



SAN DIEGO MIRAMAR COLLEGE EXECUTIVE COMMITTEE MEETING

J-225

Tuesday, May 8, 2012

1:00 – 2:00 p.m.

Members: Hsieh, Bell, Buckley, Figueroa, Harrison, Bohm, Conrad, Allen, and Hubbard

Attendees: Trevisan, Jacobson, Woods and Schwarz

- 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	CGC Recommendations for Changes to Instructional PR/SLOAC and Academic Standards sub-committees	5	Figueroa
2	Participation in Grants	4	Conrad

F. Old Business

#	Item	*Strategic Goals	Initiator
1	Update on Oct 2012 Accreditation Follow Up Report	1	Hsieh
2	Mapping of CEC Functions to Strategic Goals	5	Figueroa

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

Miramar College Governance Committee Recommendation Reporting Form

Committees make recommendations rather than decisions. The Committee Chair will submit this form and attachments, as necessary, to ensure that each recommendation is forwarded and considered.

Academic Standards Subcommittee	Duane Short
Committee Name	Committee Chair
Change to Committee Page in Governance Handbook	11/15/11
Recommendation Topic	Date of Committee Meeting

RECOMMENDATION AND EXPLANATION:

Changes in college staffing and processes have necessitated changes to the composition and procedures for the Academic Standards Subcommittee. The committee recommends adoption of the attached revised governance handbook page.

Approved by Academic Affairs Committee on 11/17/11.

Approved by Curriculum Committee on 12/7/11.

Date Submitted To:		Action Taken and Date of Action (discussed, accepted, referred to, etc.)	
/	/	Academic Senate President	/ /
/	/	Associated Student Council President	/ /
/	/	Classified Senate President	/ /
/	/	College President	/ /

/ /	College Executive Committee		/ /
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Academic Standards – Subcommittee

Chair Eligibility – Any Member

Chair Election – Recommendation, elected by committee

Chair Term – Two Years

Committee Membership*

Administrators (1)	Classified Staff (21)	Faculty (46)
VPI or Designee	Evaluator	Articulation Officer
		Counselor (12)
		Instructional Faculty (23)

*The administrator shall be the VP of Instruction or his/her designated representative. Faculty representation shall include the articulation officer and **two five** other faculty members appointed by the Academic Senate to include **at least one two counselors, at least one Career-Technical Education (CTE) faculty member,** and **at least two** other instructional faculty members. **At least one The** classified member **staff representative** shall be **an Miramar** evaluator.

Committee Goals:

The Academic Standards Committee is responsible for instructional and curricular issues related to college-wide academic or interdisciplinary program requirements. This includes but is not limited to: adjudication of student petitions pertaining to these requirements; review and oversight of interdisciplinary **Studies program degrees and certificates;** review and oversight of **Miramar's** general education patterns and district requirements; and review of Advanced Placement, International Baccalaureate, and other external sources of academic credit for applicability to general education requirements. The committee also serves as the reviewing and recommending body for the Academic Affairs Committee and ~~Academic Senate~~ **Curriculum Committee** on issues related to the implementation of college- and district-wide academic policy and procedure, evaluation of coursework from other institutions, and ~~awarding of college credit for the~~ **application of credit from** previous educational experience.

Committee Procedures and Calendar:

~~The committee meets as requested by the Miramar College evaluators~~ **as needed,** but at least twice per semester. The committee reviews all outstanding student petitions and acts on other matters related to its goals/issues at each meeting. **Fifty percent of the membership plus one shall constitute a quorum.** A Disability Support Programs and Services (**DSPS**) expert will be present at all meetings in which a petition based upon the educational limitations imposed by a student's disability is adjudicated, or when requested by the student or any member of the committee. Copies of student petitions are distributed to all committee members prior to the meeting at which they are reviewed. Student petitioners are invited to address the committee during the meeting in which their petitions are considered. The committee discusses and votes on each student petition individually. Decisions on student petitions are made by majority vote. As petitions, by definition, are requests for exceptions to existing college policy, there is no inherent right to appeal committee decisions.

Parent Committee(s):

- Academic Affairs
- Curriculum

Link to Agendas and Minutes:

<http://www.sdmiramar.edu/cmte/cmteTemplate.asp?cmte=ASTD>

~~Note: All recommendations from this committee will be based on college-wide priorities, as defined in the College Wide Master Plan (CWMP). Please refer to appendix III~~

Miramar College Governance Committee Recommendation Reporting Form

Committees make recommendations rather than decisions. The Committee Chair will submit this form and attachments, as necessary, to ensure that each recommendation is forwarded and considered.

Academic Standards Subcommittee	Duane Short
Committee Name	Committee Co-Chair
Change to Committee Page in Governance Handbook	10/11/11
Recommendation Topic	Date of Committee Meeting

RECOMMENDATION AND EXPLANATION:

Ongoing development and maturation of the program review process have indicated changes to the composition of the Instructional Program Review and SLOAC Subcommittee. The committee recommends adoption of the attached revised governance handbook page.

Approved by Academic Affairs Committee on 11/17/11.

Date Submitted To:		Action Taken and Date of Action (discussed, accepted, referred to, etc.)	
/ /	Academic Senate President		/ /
/ /	Associated Student Council President		/ /
/ /	Classified Senate President		/ /
/ /	College President		/ /
/ /	College Executive Committee		/ /

Instructional Program Review and SLOAC* – Subcommittee

Chair Eligibility – Co-Chairs: Any faculty member and an instructional administrator as designated by the College President

Chair Election – Recommendation, faculty co-chair elected by committee

Chair Term – Two Years

Committee Membership*

Administrators (5 2)	Faculty (7 6)
Dean, School of Bus, Math, Science	School of Bus, Math, Science MBEPS (1)
Dean, School of Liberal Arts	School of Liberal Arts (1)
Dean, School of Public Safety	School of BTCWI (1)
Dean, School of TCWI	School of Public Safety (1)
Dean, School of Library & Tech.	School of Library (1)
Instructional Division Representative (2)	Representative (2)

*One faculty representative from each of the Instructional School divisions **that offer courses (i.e. all but the School of Library and Technology)**, and two faculty members at large, **five instructional deans and two administrators from the Instructional division**. One faculty member (elected by the committee) and one instructional administrator (designated by the College President) shall serve as co-chairs.

Committee Goals:

1. Facilitate instructional program review cycle and the ~~implementation of~~ Student Learning Outcomes **Assessment Cycle** ~~per the Institutional Effectiveness timeline~~.
2. Provide support and serve as a resource to chairs, faculty, and administrators in completing **instructional program review and SLOAC processes and reports** ~~Self-study and student learning outcomes assessment cycles~~.
3. Update forms and recommend changes to processes and timelines for instructional program review and **SLOAC processes** ~~Student Learning Outcomes assessment cycles~~, as needed to comply with accreditation standards and **the college's integrated planning process** ~~and/or College-wide goals and priorities~~.

Committee Procedures and Calendar:

1. Faculty/Administrators complete program **review** ~~Self-study~~ and SLOAC **reports** ~~documents~~ as per the **college's annual planning cycle** ~~Institutional Effectiveness timeline~~.
1. **The Cc** committee meets at least once per month during the academic year to conduct regular business.
2. The committee reports to Academic Affairs as needed.

Parent Committee(s):

Academic Affairs

Link to Agendas and Minutes:

<http://www.sdmiramar.edu/cmte/cmteTemplate.asp?cmte=AAPR>

Note: All recommendations from this committee will be based on college-wide priorities, as defined in the College Wide Master Plan (CWMP). Please refer to appendix III

* SLOAC = Student Learning Outcomes Assessment Cycle