facility and design/build contract on the Administration building and remodel of A-100. 7) Approval to increase student parking permit fee. ASC voted to support increase in April with the understanding increased advertising would accompany increase. Hsieh confirmed the Classified and Academic Senates' position to support student decisions.
- No budget updates. Waiting on Governor's budget revise, May 14.
- Miramar's project manager funded by grant now approved by Cabinet.

- Acting District PIO Sharon Rhodes distributed a draft email calendar of district events that will be distributed district wide and in the community. It will be the responsibility of the campus PIOs to provide event information to District Communications.
- The District is required to clearly identify all individuals with any responsibility for Cleary Act compliance reporting. A meeting will be forthcoming to discuss.

## **E. NEW BUSINESS**

### **1. Proposed Change of Spring Convocation to Friday (Figueroa, Allen, Shepard)**

Postpone.

### **2. Recommendation to Form a Task Force for Program Institutionalization Process (Figueroa)**

The Academic Affairs Committee recommends the creation of a task force to discuss the need to develop a formal process to approve new programs, institutionalize grant-funded programs and discontinue programs. Hsieh read the description of the Curriculum Committee from the college governance handbook and questioned the committee's charge to approve "course, programs, certificates and degrees." Figueroa provided clarification of the role of the Curriculum Committee and the need for a more comprehensive process for review/approval of new programs. Approving curriculum does not mean funding is automatic, guaranteed or ongoing. Hsieh stressed applying general fund to programs that are institutionalized must be part of the enrollment management discussion. Haidar added that discontinuance of a program must be dealt with separately from initiation of new programs. Figueroa asked that when significant action (such as major revisions to or approval of a program) is taken by the Curriculum Committee, it should go to the Academic Senate before it goes to CIC. She added the recommendation is to form a task force to have them look at all these areas and make recommendations for what to do. L. Woods added this is not just about instructional programs, but all programs, including student services and other grant-funded programs. Bell asked for a firm definition of "program."

After considerable discussion, B. Haidar made a motion to develop a task force and that constituency leaders select four administrators, four faculty, two classified staff and one student that represent all divisions and the Program Review Committee, Curriculum Committee, Academic Affairs Committee, and Academic Senate. (*B. Haidar/motion; G. Ramsey/second; pass unanimously*) The new task force will forward its recommendations to CEC. Figueroa will send a follow-up email to constituent leaders asking that representatives be identified by May 7.

## **F. OLD BUSINESS**

### **1. Compiled Information Regarding Employee & Student Satisfaction Surveys' Recommendations Due 4/30/13 for Acceptance (Hsieh)**

Hsieh thanked Buckley for compiling data and feedback. She questioned page 4, #2 and asked if this item needed to be discussed at the Academic Senate. Figueroa stated the recommendation by students that faculty provide extra credit violates academic freedom to ask faculty to give extra credit and expressed concern that this request would extend to additional campus resources. It was clarified there is no linkage to any existing goal or strategy, the recommendation will be

addressed by the response provided by the Academic Senate President. Hubbard provided Classified Senate feedback last week and recommendations which still need to be incorporated. Buckley suggested creating an addendum to the action plan or augment with additional recommendations. Hsieh suggested to incorporate the recommendations after CEC has an opportunity to review and discuss them. Item will be placed on next CEC agenda. VPI Buckley will distribute most current document to CEC.

## **2. Update on Accreditation Midterm Report Due 5/7/13 for CEC Approval (Hsieh)**

Buckley reported version 4.0 is complete and posted online. Late edits were received and provided to the writing teams for consideration, as they were received after the deadline for input. Haidar pointed out that version 4.0 of the report with its new content was not made available for input or editing until late Friday afternoon 4/26/13, when it replaced the earlier version 3 of 3/15/13. She added that an earlier request for a more recent version for input before the deadline could not be accommodated. The expectation was for input to be solicited about new content and a more updated version than that of 3/15/13 before posting the final version for approval. Figueroa noted additional edits may be necessary, as the report is not mailed to the Commission until October. Item will continue on the CEC agenda. Timeline sets completion of the document and sign off by CEC on May 3<sup>rd</sup>. Figueroa suggested on August 6, when faculty report back, the report be sent out for a final look one more time. Buckley currently stated there are 307 pieces of evidence in document and any changes to the document in the sequence throws off the preparation and publication process.

## **3. Accountability Management System (Hsieh)**

Hsieh stated that the PIEC agreed to use the nine-member structure approved by PIEC and constituency leaders' recommended representatives to serve as the implementation team. Figueroa stated the Academic Senate recommends four faculty members (Laura Murphy in role as SLOAC facilitator, Duane Short, MaryAnn Guevarra, Buran Haidar); Hubbard stated the Classified Senate recommends Joyce Allen and Terrie Hubbard; and Hsieh reported the three vice presidents will represent managers.

## **4. Revised and Updated College Mission: Back to CEC on 5/7/13 for Acceptance (Hsieh)**

Figueroa noted this will not be feasible to accept at CEC on 5/7/13 as planned. Classified Senate provided recommendations late, which will not be addressed by the Academic Senate in time. Figueroa said she'd try to bring recommendations to the Senate Executive Committee today for discussion.

## **5. Early College Program with Mira Mesa High School – Recommendation Due 11/5/13 (Hsieh)**

Two committees were charged to address the Early College Program with Mira Mesa High School – Academic Affairs and PIEC. PIEC has addressed their charge of aligning the proposal with the Strategic Plan. L. Woods reported this will be an ongoing topic for Academic Affairs, and that initially, Academic Affairs agreed that the goal of this pilot program is to provide high-achieving senior year students from Mira Mesa High School the opportunity to experience Miramar College with a goal to help them in academic preparation to attend Miramar College or a four-year college or university. Academic Affairs proposed the pilot program start in the fall of 2014-2015 and be a one-year program with five students. Since high school courses dismiss at

11:40 AM, Miramar courses would need to be afternoon or evening, and might include personal growth 120, math 150, math 151 and political science. No funding is available for the program. Course caps will not be raised; five seats will be reserved for the high school cohort, selection criteria to be determined. Hsieh will send that information to the high school. CE reported at Cabinet today that they will identify 20 students each semester to begin and Early College program with Lincoln HS as directed with a grant obtained.

**6. Recommendations on Implementation Team Membership for Accountability Management System (Hsieh)**

See Old Business #3

**7. Fall 2013 Convocation Planning (Program and Location) due to CEC 5/7/13 for Acceptance (Figueroa)**

No new information to provide. If access to computers is required, location considerations are required. Schwarz suggested a speaker might draw attendees. Hsieh responded at the last CEC meeting, it was agreed that outcomes assessment is the primary topic and that campus wide participation is desired and will be encouraged. The President's Office will send out a draft program.

**8. Guidelines for Website Postings (Haidar)**

As part of CGC review of governance committee postings, Haidar questioned how to post online and the process for edits on the website. She reviewed the listings online of the website governance page and noted inaccuracies and outdated information. B. Haidar and Figueroa will discuss with CGC and then take concerns to S. Schwarz and the webmaster.

**G. REPORTS**

**Academic Senate (Figueroa)**

No report.

**Classified Senate (Hubbard)**

Next week is Classified Appreciation Week. Hubbard encouraged all to recognize classified staff.

**Associated Student Council (Shepard)**

Revised the AS constitution – the approved revisions should be adopted during the current elections. AS discussed a parking fee increase. Shepard noted they enjoyed the Foundation's recent Invest in Success event.

**District Governance Council (Figueroa/Bell)**

Figueroa presented Academic Senate faculty hiring resolution. Executive Vice Chancellor Dowd will develop a plan.

**District Strategic Planning Committee**

No report

**District Budget Committee**

No report

**College Governance Committee (Haidar)**

Will meet 5/14/13; Haidar will ask for input from those who attended workshops.

**H. ANNOUNCEMENTS**

None

*5/06/13*

*S. Trevisan*

**Update on Proposed Early College “Pilot Program” with Mira Mesa High School -**  
*A Joint project between Mira Mesa High School and San Diego Miramar College*  
4/30/2013

**Goal:**

To provide high achieving senior-year students from Mira Mesa High School an opportunity to experience the high quality teaching and learning experience in selected college level courses at San Diego Miramar College and enhance the academic preparation of potential incoming students to San Diego Miramar College and transfer students to four-year colleges/universities.

**Framework:**

Starting fall 2014, San Diego Miramar College (SDMC) will offer an early college experience for 5 Mira Mesa High School students who demonstrate college preparedness through SDCCD assessment placement and the recommendation of Mira Mesa High School faculty and counseling staff. (San Diego Miramar College faculty and counselors are welcome to interview the students as part of the selection process –item for SDMC Academic Affairs Committee discussion and recommendation for May 16, 2013 meeting).

**Structure:**

1. High school classes will be taken at Mira Mesa High School prior to 11:40 am.
2. College counseling and other services, including assessment placement services will be conducted by SDMC
3. In 2014-2015 academic year, seats will be reserved for up to 5 students who place at college level in the math and English assessments:
  - a. Personal Growth (PERG H 120) - Fall semester – Connection with Honors Program (item for SDMC Academic Affairs Committee discussion and recommendation for May 16, 2013 meeting)
  - b. Calculus (Math 150-151) – Fall & Spring semesters
  - c. Political Science (POLI 101), still under discussion with faculty and counselor –spring semester
4. All coursework for the Early College Program will be conducted at the SDMC campus and Early College students will be integrated with the general college population yet be handled as a cohort. Classes will be offered to the students in their senior year of high school, in the afternoons. Student can be released from high school at 11:40 am.
5. All 5 selected students for the Early College will be a cohort with the PERG class counselor as their main counseling contact and support for student services. (Item for Academic Affairs Discussion and Recommendation in terms of the services will be provided)
6. If applicable, all 5 students can be “connected” with Honors Program - need to check with Honors Program coordinator (Item for Academic Affairs Discussion and Recommendation)

**Proposed Course pattern: (\*still under discussion)**

***Fall:***

PERG 120, MATH 150

***Spring:***

POLY 101\*, MATH 151

**Draft** procedures, (still under discussion) for selecting students for Middle College, provided by VP Gerald Ramsey, Counseling Department Chair and Transfer Center Director

1. Student must submit a College application and a Program Contract
2. Students must take the English Accuplacer to assure they are ready to take on college level coursework. English Accuplacer will be waived if the student has a score of 500 on the SAT ENGL, 22 on the ACT ENGL or 151 on the CSU EPT assessment.
3. Students having completed honors pre-calc with a B or higher at their high school will be eligible for Math 150.
  - a. Students not having completed honors pre-calc must take and pass the Miramar Math Department challenge test to clear the prerequisite for Math 150.
4. Students must have a 3.2 overall high school GPA
5. Verification from high school counselor that the student has met the above criteria.
6. Final decision made by a San Diego Miramar College counselor.

**Desired Outcomes:**

1. Provide positive and beneficial college experience for high achieving high school senior students from Mira Mesa High School and fully prepare them for their post secondary education.
2. Prepare students for entering four-year colleges/universities or transfer to four year colleges / universities and enhance the academic preparation of incoming freshmen to San Diego Miramar College.