



SAN DIEGO MIRAMAR COLLEGE EXECUTIVE COMMITTEE MEETING

J-224

Tuesday, August 23, 2011

1:00 – 2:00 P.M.

Members: Hsieh, Bell, Barnes, Figueroa, Harrison, Bohm, Allen and Hubbard

Attendees: Trevisan, and Jacobson

- A. **Approval of the Agenda**
- B. **Approval of Previous Minutes**
- C. **Guests/Introductions: Lynne Ornelas, Susan Schwarz and George Beitey**
- D. **Updates from the Chancellor's Cabinet**
- E. **New Business**

#	Item	*Strategic Goals	Initiator
1	Proposed Revised Travel Request Checklist and Changes Related to Processing TR's	5	Beitey, Barnes & Bell
2	Standing Agenda Item for MM Monthly Meeting - Progress/Success and Challenges in Moving the College Forward	1-5	Hsieh
3	Introduction of Draft Educational Master Plan	2	Barnes
4	Introduction of Draft Division (Administrative, Instructional, and Student services) Plans	5	Barnes
5	Introduction of Strategic Plan Edits	5	Barnes
6	Introduction of Integrated Planning Process	5	Barnes
7	Proposed Timeline for Approving Draft Educational Plan and Integrated Planning Process Division Plans Revised Strategic Plan with Minor Edits.	5	Barnes
8	Introduction of Updated Technology Plan	1,2,5	Schwarz
9	Online Fill Rate VS College Listing Order	2	Barnes

F. Old Business

#	Item	*Strategic Goals	Initiator
1	Review of College's Mission Statement – Finalize and Approved by CEC by Friday, 10/14/2011. Board Approval in November, 2011	1	Hsieh
2	Update on Accreditation Follow Up Report & Time Line	5	Barnes

G. Reports

San Diego

(Please limit each following report to two minutes maximum. If you have any handouts, Please e-mail them to Sara Agonafer 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/community/plan> for San Diego Miramar College 2007-2013 Strategic Plan

2007-2013 San Diego Miramar College Strategic Plan Goals & Strategies DRAFT 8/23/11

Goal 1: <i>Focus college efforts on student learning and student success through quality education that is responsive to change</i>
Strategy
1.1 Strengthen and improve the academic program review process with an integrated emphasis on Student Learning Outcomes, core institutional competencies, and alternative instructional delivery systems and methods at the course, program and college level.
1.2 Enhance student success in basic skills for successful transition into degree applicable and career coursework.
1.3 Implement curricula and program improvement strategies necessary to ensure students receive the highest quality education.
1.4 Provide faculty development in instructional and assessment techniques to enhance high quality, successful student learning.
1.5 Improve the effectiveness of institutional operational structures and student support/services to support student success in retention, transfer, workforce placement and graduation.
1.6 Adopt and support culturally relevant, cutting-edge instructional pedagogies, methods and approaches.
1.7 Develop new instructional programs and opportunities for students to expand student learning and preparation for emerging workplace needs by developing service learning and internship opportunities and expanding work experience programs.

Goal 2: <i>Deliver instruction and services in formats and at sites that best meet student needs</i>
Strategy
2.1 Offer instruction and support services through non-traditional scheduling, delivery methods and locations.
2.2 Embrace and utilize emerging information technology in delivering instruction and student services.
2.3 Maintain and upgrade technology for campus administrative and instructional computing functions through college technology planning and training.
2.4 Maintain core instructional course offerings and delivery of services while addressing applicable training standards and adhering to responsible enrollment management.
2.5 Maintain quality of campus services to meet student needs by providing professional development opportunities and training for the college's staff.
2.6 Foster both internal and external marketing and outreach activities that promote the college's instructional programs and student services.

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

Strategy

3.1 Develop and implement programs and approaches to improve global awareness and student equity to foster a climate and reputation for inclusiveness and sustainability awareness.

3.2 Focus student and staff recruiting efforts on populations that reflect the diversity of the college's service area.

3.3 Showcase the college in the community and build external recognition for its location, programming, accessibility, diversity, quality teaching, programs, student centeredness and sustainability awareness.

3.4 Improve, expand and strengthen the college's web-based presence and information processing systems.

3.5 Expand college outreach, recruitment, marketing and advertising efforts and promotional activities.

3.6 Facilitate new college wide construction while maintaining ongoing needs for safety, improvement, quality and sustainable practices; Continue to work with project architect and campus facilities committee to provide a seamless and smooth transition into the new buildings and other facilities.

Goal 4:

Initiate and strengthen beneficial partnerships with business and industry, other educational institutions, and the community

Strategy

4.1 Partner with academic, business, military and community organizations to explore alternative resources and/or learning opportunities for students, faculty and staff.

4.2 Increase the involvement and input of business and industry, educational institutions and community in the college's educational activities.

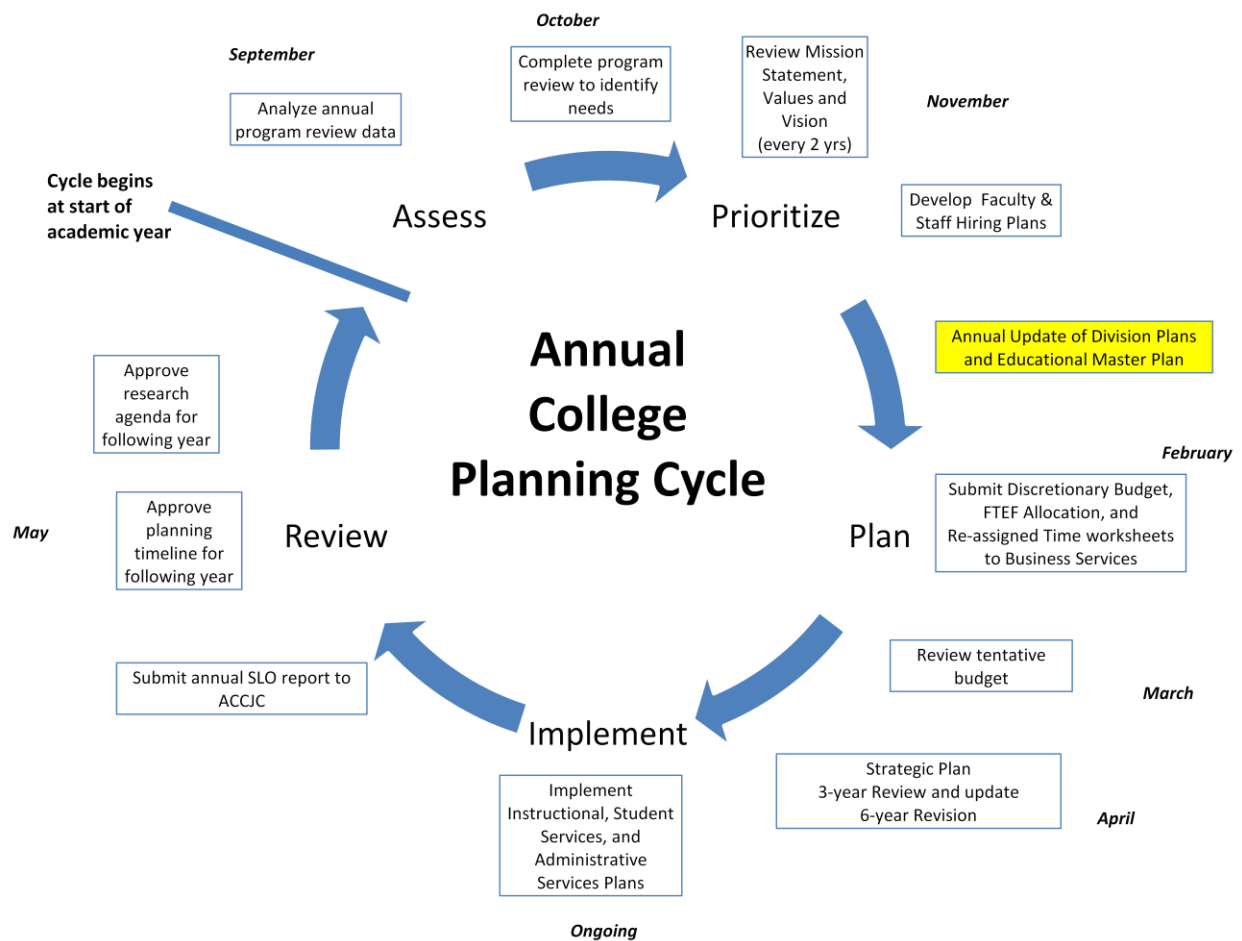
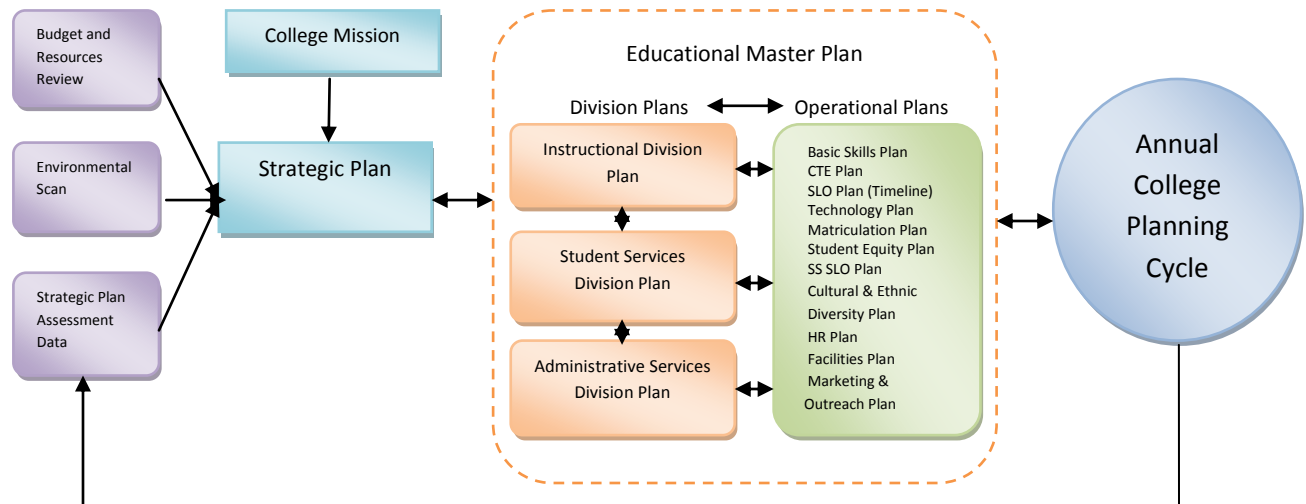
4.3 Develop systemic outreach to increase the college's visibility within its service area and develop stronger linkages for K-16 student learning and career pathways.

4.4 Establish a college process to evaluate and respond to partnership proposals from business, industry and education.

Goal 5: <i>Refine the college's integrated planning process</i>
Strategy
5.1 Improve and strengthen the integrated college planning process driven by the college's Strategic Plan. This efficient and accountable process facilitates transparent college wide planning, budgeting and resource allocation.
5.2 Develop a process for evaluating and responding to alternate sources of funding.
5.3 Strengthen coordination with the District to maintain equitable, courteous and quality service delivery to students, especially during state and local budget crises, and preparedness for unexpected catastrophic events.
5.4 Continue to refine the college participatory governance structure processes and activities to align with the formalized integrated college planning process.

Original draft approved by Institutional Effectiveness Committee on May 13, 2011.

Miramar College Integrated Planning Process 2011-2012



San Diego Miramar College
Instructional Division Plan PROPOSAL – DRAFT OUTLINE
2012-2015

1. Introduction

- Instructional Division Objectives

2. Instructional Performance Indicators

- Scheduling and Efficiency Indicators
 - Indicator 1: Headcount Enrollment 2006-2011
 - Indicator 2: Total FTES 2006-2011
 - Indicator 3: Section Fill Rates, Fall, Spring, Summer. 2006-2011
 - Indicator 4: Productivity and Efficiency (Load) 2006-2011

- Student Achievement Outcome Indicators
 - Indicator 5: Annual Awards Conferred 2006-2011
 - Indicator 6: Annual Transfer Volume 2006-2011

3. Alignment of Annual and Strategic Planning Processes

- Instructional Division Plan Development
- Planning and Program Review

4. Alignment of Program Review/Planning Annual Goals with Strategic Plan Goals

5. Summary of Annual Achievement of Strategic Plan Goals

Appendix 1: SWOT Analysis 2010-2011

Appendix 2: ARCC Report 2010-2011

San Diego Miramar College
Educational Master Plan PROPOSAL – DRAFT OUTLINE
2012-2015

1. Introduction
2. History of Miramar College
3. Strategic Plan: Goals, Strategies and Division Objectives
4. Instructional Division Plan
5. Student Services Division Plan
6. Administrative Services Division Plan
7. Summary of Annual Achievement of Strategic Plan Goals

DRAFT
Administrative Services Division Plan
(Proposed Components)

1. Introduction

- a. Administrative Services Mission Statements
 - i. Budget and Purchasing Support Services
 - ii. Administrative & Personnel/Payroll Support Services
 - iii. Student Accounting Services
 - iv. Hourglass Support Services
 - v. Digital Print Production & Mailroom Services
 - vi. Stockroom & Receiving Services

2. Administrative Services Subsidiary Responsibilities

- a. Facilities Master Plan
- b. Human Resources Plan
- c. Site Compliance Plan
- d. Marketing and Outreach Plan

3. Administrative Services Campus Wide Responsibilities

- a. Auxiliary Business Services
 - i. Bookstore
 - ii. Foodservice
- b. Campus Police

4. Strategic Goals Related to Administrative Services

5. Administrative Services Program Review

- a. Staffing Needs
- b. Staff Development
- c. Facilities
- d. Technology
- e. Equipment
- f. Administrative Service Outcomes

6. Summary of Annual Achievement of Strategic Goals

Accreditation Follow-Up Report Timelines

Date	Task
Th. April 21, 2011	Editor send Draft 1 to College ALO and Faculty Self-Study Co-Chair
Wed. April 27, 2011	Post Draft 2 on College Accreditation Website for Review
Tues. May 3, 2011	Public Forum M110 3:30-5:00 Academic Senate
Mon. May 9, 2011	Draft 3 to Recommendation Committee Leads
Wed. May 18, 2011	Draft 4 to Recommendation Committee Leads
Fri. May 27, 2011	Post Draft as of May 26, 2011 on College Accreditation Website for general comments
Th. June 22, 2011	Feedback to Duane, Randy and Linda Woods.
August 10, 2011	Report Cover created by PIO office
Weds. August 17, 2011	Post Final Draft in its entirety for Review on College Website
Thurs. August 25, 2011	Feedback due on Final Draft
Tues. August 30, 2011 (3:30-5:00pm, Rm M-110)	Adoption of Final Accreditation Follow-Up Report by Academic Senate
Thurs. September 1, 2011	Adoption of Final Accreditation Follow-Up Report by Classified Senate
Fri. September 2, 2011	Adoption of Final Accreditation Follow-Up Report by Associated Student Council
Tues. September 6, 2011	Adoption of Final Accreditation Follow-Up Report by College Executive Committee
Tues. September 6, 2011	Final Agenda Item Deadline for Sept. 22 Board Meeting
Thurs. September 22, 2011	Adoption of Final Accreditation Follow-Up Report by Board Member at Board Meeting
Sat. October 15, 2011	Final Accreditation Follow-Up Report due to ACCJC

Revised 8/19/11 R. Barnes

San Diego Miramar College

Student Services Division Plan PROPOSAL – DRAFT OUTLINE

2012-2015

1. Introduction

- Student Services Division Mission and Objectives

2. Student Services Performance Indicators

- Student Demographic Indicators
 - Indicator 1: Headcount Enrollment 2006-2011
 - Indicator 2: Student Ethnicity 2006-2011
- Student Services Staffing Trends Indicators
 - Indicator 3: Student Services Staffing Trends 2006-2011
- Student Achievement Outcome Indicators
 - Indicator 4: Annual Awards Conferred 2006-2011
 - Indicator 5: Success and Retention Rates by Ethnicity Fall 2009
 - Indicator 6: Transfer Rates by Ethnicity 2006-2011
- Student Services Success Program Indicators
 - Indicator 7: FYE Student Success and Retention Rates, Term GPA, Fall 2009
 - Indicator 8: EOPS Student Ethnicity, 2009-2010
 - Indicator 9: EOPS Annual Awards Conferred 2010
 - Indicator 10: EOPS Student Success Rate Comparison, 2010
 - Indicator 11: EOPS Student Retention Rate Comparison, 2010

3. Alignment of Annual and Strategic Planning Processes

- Student Services Division Plan Development
- Planning and Program Review

4. Alignment of Program Review/Planning Annual Goals with Strategic Plan Goals

5. Measurement of Program Review/Planning Annual Goals in meeting Strategic Plan Goals

6. The Importance of Integration and Ongoing Development

7. Strengths, Areas of Improvement, and Plans for the Future

8. Summary of Annual Achievement of Strategic Plan Goals