

MINUTES

College Executive Council • November 2, 2010

San Diego Miramar College

Present: Daphne Figueroa, Kathy Werle, Patricia Hsieh, Brett Bell, Peter Fong, Adela Jacobson, Joyce Allen, Darrel Harrison, Franchesca Gade, Kim Culty, Sandi Trevisan, Lou Ascione

A. Approval of Agenda

Added: Reorganization of Instructional Schools (Hsieh)

B. Approval of Previous Minutes

Minutes of 10/19/10 approved. Minutes of 10/26/10 pending.

C. Guests

None.

D. Chancellor's Cabinet

- SDSU is currently accepting spring 2011 applications for both freshman and transfer students, but funding for these students' sophomore year is uncertain. UCSD is doing well with its transfer student cohort.
- No changes since last week's report to the 11/11/10 SDCCD Board agenda.
- Funds to address compliance with the 50% law are one-time. SDCCD will continue to reduce non-instructional positions. Miramar has a Transfer Center counselor vacancy. Of 14 counselor positions at Miramar, only seven are general counselors (2 EOPS, 2 DSPS, 1 MCAS, 1 mental health, 1 articulation officer). The Chancellor cabinet supported the College to move forward with a district transfer request. If it is not successful, then the option is for the college to look into reorganization of the counselor special assignments. To increase the potential of getting a transfer, Hsieh asked Fong to work with counseling faculty regarding the feasibility of considering a Miramar College counselor to take on the Transfer Center coordination responsibility. By doing so, the College will offer a general counselor transfer opportunity within the District. Mesa had a librarian position defunded.
- Two Miramar College faculty complained at the district level of students praying in the classroom. Issue should be addressed at the campus. District practice does not endorse prayer in the classroom if it causes disruption; faculty can excuse students to pray outside the classroom privately. Werle to conduct "fact finding".
- Authorized drivers of carts purchased for DSPS students remains undetermined.

E. NEW BUSINESS

1. United Way (Trevisan)

Trevisan announced the District United Way campaign will begin Nov. 8 and run through Dec. 17. College Foundations will be highlighted. Figueroa and Allen will ask their respective Senates if they'd like to have a brief (5-10 minutes) presentation from the United Way representative.

2. Miramar College Safety (Bell)

Bell distributed a draft document, “Responding to Man Made Disasters Prevention and Deterrence” – general guidelines that address internal and external third-party threats to students/staff. The campus will also examine physical potential problems (lighting, lack of patrol, etc) that could lead to safety issues. The Safety Committee will meet next week. Judy Patacsil will address the Academic Senate on “threat assessment” in the near future. Gade invited Bell to attend a regional ASC “Safety Open Forum” to be held at MiraCosta College to share what Miramar is doing.

3. Reorganization of Instructional Schools (Hsieh)

Since Hsieh received the first recommendation to look at workload in the School of Business, Math, and Science six years ago, the School has added athletics and the science curriculum has grown significantly. With continued science program expansion anticipated, facilities growth, and an existing vacant dean position in the School of Technical Careers and Workforce Initiatives (TCWI), this is a good time to discuss instructional schools reorganization. Any changes must be made by March annually to address budget (cost center) for the following year. Chair of Chairs has asked Academic Senate Executive Committee to put this on their agenda. Hsieh asked Allen to discuss interest with the Classified Senate and that all consider long-term needs.

F. OLD BUSINESS

1. Proposed Responses to Diversity and international Education Committee’s Recommendation regarding Employees’ and Students’ Perception Surveys (Fong)

Tabled.

2. Enrollment Management Update (Werle)

Sections have been allocated. Werle is currently reviewing and reconciling the number of sections credited by the District vs. last year’s data. The increased sections have resulted in productivity reductions. Trevisan is working with the Marketing and Outreach Committee on targeted marketing of the supplemental sections. The online sections need increased exposure. Figueroa inquired why the District is working with class sections vs. FTEF.

3. Faculty-driven Outreach and Recruitment Strategies for Spring 2011 Supplemental Sections (Figueroa)

Trevisan’s office is currently designing posters, flyers and e-mail messages that faculty can customize to send to their current students to encourage enrollment in supplemental spring sections. Flyer drafts will be emailed to CEC members. The spring class schedule is now available on the web.

4. Review of Services Update (Bell)

Faculty will move into the H building on Nov. 18-19. Faculty will move into the M building the week of Nov. 29. The “T” -100, -200, -300 bungalows will be moved in mid-December. College is contracting with a moving company, who provides containers. Bins will be provided approximately one week prior to scheduled move. Bell encourages faculty/staff to move personal/important items themselves. Hsieh thanked Bell for the coordination of the move and asked that a general announcement be emailed to the DL where individuals have been relocated.

5. College Governance Committee Recommendations (Figueroa)

ASC, Academic Senate and Classified Senate reviewed and approved recommendations. At the next meeting, Figueroa will bring signature page to CEC for completion.

6. Student Services Center Naming

ASC recommends the new cafeteria/bookstore/student services building be named the “Jet Center” with a secondary recommendation, “Student Center.” Bell will take recommendations to Facilities Committee Thursday at 1 p.m. They will also discuss naming the remodeled library. Fong asked about the Evaluations’ space that was designed into the new building. Space has been designated for a service that no longer is being provided on campus, but has been centralized. Student Services will discuss, then the Facilities Committee.

5. Research Agenda/GIRPA Form (Werle)

Ongoing research agendas are reviewed each spring for the following year. Enrollment by zip code and District Fact Book breakdowns by special populations will be added next year. GIRPA provides guidelines for use of data. Individuals requesting research must sign the GIRPA form. FAQs approved by Research Committee needs expanded review. Agenda and form were previously approved by Academic Senate and today by consensus of CEC members.

G. REPORTS

1. Academic Senate (Figueroa)

Meeting today. Wheeler North and Duane Short will make a presentation on SB1440. Discussion items include Mesa’s faculty hiring, and textbook policy.

2. Classified Senate

No report.

3. Associated Student Council (Gade)

ASC upcoming events include Veteran’s Day (11/11/10) and Food for Families. Miramar College students are not involved in current SSCCC legal difficulties. Gade requested shared governance chairs to work with AS representatives who are ESL students in their meetings so that they better understand their role and issues being addressed. Chairs are asked to avoid use of acronyms. The Fall Festival was satisfactory, but students are upset with the voting process for the best costume.

4. District Governance Council

Meets 11/3/10.

5. District Strategic Plan Committee

Meets 11/18/10.

6. District Budget Committee

Meets 12/1/10

7. District SLOAC Committee

No report.

8. District Accreditation Committee

No report.

H. ANNOUNCEMENTS

None.

11/2/10

Trevisan