

COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, December 5, 2017 • 1:30 p.m. – 2:30 p.m. • N-206

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

Attendees: Beitey, Barnard, Ascione, & Miramontez

Meeting called to order at 1:31pm.

A. Approval of the Agenda: Bell approves the agenda. Hopkins seconds. Motion passes.

B. Approval of Previous Minutes: Tabled until 12/12 meeting.

C. Guests/Introductions: Naomi Grisham, Cheryl Barnard

Updates from the Chancellor’s Cabinet: Hsieh reports on Intersession 2018 targets ([see attachment](#)). Miramar College along with City College are doing very well in terms of enrollment. For the first time ever, Miramar College has reached a targeted 10,000 FTES with a combined projected and actual FTES of 10,020.8. The Intersession enrollment is at 85% capacity. Spring FTES enrollments are down compared to the enrollment at the same time last year, but open registration doesn’t begin until Dec. 11. The Transfer report is available and the district has increased its transfer rate the past few years, however the overall transfer rate for district colleges is still only 43%. The CCCs guided pathways grant trailer bill language was received by the district ([see attachment](#)). On page 2, the fund determination is explained. There are 3 guidelines highlighted in this document: 1) submission of a signed letter to the chancellor’s office expressing a commitment from the president of the governing board, the CEO, and the president of the academic senate to adopt a guided pathways model (that signed letter was due back to CEC on 12/5). 2) Notification that the college has attended an Institutional Effectiveness Partnership Initiative workshop for guided pathways; and 3) an implementation plan outline to integrate existing student success programs including but not limited to the Student Success and Student Support program, Student Equity Program, Basic Skills Initiative, Strong Workforce Program, and the Adult Education Grant. The impact of not doing the requirements above would be no guided pathway grant funds and no AB 19 funding. The CCC Board of Governors classified employee of the year nomination is upcoming and it is Miramar’s turn to select a nominee to represent the district. Hsieh asks Allen to please work with the classified to submit a recommendation no later than Thursday, 1/18/2018 to the President’s Office. Allen agrees to and states that there is a classified meeting upcoming this week and she will put this item on the agenda so they can meet the deadline. The College’s administration building has received a 2017 LEED certified leadership award.

D.

E. New Business

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	Prioritized Faculty Need List: No list was available at this time. The list will come back to the 12/5 meeting.	1	I	McMahon
2	Updated Status Report on College Outcome Data: Murphy provides an update and states that they are looking at completion of the 2015-2018 cycle. Program assessment is due Feb. 5, 2018. Murphy says that is not yet overdue and final completion won’t be complete until next semester. The program review committee will send out another email reminding everyone of the Feb. 5, 2018 deadline.	1	I	Miramontez & Murphy
3	New Discretionary Resource Allocation (Due 12/5/17) (attachments): Bell reports that the new discretionary resource allocation for the ’17-18 fiscal year has been completed. The process has remained the same since 2014- 2015. \$80,000 was requested. There was only \$71,000 available. Bell reported which divisions received which additional funds. Those figures can be found by clicking on the above attachment. There was CEC consensus to approve this action item.	1	III	Bell
4	BRDS RFF Allocation (Due 12/5/17) (attachment) Bell reports on the BRDS request for funding allocations for the ’17-18 year. There was 132 requests for \$1.4 million. That list was cut to 97 requests funded at \$1.2 million. BRDS unrestricted received \$53,756 for 12 requests, PPIS received \$38,100 on 5 requests, Lottery had 23 requests funded at \$265,000. The total allocated was \$356,856. Hsieh compliments the College on how well the	1	III	Bell

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	College effectively uses Taskstream. There was CEC consensus to approve this action item.			
5	<p>2017-2018 EEO Funding (attachment) Hsieh shows an email document she received from the district. Hsieh states that additional funds of \$20,000 will be available to the College's Diversity Committee and can be used, among other things, to advertise for positions in specialized professional publications that HR might not be able to pay for the expensive ads due to limited funding, but yield a higher quality talent pool than what the district currently offers. Hsieh wants to gauge the College's interest in setting aside some of this \$20,000 for recruiting/advertising purposes to support the College's Diversity plan. The document sent to Hsieh included the following: Distribution of Funds to Committees: a. Anything which takes you away from work requires prior permission from your Supervisor; i.e., travel for conferences, webinars, etc.; b. All items must be voted on by the committee with an email to Johanna Palkowitz confirming same. McMahon expressed an interest in the faculty hiring committee having some say in the use of these funds. Ramsey proposed to have the President's Cabinet work on a proposal regarding how the \$20,000 augmentation would enhance the College's ability to implement the goals of the College's Cultural and Ethnic Diversity Plan. The CEC concurred.</p>	1	III	Hsieh

F. Old Business

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	<p>Preparation for Accreditation Midterm Report (Due to SDCCD Board November 2020)</p> <ul style="list-style-type: none"> a) Response to Team Recommendations for Improvement b) Data Trend Analysis c) Report on Outcomes on Quality Focused Project d) Action Planned in SER e) Dates for Milestones <ul style="list-style-type: none"> 1.) Tuesday, April 3, 2018 2.) Tuesday, April 2, 2019 3.) Tuesday, April 7, 2020 <p>(attachments) Miramontez reminds the committee that feedback on the 'responsible party' of the 'action plans' document was due by Friday, Dec. 1. Miramontez had not received any feedback. Miramontez considers this completed. The above milestones have been added. Hsieh says that this timeline is consistent with the district's timeline.</p>	1	I, II, III, & IV	Hsieh & Miramontez
2	<p>Guided Pathways Next Step: McMahon states that there are two issues: the assessment tool and the proposal that the Academic Senate is working on. McMahon states the Academic Senate does care about deadlines and the senate is aware of today's internal district deadline, however, she reminded all that the State deadline is Dec. 23. McMahon states the Academic Senate has every intention of making the Dec. 23 state deadline. The Academic Senate understands Guided Pathways and its implication on AB19 funding, but they are placing their emphasis on faithfully following the process of Shared Governance. The assessment tool was discussed at Senate Exec and they determined it was important enough for the senate body to vet this assessment tool because there are some concerns about it. By taking the time to follow process we would be able to produce a more valuable</p>	1 & 4	II	Hsieh & McMahon

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	<p>document. In terms of the next step, the assessment tool is being presented at Academic Senate later today for further input and the goal is to have that feedback back by Thursday, Dec. 7 and that feedback will be rebounded to the groups who made in order to get approval. McMahon has confidence they can come to agreement so they can have approval of the assessment tool by Tuesday, Dec 12. With regards to a proposal to move forward with a Guided Pathway's plan, the Academic Senate has considered language in the trailer bill and the plan was developed in light of this. During its Nov. 7 meeting, the Academic Senate directed McMahon and the Senate Exec to come up with a proposal to explore how faculty wanted to move forward with Guided Pathways and that proposal goes to Academic Senate today. Hsieh asks for clarity on the timeline regarding if the Academic Senate would have their final meeting of the semester on Dec. 12, directly after CEC. McMahon says CEC could approve contingent upon the later approval at AS Exec. Hsieh states that trailer bill does not require a steering committee be formed. McMahon responds that she misspoke on that issue. Hsieh thanks McMahon for telling her that the Academic Senate would not have approval prior to the 12/5/17 deadline, therefore, keeping the signature page from being signed and submitted in time for the district deadline. Hsieh asks that in the future she not have to go to the Chancellor to seek a special deadline extension. Hsieh asks for clarification, that contingent upon Academic Senate Exec review on Dec. 12, that McMahon will sign the signature page.</p>			
3	<p>Update on 2018 On-Campus Board Meeting (attachment) Ascione says that a final draft of the proposal has been submitted to the president and vice president and they are making changes based on the feedback.</p>	1	IV	Ascione & Reinstein
4	<p>Website Upgrade Project: Miramontez reports that only the manager's focus group is left to conduct. That focus group will be scheduled for January. Moving forward, they are going to transcribe the information, review and analyze the data and then they will theme the qualitative data. His office is going to do the above in January and provide a college wide report thereafter. The findings will dictate what changes need to be made to the website. Miramontez provided an update to McMahon on the faculty issues that his office has resolved. McMahon noted that it was the understanding of faculty that meeting notes would be provided regarding the faculty focus group (Allen also indicated that Classified had the same perception regarding their focus group meeting). The status update provided by Miramontez were not meeting notes, as they failed to even mention multiple issues of concern expressed by faculty (e.g. no drop down menus, no faculty tabs, need for surveys), such that there is no way to show improvement or even that these issues are being addressed. McMahon stated an example that the Academic Senate has been repeatedly asking for surveys of all constituency groups (Students, Faculty, Classified) who have expressed frustration and dissatisfaction with the website and there has been no response. Miramontez wants to continue the dialogue through focus groups and does not believe survey's would provide the data needed at this time. He stated that survey's fill in the gaps after the dialogue. Murphy pushes for further survey's, mentioning that the faculty 'focus group' had three faculty in attendance and that surveys</p>	1	I	Miramontez

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	would allow for much greater input. Miramontez worries about survey fatigue. McMahon believes that faculty have already repeatedly given the information about pointed themes that would be universal and should be obvious by now from the various input. Miramontez reminds the CEC that this process is going to be extended for the duration of the academic year and CEC had no issues with that at the time.			
5	Spring 2018 CGC Workshop: Thursday, 1/25/18 Planning: Tabled until 12/12.	1	I	Murphy & McMahon

G. Place Holders

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	Prioritized Classified Need List (December 12, 2017) Tabled until 12/12.	1	1	Bell, Hopkins, & Ramsey
2	Progress Report on Implementation of 2017-19 Integrated Plan (December 8, 2017) Tabled until 12/12.	1	I, II, & III	Ramsey, Teresh, & Hopkins
3	Progress Report on Implementation of Cultural & Ethnic Diversity Plan (Report in April 2018) Tabled until 12/12.	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: Tabled until 12/5
- Classified Senate: Tabled until 12/5
- Associated Student Government: Tabled until 12/5
- District Governance Council: Tabled until 12/5
- District Strategic Planning Committee: Tabled until 12/5
- Budget Planning and Development Council: Tabled until 12/5
- College Governance Committee: Tabled until 12/5

I. Announcements: **Hsieh** raises a question concerning Guided Pathways assessment tool feedback, and asks if the committees receiving the feedback from the Academic Senate will have sufficient time to send their feedback to the Academic Senate. **Hsieh** said the assessment tool document should be a living document and needs to be continually worked on. Murphy and McMahon disagree with this item needing to go back to the cross functional constituency groups. **Hsieh** reminds everyone that there is still a deadline and asks what the back-up plan will be should the functional groups will not be able to reach an agreement regarding the feedback received.

J. Adjourn 2:44pm

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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