

# COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, March 19, 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	College Governance Committee Rec's & Handbook Changes	5	Figueroa

F. Old Business

#	Item	*Strategic Goals	Initiator
1	Follow Up on Employee & Student Satisfaction Surveys' Recommendation due 3/12/13 ( <i>attachments-revised on 3/15/13</i> )	1	Hsieh
2	Update on Accreditation Midterm Report	1	Hsieh
3	Integrated Management Software Program	1	Hsieh
4	Revised and Updated College Mission: Back to CEC on 5/7/2013	1	Hsieh
5	College Wide Retreat	1	Buckley & 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

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**

## Lexie West

---

**From:** Patricia Hsieh  
**Sent:** Thursday, March 14, 2013 2:35 PM  
**To:** Lexie West  
**Cc:** Buran Haidar; Daphne Figueroa  
**Subject:** survey Recommendation Language

Lexie:

Here is the language from Buran and Daphne.

It needs to go out as an attachment for the CEC agenda item regarding survey recommendations.  
Thanks.

“ Responsible individuals will be identifying the existing College plan(s) and specific section(s) where the action has already been included or the plan section(s) to which they will be added. The plan(s) and section(s) will be cross-referenced on the employee and student survey recommended action documents”

## Student Satisfaction Survey Results

### *Draft Recommended Actions*

Category / Recommendation	Recommended Action	Responsible Party / Target Date
<b>Overall</b>		
1. Offer more classes	<p><del>a. Increase the number of course sections as state and district resource allocations permit.</del></p> <p><del>a. Examine ways to increase course offerings using alternate sources of revenue, including grants and contracts.</del></p> <p><del>a. Examine the current class schedule.</del></p> <p><del>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.</del></p> <p><del>c. Use a. &amp; b. to identify courses meeting student' certificates, degree, and transfer goal attainments.</del></p> <p><del>d. Increase the number of course sections as state and district resource allocations permit.</del></p>	<p>VPI / Enrollment Planning 5/17/13</p> <p>VPA / 2013-2014 Tentative Budget 4/30/13</p>
2. Survey students on what classes are needed	<p><del>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.</del></p> <p><del>a. Examine the current class schedule.</del></p> <p><del>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.</del></p> <p><del>c. Use a. &amp; b. to assist in identifying courses needed for and meeting students' requirements for certificate, degree, and transfer goal completion.</del></p> <p><del>d. Increase the number of course sections as state and district resource allocations permit.</del></p>	<p>VPI / VPSS Enrollment Planning 5/17/13</p>

Formatted Table

<p>3. Offer a more flexible class schedule</p>	<p><del>a. Increase the variety of times and modes courses sections are offered as state and district resource allocations permit.</del>  <del>b. Examine ways to increase this flexibility using alternate sources of revenue, including grants and contracts.</del>  <u>a. Examine the current class schedule.</u>  <u>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.</u>  <u>c. Use a. &amp; b. to assist in identifying courses needed for and meeting students' requirements for certificate, degree, and transfer goal completion</u>  <u>d. Increase the number of course sections as state and district resource allocations permit.</u> as.</p>	<p>VPI / VPSS Enrollment Planning  5/17/13  VPA / 2013-2014 Tentative Budget  4/30/13</p>
<p>4. Increase capacity of online classes</p>	<p><del>a. See above.</del>  <u>a. Examine the current class schedule.</u>  <u>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.</u>  <u>c. Use a. &amp; b. to assist in identifying courses needed for and meeting students' requirements for certificate, degree, and transfer goal completion</u>  <u>d. Increase the number of course sections as state and district resource allocations permit.</u></p>	<p>Enrollment Planning 5/17/13</p>
<p>5. Offer a variety of class types (e.g. 8 week classes)</p>	<p><del>a. See above.</del>  <u>a. Examine the current class schedule.</u>  <u>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.</u>  <u>c. Use a. &amp; b. to assist in identifying courses needed for and meeting students' requirements for certificate, degree, and transfer goal completion</u>  <u>d. Increase the number of course sections as state and district resource allocations permit.</u></p>	<p>Enrollment Planning 5/17/13</p>

6. Offer more weekend classes	<p><del>a. See above.</del>  <u>Examine the current class schedule.</u>  <b>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.</b>  <b>c. Use a. &amp; b. to assist in identifying courses needed for and meeting students' requirements for certificate, degree, and transfer goal completion</b>  <b>d. Increase the number of course sections as state and district resource allocations permit.</b></p>	Enrollment Planning 5/17/13
<b>Instruction</b>		
1. Encourage students to use the library and inform them how to utilize available library resources	<p><del>a. Create a comprehensive library orientation to be run during First Year Experience activities and at the beginning of each term.</del>  <del>Increase the number of library research methods classes</del></p> <p><b>a. Include a Learning and Library Resources orientation in the services provided to First Year Experience student.</b>  <del>Explore offering peer facilitated information workshops that provide students with directions on how to better use Library and related resources.</del>  <del>a-b. Librarians develop pilot workshop focusing primarily on subscription databases &amp; MLA citation formatting to be held 1-2 weeks prior to finals</del></p>	Dean of Library & Technology <del>Course already available</del> <del>Honors Program-</del> <del>Coordinator</del> <del>Librarians</del> 5/17/13
2. Suggest to faculty an option of granting extra credit for students that utilize library resources	<p><del>a. Consult with the Academic Senate on this recommendation.</del>  <del>Pass this recommendation through the Academic Affairs Committee</del>  <b>a. Consult with the Academic Senate on this recommendation.</b>  <b>b. Pass this recommendation through the Academic Affairs Committee</b></p>	President , Academic Senate 5/17/13
3. Incorporate library resource information into the new student orientation.	<p><del>a. See #1 above.</del>  <b>a. Include a Learning and Library Resources orientation to the services provided to First Year Experience student.</b>  <del>Explore offering peer facilitated information workshops that provide students with directions on how to better use Library and related resources.</del></p>	Dean of Library & Technology Consult with VPSS or designee <del>Librarians</del> <del>Outreach Coord</del> 5/17/13

<p>4. Possibly extend the days and times the library is open for students enrolled in late classes.</p> <ul style="list-style-type: none"> <li>a. Monday-Thursday 8 am to 10 pm</li> <li>b. Friday 9 am to 7 pm</li> <li>c. Ask for student volunteers in helping staff the library during additional hours to engage more students in the college.</li> </ul>	<p><del>a. Increase the number of service hours as state and district resource allocations permit.</del></p> <p><del>b. Examine ways to increase service hours using alternate sources of revenue, including grants and contracts.</del></p> <p><del>a. Consider exploring the use of a feasibility study on using student volunteers and work study students to assist LLRC faculty and staff during periods of extended service hours</del></p> <p><del>a-b. Develop a survey to determine what services students are needing during requested extended hours</del></p>	<p>Dean of Library &amp; Technology  <del>Deans' Council</del> / VPI  <u>Librarians/Library staff</u></p> <p>3/31/13</p>
--	---	--

DRAFT

Admission and Course Registration		
<p>1. The College should send a series of email blasts to students about orientation, assessment and counseling/advising.</p>	<p><del>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.</del></p> <p><del>b. Discuss recommendation with Student Services Council to ensure attention and considerations are given during the planning and preparation for SB 1456 implementation. Request District action and/or follow up.</del></p> <p><del>a. Since there is such an email generated and the information is available via</del></p> <p><del>b. Student Web Services, explore the possibility of providing information using social media, including Facebook.</del></p> <p><del>c. Share this recommendation with the District Student Services Council to ensure attention and considerations are given during the planning and preparation for SB 1456 implementation.</del></p> <p><del>a-d. Request District action and/or follow up.</del></p> <p>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.</p> <p>b. Discuss recommendation with Student Services Council to ensure attention and considerations are given during the planning and preparation for SB 1456 implementation.</p> <p>c. Request District action and/or follow-up.</p>	<p>VPSS / Student Services Council 5/17/13</p>
<p>2. Expand the Freshman Year Experience to include returning students</p>	<p><del>a. Increase the number of Student Services activities as state and district resource allocations permit.</del></p> <p><del>b. Explore possible external resources (grants) to augment existing FYE resources.</del></p> <p><del>a. Review current practices and FYE structure.</del></p> <p><del>b. Explore possible external resources (grants) to augment existing FYE resources.</del></p>	<p>VPSS / Student Services Council 5/17/13</p>

<p>3. Promote assessment services with large bold posters that catch students' attention.</p>	<p>a. <del>Increase the amount of Student Services advertising as state and district resource allocations permit. (PR: Assessment, Goal 2, Strategy 2.6)</del></p> <p>b. <del>Foster both internal and external marketing and outreach activities that promote the college's instructional programs and student services.)</del></p> <p>a. <u>Explore the possibility of enhancing awareness using cost neutral promotions, including social media sources such as Facebook. (PR: Assessment, Goal 2, Strategy 2.6)</u></p> <p>a-b. <u>Foster both internal and external marketing and outreach activities that promote the college's instructional programs and student services.)</u></p>	<p>VPSS / Student Services Council 5/17/13</p>
<p>4. Clean up the web site to offer more clarity about assessment on campus.</p>	<p>a. <del>A project is already underway to assess potential enhancements to the College web site, including SB-1456 activities. (PR: Assessment, Goal 2, Strategy 2.6)</del></p> <p>b. <del>Foster both internal and external marketing and outreach activities that promote the college's instructional programs and student services.)</del></p> <p>a. <u>Continue to assess potential enhancements to the College web site, including SB-1456 activities. (PR: Assessment, Goal 2, Strategy 2.6)</u></p>	<p>Dean of Library &amp; Technology PIO <a href="#">Web Designer</a> 3/31/13 VPI / VPSS / PIO 5/17/13</p>
<p>5. Direct advertising efforts to military families about enrolling in college.</p>	<p>a. <del>Increase the amount of Student Services advertising as state and district resource allocations permit. (PR: VA, Goal 2, Strategy 2.6)</del></p> <p>b. <del>Foster both internal and external marketing and outreach activities that promote the college's instructional programs and student services.)</del></p> <p>a. <u>Explore the possibility of enhancing promotional efforts using cost neutral resources including Facebook and the College website (PR: VA, Goal 2, Strategy 2.6)</u></p>	<p>VPSS / Student Services Council 5/17/13</p>
<p>6. Have more access to counselors for academic advisement.</p>	<p>a. <del>Increase the number of Student Services activities as state and district resource allocations permit.</del></p> <p>a. Address the development of education planning for all students as part of the SB-1456 implementation plan.</p>	<p>VPSS / Student Services Council 5/17/13</p>
<p><b>Personal Development</b></p>		



<p>1. Enhance student activities on campus.</p>	<p><del>a. Increase the number of Student Services activities as state and district resource allocations permit.</del></p> <p><del>b. In conjunction with the Facilities and BRDS committee electrical should be installed in front of all buildings at Compass Point to increase amount of activities for students where they congregate. (PR: SA, Goal 1, Strategy 1.3)</del></p> <p><del>c. Pursue the hiring of Senior Student Services Assistant in order to be responsive to student's needs for civic engagement and in college activities in keeping with structures that work at sister colleges. (PR: SA Goal 1, Strategy 1.5)</del></p> <p><u>a. Survey students to determine the type of activities for which they have an interest.</u></p> <p><u>a-b. Explore using graduate student interns to enhance student engagement and activities. (PR: SA Goal 1, Strategy 1.5)</u></p>	<p>VPSS / Student Services Council 5/17/13</p>
---	--	--

DRAFT

<p>2. Increase staffing and budget.</p>	<p><del>a. Increase the number of Student Services personnel and budgets as state and district resource allocations permit.</del>  <del>b. Continue to collect data that support the need for adequate staffing and program budgets.</del></p> <p><u>a. Continue to collect data that support the need for adequate staffing and program budgets.</u></p>	<p>VPSS / Student Services Council  5/17/13  VPA / 2013-2014 Tentative Budget  4/30/13</p>
<p>3. Utilize the College <del>web site</del><u>website</u> to promote student activities.</p>	<p><del>a. A college master calendar already exists.</del>  <del>b. Enhance master calendar functions to better promote student activities.</del>  <del>c. Investigate ways to make the college master calendar web page more accessible to students.</del>  <del>d. Expand Student Services master calendar to include San Diego Parks &amp; Recreation activities at Miramar campus. (PR: O, Goal 1, Strategy 1.5 &amp; 3.4)</del>  <del>f. The college already provides a master calendar of important dates that are accessible to students, faculty and staff and the public. In addition, activities are posted on FaceBook, electronic copies provided to faculty and staff and departments and postings information on campus bulletin boards to expand access to information for students.</del>  <del>g. Enhance Student Services program review to include an assessment of student activities facilities needs.</del>  <del>h. In order to develop student life and college activities, the BRDS and Facilities committees should work with architects to determine cost to install electrical in front of all buildings surrounding Compass Point. Electrical should be installed in order to improve college activities since this was the intent of this area. (PR: SA, Goal 2, Strategy 2.5)</del>  <del>a. Conduct a survey of Associated Students, when the new building is complete, to determine if the new building meets their needs for campus activities, to include Compass Point.</del></p> <p><u>a. Explore ways make the college master calendar web page more accessible to students.</u>  <u>b. Explore the possibility of including SD Parks &amp; Recreation Department's activities (held on the Campus), on the Master Calendar. (PR: O, Goal 1, Strategy 1.5 &amp; 3.4)</u></p>	<p>VPSS  Dean of Library &amp; Technology  PIO  Ongoing</p>

<p>4. Develop and survey student specific needs about student life on campus (e.g. athletics, clubs, and activities).</p>	<p><del>a. Enhance Student Services program review to include a student life survey</del>  <del>b. Information already exists related to student life in the Student Satisfaction Survey. However, more specific questions may be formulated by the researcher to develop a greater understanding of student needs.</del></p> <p>a. <u>Consider more specific questions formulated by the researcher and add to student satisfaction survey to develop a greater understanding of student needs.</u></p>	<p>VPSS / Student Services Council 5/17/13</p>
<p>5. Promote City Parks and Recreation activities for students.</p>	<p>a. <del>Create a link to San Diego Parks and Recreation activities on the SDMC web site.</del>  <del>b. Expand Student Services master calendar to include San Diego Parks &amp; Recreation activities at Miramar campus. (PR: O, Goal 1, Strategy 1.5 &amp; 3.4)</del></p> <p>a. <u>Create a link to San Diego Parks and Recreation activities on the SDMC web site.</u>  b. <u>Expand Student Services master calendar to include San Diego Parks &amp; Recreation activities at Miramar campus. (PR: O, Goal 1, Strategy 1.5 &amp; 3.4)</u></p>	<p>VPSS / Student Services Council Dean of Library &amp; Technology PIO 5/17/13</p>
<p>6. Expand the pool of potential faculty advisors for student clubs.</p>	<p>a. <del>Advertise the need for additional student club faculty advisors at flex activities, including Convocation.</del>  <del>b. Continue to try to expand student clubs on campus and involve faculty as advisors. (PR: SA, Goal 2, Strategy 2.5).</del></p> <p>a. <u>Advertise the need for additional student club faculty advisors at flex activities, including Convocation.</u>  b. <u>Explore the possibility of the student leadership making presentations to selected faculty meeting.</u>  <del>a-c.</del> <u>Continue to try to expand student clubs on campus and involve faculty as advisors. (PR: SA, Goal 2, Strategy 2.5)</u></p>	<p>ASC VPSS <u>Academic Senate Flex Coordinator</u> or 3/31/13</p>

Technology and Physical Resources		
1. Need to dialog more with students regarding technology (use) and computer lab needs around campus.	<ul style="list-style-type: none"> <li>a. Enhance Student Services and/or Instructional program reviews to include an assessment of student technology needs.</li> <li>b. Explore the use of on-line ESOL testing. (PR: Assessment, Goal 1, Strategy 1-5)</li> <li>c. Explore more effective methods of communicating with students to confirm that they have a good understanding of how to maintain their financial aid assistance. (PR: FA, Goal 1 Strategy 3)</li> </ul>	VPSS / Student Services Council Dean of Library & Technology 5/17/13
2. Study space on campus is limited due to construction.	<ul style="list-style-type: none"> <li>a. This problem has been /will be resolved with the opening of the new LLRC and Student Center.</li> <li>a. Publicize and encourage student use of study space at LLRC and student center.</li> </ul>	Done
3. Conduct a focus group with students to get more information about computer labs on campus.	<ul style="list-style-type: none"> <li>a. Enhance Student Services and/or Instructional program reviews to include an assessment of student computer laboratory needs.</li> </ul>	VPSS / Student Services Council 5/17/13
4. 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.	<ul style="list-style-type: none"> <li>a. This problem will be resolved with implementation of the Proposition S &amp; N signage and way finding plans.</li> <li>a. <u>Implement Proposition S &amp; N signage and way-finding plans.</u></li> </ul>	VPA In Progress
Mission & Policies: Decision-making Roles & Processes		
1. Conduct a survey to find out how aware Promote students/faculty/staff are about campus activities.	<ul style="list-style-type: none"> <li>a. Enhance Student Services program review to include an assessment of campus activities. Include a question on both employee and student satisfaction surveys on assessing students/faculty/staff awareness of campus activities</li> </ul>	Student Services Program Review Facilitator 5/17/13
2. The College should opt into information texting via student web site.	<ul style="list-style-type: none"> <li>a. Recommend this to and/or share this suggestion with District Information Systems Student Services Vice through Chancellor through VPI/VPSS joint meetings.</li> </ul>	VPSS / Student Services Council 5/17/13 <u>CBR/Research Subcommittee</u>
3. Update the College web site, make it user friendly, and provide information about clubs, benefits, and what is available on campus.	<ul style="list-style-type: none"> <li>a. A project is already underway to assess potential enhancements to the College web site.</li> </ul>	VPSS Dean of Library & Technology PIO & <u>Web Sub Committee</u> Ongoing

<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. <del>Enhance</del><u>Continue to enhance</u> and support advertising of student activities, to the extent <u>possible</u>.</p> <p><del>possible.</del></p> <p><b>Note:</b> <del>There is such a practice already exists.</del><u>Currently a</u>-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.</p> <p>b. <u>Review existing practices and make students aware.</u></p> <p><del>b-c.</del> <u>Identify additional resources (social media and related) that assist in the promotion of student activities.</u></p>	<p>VPSS Dean of Library &amp; Technology <del>PIOASC</del> <u>PIO</u> <del>Ongoing</del></p>
--	---	--

Draft  
L. West 3/13/13  
S.Schwarz 3/14/13

DRAFT