

MINUTES

College Executive Council • September 14, 2010

San Diego Miramar College

Present: Daphne Figueroa, Kathy Werle, Sandi Trevisan, Patricia Hsieh, Joyce Allen, Brett Bell, Adela Jacobson, Kim Cuiilty

A. Approval of Agenda

Approved.

B. Approval of Previous Minutes

Approved minutes of 9/7/10.

C. Guests

None.

D. Chancellor's Cabinet

- Enrollment report will be posted online. Comparing fall 2010 to fall 2009, Miramar College stats: added 50 sections (6%); FTES up by 1.6%; headcount up 4%; fill rate at 99% for on-campus classes, 94% for online classes.
- The accreditation pre-visit by the team chair and her assistant occurred last week. Hsieh requests the campus "team room" be ready by Thursday, Oct. 7.
- In the past, each college identified international education consortium coordinators and provided 20% release time. This year, one coordinator has been identified who will receive release time to coordinate district wide efforts (employed at City College). Assistance will be provided by the colleges, but no release time will be available.
- SDCCD Fact Books (2009-2010 edition) will be distributed this week.
- The SDCCD September 16, 2010 board meeting will be held at City College.
- Hsieh just received the list of 2010-2011 Miramar interns from the SDICCCA internship program. She will encourage their attendance and participation in Miramar College activities. The three Miramar interns are assigned to faculty mentors in economics, business administration and ESOL.
- Hsieh reported approval by Chancellor's Cabinet today of procedural changes to "motorist assistance" services. Bell explained historically, District Parking and Police Services provided help to anyone requesting vehicle assistance (i.e., lock-out, flat tire, dead battery). Effective immediately, services will only be provided to students, faculty and staff with valid parking permits, within a three-block radius around campus, and only when a college service officer (CSO) is on campus or available to assist.
- Governor Schwarzeneger is encouraging college campuses to participate in the "Great California Shake-Out" emergency preparedness event on October 21. SDCCD will distribute information to C-Cert teams and develop exercises to support the activity. Bell will check with the Safety Committee to see if maintaining a list of Miramar C-Cert-trained staff members would be feasible.

E. NEW BUSINESS

Shared Governance Meeting Request From Accreditation Chair (Hsieh)

Hsieh will provide the college's shared governance committee meeting schedule with the accreditation site visit team. Trevisan reported the Marketing & Outreach Committee will be rescheduled from its regular meeting date of first Wednesday to second Wednesday for October to accommodate accreditation site team attendance.

Recruitment Strategies for Supplemental Sections for Spring 2011 (Trevisan)

Trevisan asked that a list of new class sections and instructional programs requiring special promotion be provided as soon as possible in order to develop targeted marketing activities. Werle will provide information after final class schedule input, around October 9. To encourage faculty to spread the word to their students, Figueroa will place this item on the Academic Senate agenda on October 19. Trevisan, Werle and Navarro will be asked to present.

Naming of Transit Station at Miramar College Campus (Bell)

District Facilities is working with representatives of SANDAG (San Diego Association of Governments) to develop a bus transit center and direct access ramp (DAR) on the Miramar College campus. SANDAG has suggested naming the center "Mira Mesa/Miramar College Transit Center." SDCCD Facilities Vice Chancellor Dave Umstot has asked for college input. Based on his research, Bell found extensive precedent for college campus transit centers throughout the county to feature the name of the college only. He has asked the Facilities Committee to query constituent groups for recommendations. CEC members support "Miramar College Transit Center." After hearing from Facilities Committee, Bell will inform the district of campus preference and attend meetings between SANDAG and SDCCD, if requested.

F. OLD BUSINESS

Update on FLEX Coordinator and The PLACe (Figueroa)

Figueroa reported a FLEX Coordinator has been selected and will be announced at the Academic Senate meeting on September 21, 2010. Current FLEX Coordinator Tom Schilz will continue to monitor the website on a volunteer basis for the balance of the fall semester. The PLACe is active with class orientations, hiring tutors in basic skills areas and working with faculty volunteers who are assisting with interviewing. The math lab will open for upper level tutoring, based on available tutor skills. Applications for tutors continue to be accepted, but may be considered for spring use, if funding has been exhausted for fall. Hsieh acknowledged the hard work of the Academic Affairs Advisory Work Group for The PLACe and Daphne Figueroa.

G. REPORTS

1. Academic Senate

At its first meeting, the Senate preliminarily approved the Student Equity Report and discussed campus wireless implementation. Jacobson reported the Student Equity Report follows the format established by the State Chancellor's Office. On September 21, the Senate will formally approve the Student Equity Report and address the complaint resolution process, site compliance officer, diversity plan, and state issues.

2. Classified Senate (Allen)

At the Classified Senate meeting tomorrow, preparation for accreditation, the Student Equity Report, committee membership, vice president vacancy, and the chili cook-off date will be discussed.

3. Associated Student Council

Associated Student Council held a “meet and greet” kickball game with City and Mesa college student councils last Friday and plan to coordinate one with Miramar College faculty/staff in the near future. Also last week, they laid out the 9/11 flags tribute on the library lawn. Senator training is planned in two weeks.

4. District Governance Council

No report.

5. District Strategic Plan Committee

No report.

6. District Budget Committee (Bell)

No report.

7. District SLOAC Committee

No report.

8. District Accreditation Committee

No report.

H. ANNOUNCEMENTS

- Trevisan distributed the second issue of Mira Mesa Living magazine (September/October) and shared the college “spotlight” piece on Judy Patacsil. Next issue will feature a college spotlight on Miramar’s dynamic faculty duo – siblings, Sean and Rebecca Bowers, who grew up in Mira Mesa and returned to the community to lead their respective programs to great success – women’s soccer and biotechnology.
- Hseih reminded CEC of the Chancellor’s Forum at 3 p.m. in J-224.

9/14/10

Trevisan