

# COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, October 16, 2012 • 1:00 – 2:00 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:
- D. Updates from the Chancellor's Cabinet
- E. New Business

#	Item	*Strategic Goals	Initiator
1	Update on Responsibilities and Appointment Process of Participatory Committee Members	1	Hsieh, Figueroa, Allen, Hubbard

## F. Old Business

#	Item	*Strategic Goals	Initiator
1	Program for On Campus SDCCD March 2013 Board Meeting (attachment)	1	Hsieh, Ramsey
2	Update on 2012 Accreditation Team Follow Up Visit & Evidence File	1	Hsieh & Buckley
3	Update on College Operational Plans (attachment)	2	Buckley
4	Update on SB 1440 Degree Progress and Implementation	2	Ramsey & Buckley
5	Two Parts of the Funding Approval Process (attachment)	1	Buckley
6	Individual/Office Access to College Master Calendar (attachment)	2	Trevisan & Schwarz
7	Draft District Non-Smoking Enforcement Policy (attachment)	2	Bell

## 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

**INSTITUTIONAL INFORMATION**▼ [Accreditation](#)[Planning](#)▼ [President's Office](#)[Student Learning Outcomes](#)YOU ARE HERE [Home](#) > [QUICK LINKS](#) > [INSTITUTION](#) > [Planning](#)

## Planning

Welcome to the San Diego Miramar College planning homepage. The college utilizes a six year strategic plan to inform its annual integrated planning and budgeting processes. Program review is conducted each year within Instruction, Student Services, and Administrative Services, assessing both student learning and strategic plan progress. Public access to all planning-related documents is available via the links below.

### 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.

### Vision

Student learning and success will be the focus of all we do.

San Diego Miramar College will develop as a college that identifies student access, learning and success as the touchstone to guide planning, set priorities and measure effectiveness.

Miramar College will have an inviting and accessible campus that attracts students.

Miramar College will be a hub of education, diversity, recreation and services to the community.

### Master Plans

[2007–2013 Strategic Plan](#)[2011-2014 Educational Master Plan](#)[2011-2014 Instructional Plan](#)[2011-2014 Student Services Plan](#)[2011-2014 Administrative Services Plan](#)[Facilities Master Plan](#)

### Operational Plans

[Human Resources Plan](#)[Cultural and Ethnic Diversity Plan](#)[Technology Plan](#)[Marketing and Outreach Plan](#)[Matriculation Plan](#)[Student Equity Plan](#)[Basic Skills Plan](#)[Career & Technical Education Plan](#)[Instructional SLO Plan](#)[Student Services SLO Plan](#)

### San Diego Miramar College Planning Cycle

[Integrated Planning Diagram](#)

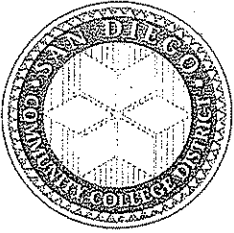
### 2012-2013 Program Review Report Forms

[Instruction](#)[Student Services](#)[Administrative Services](#)**OFFICE INFORMATION****Planning Committee**[✉ Jerry Buckley](#)

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# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Administrative Procedure

### AP 0505.02 - SMOKE-FREE DISTRICT PROPERTY ENFORCEMENT

November 8, 2012

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#### BACKGROUND

This procedure outlines District protocols for implementing Board Policy 0505, Smoke-Free District Property including informing students, employees, and visitors regarding enforcement and consequences for violation of the policy. The success of this program is dependent upon the voluntary cooperation of the smoking and nonsmoking public. The District recognizes the fact that individual health can be impaired both by the direct and by the secondary effects of smoking. The District, therefore, prohibits smoking on all properties and in all vehicles owned or controlled by the District.

#### PROCEDURE

1. Smoking is strictly prohibited inside any building or in any outdoor area owned and occupied or leased and occupied by the District.
2. Smoking is prohibited inside any District-owned vehicle.
3. Human Resources will provide information to new employees regarding the District's smoking regulations and the availability of a Smoking Control Program.

#### IMPLEMENTATION

1. Responsibility
  - 1.1 Primary responsibility for enforcement and education lies with the President at each college and Continuing Education for their respective campuses. Primary responsibility for enforcement and education at the District Office and District Service Center lies with the Vice Chancellor of Facilities Management.

- 1.2 Facilities Management will prepare and post "no smoking" signs on campuses and District property to notify students, staff, and visitors that smoking is prohibited.

District personnel will publicize prohibition of smoking in college catalogs, printed schedules, and other college material, and may take additional steps to educate constituencies on smoke-free policies and procedures.

- 1.3 College Police will provide training on enforcement of a smoke-free District for officers. College Police officers will inform visitors, staff, and students of the the District's policy and procedure prohibiting smoking on District property or vehicles. Any College Police officer may warn or cite any person who is in violation of this policy.

In the discretion of the officer, and based upon circumstances of the violation, an officer may report students who violate the smoking policy to the respective dean of Student Affairs for disciplinary proceedings under Cal. Ed Code Section 76033(3). In addition, an officer may report employees who violate the smoke-free District property policy to their respective supervisor for disciplinary proceedings under the relevant employee manual or collective bargaining agreement.

The Chief of Police is responsible for implementing a system for College Police personnel to refer offending students to appropriate deans of Student Affairs and to refer offending employees to appropriate supervisors or managers.

#### FORMS/REFERENCES

California Government Code

San Diego Municipal Code

SDCCD Policy 0505

SDCCD Policy 3100

Approved: Constance Carroll, Chancellor

#### SUPERSEDES OFFICE OF PRIMARY RESPONSIBILITY

Procedure 0505.2, 9-22-84, 1-1-87, 7-20-93 Facilities Services, 02/26/2004, 11/8/2012