

MINUTES

College Executive Committee Feb. 5, 2013
San Diego Miramar College

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

A. Approval of Agenda

Approved.

B. Approval of Previous Minutes

Minutes of Dec. 11, 2012 approved.

C. Guests

Laura Murphy

D. Chancellor's Cabinet

- Enrollment report as of Feb. 2 -- Miramar College is 4.4% above target. For the 2012-13 target of 6891 FTES, Miramar is over by 292 FTES. Hsieh thanked the college and the team's good work and stressed we need to continue to work hard to fill classes in the new facilities as the state budget picture turns around.
- SB 1440 Transfer Degree status. Our report was due on 1/31/13. Based on a report from Otto Lee's office, not all info was included in the report. We have six degrees approved by State Chancellor's Office – administration of justice, communication studies, history, math, physics, and sociology. Math and physics are not included on the form to state chancellor's office. Hsieh will share current information with CEC to assure accuracy of information.
- Board meeting on February 14 at Miramar College. Hsieh will send out an email to encourage Miramar faculty and staff to visit with board members prior to the meeting during their open door session from 3:30-4 PM. Miramar items on the board agenda include a grant reduction from a sub-grant with SDSU for MLT trainee program training, as well as an extension of the timeline for grant completion; confirmation of Terrie Hubbard to represent the SDCCD to compete for the statewide 2013 Outstanding Classified Award. Joyce Allen and the Miramar Classified Senate nominated Terrie for the award. Terrie has been employed by the SDCCD for 29 years and is vice president of the college Classified Senate. Hubbard will try to attend board meeting.
- No budget update.
- With the new law requiring mandatory reporting of child abuse, SDCCD will adapt a form used by Los Rios CCD. The new hire package will include a new agreement to comply with the mandate.

E. NEW BUSINESS

1. Taskstream Sandbox Feedback (Murphy)

Murphy reported she has only received feedback from business faculty on the Taskstream Sandbox – all positive. Specifically, the management software was logical to use and felt similar to Blackboard. No negative feedback has been received. The Academic Senate had already approved Taskstream conditionally based on feedback from faculty. Hsieh questioned the plan

for final approval from all constituent groups. Classified Senate has no input at this time. Hsieh asked Buckley and L. Murphy to work with Classified Senate to see how their group can be involved and provide input. Murphy will send out a reminder to faculty to review the system with a deadline to respond. Hsieh requested she be informed of a date to put this item back on the CEC agenda. J. Allen stated that until the program to be used was decided, she could not determine which classified staff should meet with project coordinators.

F. OLD BUSINESS

1. Update on Accreditation Midterm Report (Hsieh)

A 2.0 draft version of the Accreditation Midterm Report will be posted on the web this Friday. Buckley encouraged all to use the current draft version available online to input comments as soon as possible. Buckley reported that areas needing attention are 4A.1, 4A2A, which still need initial language. A meeting of all writing teams will be scheduled within the next two weeks, as the college needs to wrap up the document by March and finalize by May. Two public forums have been scheduled --March 28 and 29. Draft three will be posted on March 15. The College has not yet received word regarding the October 2012 visit.

2. Revised and Updated College Mission Statement (Haidar)

Haidar reported that PIEC held a special meeting on Feb. 1st to review two alternatives of the current mission statement and to recommend whether or not to include institutional core competencies with the Mission, Vision, and Values. After much discussion and suggestions for edits, PIEC voted to approve the option recommended by the PIEC Steering Committee with minor editorial changes. The PIEC recommendation has now been forwarded to constituent groups for review. PIEC also voted to include core competencies. For March 14 board approval of the new mission statement, the college must complete the process by Feb. 21. This item will remain on CEC's agenda until finalized. Allen expressed concern re: lack of discussion at the Feb 1st PIEC meeting on the vision and values sections. Murphy questioned whether "core competencies" should be the language used vs. "institutional SLOs." Buckley will send all three mission statement versions that were provided to PIEC, as well as the final recommendation, to the entire college for information. Haidar pointed out that all recommendations are forwarded for constituencies for further input, and a concern about the distribution of committee decision-making materials, after the fact. Hsieh suggested campus-wide input be solicited earlier in the process with the next regular review of the mission statement.

3. 2013 College Wide Retreat: Proposed Groups, Read Ahead Material, PIEC Co-Chair Meeting with Facilitator, Location (Hsieh)

Hsieh reviewed the process used for inviting the campus community to the last college wide retreat and proposed the same for the Friday, March 22nd, retreat. The President's Office will send out an invitation to the DL and then personal reminders to specific groups or individuals with key roles relating to planning. The goal is to be as inclusive as possible, but assure key players are in attendance. Figueroa reported the retreat planning taskforce met this morning and encouraged the same invitation/attendance procedure as the last retreat. Read-ahead materials will be provided by March 8 so that participants are prepared as much as possible. Figueroa asked that the Planning Retreat committee members be included in the meeting with Liz Armstrong to discuss the goals and agenda for the retreat. The event will be held at the Scripps Ranch Library from 9:30 AM to 3 PM. The room must be vacated and left in the condition

found no later than 3:30 PM. The President's Office will finalize location needs and send out information to the campus to save the date.

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

This item will remain on the CEC agenda until resolved. A report will be provided at end of month.

5. Follow Up on Employee & Student Satisfaction Surveys' Recommendations (Hsieh)

Deferred until next week.

6. Status of College's Grant Opportunity Approval Process (Hsieh)

The pros and cons of developing a district grant review board were discussed at the last DGC. No district review board will be established, but each college should review its own review process. The Chancellor asked what role the academic senates should have in grant review. Buckley shared the administrative process with the Miramar's academic senate. Figueroa stated the issue will be placed on the senate agenda later this spring. In the meantime, Hsieh confirmed the college will continue to use its current process.

7. On Campus Board Meeting (Hsieh)

See Chancellor's Cabinet report. Hsieh thanked presenters for providing information for the Powerpoint presentation and expressed appreciation to Susan Schwarz for scheduling a rehearsal and acting as timekeeper. After the smoke-free policy is approved, signage will be erected throughout the district.

G. REPORTS

Academic Senate (Figueroa)

Meeting today, new location, H 105. Full agenda, including mission statement review.

Classified Senate (Allen)

Meeting Thursday in PCR, 2-3 PM. Full agenda, including mission statement review.

Associated Student Council (Shepard)

First meeting this Friday, 8 a.m, AS is working on Spring Fest, March 14 with a world cultures theme; revising its constitution and bylaws; and modifying ASC scholarships.

District Governance Council (Figueroa)

Will meet Wednesday, Feb. 6 at 3 PM

District Strategic Planning Committee (Figueroa)

Will meet Thursday, Feb. 7 at 2 PM

District Budget Committee (Figueroa)

Will meet Wednesday, Feb. 6 at 1 PM

H. ANNOUNCEMENTS

Bell reported that despite good budget news shared at Convocation, he remains concerned about promises based on personal and corporate income tax revenue projections. The college must remain flexible and plan for various contingencies.

2/6/13

S. Trevisan