

COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, December 4, 2012 • 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:** Miramontez
- D. **Updates from the Chancellor's Cabinet**
- E. **New Business**

#	Item	*Strategic Goals	Initiator
1	Presentation on Comparison of 2009 & 2012 Spring Employee Satisfaction Survey Results Focusing on 2010 Recommendation #4	1	Miramontez
2	2012-2013 Classified Hiring Priority List (attachment)	1	Bell

F. Old Business

#	Item	*Strategic Goals	Initiator
1	Follow Up on the Review of Recommendations from the Spring 2012 Student Satisfaction Survey Held on 10/26/12	2	Buckley, Figueroa, Allen, Bell, Ramsey
2	Follow Up on the Review of Recommendations from the Spring 2012 Employee Satisfaction Survey Held on 9/18/12	1	Buckley, Figueroa, Allen, Bell, Ramsey
3	Presentation at the 2013 SDCCD Board Meeting at Miramar (attachment)	1	Schwarz, Trevisan, Bell, Ramsey
4	Update on Accreditation Mid Term Report – due May 10, 2013	1	Buckley
5	Finalized Program for Spring 2013 Convocation (attachment)	1	Hsieh
6	Update on the Review of the College Mission Statement (attachment)	1	Buckley
7	SB 1440 Update (attachment)	2	Hsieh

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

San Diego Miramar College 2012-2013 Classified Hiring Priority Recommendations

New/Replace /Increase	FTE	Position Title	Department	Division	Rationale	Campus Wide Ranking	Division Ranking
Replacement	1.00	Stock Clerk II	Receiving / Stockroom	Admin Services	There is a strong need to fill the vacant Stock Clerk II that resulted from a retirement in 5/1/11. Currently there is only one Stock Clerk I in this operation. When there are vacations, illness, or other absences this function must be covered by classified in other operations that are not specifically classified to do this work. Additionally, it is difficult to provide ongoing staffing with hourly assistance.	1	1
New	1.00	Student Services Assistant	Counseling	Student Services	As we grow to our projected target of 25,000 students, we will need to hire additional office technical staff to accommodate escalating student traffic. The counseling staff currently consists of one supervisor, one Student Services Assistant and one NANCE.	2	1
Replacement/ Increase	0.55	AV Technician (replace defunded .45 media clerk and increase)	Library	Instruction	AV supports 125 smart classrooms, off campus sites, trains all faculty in use of equipment, set ups for all campus events, and responsible for all video production for campus. Currently department has 1.0 Supervisor (AV/Library) and 2 ILT/LR (1 day/1 evening)	3	1
Replacement	0.40	Athletic Equipment Attendant (Female)	Hourglass Support	Admin Services	Currently have one 0,40 Athletic Equipment Attendant for the men's locker room and none for the women's. Must rely upon hourly to help maintain support services	4	2
New	1.00	Senior Student Services Assistant	Student Affairs	Student Services	Student Affairs is responsible for growth of campus activities, development of student life, student code of conduct, and fee deferments for Veterans, which are very labor intensive and require a great deal of time, both for the Dean and Senior Secretary. This heavy workload impacts and impairs the ability serve students who come to the office for services, operating in a crisis mode rather than effectively to meet the needs of the campus. Student codes of conduct are legal cases and are timeline specific, requiring multiple correspondences, fact-finding and administrative conferences. Codes of conduct (discipline) issues potentially pose safety issues, particularly when only one person is in the office, and there is often-times a need for a witness. Due to the fact that there have been various defunded positions in Student Services, the VPSS and Student Affairs Offices are in a position to provide increased support of other offices, which has impacted current services to students. (Data from Program Review found under Faculty Staff & Operational Effectiveness).	5	2

San Diego Miramar College 2012-2013 Classified Hiring Priority Recommendations

New/Replace /Increase	FTE	Position Title	Department	Division	Rationale	Campus Wide Ranking	Division Ranking
New	1.00	Instructional Lab Technician	MATH	Instruction	Currently being funded by hourly \$\$ (!3,200); strain on our MBEPS discretionary funds.	6	3
Replacement	1.00	Senior Account Clerk	Student Accounting	Admin Services	This is a replacement for a vacant, unfunded 1.0 Senior Account Clerk that was lost due to resignation	7	3
New	1.00	Student Services Assistant	Counseling	Student Services	As we grow to our projected target of 25,000 students, we will need to hire additional office technical staff to accommodate escalating student traffic. The counseling staff currently consists of one supervisor, one Student Services Assistant and one NANCE.	8	3
New	1.00	Instructional Lab Technician	BIOL	Instruction	Currently supported by hourly funds (\$16,500 + grant funding); strain on our MBEPS discretionary funds and grant funded MLTT will eventually need to be institutionalized.	9	4
Replacement	1.00	Lead Production Services Assistant	Reprographics	Admin Services	This position was vacated and subsequently frozen. Consequently, if one or more staff members are out or if the Lead Service Assistant position is not filled again in the near future, the critical services we provide would be jeopardized. It is anticipate that disruptions in Reprographics services for the faculty & staff could result in delays with overall productions.	10	4
Replace	1.00	Student Services Assistant	DSPS	Student Services	The Disability Support Programs and Services department authorizes the accommodation of test proctoring for approximately 90% of the students in the program. This equals approximately 6064 potential tests per year (379 students x 2 classes per term x 4 exams per class x 2 terms). Reliance solely on NANCE employees is difficult as they are restricted in the hours and days per year they can work. As a result of categorical budget cuts and NANCE restrictions, the DSPS office has significantly reduced the hours we provide proctoring per week to levels that are considerably below student need. Therefore, instructors have to provide their own proctoring accommodations more frequently, resulting in a scheduling challenge for both instructors and students.	11	4
New	1.00	Instructional Lab Technician	CHEM	Instruction	Currently being funded by hourly \$\$ and work-study; strain on our MBEPS discretionary funds	12	5

San Diego Miramar College 2012-2013 Classified Hiring Priority Recommendations

New/Replace /Increase	FTE	Position Title	Department	Division	Rationale	Campus Wide Ranking	Division Ranking
Increase	0.60	Athletic Equipment Attendant (Male)	Hourglass Support	Admin Services	The Park & Aquatic Center currently has two .40 Athletic Equipment Attendants. Making these positions into full time positions will increase the hours of coverage for support to the Aquatic Center.	13	5
New	1.00	Senior Student Services Assistant	Student Affairs	Student Services	This SSA position will serve as a support staff to the VPSS and the Office of the VPSS: 1. Provide support to the VPSS in his role as the Dean of Matriculation & Student Development 2. Provide SSA duties related to specially funded activities. 3. Provide SSA duties related to the collection of additional information needed and follow-up on petitions (disqualification and course repetition) and other new tasks resulting from the passage and required implementation of SB 1456; 4. Provided SSA duties associated with the development of funding proposal and the administration of the same. 5. Provide assistance with office coverage of Division's offices during peak periods on an as needed basis.	14	5
New	1.00	Instructional Lab Technician	CHIL	Instruction	Currently using hourly staff with limitations on days/hours. Need a permanent staff assigned to provide continuity and consistent instruction in the early childhood classroom	15	6
Increase	0.60	Athletic Equipment Attendant (Female)	Hourglass Support	Admin Services	The Park & Aquatic Center currently has two .40 Athletic Equipment Attendants. Making these positions into full time positions will increase the hours of coverage for support to the Aquatic Center.	16	6
Replace	1.00	Senior Student Services Assistant	DSPS	Student Services	The DSPS office is the only student services office at the college that does not have a classified contract employee. The program served 421 students with disabilities last year and was ranked number two on the college's classified hiring list in 11-12 (ranked number one in 10-11). Relying solely on NANCE employees is difficult due to restrictions on hours and days they can work per year. As a result, the DSPS office is currently closed on Fridays due to an inability to staff the office.	17	6
New	1.00	Network Specialist	Library	Instruction	Number of student use computers has increased 4-fold without increase in ICS staff. Position needed for campus support.	18	7

San Diego Miramar College 2012-2013 Classified Hiring Priority Recommendations

New/Replace /Increase	FTE	Position Title	Department	Division	Rationale	Campus Wide Ranking	Division Ranking
New	1.00	Senior Account Clerk	Student Accounting	Admin Services	Staffing study in 2005 indicated that an additional 1.4 FTE was needed to support both General Accounting and Student Accounting Services. In 2006 a 0.6 FTE SR ACCT Clerk was increased to 1.0. The remaining 1.0 FTE requested will achieve the direction of the staffing study.	19	7
Replace	0.60	Student Services Assistant	Counseling	Student Services	We need to fill our existing vacant position to accommodate the already-increasing number of students we are serving. In addition, with the passing of SB1456, we will see another rise in mandated services for Fall 2013. The counseling staff and supervisor also provide support for DSPS and Mental Health.	20	7
Increase	0.40	ILT - increase current .60 evening Instructional Assistant to 1.0	Library	Instruction	Currently ILC has 1.0 supervisor, 1.0 IA day & .60 IA evening. A 1.0 evening IA is needed for department coverage during service hours.	21	8
New	1.00	The PLACe Instructional Lab Tech (Learning Resource) Position	Library	Instruction	Currently only 1.0 contract position in PLACe. Position needed for coverage to oversee tutors, SI and oversee front desk coverage due to increased student use of tutoring center	22	9
New	1.00	Media Clerk	Library	Instruction	Currently 1.0 Media Tech & .45 Media Clerk day and 1.0 Media Tech & .45 evening. Establishing 1.0 needed for department coverage in new Library.	23	10
New	0.50	Clerical Assistant	Liberal Arts	Instruction	Needed for additional office coverage and general clerical assistance for the administrative assistant.	24	11
New	1.00	Instructional Assistant	DIES	Instruction	Needed for supervision and safety of students in diesel lab	25	12
New	1.00	Instructional Lab Technician	PHYE	Instruction	Need ILT to support instruction in the fitness lab which involves checking in students and facilities maintenance & repair	26	13
New	1.00	Clerical Support	Athletics	Instruction	Currently supported by VPI office for 17.5 hrs/week; full-time position needed to support abundance of clerical duties required in Athletics	27	14
New	1.00	Instructional Lab Technician	BIOL	Instruction	Currently being funded by hourly \$\$ and work-study; strain on our MBEPS discretionary funds.	28	15
New	0.50	Instructional Assistant	AVIA	Instruction	Needed to support instructor in providing 1-1 assistance to students in new flight simulator lab	29	16
New	0.50	Desktop Publishing Clerk	Athletics	Instruction	Need professional writer to maintain Athletics website; major marketing and outreach tool for Athletics	30	17

San Diego Miramar College 2012-2013 Classified Hiring Priority Recommendations

New/Replace /Increase	FTE	Position Title	Department	Division	Rationale	Campus Wide Ranking	Division Ranking

- 2:20 pm Call to Order – Room L-107
- 2:30 pm Closed Session – Room L-108
- 3:30 pm Board Open Door Session – Room L- ???
- 4:00 pm Miramar Campus Meeting – Room L-105 LLRC Auditorium
- 5:00 pm Regular Business Meeting – Room L-105 LLRC Auditorium

**SAN DIEGO MIRAMAR COLLEGE CAMPUS MEETING
FOR
SAN DIEGO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

THURSDAY, February 14, 2012
(Date Tentative)

SAN DIEGO MIRAMAR COLLEGE
4:00 - 5:00 P.M.
LLRC - Building, First Floor, Room L-105 Auditorium

- I. Welcome** Patricia Hsieh
- II. Greetings from Academic Senate President**..... Daphne Figueroa
Greetings from Classified Senate President Joyce Allen
Greetings from Associated Student Council President..... Michael Shepard
- III. Environmental Stewardship Task Force**.....Laura Gonzalez
- IV. Promote a Healthier and Smoking Free College** Safety Committee
Student Health Center
Associated Student Council
- V. Closing**.....Patricia Hsieh

5:00 P.M. SDCCD Board of Trustees Meeting (Regular Open Session)

**LLRC –BUILDING
First Floor, Room L-105
Auditorium**

SAN DIEGO
MIRAMAR
COLLEGE

10440 Black Mountain Road
San Diego, CA 92126
www.sdmiramar.edu



Continue to Move Forward

Welcome Back Convocation • Spring 2013

San Diego Miramar College

Thursday, January 24, 2013

8:30 AM - 4:00 PM • Independent Learning Center L-104

Continue to Move Forward
2013 Spring Convocation Program
Thursday, January 24, 2013
8:30 AM - 4:00 P.M. • ILC L-104
Master of Ceremonies: Vuong Nguyen



*Patricia Hsieh, Ed.D.
 President
 San Diego Miramar College*

Continental Breakfast at LLRC Patio	8:30 a.m.				
Welcome Remarks	9:00 a.m.				
<table border="0" style="width: 100%;"> <tr> <td style="width: 25%;">Patricia Hsieh <i>President</i> <i>Miramar College</i></td> <td style="width: 25%;">Daphne Figueroa <i>President</i> <i>Academic Senate</i></td> <td style="width: 25%;">Joyce Allen <i>President</i> <i>Classified Senate</i></td> <td style="width: 25%;">Mike Shepard <i>ASC President</i> <i>Associated Student Council</i></td> </tr> </table>	Patricia Hsieh <i>President</i> <i>Miramar College</i>	Daphne Figueroa <i>President</i> <i>Academic Senate</i>	Joyce Allen <i>President</i> <i>Classified Senate</i>	Mike Shepard <i>ASC President</i> <i>Associated Student Council</i>	
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Budget & Facilities Update.....	9:15 a.m.				
Brett Bell <i>Vice President</i> <i>Administrative Services</i>					
The 3 Ps of College Governance: P___, P___, & P___,	9:30 a.m.				
Facilitators: Buran Haidar, Daphne Figueroa & members of the College Governance Committee					
Break	10:30 a.m.				
SLOs - The Dialogue Continues:					
Moving Toward Sustainability Quality Improvement	10:45 a.m.				
Facilitators: Laura Murphy & Jerry Buckley					
Lunch at LLRC Patio	12:00 p.m.				
School Meetings	1:00-2:00 p.m.				
Department Meetings.....	2:00-4:00 p.m.				

*Special thanks to the following departments: Audio Visual, Operations,
 Communication Services, Campus Police, Academic Senate, Classified Senate,
 Associated Student Council, the President's Office, and Vuong Nguyen as Master of Ceremonies*

Mission

Our mission is to prepare students to succeed in a changing world within an environment that values excellence in learning, teaching, innovation and diversity.

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 co-curricular student-centered activities that celebrate diversity and sustainable practices.
- Goal 4: Initiate and strengthen beneficial partnerships with business and industry, schools and community.
- Goal 5: Refine the integration of Miramar College's internal planning processes and procedures.

Quick Links

- 2007-2013 Strategic Goals: www.sdmiramar.edu/community/plan
- Master Calendar: www.sdmiramar.edu/calendar
- 2010-2011 College Achievements: www.sdmiramar.edu/community/enews
- 2010-2011 College Sexual Harassment Plan: www.sdmiramar.edu/sites/default/files/documents/faculty/policies/Sexual_Harassment_Plan_11-12_.pdf
- CEC Agendas & Minutes: www.sdmiramar.edu/faculty/committee-detail?cid=CEXC
- Construction Updates: www.sdmiramar.edu/community/facilities/updates

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1102 Q STREET
SACRAMENTO, CA 95811-6549
(916) 445-8752
<http://www.cccco.edu>

**CORRECTION**

November 21, 2012

TO: Chief Executive Officers
Chief Instructional Officers
Chief Student Services Officers
Academic Senate Presidents

FROM: Erik Skinner, Executive Vice Chancellor
Barry Russell, Vice Chancellor, Academic Affairs

SUBJECT: AA-T and AS-T Goals – Attaining 100 Percent by College

This memorandum provides critical information regarding the Board of Governors AA-T and AS-T goals and outlines steps to be taken by colleges to meet the 100 percent goal. While the 100 percent goal applies to each college; the number of degrees needed to meet the goal by college will vary depending upon the number of active AA and AS degrees offered and college plans to establish AA-T and AS-T degrees that align with available Transfer Model Curriculum (TMC) templates.

For the past 18 months, the California Community Colleges have been working diligently to fulfill the requirements of Senate Bill 1440 (Padilla), the *Student Transfer Achievement Reform Act*. At this time, a total of 501 AA-T and AS-T degrees have been approved. For the most recent listing of approved AA-T and AS-T degrees by college, visit: [What's New on the Academic Affairs Division web page](#).

AA-T AND AS-T GOALS AND CONTINUED DEVELOPMENT

On May 22, 2012, then Chancellor Jack Scott, issued a statewide memorandum indicating,

“To spur progress toward this objective [AA-T and AS-T development], the California Community Colleges Board of Governors has adopted a goal of each college having AA-T and AS-T degrees approved by Fall of 2013 in 80 percent of the majors they offer in which there is a TMC and in 100 percent by Fall of 2014. While this goal is ambitious, it is imperative that we move rapidly to help more students move efficiently through our two systems because too many students are being shut out by California’s current budget situation.”

As we move forward, it is critical that community colleges continue to develop AA-T and AS-T degrees in all 60-unit majors in which their students seek to transfer. This effort will ensure that community college students have a viable transfer pathway to CSU campuses across the state. In turn, the Chancellor’s Office is requiring colleges to meet the 100 percent goal and the California State University (CSU) has committed to designate at least one AA-T or AS-T degree pathway for each major at each campus where it is offered.

COLLEGE CERTIFICATION

To certify both the total number of active AA and AS degrees offered and aligned with TMC curriculum as well as college plans to establish AA-T and AS-T degrees, complete steps 1- 5 below:

Step 1: Column A. Indicate active (existing) AA and AS degrees offered in disciplines aligned with TMC template curriculum (these may be reasonably eligible to build an AA-T or AS-T using existing AA or AS degrees). Provide a total for this column.

A list of active degrees can be secured easily by using the CCC Curriculum Inventory search tool. TMC templates are available on the Academic Affairs Division website.

Step 2: Column B. Indicate active (existing) AA-T or AS-T degrees. Provide a total for this column.

Step 3: Column C. Indicate planned AA-T or AS-T degrees that match approved TMCs. Provide a total for this column.

Step 4: By January 31, 2013, certify the total number of AA-T and AS-T degrees to be offered by Fall 2014 using the attached *California Community College AA-T and AS-T Certification Form*.

*Note: By fall 2014, the number of AA-T and AS-T degrees to be offered by the college should equal Column A (the total number of active AA and AS degrees offered in disciplines **aligned** with TMC template curriculum). You should make these determinations in consultation with your local Academic Senate.*

Step 5: The certification is due by January 31, 2013. A postmark or electronic submission to curriculum@cccoco.edu is acceptable.

CALCULATING PROGRESS TOWARDS THE COLLEGE-SPECIFIC AA-T AND AS-T GOAL

To calculate progress to date, divide the total number of degrees in Column B by the total number of degrees in Column A. The 100 percent goal will be met when the total number of degrees in Column A is equal to the total of degrees listed in Columns B and C. These must be accomplished by June 2014.

CONTACT: Sally Montemayor Lenz, Dean, Curriculum and Instruction, by email at slenz@cccoco.edu or submit written inquires to curriculum@cccoco.edu.

cc: L. Michalowski
S. Montemayor Lenz
J. Spano
B. Quinn
AAD Staff
J. Adams

Mission

San Diego Miramar College's mission is to prepare students to succeed in a dynamic world. Our College provides quality instruction and services in an environment that supports diversity, emphasizing innovative programs and partnerships for transfer preparation, workforce training, and career advancement.

Vision

San Diego Miramar College will be a hub of education, diversity, and services to our community.

San Diego Miramar College, in keeping with this vision, supports and emphasizes the following guiding values:

- *Access, learning and success of all students*
- *Civility, mutual respect, courtesy, appreciation, and accountability*
- *Accomplishments of the college community*
- *Diversity of our students, staff, faculty and programs that reflects our community*
- *Creativity, innovation, flexibility and excellence in teaching, learning and service*
- *The ability to recognize and respond to opportunities*
- *Collaboration and partnerships*
- *Participatory governance and communication*
- *Sustainable practices in construction, curriculum and campus culture*

San Diego Miramar College's core institutional student learning competencies are:

- **Communication** - Students will communicate effectively through reading, writing, speaking, and listening.
- **Critical Thinking and Problem Solving** - Students will use appropriate creative thinking, decision making and problem-solving approaches, reasoning, analyses of numerical data, and learning strategies.
- **Global Environment** - Students will understand the physical, social, political, and cultural environments in which they live, including sensitivity to diversity, cultural differences, and community needs.
- **Information Management** - Students will demonstrate technological literacy and effective information collection and analysis.
- **Personal and Professional Abilities** - Students will manage change, personal responsibilities, and their own wellness, as well as demonstrate teamwork and relationship maintenance, conflict resolution, and workplace skills.