

MINUTES

College Executive Committee Feb. 12, 2013
San Diego Miramar College

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

A. Approval of Agenda

Add New Business (Hsieh): 2013 Accrediting Commission Annual Report

Correction Old Business #4 (Hsieh): *Revised and Updated College Mission Statement: Deadline for 3/14/13 Board Meeting Agenda Deadline, 2/19/13 (Hsieh)*

B. Approval of Previous Minutes

Minutes of Feb. 5, 2013. B: Haidar posed a general question whether minutes should include inaccurate uncorrected statements P. Hsieh responded that minutes should record what was said and that draft minutes are distributed to all attendees, who are responsible for correcting their own statements, if necessary. Approval of 2/5/13 CEC minutes will be postponed for further review.

C. Guests

None.

D. Chancellor's Cabinet

- Enrollment report – Hsieh thanked all involved who worked to assure we reach our enrollment target. In addition to one college, CE is also below target. As of today, the District is only 121 FTES above cap. Colleges are now tasked to look at the ability to add on-demand sections for a late-start session and whether we have instructors to support additional sections. VPI Buckley will work with deans and faculty to identify any possibilities, as well as projected FTES and needed FTEF.
- Hsieh thanked campus leadership, presenters and S. Schwarz for preparation of the board site meeting this week. She specifically recognized M. Sheppard, G. Ramsey and A. Jacobson.
- As the district nominee for the statewide Outstanding Classified Employee award, Terrie Hubbard will be called to the podium during the board meeting for special recognition by Hsieh.
- No budget update.
- Mandatory reporting includes child and elderly abuse. HR will distribute a memo to all district employees regarding federal law requirements. All employees hired after Jan. 1 2013, will receive a document from HR that they will need to sign citing agreement with the regulations.
- Cabinet received a draft district emergency communications procedure. Hsieh will share when the document is ready.
- Miramar's commencement speaker has been identified and we will also have a student speaker. Haidar asked about the responsibilities of volunteers. A. Jacobson encouraged Haidar and all faculty to participate in the ceremonies instead of volunteering. Volunteers will assist with seating, signage posting, and assisting guests. Planning and preparing will begin at 8 AM.

E. NEW BUSINESS

1. Accrediting Commission Letter/Annual Report (Hsieh)

Hsieh reviewed a letter received from the Accrediting Commission last Friday, which includes new criteria tied to the annual report.

She reminded all that the College annual report deadline is March 31. New criteria tied to the report will require setting benchmarks. Student outcomes and achievement data must be built into the report currently in development. PIEC has been doing some work. J. Buckley expressed concern about providing placement rates for CTE programs in time for the 3/31 report. Hsieh's concern is to get campus wide approval by the March 31 deadline. Haidar suggested standards and benchmarking be discussed at the upcoming Planning Retreat. Hsieh reminded all that Spring Break will begin on March 24, so the latest date information could come to CEC for approval will be March 19; the Retreat is scheduled on March 22. Buckley suggested we look at existing course completion rates, retention and success data for 3-5 year trends and expand for next year. CEC agreed this approach would be used for the 2013 annual report with ongoing discussion on benchmarking college-wide. Jacobson added stated trends and benchmarking for last 3-5 years should be conservative to build in measured success for future goals. Hsieh asked constituency leaders to work with Jerry on a timeline that will work with each group to present and come back. Hsieh clarified differences in the annual report and the fall Student Learning Outcomes special report (October 2012). Academic Senate meets March 5 and needs to address at that time. Classified will discuss on March 7. Buckley will use those dates to develop a timeline.

F. OLD BUSINESS

1. Taskstream Sandbox Feedback (Buckley/Haidar)

At the last CEC meeting, Laura Murphy and Buckley were given a charge to work with the Classified Senate, and Haidar asked Murphy to send out Sandbox one more time with a deadline for feedback. No report at this time.

2. Follow Up on Employee & Student Satisfaction Surveys' Recommendations (Figueroa)

Figueroa shared a draft template, developed by Buckley, that incorporates survey results, recommended actions from the briefings, and a new column with responsible party and target date for completion. Unless limited by district budget or identified as an ongoing activity, June 30 will be the completion date. Figueroa reminded all that the response rate was quite low for each group and those making recommendations were even smaller cohorts. Hsieh thanked those who came up with this document and noted that we learned from our warning status in last two years that we must show the Commission we have a plan and a budget model in place for when we have funds. Hsieh recommended assigned responsible party review the recommendations and make additional suggestions, if desired. Lead individuals identified on the document will be asked to cross reference recommendations to other plans. Hsieh asked Buckley to email the document to CEC members today and it will be discussed next week.

3. Update on Accreditation Midterm Report (Hsieh)

Hsieh thanked Buckley for posting the 2nd version on the website. She requested a statement in the draft regarding district lease property revenue being used to fund staffing positions be more specific and include the fact that lease revenue will address maintenance staffing only resulting from Proposition S/N construction.

Buckley added he still has not received any content for two areas in Standard 4 and asked S. Schwarz to work with the writing team to provide copy as soon as possible. Hsieh reminded CEC that once the college receives the follow-up report letter from the Commission, additional information will need to be included in our mid-term report. The letter is expected soon; once received, Hsieh will distribute widely.

4. Revised and Updated College Mission Statement: Deadline for Board Meeting Agenda Deadline on 3/14/13 (Hsieh)

In order for the board of trustees to approve any mission statement changes at their meeting of 3/14 (latest they can approve and have the statement appear in the 2013-2014 college catalog), CEC must approve of the new statement no later than Feb. 21. Classified Senate is not comfortable with sending mission forward without further discussion on mission, vision, values and inclusion of institutional competencies. Academic Senate will not meet in time to bring final approval to CEC prior to Feb. 21. Hsieh suggested if constituent groups could finalize approval of the revised mission statement only prior to Feb. 21, a special CEC meeting could be arranged. Figueroa preferred review to include mission/values/vision together. J. Allen preferred not to go to the board until there has been further dialogue. The process followed its timeline, but since more input is needed, a revised mission statement will not be presented to the board for use in the 2013-14 catalog. Hsieh stressed the mission statement package, which includes vision and values, needs to be finalized prior to the first CEC meeting in May. Changes will be taken to the board for 2014-2015 catalog inclusion. Item will remain on CEC agenda until complete.

5. Review of Critical Needs List Based on 2012 Fall District Wide Staffing Study Responding to Impact of Hiring Freeze (Hsieh)

No report. Item to remain on agenda.

G. REPORTS

Academic Senate (Figueroa)

Approved items: recommendations from CGC; handbook changes; BRDS prioritization; faculty hiring prioritization list; and FYI item -- articulation for C-ID course descriptors process district wide; resolution passed recommending all three campuses work together to reduce amount of time for students to retake math/English placement test from 3 years to 1 year.

Classified Senate (Allen)

Mission statement discussion; passed BRDS prioritization; revamping senator representation now that building locations are changing; looking at staff development for classified – will be seeking funding.

Associated Student Council (Shepard)

First meeting last Friday -- special elections to come to fill recent resignations, BRDS review on Friday, working on club rush/spring fest, 3/14.

District Governance Council (Allen)

Minutes posted on website. Next meeting 2/20.

District Strategic Planning Committee (Figueroa)

Continuing to review district wide strategic goals. Reviewed in whole committee, made recommendations to other groups. District budget committee reviewed their items, student services council re: theirs; accepted those. Expecting new draft from Vice Chancellor Lee. Suggested PIEC review. Haidar asked how we align the campus with district strategic plan. Hsieh suggested that since PIEC is representing their groups on the committee, members need to get to their constituent group membership. Allen asked that constituent groups receive information first for distribution to respective groups, before PIEC. Hsieh asked Buckley to email the draft document to CEC.

District Budget Committee (Bell)

Reviewed same information Bell provided at convocation – planned apportionment for the year. Discussion on funds from Prop 39 and if those would be directed toward curriculum development or facilities. Discussion on how the district receives all apportionment from various sources – local property taxes from SD county, student fees, balance of general fund apportionment due to us. Plan: 1) slowly provide resources for each college in CA to restore/grow; 2) pay down debt created by deferrals in next four years. BRDS approval for 2/26 agenda.

H. ANNOUNCEMENTS

Jacobson announced greater faculty/staff participation in the Democracy Commitment are encouraged. Deans Ascione and Jacobson are discussing ways to increase participation and conference presentations. This is the college's 2nd year and trying to grow that program. Students have been involved. Hsieh suggested this might be considered a topic for the 2014 board site meeting.

2/13/13

S. Trevisan