

MINUTES

College Executive Committee October 16, 2012
San Diego Miramar College

Present: Sandi Trevisan, Patricia Hsieh, Daphne Figueroa, Brett Bell, Buran Haidar, Gerald Ramsey, Joyce Allen, Gerald Ramsey, Terrie Hubbard, Michael Shepard

A. Approval of Agenda

Reorder agenda for Health Services presentation.

Add: New, Holiday Service Schedule Draft (Hsieh/Ramsey)

Correction to membership on video screen: add Buran Haidar

Amended agenda approved.

B. Approval of Previous Minutes

Minutes of 10/8/12 approved.

C. Guests

David Navarro, Naomi Grisham, Adela Jacobson, Lezlie Allen, Lynne Ornelas, Susan Schwarz

D. Chancellor's Cabinet

- SB 1440 transfer degrees. A communication from Vice Chancellor Otto Lee was forwarded to the Miramar DL. College presidents have been asked to double check with faculty on degrees to be approved by board on 10/18/12. Miramar College degrees are history (statewide), AJ (statewide), physics (SDSU aligned). Hsieh asked that concerns be shared with her ASAP. Figueroa can take that forward to DGC tomorrow, if needed. Naomi Grisham noted a higher number of units for the physics degree. Buckley will investigate.
- Miramar College items on the 10/18/12 board agenda: biology joint field trip with Mesa; ATTE \$70,000 grant to support the salary/benefits of the associate dean; and a mini grant in the amount of \$23,000 to provide training
- No budget news
- External recruitment to replace a Miramar classified vacancy (instructional lab tech resignation) was approved. Miramar asked for hourly funds to cover the hiring period, but was not supported.
- The Miramar College Foundation received \$40,000 from District Auxiliary. The Foundation will use the funds to support the Freshman Scholarships fund for Miramar College freshmen immediately graduating from high schools. The Foundation will not hire staff. The Foundation board will meet on 11/2/12 to formally accept and approve.
- Classified staffing study. NANCEs (Non-Academic Non-Classified Employees) list from each college distributed today. HR will match hourly with classified vacancy positions districtwide and consider potential transfer opportunities. Bell expressed concern that funding is from different budgets. Hsieh is going to clarify the information received at the Chancellor's cabinet.

E. NEW BUSINESS

1. Update on Responsibilities and Appointment Process of Participatory Committee Members (Hsieh, Figueroa, Allen, Hubbard)

Figueroa has been reviewing and updating the college governance handbook. She suggested constituency leaders get together to talk about governance, which they did. They mutually agreed the college has a good system in place. CGC will discuss a possible convocation presentation and/or training. The updated handbook will be posted on the website within a week. Figueroa will work with the web master to update committee pages. A hard copy of the handbook will be included in the accreditation evidence file.

2. Holiday Service Schedule Draft (Hsieh/Ramsey)

Ramsey distributed “Limited Student Support Services & Hours of Operation, December 17-20, 2012” and asked for comments as soon as possible.

F. OLD BUSINESS

1. Program for On Campus SDCCD March 2013 Board Meeting (Hsieh/Ramsey)

Ramsey reviewed the implementation plans for Miramar’s smoke free campus and the desire to use the change as a teachable moment. He distributed a draft booklet that included proposed activities and timeline to encourage the campus to embrace the effort.

L. Allen shared a Powerpoint and two timelines – one included recent activities for tobacco and alcohol outreach events; the second, a three-year plan. Ramsey thanked the Safety Committee, Health Services and staff. Figueroa invited Allen to make a similar presentation to the Academic Senate.

Bell added the change to a smoke-free campus has been an integrated process with administrative services and others. Faculty Laura Gonzalez and Allen Anderson have offered assistance with publications and marketing. Hsieh asked if this topic would be a good candidate for presentation to the board of trustees at their March site meeting. If AV staff assistance would be required, a decision needs to be made soon.

CEC approved the topic for board presentation by consensus.

2. Update on 2012 Accreditation Team Follow Up Visit & Evidence File (Hsieh/Buckley)

Hsieh has received no news regarding the draft meeting schedule. Buckley distributed “2012 Follow-Up Report Writing Teams” which identifies constituency leaders and meeting dates/times. The team room (President’s Conference Room) is now prepared with a file cabinet (153 evidence files; 83 elements of 2012 SLO report) and binders. A computer will be available for web use. J. Allen will replace Carol Smith on the Integrated Planning writing team. Trinh Huynh should be added as a student representative on the Culture of Evidence writing team. Hsieh encouraged all to address all questions within each team.

3. Update on College Operational Plans (Buckley)

Buckley reviewed the status of each of the college operational plans with CEC members who serve on various committees to assure accurate, current evidence is on file for the visiting team. Plans include: Human Resources, Cultural and Ethnic Diversity; Technology; Marketing and Outreach; Matriculation; Student Equity; Basic Skills; Career & Technical Education; Instructional SLO; Student Services SLO. Haidar will forward the latest progress report on the SLO Timeline to Proficiency by 2012 that was prepared in June 2012. Figueroa suggested contacting Maryann Guevarra, who has been working on student services SLOs from proficiency to sustainability. The completed Strategic Plan document draft will be presented on Oct. 26 to PIEC for placement on the web.

4. Update on SB 1440 Degree Progress and Implementation (Ramsey/Buckley)

Buckley distributed “Transfer Model Curricula Approved Degrees at San Diego Miramar College,” which includes: Administration of Justice/Criminal Justice, Communication Studies, History, Mathematics, Physics, and Sociology. The next majors to be reviewed are anthropology (statewide), political science and art history in discussion only. Miramar offers political sciences courses, but not a degree. Buckley will check on which approved degrees are in time for fall 2013 transfer. Ramsey shared the implementation process – the application period for CSUs is 10/1 – 11/30. 173 MC students have been identified as possible transfers in stated major and/or with an Ed Plan in an approved major. In consultation with counseling, 88 additional students following the IGETC or CSU pattern without one of these majors were also identified. Counseling will provide treatment beginning Friday through 11/16. At Miramar, students will contact the transfer center, which will determine the next best step for each student. Grisham will assist with a plan for each and check off students on the list. Ramsey will maintain and provide the updated list to the district – students on the will get a bump in priority registration for spring 2013 in order to get classes needed to graduate. Grisham will hold a series of workshops for groups of students. Someone will be available in the Transfer Center for calls at all times from Friday, 10/19 – 11/16.

Buckley noted that due to the implementation of approved AJ degree, Miramar will probably experience an increase in AJ enrollment, which should be considered in scheduling. Buckley added schedule preparation is underway now with a 3.5% reduction, anticipating the possible failure of Proposition 30.

5. Two Parts of the Funding Approval Process (Buckley)

Buckley distributed the “Resource Development Procedure – Office of Instructional Services,” “Funding Concept Approval Form,” and “Funding Source Approval Form.” Figueroa requested Buckley present to the Academic Senate. Hsieh commented the process also applies to student services and that language should be modified to apply to all.

6. Individual/Office Access to College Master Calendar (Trevisan/Schwarz)

Trevisan reported the current list of individuals authorized to post events to the web-based master calendar is correct. Bill Smith will provide training to any individuals on the list who are new or replacements. Schwarz will set a date and invite all on the list to attend training. Student Activities/Student Services can be combined. Schwarz will send out the updated list to the campus for information.

7. Draft District Non-Smoking Enforcement Policy (Bell)

Bell introduced draft administrative procedures for a district non-smoking enforcement policy and asked for a quick review to report back to Chancellor's Cabinet and the item will also be discussed at DGC. The policy states smoking is prohibited in any facility and outdoor area in the District and in District owned vehicles. Implementation coordination resides with each college president; Facilities Management will prepare signage; College Police will train and develop enforcement procedures for a smoke free policy. Infractions by students will be addressed through student affairs; infractions by staff /faculty will be addressed through respective supervisor. The Chief of Police will be responsible for implementing a system for enforcement. Bell reported all constituent groups desire a better definition of what "smoking is." Hourglass Park is already "smoke free," enforced through City of San Diego and municipal codes. Now that Miramar College is "smoke free," campus police have overarching enforcement rights across the campus, including Hourglass Park. Hsieh will forward two forms to CEC re: enforcement – students will use the 3100 form, check "violation of smoking"; other is for staff/employees. Figueroa will ask constituent groups to place on respective agendas for review.

G. REPORTS

Academic Senate

No report.

Classified Senate

No report.

Associated Student Council (Shepard)

Walk for Breast Cancer this week. General Assembly plans finalized. Fall Fest Thursday, 10/18/12.

District Governance Council

No report.

District Strategic Planning Committee

No report.

District Budget Committee

No report.

H. ANNOUNCEMENTS

Hsieh thanked CEC for supporting the non-smoking, healthier campus as a program topic for the March board meeting. Another potential topic could be the sustainability efforts on campus, thanks to the great work Laura Gonzalez has been doing as Environmental Stewardship Taskforce coordinator. Hsieh thanked the Academic Senate for their support of release time for a faculty coordinator. Hsieh asked Gonzalez to create a list, summarizing work and EST accomplishments and will invite her to CEC to preview.

10/17/12

S. Trevisan

2012 Follow-Up Report Writing Teams

04 Rec 4: Intgr. Planning	10 Rec 4: Administrative Turnover	10 Rec 3: Evaluation Processes	10 Rec 1: Culture of Evidence
Jerry Buckley	Susan Schwarz	Brett Bell	Daniel Miramontez
Buran Haidar	Daphne Figueroa	Buran Haidar	Linda Woods
Joyce Allen	Sam Shoostary	Joan Thompson	Buran Haidar
Kanchan Farkiya	Michael Shepard	Joyce Allen	Terrie Hubbard
			Trinh Nguyen

Meeting Times

10/22, 3:00-4:00, A-104e	10/29, 11:00-12:00, The PLACe	10/17, 10:00, A-101c	10/25, 2:00-3:00, PCR
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(K.Todd, 10/16/12)



Funding Concept Approval Form

Today's Date:	Prepared by:		
Phone/Ext:	Email:		
Project Title:			<input type="checkbox"/> New Project <input type="checkbox"/> Continuing
Project Period:			
Project Director:	Department:		
Funding Source:			
Application Deadline:	Date:	<input type="checkbox"/> Postmarked <input type="checkbox"/> Received	
Duration of Funding:			
Funding Amount:	\$	Match Requirement: \$	
		Indirect Amount: \$	
Contract Obligations:	List all College Obligations: <input type="checkbox"/> Facilities: <input type="checkbox"/> Staff: <input type="checkbox"/> Matching Funds: <input type="checkbox"/> Institutionalization requirement: <input type="checkbox"/> Other:		
Technology Resources			
Funding source:			
Partners / MOUs:			
Approval Date:	Approval Signature (Chair)		
	X		
Approval Date:	Approval Signature (Dean)		
	X		
Approval Date:	Approval Signature (appropriate Vice President)		
	X		
Approval Date:	Approval Signature (Vice President Administrative Services)		
	X		
Approval Date:	Recommend Development of Grant/Contract Proposal		
	Approval Signature (President)		
	X		
Route Information Copies to: Appropriate Vice President			



Funding Source Approval Form

Today's Date:	Prepared by:		
Phone/Ext:	Email:		
Project Title:			<input type="checkbox"/> New Project <input type="checkbox"/> Continuing
Project Period:			
Proposal Author:			
Project Director:	Department:		
Project Purpose:			
Funding Source:			
Application Deadline:	Date:	<input type="checkbox"/> Postmarked <input type="checkbox"/> Received	
Duration of Funding:			
Funding Amount: <small>Attach proposed budget Listed by object code</small>	\$	Match Requirement: \$	Indirect Amount: \$
Contract Obligations:	List all College Obligations – <input type="checkbox"/> Facilities: <input type="checkbox"/> Staff: <input type="checkbox"/> Matching Funds: <input type="checkbox"/> Institutionalization Requirement: <input type="checkbox"/> Other:		
Technology Resources <small>Funding source:</small>			
Partners / MOUs:			
Approval Date:	Approval Signature (Chair)		
	X		
Approval Date:	Approval Signature (Dean)		
	X		
Approval Date:	Approval Signature (Appropriate Vice President)		
	X		
Approval Date:	Budget Approval (Vice President Administrative Services)		
	X		
Approval Date:	Recommend Approval of Grant/Contract Proposal Approval Signature (President)		
	X		
Route Information Copies to: Appropriate Vice Presidents			

San Diego Miramar College

Resource Development Procedure – Office of Instructional Services

1. Faculty and/or staff that identify a potential grant, contract, or other business relationship that they feel would benefit San Diego Miramar College will:
 - a. Obtain relevant descriptive information that defines the potential funding source or partnership such as:
 - i. A grant announcement
 - ii. A draft contract
 - iii. A draft memorandum of understanding (MOU)
 - b. Identify the appropriate strategic goal and/or Program Review priority addressed by this proposed opportunity.
 - c. The faculty and/or staff will then submit a completed “Funding Concept Approval Form” to the appropriate Department Chair for review, including all background materials listed in 1. a. and 1. b., above.
 - d. After discussion with their department, the Department Chair provides all the above information to the appropriate Instructional Dean, along with the recommendation of the Department Chair.
 - e. The Instructional Dean will then present the funding concept to the Deans’ Council for consideration.
 - f. If the concept is approved, the Vice President of Instruction will direct the appropriate Instructional Dean to complete a “Funding Source Approval Form.”
 - g. The “Funding Source Approval Form” and all relevant supporting information, including a detailed budget listed by object code, will be presented to the President’s Cabinet for consideration.

<p style="text-align: center;">Transfer Model Curricula Approved Degrees at San Diego Miramar College</p>

Administration of Justice/Criminal Justice
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Communication Studies

History

Mathematics (emphasis in science only)
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Physics

Sociology

Next majors to be reviewed: **Anthropology**, Political Science, Art History