

MINUTES

College Executive Committee December 11, 2012
San Diego Miramar College

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

A. Approval of Agenda

Approved.

B. Approval of Previous Minutes

Minutes of 12/4/12 pending.

C. Guests

None.

D. Chancellor's Cabinet (Hsieh)

- As of today, summer session 2013 will be very similar to 2012 offerings – no summer session with few exceptions. Vice Chancellor Neault will send the College a list of last summer's approved courses.
- No SB 1440 update.
- Faculty received an email from Jim Mahler re: SLOs. Haidar clarified -- the issue is about compensation of adjuncts for work done on SLOs. Some Miramar departments do not have contract faculty for all courses to respond to SLOs, but, according to Figueroa, most departments have included adjuncts in flex activities in group sessions so adjuncts receive flex credit for participation in development of SLOs. According to Hsieh, the district will deal with cases individually as they arise. For Miramar, in 2009, the Instructional Program Review/SLOAC sub-committee agreed that SLOs become part of the program review and integrated planning processes. Daphne will share the discussion from Cabinet and CEC with Laura Murphy.
- No additional Miramar-related information was provided for the Dec. 13 board meeting.
- No budget update.
- A new law requires employees to report any child abuse on campus. Originally, the law was restricted to child development center employees, but has been expanded to include all employees within the district. If aware of any child abuse or criminal activity, all district employees are legally required to report. District HR will distribute a memo re: reporting regulations, citing state regulations.

E. NEW BUSINESS

1. 2013 College Wide Retreat Program & Facilitator (Hsieh)

Liz Armstrong will facilitate the 2013 College Wide Retreat, 3/22/12. Hsieh suggested Retreat planners begin working on the program soon. Haidar will be available over the break.

2. 2013-2014 Faculty Need Prioritized List (Buckley)

Buckley reported the Hiring Committee finalized the draft at their last meeting. He reviewed the process and criteria. Linda Woods managed the spreadsheet and tally. There were only minimal

changes to the existing list and ranking. The Committee decided to form a small work group to improve accuracy of information to determine rankings, possibly including fill rate in criteria. Buckley plans to work with Bell to identify funds for additional adjunct counselors and librarian since measures for the contract hiring list do not effectively represent counselors/librarians.

F. OLD BUSINESS

1. 2013 College Wide Retreat Location: Friday, 3/22/12 (Hsieh)

PIEC Retreat task force will discuss Friday.

2. Update on Review of College Mission Statement (Hsieh)

PIEC will review proposed draft language Friday. Constituency leaders will take proposal to respective groups for input and bring back to PIE and ultimately to CEC for approval in February. The proposed mission statement/values and vision (developed by the PIEC Steering Committee) has been distributed via deans' council and faculty, as well as committee structure and Senates. Schwarz asked for clarification of the term "community." It is intended to represent the campus and external communities.

3. Update on Accreditation Mid Term Report – due May 10, 2013 (Buckley)

Buckley is currently writing the first draft of the Mid-Term Report. Evidence files will not be posted to the web at this time, anticipating changes. By Friday, the first draft of the full report will be posted, as well as a "comment deadline" for the first draft.

4. Draft SB 1440 Form – Jan. 31, 2013 (Buckley)

Following dialogue with SDCCD Dean Shelly Hess and Miramar Articulation Officer Duane Short, Buckley discussed two versions of the SB 1440 TMC certification form with Vice Chancellor Lee. Buckley shared concerns about the district form (Lee version) and how Miramar will respond. He requested Lee confer with the State Chancellor's Office as to how to handle discrepancies. Buckley reviewed column-by-column edits for Miramar. Lee accepted Miramar's proposal for changes and explanations for college completion of TMC alignment and the SB1440 form. Haidar expressed concern about the limited number of Miramar degrees compared with greater numbers of degrees offered at Mesa and City colleges and our ability to grow. Hsieh suggested Buckley inquire about the legitimacy of anthropology listed as an approved Miramar TMC.

5. 2012-2013 Classified Hiring Priority List (Allen)

Allen reported the *2012-2013 Classified Hiring Priority List* has not been reviewed by the Classified Senate, but she has heard concerns about inconsistencies and questions about the list, specific positions and changes in ranking. Ramsey reported changes may occur in ranking year-to-year. Hsieh will add this topic to the President's Cabinet agenda. Schwarz asked about when budget constraints are eliminated, if any discussion has occurred at the district re: new positions or consideration of college hiring lists when funding is available. Only Miramar provided a list of critical staffing needs last June. Hsieh is working with Bell to look at possible critical transfers within campus.

6 and 7. Follow Up on Review of Recommendations from Spring 2012 Student Satisfaction Survey Held on 10/26/127 and Employee Satisfaction Survey Held on 9/18/12 (Buckley, Figueroa, Allen, Bell, Ramsey)

Buckley reported constituent leaders will be taking recommendations back to respective groups for additional comments and identify responsible party for each action/recommendation. Hsieh applauded Buckley for creation of these documents and reminded all that whatever we say we'll do, we will be accountable for doing, and strongly urged that only feasible and realistic actions be included.

Research Subcommittee met yesterday. While excellent survey instruments were created, interpretation groups who proposed actions/recommendations may not have come from informed individuals. The Research Subcommittee recommended District Planning work with campuses on survey instruments to best serve the college. Figueroa suggested final recommendations go to constituent groups for input. Briefing results, comparison with 2009, and process may be sufficient to include in the Accreditation Mid-term Report.

8. Integrated Planning Software (Buckley)

The Academic Senate endorsed moving forward with Taskstream with a caveat that as many faculty as possible try out the software. Hsieh reported the cost is \$10,000 per year with a two-year commitment and optional \$2,500 add-on for creating conversion software to import data into system. Hsieh will work with Bell to identify funds. Haidar and Buckley will take the lead to identify appropriate individuals to include in the dialogue of users, which will include student and administrative services representatives. Figueroa proposed calling Miramar's customized *Taskstream* product *Jetstream* and credited Joyce Allen for the idea.

G. REPORTS

Academic Senate (Figueroa)

At the last meeting, the Senate endorsed *Taskstream* software, and approved reallocating .2 FTEF from Laura Gonzalez' sustainability taskforce coordinator assignment to support half the .4 reassigned time for Mark Manasse's basic skills assignment. The allocation for spring 2013 will free up additional funds from the basic skills grant to expand tutoring for basic skills.

Classified Senate (Allen)

No report. Figueroa reported all enjoyed the Classified Senate holiday party.

Associated Student Council (Shepard)

During the holiday break, AS will be working on their constitution and bylaws, and Spring Fest ideas (3/14/13). Shepard reported Region X is trying to implement a financial account at Miramar as the treasurer is a Miramar student. They are seeking an advisor to oversee the fiduciary trust account. Bell volunteered himself or Carmen Martinez Coniglio to provide advice and oversight. Ramsey reported that students will not be providing a float in the 2013 MLK parade. Shepard stated, the decision was based on a lack of resources -- time and money.

District Strategic Planning Committee

No report.

District Governance Council

Met last Wednesday and approved the smoking policy, which will now go to board for approval. Vice Chancellor Neault presented the textbook affordability policy, which is currently under review.

District Budget Committee (Figueroa)

A detailed Proposition 30 update was provided from Vice Chancellor Dowd. Bell reported Prop 30 allows the district to remain at status quo with no further cuts. With the exception of 150 added class sections in the spring district wide, the colleges will receive no additional resources this year. Bell anticipates a funding level for next year to continue to be flat. Hsieh added the district is on the borderline of the 50% law and new classified staff positions are unlikely. There is no discussion at this time to reinstate summer or intersession. Legislative analysts project a surplus in budget within four years.

H. ANNOUNCEMENTS

Happy holidays.

12/11/12

S. Trevisan