

MINUTES

College Executive Committee September 4, 2012

San Diego Miramar College

Present: Sandi Trevisan, Patricia Hsieh, Daphne Figueroa, Gerald Ramsey, Joyce Allen, Buran Haidar, Terrie Hubbard, Jerry Buckley, Brett Bell, Susan Schwarz, Adela Jacobson

A. Approval of Agenda

Add: Employee and Student Satisfaction Survey Briefing Date/Time (Hsieh)

Add: Implementation of Non-smoking Campus (Hsieh) – include in Chancellor's Cabinet report

B. Approval of Previous Minutes

Minutes of 5/15/12 and 8/28/12 pending.

C. Guests

None

D. Chancellor's Cabinet

- Eight areas of the SDCCD transfer model curriculum agreement with SDSU have not been accepted to date. SDSU wants to pair down electives to a short list. Hsieh will provide updates as possible.
- City College and SDCCD will host a Town Hall meeting with Martha Kanter, Under Secretary of the U.S. Dept. of Education.
- Miramar College items on the 9/13 board meeting include: POST in-service training, six agreements with area fire departments; new 21-month grant from the State Chancellor's Office worth over \$330,000 to address wireless needs in health care; acceptance of Miramar College as a non-smoking campus; and acceptance of the Accreditation Follow-up Report.
- No budget update.
- Foundation update: From the SDCCD auxiliary, each college and CE will receive approximately \$45,000 annually (amount at this time) to support their Foundations. The Miramar College Foundation cannot afford to hire a director and will place funds in the scholarship fund account to sustain scholarship commitments. The Chancellor has directed the colleges to build alumni associations. The District will purchase a database, which will be housed at the District but accessible by colleges. Trevisan will prepare a report where we are at this time and how we might take advantage of a district database. The District is also investigating the establishment of endowment policies and procedures.
- Vice Chancellor Umstot will provide recommendations to the Chancellor's Cabinet concerning the Americans with Disabilities Act (ADA) transition plan. Campuses have identified and prioritized items not in compliance with ADA. The majority are being addressed through Prop S/N funding; the remainder will be prioritized district wide.
- All SDCCD colleges/CE are now smoke-free. Vice Chancellor Umstot will develop a plan for enforcement. Hsieh suggested faculty remind students in their classrooms of the change in campus smoking policy. Bell will work with the Safety Committee to implement the new designation.
- Board of Governors meeting will be held Sept. 10-11 at City College.

E. NEW BUSINESS

1. Discussion on Increasing Awards of Degrees & Certificates (Hsieh)

Chancellor has expressed concern about the number of degrees awarded. Campuses needs to discuss, develop a plan and strategies to increase the awards/degrees conferred annually. Haidar stated the discussion must consider the students shared with City and Mesa and suggested the numbers be District, not college-specific. Buckley and Ramsey will lead the campus discussion. Hsieh suggested the Student Services Council might be a good place for discussion, as it includes joint representation.

2. Shared Governance Committee Tasks 2013 (Buckley)

Buckley reminded CEC members of planning agendas and visiting team recommendations related to “streamlining the shared governance model” which included a review of college committees and processes, as listed in the 2010 self study report and visiting team report (See IV.A.1, IV.A.2.a and IV.A.2.b, as well as 2004 Recommendation 4). These items still need to be addressed prior to completion of the 2013 midterm report.

3. Midterm Report Timeline and Writing Groups (Buckley)

Buckley is working on a draft timeline. May 10, 2013 will be the deadline for completion of all SDCCD colleges’ Midterm Reports. PIE Committee will be involved in the mapping discussion and gap analysis. Hsieh said the discussion needs to include review of committee membership and terms on committees. Chair, member training, web use, and a minutes template should also be discussed. Hsieh said committee all include an administrator and that their clerical support should assist. To meet Brown Act requirements, Academic Senate clerical assistant Juli Bartolomei needs copies of agendas for posting and needs to send out a reminder to the college of this requirement. Writing groups need representatives from classified, administration, certificated and some new members – prior and new writers. Campus will follow the tri-chair system. Constituency leaders will identify representatives.

4. Update on Accreditation Follow-Up Report (Hsieh)

Constituency groups must provide final comments prior to Sept. 13. Buckley’s office is responsible for the reproduction of printed sets for distribution to the Commission. The goal is to mail 10/4/12.

5. Employee and Student Satisfaction Survey Briefing Date/Time (Hsieh)

The Employee Satisfaction Survey Briefing has been scheduled from 2-3:30 PM on 9/18/12 in M110. Student Satisfaction Survey Briefing TBD.

F. OLD BUSINESS

G. REPORTS

Academic Senate

Executive Committee met 8/14 to discuss SLOAC and FLEX coordinator recommendations; VPI will seek applications and letters of interest; Academic Senate Executive Committee acted on the 2012-13 travel budget. After consultation with President Hsieh, Figueroa will share her request for a “Technical Visit on 10+1 Matters” from the League on the collegial consultation process

with Academic Senate Executive Committee in late September and the full Academic Senate in October 2012. The students and Classified Senate are welcome to participate. The visit will be in the spring.

Classified Senate

Meeting agenda of 9/6/12 includes Accreditation Follow-up Report, bylaws, committee members, holiday party on 12/9/12 and finalizing the cookbook. Recipes are still being accepted, but must be received asap.

Associated Student Council

No report.

District Governance Council

No report.

District Strategic Planning Committee

No report.

District Budget Committee

No report.

H. ANNOUNCEMENTS

- The Miramar College Foundation's Invest in Success fundraiser is 9/22/12. Tickets may be purchased online; RSVPs are due ASAP. (Hsieh)
- Daphne Figueroa and Mark Manasse's will participate in the "Innovator Spotlight" feature with two online virtual booth sessions on 9/19/12 as a result of their selection by the League of Innovation for their Basic Skills Innovation of the Year project. (Figueroa)
- Don't miss the Grand Opening of the LLRC Wednesday, 9/5 at 10 AM (Schwarz)

9/10/12

Trevisan