

## **MINUTES**

College Executive Committee Feb. 19, 2013  
San Diego Miramar College

**Present:** Sandi Trevisan, Michael Shepard, Jerry Buckley, Patricia Hsieh, Buran Haidar, Denise Kapitzke (for Brett Bell)

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

Agenda approved.

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

Approval of minutes of February 5, 2013 and February 12, 2013 postponed.

### **C. Guests**

George Beitey

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

- No enrollment report. Miramar proposed adding 6 sections to generate over 22 FTES. Continuing Education proposed additional augmentation for this year for late start classes, which could be counted toward the 2012-13 year. Next week, specific numbers (FTES targets, FTEF allocation) for each college and CE will be shared.
- Flex program guidelines. Vice Chancellor Neault was asked to provide each college's current flex procedures and guidelines.
- Accreditation update. Reports must now include benchmarks for student achievement data. Colleges are reminded to submit copy to Chancellor's Cabinet for review prior to submitting reports.
- The Chancellor and Mesa College President Luster visited Donovan Correctional Facility to discuss possible partnership opportunities. Miramar administration of justice program faculty expressed interest in a possible internship partnership. The Chancellor would like to know if the AJ faculty would be interested in psychology curriculum development with Donovan staff. Dean G. Beitey will discuss with faculty and report back.
- The new national healthcare reform act requires businesses to provide health insurance for any employees 30+ hours/week. Implications for the district were discussed – hourly employees, student workers, and work-study students. HR will research district implications.

### **E. NEW BUSINESS**

#### **1. Draft District Wide Strategic Plan (Hsieh)**

Lead members on the District Strategic Plan team will email the draft document to respective constituent groups. P. Hsieh again asked J. Buckley to distribute the document to CEC.

#### **2. Updated Addendum to Division Plans (Buckley)**

At the conclusion of the program review process last fall, Miramar's three vice presidents worked to develop the 2012-13 Division Plan updates. The documents have been presented at Deans Council and to PIE Committee, and the Instructional Division Plan updates will be posted to the instructional division website as an update to the three-year plans. Hsieh asked for documents to be provided to Lexie West to distribute with CEC supporting documents.

## **F. OLD BUSINESS**

### **1. 2013 Accreditation Commission Annual Report (CEC 3/12/13; Draft Distribution 2/25/13) (Hsieh)**

At the last meeting, CEC agreed to use 3-5 year trends for benchmark data and will begin discussion to further develop benchmarks at the upcoming planning retreat. Constituent leaders also agreed to develop a timeline for review of information for their groups, prior to CEC final approval on March 12. Buckley reported the SLOs data should be virtually the same information used in the October 2012 report. The updated annual report will be posted to the web next week.

### **2. Taskstream Sandbox Feedback & Integrated Software Management System (Buckley)**

Buckley was to work with Laura Murphy and Joyce Allen to determine classified staff needs. B. Haidar was to meet with Murphy to request a final feedback opportunity with a deadline, which was accomplished. Today is the deadline. Buckley reported five additional instructors responded by the deadline with affirmation of the software. Haidar noted we need to assure Miramar customization and recommended the College Governance Committee be tasked to work with company and lead that effort. Buckley responded that customization is part of the implementation process. He agreed that integration of the governance group mechanism is important to establish evidence. Allen has not been available to schedule a demo of the software with classified staff representatives. Hsieh suggested the PIE steering committee address this topic at their next meeting, Friday, 3/1/13.

### **3. Follow Up on Employee & Student Satisfaction Surveys' Recommendations Due 2/19/13 (Hsieh)**

Hsieh again asked Buckley to email the document presented last week to CEC members as soon as possible. She advised against simply stating recommended actions were not feasible because we have no resources, and suggested that we include achievable actions – surveys, etc. She recommended that after the document has been made available to all, individuals identified as responsible for recommendations be asked for feedback on the proposed actions.

### **4. Update on Accreditation Midterm Report (Hsieh)**

No change, according to Buckley. Haidar reported that the College Governance Committee is working on Standard 4.

### **5. Revised and Updated College Mission Statement: Back to CEC 5/7/13 (Hsieh)**

Until topic is resolved, item to remain on CEC agenda.

### **6. Review of Critical Needs List Based on 2012 Fall District Wide Staffing Study Responding to Impact of Hiring Freeze (Bell)**

The three vice presidents are working on Miramar's review, which is due next week.

## **G. REPORTS**

**Academic Senate (Haidar)**

Meeting today. Agenda includes touring the PDC, reviewing the district strategic goals, revision of the college's mission/values/vision, and the Academic Senate's role in the grant review process.

**Classified Senate**

No report.

**Associated Student Council (Shepard)**

Shepard noted AS participation in the board presentation last Thursday. Hsieh thanked all student leaders on their outstanding job.

**District Governance Council**

No report.

**District Strategic Planning Committee**

No report.

**District Budget Committee**

No report.

**H. ANNOUNCEMENTS**

None.

*2/19/13*

*S. Trevisan*