

Alignment Taskforce Meeting

Tuesday, August 15, 2017

1:00 p.m. – 2:00 p.m.

N-206

Minutes

Attendees: Patricia Hsieh, Paulette Hopkins, Gerald Ramsey, Brett Bell, Daniel Miramontez, Lynne Ornelas, Marie McMahon, Xi Zhang, Sonny Nguyen, Lou Ascione, Mary Kjartanson, Clarissa Padilla, Denise Kapitzke, Naomi Grisham, Donnie Tran, Briele Warren, Becky Stephens

Absent: Steve Quis

Items: **1.) Update on 2017-19 Integration Plan**

Hsieh shared that the 2017-19 Integration report was a college effort, but wanted to thank two people in particular - Miramontez and Zhang, for their efforts in re-organizing the plan for clarity.

Hsieh asked if there were any specific comments on the report that was sent to the group the previous Wednesday, August 9th. Ramsey reported that the advisory group had met, and there were comments on the executive summary. These comments had been taken into consideration and included in the draft report that he distributed in hard copy form at today's meeting.

Since not everyone on the Taskforce had a chance to review the version that Ramsey distributed at the meeting, to avoid any confusion, Hsieh asked everyone to reference the report that had been sent on Wednesday, August 9th. On page 4 of the report, Hsieh noted #3 under BSI: "Provide educational opportunities for faculty, staff, and students on successful techniques to help students achieve their goals." She asked if the group had already had the discussion regarding using the module format, as this might be something they would want to think about.

ACTION ITEM – HOPKINS & ASCIONE

Under bullet b on page 5, Hsieh noted the challenge of professional development – indicating that she was not worried about it, since they have McMahon as a leader, however she was concerned about the evaluation plan portion. If the college has evaluation plans, they need to be enhanced. As an institution, the college is still learning and trying to continue to enhance the college's professional development program. Hsieh encouraged the leads to work with the Research Office for the design, which should correspond with the goals. **ACTION ITEM – MCMAHON, MEHLHOFF, & TRAN**

Starting on page 6, Hsieh noted that the numbering needed to be consistent with the numbering by the State Chancellor's Office (for example, #2 needed to be changed to #3, and so forth).

On page 8, Hsieh noted #3 (Improve support and achievement of students at-risk for academic or progress probation). She was aware that Counseling has been going after this and has been doing a good job, and noted that Tran was the new faculty coordinator. This was an exciting development, because the college knows who will take the lead with the faculty to address this. **ACTION ITEM - TRAN**

Referencing the table on pages 7-9, Hsieh noted the reference to online tutoring, and mentioned that an online tutoring presentation was on the fall 2017 Convocation program. Hsieh said the college needed to schedule classes strategically, and this was what they were doing. Hsieh asked Ramsey where the college was in terms of online counseling, and he responded that they have a hybrid of it. Hsieh noted that the wording on page 8 should be carefully constructed. She asked about a timeline for fully online counseling to support online degree students and students who are taking online classes, and that Ramsey needed to work on this with the counselors. **ACTION ITEM - RAMSEY**

With regards to the student mentoring program, Hsieh said that Nguyen's program would serve as a model, and she believes Tran has been discussing this with Nguyen, along with the faculty leader. **ACTION ITEM - TRAN & NGUYEN**

Referencing #4 of the table (on page 8), Hsieh commented that for the CTE at the state level, the name has been changed to CE (Career Education), not to be confused with CE (Continuing Education). For strong workforce, there is a strong component in terms of career services to students. Hsieh said that from the get-go, they needed to meet with the students - who may not know what they want to do - then the counselors would come in and share that there are several pathways (whether they are CE or guided pathways) available. From there, the students would be asked to make an informed decision. Hsieh said that Ramsey would need to work with the counselors on this. Hsieh noted that it was not going to be 'business as usual' from here on out after the report - these components would still be evaluated in operation/practice. **ACTION ITEM - ORNELAS, RAMSEY, MOSS, & PATEL)**

On page 9, instead of "In order to accomplish the integration of matriculation, instruction and student services..." Hsieh wanted to insert, "*While the three categorical programs (BSI, SSSP, and SEP) aligned their respective plan goals with the college's strategic goals and plan, the campus will purposefully align the three categorical programs...*" Hsieh asked Ramsey and Hopkins if their programs were aligned with their strategic goals, and they responded that they were.

Also on page 9, Hsieh asked for the sentence "The synchronization of the three categorical programs will lead to increased efficiency, stronger strategic planning, and an overall campus climate with a renewed focus on student support, student equity and student success" to be changed to "*...with a renewed student-centered focus.*" For the following paragraph on page 9, Hsieh asked who the 'respective leaders' were. Ramsey responded that the leaders were the Academic and Classified Senate presidents, the college vice presidents, the deans, and all of the department chairs. Hsieh noted that everyone in attendance at this meeting were leaders as well, as they had been engaged in the development of this report, and are most familiar with it. Hsieh stressed that everyone needed to

work together, and that she did not want this report to be created behind closed doors.

On page 10, in reference to the coordinated efforts, Hsieh reminded the group that the mentality that the counselors or college makes decisions for the students needs to be changed. The college is to provide support and guidance to the students, but the students are the ones who will ultimately make the decisions.

On page 10, with regards to the 'Extensive Professional Development,' Hsieh asked if McMahon agreed with this portion, and she responded that she did. Hsieh noted that the college never had a functional professional development committee since she came in 2005. The college had a committee (which changed to tenure advancement), then had a staff development committee (which simply disburses funding), but these do not help the college with true professional development.

Hsieh noted that for professional development plans, many of the college's new faculty members were already doing this, and they needed to be encouraged, brought to the surface, and championed to encourage the others. This needs to come from the faculty, and the faculty leaders have the responsibility to get the faculty excited. The management team exists to support these initiatives, and if resources are needed, then they will figure out how to make it happen to support teaching and learning and student success. Hsieh and Bell shared an example of the smart vending services, which will be available for Friday/Saturday students starting in November 2017.

For page 10, Hsieh said that the college would receive information from the District this month to complete the section.

For the executive summary on page 12, Hsieh commented that she did not quite understand the 'As will be shown...' paragraph, specifically the sentence beginning with "An expected outcome..." Hsieh asked for the wording to be clarified. It was confirmed that the sentence needed to be rewritten for clarification. Hsieh suggested the following wording to replace the outcome sentence: "*As a result of these efforts, the students will continue to experience San Diego Miramar College as a welcoming place to receive a quality education and outstanding services.*" Hsieh said if the taskforce and their respective groups had any comments, to please let the whole taskforce know.

Ramsey reported that on the revised hard copy draft that he distributed at the meeting, there were additions on page 14 and 15 (including the expenditures for first two years [for the third year, they are waiting on direction from Chancellor's Office, as the money carries over until the end of this academic year. They need to know if a planned expenditure is expected, or expenses to date]). Lastly, on page 18, it was reorganized so that the questions would be specifically answered. On page 19, portions were added to assist with understanding, and student equity data trends were added that informed plan preparation and program review. Hsieh said that she would review these additions, and asked for those who did not yet review them to please do so.

Hsieh suggested for Ramsey to use June 30, 2017 (2016-17 total budget) for the missing budget portion in the meantime, and the blanks could be filled in later if needed. Hsieh asked for the leaders to send the information through their constituency groups, and commented that everything discussed at the meeting was nothing new. All of the plans mentioned in the report had been previously approved by the college. Because of this, Hsieh only expected minor editing to the report as it goes through the constituencies (rather than revamping). Hsieh suggested for Ramsey to complete the budget piece today, then she would send it to the entire campus. Hsieh noted that the Alignment agendas/minutes should be on the website by the end of the day. Hsieh said the report would go to CEC meeting on October 3, 2017, and by that time, any major concerns should already be addressed. The report would then be ready to go to the Board.

Hsieh noted that there were Classified staff members on the taskforce, but that the Classified leader would not be back on campus until September. Hsieh asked for help to have this presented to the Classified staff. Padilla responded that she would contact Joyce Allen. Hsieh said that she would indicate this in her email to the campus.

Hsieh asked if there were any questions, comments, or concerns. There were no comments.

The meeting adjourned at 1:42 pm.