

# COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, April 28, 2020 • 1:30 p.m. – 2:30 p.m. • Zoom

**Members:** Gable, Bell (absent), Hopkins, Gonzales, McMahon, Murphy (Proxy), Hubbard (absent), Young (absent), Webley (absent), Igou (absent), Patel (for Van, absent), & Dehestani

**Support:** Malia Kunst

Meeting called to order at 1:33 pm

**A. Approval of the Agenda (1 min)**

McMahon made a motion to approve the agenda. Hopkins seconded. There was no discussion. Motion passed.

**B. Approval of Previous Minutes (1 min)**

Previous minutes still being reviewed by co-chairs. Tabled until next meeting.

**C. Guests/Introductions (1 min)**

Guests – Benjamin Gamboa, Nessa Julian, Francine McCorkell, Larry Pink, Mara Palma-Sanft, Wheeler North, Jesse Lopez, Wai-ling Rubric

**D. Public Comment (3 min)**

No public comments.

**E. President’s Update (3 min)**

Gable reported that fall 2020 planning is underway. There has not been a decision made to have all fall classes online but she asked everyone to be flexible and prepare for a resurgence of COVID-19 later in the year. She continued the state chancellor’s office is going through budget scenarios for 5%, 10% and 15% cuts. This is similar to our own planning process. She encouraged everyone to look carefully at their budgets to prepare. Employees are being granted limited access to the campus for faculty and staff to gather supplies, check mail, and other essential functions. Please continue to route your requests to your deans and division VPs for weekly review at President’s Cabinet. She emphasized that there have not been nor will there be any classes on campus and to keep requests to necessities. She added there should be no purchases of supplies, materials, or equipment; limited exceptions are being made; requests need to be routed to direct supervisors for review. Lastly, Gable reported that the Stimulus Taskforce meeting met last week to brainstorm the needs of Miramar College. A list has been created and will be brought forward to District Governance Council on May 6<sup>th</sup>. The CARES Act applications has been completed and submitted to the state.

**F. Action Items**

#	Item	*Strategic Goals	Accreditation Standard	Initiator
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**G. Discussion Items**

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	<b>Website Improvement Project:</b> Gamboa recapped the website project timeline; in fall 2019 campus discussions began; in spring of 2020 the vendor was identified and the discovery phase began; summer 2020 will be the initial delivery of the product; fall 2020 will be the migration and roll out of the website. The vendor and	1, 2, 3, & 4	I, II, III, & IV	<b>Ben Gamboa</b>

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	<p>timeline allow plenty of opportunity for input including level setting stage, ideation, and validation. He continued to state he has been very impressed with the vendor as they have been broad and inclusive in this process. CE faculty, GP leads, students, and classified professionals from Outreach and Student Services have all been involved thus far. He plans to keep up with his relentless communication through constituency presentations, bringing it to CEC and sending emails to the DL but he stated he would like feedback and ideas from this group in case there are other avenues or ways he can ensure the campus remains informed and engaged. <b>McMahon</b> stated CEC is a great venue as a kick off and end point for processes and feels there has been great progress regarding communication and feedback, and that senate/faculty input is vital. <b>McMahon</b> also appreciated the good communication with the AS president that went on behind the scenes and offered that presenting at constituency meetings was a great option for effective communication.</p> <p><b>Gable</b> added a regular update to the DL, similar to the campus solutions weekly update from District Student Services, which also includes upcoming presentations would be helpful. <b>Lopez</b> reminded the group that this is Regional Strong Workforce money and CTE students are front and center of this project. In September, he had shared a document that listed the specific priorities and he will be re-sharing it to ensure it remains at the fore front of the conversation.</p>			
2	<p><b>Accreditation Mid-term Report and Strategic Planning Update:</b> <b>Julian</b> reported that PIEC has reviewed the strategic goals and put them forward at the last CEC meeting for final feedback. Having received no feedback, they will be finalized accordingly. <b>Palma-Sanft</b> reported that the opportunity to provide feedback on draft one of the accreditation mid-term report ended on April 17<sup>th</sup>. The feedback received will be incorporated into draft two, which will be disseminated to the college in mid-May in the same format. She and Miramontez are continuing to work with the Resource Team Leads in order to stick to the timeline.</p>	1, 2, 3, & 4	I, II, III, & IV	<b>Daniel Miramontez</b>
3	<p><b>Fall 2020 Updates:</b> <b>Gable</b> stated more than likely, we will be remote again in the fall due to a predicted resurgence of COVID-19 but a formal decision to be fully online has NOT been made at this time. She asked the group to be nimble with our planning. <b>Hopkins</b> added that a special Academic Affairs meeting has been called for Thursday, April 30<sup>th</sup> in order to further address fall planning. The faculty are engaged in the conversations and coming up with creative solutions for the continuity of education during this crisis. This special meeting will also address the addendums that need to be submitted to the state chancellor's office as well as grade planning. <b>McMahon</b> stated there should be a more clear definition of an "in-progress" grade. She also suggested having a detailed form for feedback how we will serve the students for the classes they can't take. She also recommended that as a college, we develop a constituency plan. <b>North</b> added there is a substantial cost associated with the classes</p>	1, 2, 3, & 4	I, II, III, & IV	<b>Gable/Hopkins</b>

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	that student need to finish from this semester and this is a bigger conversation and plans are being made to advocate this at the state level for legislation. <b>Hopkins</b> responded that her office is already taking stock of these classes, the hours needed, and other associated costs. <b>Gable</b> mentioned how important it is for students to know the difference between synchronous and asynchronous classes and this should be a part of the contingency plan. <b>Pink</b> commented that class demands on current students appears to have been amplified by inconsistent practices for class meetings and workload during this transition. In part, hampered by the lack of understandings regarding synchronous and asynchronous class meeting times by faculty. <b>Pink</b> added that we should be mindful and sensitive to students spending hours in zoom classes. <b>McMahon</b> agreed with <b>Pink's</b> comments, adding that many faculty were not aware of the differences in synchronous and asynchronous, as well as various modes of online teaching. <b>McMahon</b> suggested that when planning online schedules this information should be included in the schedule/catalog to better inform students.			
4	<b>Collegiality in Action and Governance Restructuring Update:</b> <b>Gonzales</b> stated that CGC meets this afternoon and will be reviewing the revised timeline that McMahon prepared. He stated that some feedback has already been received and there have been lots of suggestions to postpone until fall. <b>McMahon</b> added she agrees with <b>Gonzales'</b> synopsis and the general consensus seems to be to extend the overall feedback period, and to push the CGH rollout timeline into the Fall 2020 semester. The CGC wanted to find a happy medium between finishing everything now (Spring 2020) and postponing everything until the start of Fall 2020. Seeking middle ground is a way to ensure momentum is not lost and this project can be completed. <b>McMahon</b> reported as CGC chair she has amalgamated all of the feedback so far on the revised CG Handbook (draft #1) that has come in from the online website portal, from the constituency leaders, and given to her directly as CGC chair. The CGC will now endeavor to categorize the feedback and start the analysis of it.	1, 2, 3, & 4	I, II, III, & IV	<b>Gable/Gonzales</b>
5	<b>Academic Affairs Recommendation on Program Viability Review Process:</b> Tabled until recommendation is ready.	1, 2, 3, & 4	I, II, III, & IV	<b>Academic Affairs</b>

#### H. Announcements

- **Academic Senate – McMahon** stated the Senate Executive Committee meetings today and the next full Senate meeting is May 5<sup>th</sup>. Senate is continuing to have conversations regarding planning for fall classes.
- **Classified Senate** – nothing to report.
- **Associated Student Government – Dehestani** stated there is an upcoming forum for elections which will be open to everyone. This will include a Q & A portion. The information will be forwarded to the campus and faculty.
- **District Governance Council – Gable** stated the next meeting is May 6<sup>th</sup> where they will discuss the CARES Act funding and campus needs.
- **District Strategic Planning Committee** – Meets soon...
- **Budget Planning and Development Council** – Meets before DGC on May 6<sup>th</sup>.

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- **College Governance Committee – McMahon** stated the next meeting is today and 3:00 pm and the timeline for the governance handbook will be discussed.

## **I. Adjourn**

The meeting adjourned at 2:19 pm.

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