

MINUTES

College Executive Committee October 29, 2012
San Diego Miramar College

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

A. Approval of Agenda

Approved.

B. Approval of Previous Minutes

Clarification made to statement re: technical visit comment in Chancellor's Cabinet report. Minutes of 10/23/12 approved, with edit.

C. Guests

Naomi Grisham, Kanchan Farkiya

D. Chancellor's Cabinet

No report.

E. NEW BUSINESS

1. Discussion of CEC Meeting Structure (Figueroa)

Hsieh and Figueroa met to discuss challenges with maintaining one-hour CEC meetings and suggested extending meeting time to 1.5 hours, but trying to keep shorter. Also suggested structuring agenda with time limits – when items are provided to President's Office, along with which Strategic Goal the item addresses, the amount of time needed should be provided. If items are not action or discussion items for all CEC members, reports and updates could be sent out via email. Allen noted classified staff need to adhere to a meeting schedule and cannot take more time than scheduled. Buckley added that many proposed changes in the next year will require information items and possibly action. Ramsey supported extending the time and suggested prioritizing and ordering of items on agenda. With CEC consensus, meetings will be extended to 1.5 hours with an effort to not go that long, effective Nov. 6, 2012 from 1-2:30 PM.

F. OLD BUSINESS

1. Follow Up of the Review of Recommendation from Employee Satisfaction Survey Spring 2012, Held on Sept. 18, 2012 (Hsieh, Bell, Buckley, Ramsey, Figueroa, Allen)

Postponed.

2. Update on 2012 Accreditation Team Follow Up Visit (Hsieh)

Hsieh confirmed meeting schedule she sent to all involved parties on 10/25. In order to better prepare for the team visit, Buckley met with writing teams, developed one-page summaries for each response, and emailed to all on the interview list for Thursday's visit. D. Miramontez will meet with his group. Hsieh will meet with Vice Chancellor Will Surbrook re: administrative turnover and faculty evaluation.

3. Accreditation Mid-Term Report (Buckley)

Buckley reported the mid-term report writing teams are making progress. Teams will submit sections to Buckley on Nov. 1st, after which he will compile the report. Narrative or bullet format is okay but the closer to actual template form, the better.

4. Program for On Campus SDCCD March 2013 Board Meeting – Sustainability (Hsieh)

Hsieh reminded CEC that last week, Laura Gonzales gave a brief presentation on sustainability efforts that could be a topic to showcase at the site board meeting in March, in addition to the topic of promoting a healthier non-smoking campus environment. Hsieh reported the March board meeting might be moved up to Feb. 14, but is not confirmed yet. (March will be joint board meeting with SD Unified). CEC agreed to the smoke free and sustainability topics for the board site meeting. Schwarz stated the presentation should include a large student component in each topic. Presenters and students should coordinate with G. Ramsey, who will work with B. Bell and others involved in the presentations. AV needs to begin immediately if videos are included. Ramsey will pull a draft together in the next few days. Shepard suggested interviewing random students on video on how clean air affects them.

5. 2013 Commencement (Ramsey)

Ramsey reported he has all the information needed to provide a solid estimate of cost, and has a basic layout. 2013 commencement will be scheduled at Compass Point on 5/17 at 1 p.m. Need to get the campus enthused – students, staff, faculty and families. Because it's on Friday and during the workday, student services staff will be assigned to work the event, rather than rely on volunteers. Changes in office hours during that week will accommodate altered work schedules. Graduation date, time, location have been posted on the college website and Facebook. The event will take place as scheduled, rain or shine. Hubbard would like to see a volunteer request before work schedules are altered. Ramsey noted early notification to staff four months in advance of work schedule adjustments should be sufficient. He will extend an invitation to work graduation outside the student services division. Buckley stated an on-campus event should encourage more faculty participation. Figueroa will present at next Senate meeting.

6. Update on SB1440 (Buckley/Grisham)

State Chancellor's Office approved Miramar's AJ transfer degree today. N. Grisham provided an update: emails were sent to qualifying students on 10/18; workshops began 10/19. Today, we have nine students confirmed for this degree, but expect more. Grisham created flyers for posting in classrooms and free speech boards, and to provide faculty. Will send another round of emails when the math major is approved. Nov. 16 is the deadline to certify students. Hsieh asked M. Shepard for suggestions to reach students. ASC is working on a report to students. Information is, or will be, posted on the college website, student web portal, college and student Facebook pages, LLRC directories. Grisham asked for faculty to make class announcements. Ramsey reported earlier the District agreed on tight criteria for selection of qualifying students, but at the campus level, Grisham identified additional potentially qualified students and is individually targeting. Figueroa suggested posting information to the Blackboard site. Schwarz offered to place information in LLRC courtyard, if posters were placed on a-frames and laminated. She suggested adding a date. District wide, 37 students qualify for the AJ transfer degree. Buckley reported he is working with Duane Short to identify CSU TMC degrees and where they are in the approval process. He hopes to have that in place quickly, as well as a

taskforce to help determine top TMC priorities. Buckley has requested updated transfer information from SDSU to assist with identifying priorities. Shepard noted the Transfer Center flyer doesn't state why they're trying to contact students.

7. Changes to Curriculum Committee Membership (Figueroa)

Students do not need to be involved in approval of Curriculum Committee membership changes; Classified Senate reviewed; Academic Senate reviewed. All four constituent leaders signed off changes. While these changes will not be reflected in the approved handbook currently posted on the web, the Academic Senate secretary will log updates as changes are made.

8. Update on SLOs Operational Plan (Buckley)

The updated Instructional SLO plan and Student Services SLO plan will be posted to the Planning website prior to Nov. 1st

G. REPORTS

Academic Senate

Will meet on 11/6.

Classified Senate

No report.

Associated Student Council (Shepard)

Attended Student Satisfaction Survey last week. Will attend General Assembly this weekend.

District Governance Council

No report.

District Strategic Planning Committee

Will meet 11/5.

District Budget Committee

Will meet 11/7.

H. ANNOUNCEMENTS

None.

10/30/12

S. Trevisan