

COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, October 10, 2017 • 1:30 p.m. – 2:30 p.m. • N-206

Members: Hsieh, Bell, Hopkins, Ramsey, McMahon, Murphy, Hubbard, Allen, Bermodes, & Johnson (absent)

Attendees: Beitey, Jacobson (absent), Ascione (absent), Hankinson, & Miramontez

- A. **Approval of the Agenda:** Bell motions to approve agenda. Hsieh seconds. Miramontez requests that initiator of item 2 under new business be changed from Miramontez to Zhang. Motion carries.
- B. **Approval of Previous Minutes:** Hsieh motions to approve the minutes. Bell seconds. Miramontez wants “feedback, analysis and action” to replace the words “or incorporated?” in last week’s minutes under website upgrade project item. Motion carries.
- C. **Guests/Introductions:** Tonia Teresh Director of Student Development and Matriculation. Xi Zhang.
- D. **Updates from the Chancellor’s Cabinet:** Hsieh reports on latest enrollment numbers as of Oct. 7, 2017 ([see attachment](#)). The Board approved FTES budget for ’17-’18 is 44,227.1. The total as of today for the district is 43,766.6. The district is currently -460.5 FTES under budget. Miramar College is at 9,974.8 on a budget of 10,004.1 or -29.3 FTES below the target. That discrepancy is much lower than last week’s reported total. The district’s new base, after recalculations is 43,521.7. Lynne Neault’s office thinks that this was a result of one large positive attendance class at Miramar that were estimated too high. Hsieh is not sure about this statement. Hsieh has asked Beitey to look into this statement. Hsieh continues to praise the college for its good work in enrollment management and Hsieh will continue to advocate for the college. There are 544 Promise students in the ’17-’18 Fall cohort ([see attachment](#)). Miramar College had 117 students in the initial cohort which accepted admission in May 2017. Miramar College had 113 students in the fall cohort meaning the College lost only 4 students. Hsieh praises the Outreach staff for their great work retaining these students. Mira Mesa has the most students in the program at 64. A majority of our SD Promise students are Hispanic and 52% are male, 48% are females. Hsieh presented the Five Year Comparisons for non-resident FTES ([see attachment](#)): Miramar’s ’16/17 is 9,430.79. The College has a gap of just 574 FTES off the projected total of 10,004. The College is getting closer to stabilizing its funding by the end of this academic year. The Evening Enrollment ([see attachment](#)) report shows most of the College’s evening students are between 18-30 years old. Most are employed and come to school part, meantime 13% come from outside the service area. Hsieh wants the college to work on guided pathways to help these evening students reach their educational goals. Accelerated courses are becoming more popular. The spring 2018 printed schedule will highlight evening classes, online classes and degrees which can be completed completely online - for Miramar College that is Admin of Justice, Accounting, and Business. Dual enrollment and concurrent enrollment were discussed and it was determined that CCAP students can take as many classes as they like while on their high school campus. The “intent to apply” for the guided pathway grant will go to the Board on Oct. 24. The Colleges will have to include Continuing Education’s plan into their guided pathway plan to ensure that CE gets part of the pot since they are not eligible to apply for the grant themselves. The Board has asked for a report on career services. Lynn Neault’s office will coordinate. Hsieh asks Ramsey and Teresh to be ready to respond should they be asked. There are several items concerning Miramar College on the October Board meeting agenda: Aviation Department’s partnership with Delta Airlines, Guided Pathways “intent to apply”, \$250,000 Strong Workforce money grant, and the addition of a Women’s Volleyball team for Fall 2018.
- E. **New Business**

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	Educational Master Plan Update (attachment) Miramontez reports that this plan has gone to the constituency groups. Hsieh says there is no objection on the part of the manager’s group. The ASG has signed off. Classified has signed off, however this is scheduled to go back to the Academic Senate for a second reading. This will come back to CEC next week to see if the Academic Senate will bless it.	1	I, II, & III	Miramontez
2	Environmental Scan (attachment) Zhang gets approval from all constituency groups to proceed. Item passes.	1	I	Zhang
3	Completion of the Guided Pathways Self-Assessment (Inclusive Decision-Making Structures) (Due 10/25/17) (attachment) Hsieh and McMahon propose an idea of how to efficiently answer the 14 self-assessment	1 & 4	II	Hsieh & Miramontez

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Goal 2: Deliver educational programs and services in formats and at locations that meet student needs.

Goal 3: Enhance the college experience for students and the community by providing student-centered programs, services, and activities that celebrate diversity and sustainable practices.

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	<p>questions with such a quick deadline of Oct. 25, 2017 fast approaching. Hsieh suggests the individual or committee (chair/co-chairs) identified in the number one slot on the attached list is responsible for convening the appropriate personnel in order to initiate the self-assessment for that particular key element. For example(see 1st attachment), key element #4 (Inclusive Decision Making Structures) has the College Executive Committee (CEC) identified in the number one lot on the list. This means that the CEC co-chairs (College Hsieh and Academic Senate President) are responsible for convening the chairs/co-chairs from the remaining slots on the list (i.e., College Governance Committee-CGC and Planning and Institutional Effectiveness Committee-PIEC) in order to initiate the self-assessment for the Inclusive Decision Making Structures key element. It is each committee chair's/co-chair's or lead individual(s) responsibility to solicit input from the committee members to complete the attached self-assessment questions.) The convening individual(s) will coordinate with other chairs/co-chairs or individuals to schedule a meeting to organize all the inputs collected by other chairs/co-chairs or individuals. For example, key element #4 (Inclusive Decision Making Structures), the conveners (CEC co-chairs, College Hsieh and Academic Senate President) will coordinate a meeting with CGC chair and PIEC co-chairs to complete the draft response to key elements #4 by incorporating the input presented by the CEC, CGC, and PIEC members. Prior to 10/25/2017, the due date of the complete self-assessment to the Office of PRIE, once the draft response by the responsible individuals/groups is ready, it is incumbent on the leads to disseminate the self-assessment to the remaining individuals identified in the Guided Pathways Self-Assessment Tool Assignment Recommendations list in getting feedback and consensus for that particular key element. For example, CEC co-chairs (College President and Academic Senate President) are responsible for sending out the completed draft Inclusive Decision Making Structures key element self-assessment to CEC, PIEC and CGC members for feedback and consensus before the response is finalized and forward to Office of PRIE. Hsieh has asked that CEC respond by the end of Tuesday, Oct. 17, 2017 to either her or McMahon. The Dean of Student Development and Matriculation has been added to the list under #5, #6, and #9.</p>			
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F. Old Business

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	<p>Acceptance of Overdue 2017-19 Integrated Plan (Finalized Plan Due to CEC on 10/3/17; Due to District 10/13/17; Due to State 12/15/17) - Integration to include CTE Plan, Perkins, & SWP (attachments) Ramsey stated that this was brought to CEC last week and he thought he had all the issues ironed out, however the academic senate came back with a few observations and</p>	1	I, II, & III	Hsieh, Ramsey, Hopkins, & Miramontez

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	<p>comments. The issues have been agreed upon and changes will be made. Hsieh will send this to the Chancellor later this week, but she has suggested that it can be revised up until Friday, Oct. 13, 2017 because the changes are not significant. Hsieh has requested that Ramsey send the highlighted changes to the CEC by the end of the day. Ramsey agrees and the changes were sent to CEC on Oct. 11. CEC approves of the plan moving forward with the changes added. Hsieh reports that there is a meeting planned for Friday, Oct. 13 for the Integrated Plan workforce. Hsieh stresses that while this is a 2-year plan, she wants to hold the college accountable and has asked for a one-year progress report.</p>			
2	<p>Different Entry Point - Career Center – Guided Pathways (Intent to Apply for Grant Due to District 10/12/17) – Self Assessment (Due on 11/15/17) (attachments) Hsieh reports that date listed is obsolete since it will go to the Board on Oct. 24 with an “intent to apply.” Hsieh spoke to the City College president, who attended a workshop on the self-assessment and he confirmed that the state wants the College to identify the gaps between where each college is and what the college’s vision is and what the plan is to close this gap.</p>	1 & 4	II	Hsieh & Miramontez
3	<p>Update on 2018 On-Campus Board Meeting (attachment) Hopkins reports that an outline has been turned in by Reinstein. Hsieh asked that there be no redundancy in the presentation between ASC and the English Center.</p>	1	IV	Ascione & Reinstein
4	<p>Preparation for Accreditation Midterm Report + Working with Committees: PIEC, CGC, PR/SLOACS, SSC, & Research Office (Due to SDCCD Board in December 2020) a) Response to Team Recommendations for Improvement b) Data Trend Analysis c) Report on Outcomes on Quality Focused Project (attachments) Miramontez reports that are three parts that need to be addressed. They are listed above as A, B, and C. Hsieh suggests, since the report to the Board will be due Nov. 2020, that the report be ready for the constituency groups to review by April 2020 so they have an opportunity to read it and have time to provide feedback.</p>	1	I, II, III, & IV	Hsieh & Miramontez
5	<p>Website Upgrade Project: Miramontez reports that he sent an email out to all the constituency leaders after last week’s meeting. This email explained to the college how Miramontez’s office will set up focus groups to examine gaps in the website. Miramontez has already set up a meeting with Classified Senate. Murphy asks what the timeline will be to make these improvements. Miramontez says there are 2 parts to the timeline-1) the college wide parts will take time to gather the feedback, but the 2) faculty side can begin now. Miramontez wants to meet with academic senate as soon as possible to begin the process. McMahon says she sent out a prioritized document to Miramontez regarding upgrades/changes. Miramontez has begun the process of making the changes to the “little stuff”. He wants to meet and discuss the big 5 priorities that the academic senate has in order to get clarity on what needs to be done.</p>	1	I	Miramontez
6	<p>CGC Recommended Changes for Professional Advancement Committee (attachment) McMahon asks if there is CEC consensus to pass these changes. CEC gives consensus and a form is passed around that needs to be signed by the CEC.</p>	1	I & IV	McMahon

G. Place Holders

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1	Spring 2018 CGC Workshop: Thursday, 1/25/18 Planning: Murphy reports that this item is on the CGC agenda to be discussed at the next meeting. Bell asks how long the presentation will be. Murphy says there have been some discussion about making the presentation about 2 hours in the mid-morning leading into lunch.	1	I	Murphy & McMahon
2	Progress Report on Implementation of Cultural & Ethnic Diversity Plan (Report in November 2017 & April 2018) No report.	3	I, III, & IV	Hubbard & Arancibia

H. Reports

(Please limit each following report to two minutes maximum. If you have any handouts, please email them to Briele Warren ahead of time to be included for distribution electronically).

- Academic Senate: **McMahon** reports that the next meeting is next Tuesday, Oct. 17.
- Classified Senate: No report
- Associated Student Government: **Bermodes** reports that plans for Fall Fest are still on going. This past ASG debuted Movie Days. The ASG gave away 49 bags of popcorn on day 1 and 64 bags on day 2.
- District Governance Council: **McMahon** reports that the next meeting is Oct. 18
- District Strategic Planning Committee: **McMahon** reports that the next meeting is TBA
- Budget Planning and Development Council: **McMahon** reports that the next meeting is Nov.1
- College Governance Committee: **Murphy** reports that the committee meets today and will discuss the upcoming CGC college wide workshop and look at the results of the college evaluation tool.

I. Announcements: None

J. Adjourn: 2:30pm

As a courtesy, please let the College and Academic Senate Presidents know if you will be unable to attend the meeting.

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