

## **MINUTES**

**College Executive Committee • February 14, 2012**

San Diego Miramar College

**Present:** Patricia Hsieh, Jerry Buckley, Daphne Figueroa, Sandi Trevisan, Joyce Allen, Gail Conrad, Brett Bell, Victor Bohm, Terrie Hubbard, Darrel Harrison, Susan Schwarz

### **A. Approval of Agenda**

Approved.

### **B. Approval of Previous Minutes**

Minutes of 2/7/12 approved.

### **C. Guests**

Linda Woods, Buran Haidar, Adela Jacobson, Lawrence Hahn

### **D. Chancellor's Cabinet (Hsieh)**

- Vice Chancellor Neault convened a meeting of college presidents and VPIs to consider enrollment options should additional budget cuts be realized in 2012-2013. Strategies to address 2, 3, 4, and 5% reductions of FTES will continue to be discussed at weekly meetings.
- A federal mandate requires out of state agreements for students enrolled in online classes. SDCCD has a total of 179 out of state students and will focus on developing agreements with the top five feeder states.
- One district board member has requested a report on mental health services provided to veterans. Colleges will provide information on all student services for veterans to Vice Chancellor Neault, who is taking the lead. G. Conrad will copy P. Hsieh on information provided to the district.
- Miramar's request to fund an athletic trainer position, as well as 6 other critical needs on the list of positions district wide were approved. P. Hsieh requested administrators begin the paperwork to initiate the hiring process. Funding will be effective 7/1/12.
- Human Resources created a list of existing classified staff needs district wide, based on vacancies created by the hiring freeze. The staffing study will be reviewed at DGC.
- Colleges were reminded to carefully review contract classified assignments to assure they do not exceed .50% in combined district assignments or absorb required health and welfare benefits costs associated with any position .50% or greater.

### **E. NEW BUSINESS**

#### **1. Accreditation (P. Hsieh)**

- A telephone conference has been scheduled with Accreditation Commission representatives Susan Clifford and Jack Pond on Wednesday, 2/15/12 at 9 a.m. to discuss specific evidence required to address the recommendations stated in the recent action letter to the college. Members of the Miramar College Follow-up Report Work Groups are invited to participate in the conversation. Chancellor Carroll will participate in the conversation as it relates to the recommendation on faculty evaluation and student learning outcomes. VPI Buckley reviewed draft questions and asked for any edits to the proposed questions today. Daniel Miramontez,

Brett Bell, Susan Schwarz, and Buran Haidar were identified as the lead individuals to ask the questions that relate to their respective work groups.

- L. Woods reviewed a draft timeline to produce the 2012 Accreditation Follow-up Report. D. Figueroa will discuss proposed dates with the Academic Senate. J. Buckley will ask Duane Short if he would be available to continue as editor. An Accreditation Update, provided by the VPI Office, will once again be included in the monthly eNews as a reminder of important dates and activities. L. Woods will update the timeline draft and send to CEC for further review.

### **2. City & Mesa Self-Study Section III.A.1.C. (D. Figueroa)**

Figueroa suggested reviewing sister college Self-Study reports, as they met accreditation standards.

### **3. College Governance Changes to PIEC & BRDS (Figueroa)**

Recommendations for changes to PIEC and BRDS were reviewed and approved by Academic Senate, Classified Senate and ASC. Presidents of all constituent groups signed paperwork to include changes in the college Shared Governance Committee Handbook. V. Bohm asked if PIE Committee meeting days and/or times could be changed to allow for student attendance. Currently, ASC meetings are scheduled at the same time as PIEC. J. Buckley will present ASC concerns at an upcoming PIE Committee meeting.

### **4. Civility & Mutual Respect Policy (Figueroa)**

City, Mesa and Miramar College Academic Senates have endorsed the proposed Civility & Mutual Respect Policy, put forward by AFT. Classified Senate and ASC will review.

### **5. BRDS Recommendations for Funding RFF's (B. Haidar)**

The BRDS Committee received 37 requests for funding. \$145,000 has been made available through Civic Center funds. BRDS voted to fund all items which were determined to have #1 priority alignment with the Strategic Plan goals (14) for a total of \$64,000-\$65,000 and reserve the balance of funds. Classified Senate will review the recommended list, after which the BRDS recommendation will return to CEC for final approval.

## **F. OLD BUSINESS**

None.

## **G. REPORTS**

### **Academic Senate (Figueroa)**

Senate voted to take a position to support student registration for classes to occur as soon possible following application deadlines. Next meeting will be 2/21/12.

### **Classified Senate (Allen)**

Senate will meet 2/15/12. Gayla Pierce will present Cafeteria/Bookstore information.

### **Associated Student Council (Bohm)**

ASC is currently discussing March in March, Spring Fest activities, and student vacancies on the AS Council.

**District Governance Council (Hsieh)**

No report.

**District Strategic Planning Committee**

No report.

**District Budget Committee (Bell)**

No report.

**H. ANNOUNCEMENTS**

- J. Buckley reminded CEC of the deadline to complete SLO reporting proficiencies. By fall 2012, all colleges are required to have SLOs defined, assessed and analyzed for each active course. He and B. Haidar will work with the faculty to develop activities in February/early March to address classes not yet addressing SLOs. B. Haidar reported 91% of Miramar's active courses have SLOs developed; of those, 69% have been assessed. The remaining 21% will be the focus of attention this spring.

2/15/12

*Trevisan*