

San Diego Miramar College
College Executive Committee
Meeting Minutes
May 10, 2011, 1:00-2:00 p.m.

Present: Joyce Allen; Lou Ascione; Randy Barnes; Brett Bell; Victor Bohn; Daphne Figueroa; Franchesca Gade; Buran Haidar; Patricia Hsieh; Katinea Todd; Linda Woods.

A. Call to Order.

The meeting was called to order at 1:04 p.m. by D. Figueroa.

B. Approval of Agenda.

It was moved, seconded and carried to approve the Agenda of May 10, 2011.

C. Guests/Introductions.

D. Figueroa announced that Victor Bohm is the newly elected ASC President for 2011-12, and he was congratulated.

D. Approval of Minutes.

1. **March 29, 2011, Minutes.** It was moved, seconded and carried to approve the draft Minutes of March 29, 2011.
2. **May 3, 2011, Minutes.** Postponed.

E. Updates from Chancellor's Cabinet.

1. Enrollment Report.

- **Summer Classes.** Courses must be advertised and open to the public in order to receive state apportionment. Summer course offerings will be limited to:
 - Year-round cohort-based programs that require a summer module;
 - A small number of general education courses for summer graduates (we can get apportionment for these even though not advertised);
 - A few pre-season athletic courses needed in order to begin a sport in August, for which no apportionment can be collected (the District has agreed that it will pay for those courses);
 - Courses required by MOU's; and
 - Some in-service courses. We will offer six courses at MCAS and District will pay for four of those courses.

Because the status of the budget is uncertain, our goal is to use as little of the Fall/Spring FTEF as possible. Any District-funded courses will not be taken from our FTEF. B. Bell will confirm what funding the District will commit to.

- **Fall.** District is considering new procedures. The Student Services Council (SSC) made these decisions:
 - Fall application deadline of August 1 (fall semester starts August 22);
 - Suspend concurrent high school enrollment for 2011-12, absent a special MOU with a high school (R. Barnes will check on MOU's);

- the number of course repeats is reduced from four to three, starting Spring 2012.
- **Priority of enrollment.**
 - EOPS/DSPS
 - Continuing students
 - Incoming first-time high school graduates
 - Students with BA degree or higher
 - Students with two or more AA degrees
 - University students
 - Students with 100+ units

Continuing Education suggested that their students who have completed eight hours should have a higher priority, so there may be a change there. Questions arose about EOPS students who have more than one AA degree. Do they still fall under EOPS or under the two or more AA degrees category? If a student has 100+ units and is a vet, where does that student fall? R. Barnes will check on that.

2. **Cultural climate of service.** The results of last fall's survey indicate that we did very well and we will share this with the Board. This survey was the result of Board interest, and the District decided that it will be done every three years along with employees and students surveys, as part of accreditation process. In the Fall the campus-based researcher will conduct open forums and analyze the survey results and identify areas of concern for San Diego Miramar College (SDMC) and we'll develop plans or strategies to address those concerns.
3. **New courses.** Six courses with 0.2 units were approved by CC today.
4. **Catalog language for new degrees.** In terms of transfer, San Diego State University and San Jose State will not honor certain degrees, and CSU San Marcos will not honor certain majors, and the District has proposed specific language to be included in the catalog to alert students, for example, "At the time of the 2011-2012 catalog printing their degree is not accepted by San Diego State University or CSU San Marcos. Students intending to transfer to one of these campuses should consult a counselor and visit the web address for guidance of appropriate transfer course work." We may make it a little broader to include other campuses. This language will be designed to be noticed when students look at Associate degrees.
5. **Board.** May 25 Board Agenda items from SDMC were mentioned.
6. **AB15.** The District is looking into the growing trend to offer credit courses at a higher rate so that students who can afford it can attend courses. O. Lee is charged to look into this, possibly for summer/intersession next year.
7. **Budget.** A budget revision is expected on May 16. The expected cut will be between \$10 Million and \$17 Million. District is working to prepare for a figure in between.
8. **New HR terms.**
 - **On-boarding:** orientation for new employees;

- **Off-boarding:** when employees separated from the District. Concerns return of keys, etc., and will include a paper trail and enforcement.

F. New Business.

1. Miramar College Campus Ways and Drives Naming. B. Bell reported that the Facilities and Marketing committees have created a subcommittee composed of faculty, classified staff and administrators to identify ways and drives for signage master-planning for the campus. The Ways and Drives Subcommittee created general parameters for the naming, sent an email to the campus, collected data, discussed and processed data, and accordingly recommends:

- The naming will be in two phases. Phase One consists of the middle and south sections of campus. Phase Two is the area that will be changing over the next three years with the new Administration Building, Fire Tech/EMT Building and the new parking structure, and therefore the Phase Two naming will wait until that area is completed.
- The naming will include only the major roadways and major walkways on campus, not the minor roadways and minor walkways, so that there will be a common language and common orientation on campus.
- The majority of walkways will originate from an area to be called Compass Point, and the four declinations, north, south, east and west, will define the major walkways, i.e., North Compass Walk, South Compass walk, etc.
- The other area identified as a major walkway is Hourglass Walk, which starts at Black Mountain Drive, goes to the Hourglass facility and then turns north. This is the primary and main ADA access from Black Mountain Road. It has all of the necessary ADA ramps and accommodations, and it traverses through the center of campus to the Hourglass Park and then due north to the main part of campus.
- Miramar Campus Drive is the east-west roadway starting at Black Mountain Road. It will eventually connect to a roadway on the east side of campus. The name East Campus Drive is being considered, but discussions continue regarding that roadway's name. The CEC suggested that at the point where the roadway is intersected by Miramar Campus Drive, it becomes North Miramar College Drive and South Miramar College Drive. B. Bell will take the suggestion back to the subcommittee.

2. Proposed Student Parking Fee Increase. F. Gade reported that the ASCS opposes the proposed increase. D. Figueroa stated that the Academic Senate voted to support the ASC decision.

G. Old Business.

1. Accreditation Follow-Up Report. D. Short updated and disseminated the draft Accreditation Follow-Up Report and requested suggestions. Any suggestions received will be incorporated into the draft and will be posted on the website, by May 13 if possible. It will then be sent out for comment with a comment feature added. D. Figueroa will ask the Academic Senate (AS) to approve the current draft report and permit the Academic Senate Executive Committee (ASEC) to make additional changes throughout the summer

as comments are received, and another revision will be disseminated in August. It will then be submitted to the constituency groups. The tentative timeline is:

- June 3-August 15, reviewed by outside readers, possibly members of AS and other college presidents; post for review
- August 15 (Flex Week), post final report for review
- August 30, AS agenda
- Date TBA, Classified Senate
- September 6, CEC
- September 6, place on Board agenda
- September 22 (probably), Associated Student Council agenda
- September 22, to Board
- October 15, ACCJC

For the Self Study, meantime, the cover design can be done during the summer and any changes to the contents can be incorporated and converted into a PDF file during the week of September 6-22 so that it's ready for the September 22 Board meeting. We'll approve today what we have so far and approve allowing the ASEC to carry forward with any minor or emergency changes during the summer. A question was raised regarding the evidence and whether or not to include it in the document. It was suggested that some of the key evidence could be included in the document appendix and the remaining evidence be included on a CD to accompany the report. R. Barnes will consult with the ASC in this regard, and it will be discussed further.

2. Update on Institutional Effectiveness Meeting. The next IE committee meeting on May 13 will address:

- Strategic Plan approval with sustainability modifications added
- Annual planning cycle timeline
- Review accreditation changes
- Strategic Plan assessment

3. Follow-up on Fall Convocation. D. Figueroa presented for discussion a draft program for the Fall 2011 Convocation Day. After discussion, she agreed to present a revised draft program at the next CEC meeting on May 17.

H. Reports

1. Academic Senate. None.

2. Classified Senate. None.

3. Associated Student Council. F. Gade reported:

- The Miramar college ASC officers have been elected for next year;
- The new constitution failed to pass in the election and a special election will be considered in the Fall;
- New ASC handbooks have been prepared and will be ready next week;

- SSCCC regional elections have been held and three Miramar college students were elected;
- There will be a Student Leaders Banquet on May 17, 5:00-7:30 p.m., at City College.

4. District Governance Council. None.

5. District Strategic Planning Committee. None.

6. District Budget Committee. None.

I. Announcements.

J. Adjournment. The meeting was adjourned at 2:41 p.m.