

MINUTES

College Executive Committee October 8, 2012

San Diego Miramar College

Present: Sandi Trevisan, Patricia Hsieh, Daphne Figueroa, Denise Kapitze (for Brett Bell), Terrie Hubbard, Joyce Allen, Gerald Ramsey, Jerry Buckley

A. Approval of Agenda

Add (New Business, information only): External Notice to Accrediting Commission (Hsieh)

Add (Old Business, information only): Clarification, Technical Assistance Request (Hsieh)

Add (Old Business, information only): Update on SB 1440 Implementation (Hsieh)

Amended agenda approved.

B. Approval of Previous Minutes

9/25/12 minutes approved.

C. Guests

Daniel Miramontez, Adela Jacobson, Susan Schwarz, Lou Ascione

D. Chancellor's Cabinet

No report.

E. NEW BUSINESS

1. Review Recommendations from Employee Satisfaction Survey (Spring 2012) and Briefing (9/18/12) (Hsieh)

Hsieh emailed discussion notes and recommendation notes to entire campus. She asked CEC how to proceed with recommendations and suggested lead individuals take a look at the documents and report back to CEC. Figueroa agreed. College vice presidents Buckley, Ramsey and Bell, along with Senate presidents Figueroa and Allen will review and report back to CEC at the Oct. 23rd meeting.

2. Update on SLOJet Data (Figueroa)

Figueroa reported that Buran Haidar is completing the analysis of SLOJet data and will get back to Buckley and Figueroa later today. Buckley distributed the "SLO Updates," which details by school the number of *Active/Offered Courses*, *Active/Offered Courses with SLOs*, and number of *Active/Offered Courses with Assessed SLOs*. The overall ranking is 96%. He cited discrepancies between the courses included in the enrollment management system and the estimated college number of courses, noting estimates might include deactivated courses and first-time offered courses which have not had a chance to be assessed. Hsieh suggested a notation be included in the report to explain the difference in numbers. Buckley hopes to have developed a revised query by Nov. 1st to address the discrepancies.

3. Update on College Operational Plans (Buckley)

Each college committee or group has been asked to "touch" their respective operational plans and state their review in minutes prior to Nov. 1st. The preference would be to have plans

updated; minimally, review should be noted. Ramsey stated the Matriculation Plan will be “touched” but not “revised” at this time and will be revisited in spring. Due to changes in the law that will occur in the near future, processes and matriculation will change. If any plan is posted with a last review more than one year ago, it should be updated. Ramsey reported the Student Equity Report was reviewed in May. Ramsey will ask A. Jacobson to send minutes or link as evidence. Hsieh noted the website lists eight operational plans and each CEC member involved with any of the plans should take responsibility to assure review and that minutes clearly reflect review has been done.

4. External Notice to Accrediting Commission (Hsieh)

Hsieh reported it was brought to her attention last week the cultural climate survey results were sent directly by a faculty member to District personnel, the Accrediting Commission and visiting team and that the external distribution was inappropriate. Last spring, the Academic Senate presented opportunities for faculty to present and discuss their concerns. On behalf of the faculty and with AFT consultation, Figueroa drafted an email to indicate the action was not representative of the entire college. As well, the Diversity and International Education Committee does not endorse the opinion of the individual faculty member. Hsieh expressed concern with the potential serious negative impact on the College and hopes the Academic Senate will follow up on this issue with the faculty member.

F. OLD BUSINESS

1. Research Agenda (Miramontez)

Following Classified Senate review, the Research Agenda returned to CEC for approval. Miramontez added the Classified Senate to the signature page and made minor edits to the Research Agenda based on comments received at the last CEC meeting. Miramontez will be attending ASC to present the Research Agenda as an information item. *Motion (Hsieh)/Second (Buckley)/CEC voted to approve.*

2. Funding Source Approval Form (Hsieh/Buckley)

Hsieh reminded CEC that the internal funding request approval process for grants was discussed at the Aug. 28 CEC meeting and that the BRDS Committee and VPI Buckley would work together and report back. BRDS reviewed the existing form, which has been in existence for five years. Allen felt the form was clear and covers needs, but that the process needed some clarification. Buckley stated the Deans Council reviewed the form over the summer and wanted to find a way of sharing concepts internally as a screening tool for possible funding initiatives. Hsieh suggested one additional step to be added to address “the process.” Buckley was charged to prepare the “step one” document that will be used in conjunction with the Funding Source Approval Form (step two). Figueroa suggested Buckley present and discuss the form and process at an Academic Senate meeting in early November. Hsieh asked that the deans attend that meeting. Miramontez expressed concern with the lack of research/evaluation on the form. Hsieh suggested Buckley create “step one” (concept) and “step two” (application) documents/forms.

3. Update on Status of Accreditation Midterm Report (Hsieh/Buckley)

Buckley reported the timeline to completion will be posted on the website, as well as the calendar with meeting dates/times for each writing team. Buckley will send both to CEC by the end of today and will send the writing team schedule to the entire campus to encourage

attendance and participation. Writing teams have met for their first time. Figueroa reported a Senate Exec member will be assigned to each writing team and that she will participate in the Governance standard.

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

Hsieh reported that as of today, she has not heard from the visiting team chair regarding any special arrangements or individual or group meetings. Hsieh asked that after various groups meet with the visiting team, they stop by her office and provide a brief update. The final report, all evidence and supporting documents are posted on the website. Binders that include the report and DVD are located around campus, including the library, mailroom, and staff lounge. The complete report, DVD, and evidence binders are located in the PCR. Hsieh thanked all classified staff for assistance in compiling reports.

5. Update on Promoting Healthier Non Smoking Environment Campaign (Ramsey)

Ramsey will provide a detailed report to CEC next week. The education-based campaign will include events, signage, website, marketing, workshops, speakers and a counseling component. The comprehensive campaign could be fashioned in a way that would work as a presentation to the board of trustees at their Miramar College site meeting in the spring. Primary participants in developing the campaign are students, health services, Safety Committee, Dean of Student Affairs, student services, with assistance from the Senates. Hsieh advised that the program for the March 2013 on campus Board meeting needs to be determined by November 6, 2012, since the AV department needs time to respond to Powerpoint presentation and/or video needs.

6. Update on 2013 Commencement (Ramsey)

Ramsey announced commencement will be held on campus at Compass Point on Friday, May 17, 2013 at 1 p.m. Three special event vendors have been interviewed. The college is planning for 1200-1400 people to attend, an increase from 1000 guests at the hotel last year. By having commencement on campus, greater faculty participation is expected and staff assistance will be required. The Commencement Committee will lead the effort. Ramsey hopes to have a schematic layout soon. Faculty will need to respond to the call to participate and order regalia early. Figueroa requested a presentation in November to the Academic Senate.

7. Individual/Office Access to College Master Calendar (Hsieh)

CEC reviewed the list of individuals who currently have access to update/post to the website master calendar. Hsieh questioned why two individuals are identified for Civic Center posting and asked Susan Schwarz and Sandi Trevisan to update the list by deleting duplications and ensure information on both pages is consistent.

8. Clarification for Request of Technical Assistance Visit (Hsieh/Figueroa)

Hsieh thanked Figueroa for bringing to her in August the consideration of a technical assistance visit so that the entire college could have an opportunity to review and discuss the collegial consultation process and possible enhancement. Hsieh asked Figueroa to share her technical assistance proposal to the Academic Senate Executive Committee and the entire Academic Senate. If the entire Academic Senate supports the visit, the managers are standing by to participate and support, as well. Issues or topics for the group to address would be developed with mutual consent. Classified staff and students are invited to participate, as well. Figueroa

advised the Senate is discussing desired outcomes and will report back to the President if and when to move forward with a request for a visit.

9. Update on SB1440 Implementation (Hsieh/Buckley/Ramsey)

Hsieh asked Buckley and Ramsey to provide an update. Buckley reported history and math transfer degree curricula went through this week, physics went through last time. Nine SDSU degrees and art history and political science are currently being discussed. There is a push to send degrees already approved internally to be offered for next fall.

Ramsey reviewed the implementation piece -- SDSU application filing period for fall 2013 is Oct. 1-Nov. 30. The District has identified SDCCD students who could benefit from the new transfer patterns and they will be assisted with the process. 173 Miramar students have been identified as possibly ready to avail themselves of the transfer opportunity – they must have 48 transferable credits at this time, have designated a major of one of the SB1440 group of majors, and have an education plan on file. Vice Chancellor Neault will send notices to qualifying students. The Miramar College Transfer Center will be the designated student contact and determine if the student fits the profile; if so, they will be sent to counseling which will work with students to prepare for transfer and apply for graduation. If the student needs 16 units or less to graduate, they will receive a priority registration bump for the best opportunity to get the spring courses they need for graduation and transfer.

G. REPORTS

Academic Senate (Figueroa)

Will meet on 10/16/12.

Classified Senate (Allen)

Last meeting, discussed the Research Agenda, committee membership, the accreditation visit and writing teams.

Associated Student Council (Shepard)

No report.

District Governance Council

No report.

District Strategic Planning Committee

No report.

District Budget Committee

No report.

H. ANNOUNCEMENTS

- Hsieh made it clear that, per report from “Old Business #9”, SDCCD students intending to fall 2013 transfer under SB1440 who meet the eligibility requirements for graduation in spring 2013 will get a bump in registration priority.

- S. Schwarz met with Jim Bray last Friday, who advised no special events should be held in the LLRC from Dec. 18, 2012 -Jan. 27, 2013. Building issues will be addressed during that time. Staff can continue to work in building. Convocation can be held in the LLRC auditorium on 1/28/13. (*Checking Convocation date of 1/20/13*). No external meetings.

10/09/12

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 |
|---------------------------------|--------------------------------------|-----------------------------|------------------------------|

(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: Attach proposed budget Listed by object code | \$ | 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: | 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.

**Transfer Model Curricula
Approved Degrees at San Diego Miramar College**

Administration of Justice/Criminal Justice

Communication Studies

History

Mathematics (emphasis in science only)

Physics

Sociology

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