COLLEGE EXECUTIVE COMMITTEE MEETING
Tuesday, March 4, 2014 • 1:00 – 2:30 P.M. • L-108

Members: Hsieh, Bell, Ramsey, Haidar, Figueroa, Allen, Hubbard, Ledbetter and Akbari
Attendees: Trevisan, Beitey, & Jacobson

A.   **Approval of the Agenda**
B.   **Approval of Previous Minutes**
C.   **Guests/Introductions:**
D.   **Updates from the Chancellor's Cabinet**
E.   **New Business**

#	Item	*Strategic Goals	Initiator
1	Feedback on ACCJC's Institutional Internal Quality Assurance and Student Learning Outcomes Assessment Workshop and Next Steps	1	Miramontez

F.   **Old Business**

#	Item	*Strategic Goals	Initiator
1	College Hour (Due to CEC 3/18/14) (attachment)	1	Haidar
2	Draft San Diego Miramar College Student Equity Plan - FYI (attachment to be emailed 3/3/14)	1	Ramsey
3	2014 Annual Report (Draft Report due 3/4/14. Due to CEC on 3/11/14)	1	Hsieh, Miramontez
4	Strategic Enrollment Management – Next Step	1	Hsieh & Haidar
5	Update on College-Wide Retreat Planning 3/7/14		Bell, Miramontez & Figueroa
6	Status Regarding 3/27/14 On Campus Board Meeting	1	Beitey & Trevisan
7	2014-2015 College Annual Planning Calendar (Due to CEC on 4/15/14)	1	Miramontez & Figueroa
8	Update from Program Processes Task Force (College completion due date 12/10/13) – Review (3 attachments)		Haidar
9	Progress on Student Support & Success Program Implementation (attachment)	2	Ramsey
10	Updated College Operational Plans (Due to CEC on 5/6/14) (attachment)	1	Miramontez & Figueroa
11	Completion of Updating College's Master Educational Plan (Due to CEC on 5/6/14)	1	Hsieh
12	Environmental Scan Recommendation (Due to PIEC on 3/14/14 and to CEC on 4/15/14)	1	Miramontez & Figueroa

G.   **Reports**
(Please limit each following report to two minutes maximum. If you have any handouts, Please e-mail them to Lexie West ahead of time to be included for distribution electronically.)
- Academic Senate
- Classified Senate
- Associated Student Council
- District Governance Council
- District Strategic Planning Committee
- District Budget Committee
- College Governance Committee

H.   **Announcements**
I.   **Adjourn**

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* **San Diego Miramar College 2013 – 2019 Strategic Goals**
Goal 1: Provide educational programs and services that are responsive to change and support student learning and success.
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.
Goal 4: Develop, strengthen and sustain beneficial partnerships with educational institutions, business and industry, and our community.
Please also see http://www.sdmiramar.edu/institution/plan **for San Diego Miramar College 2013-2019 Strategic Plan**
For courtesy, please let the President know if you cannot attend the meeting.

Proposal for College Hour at San Diego Miramar College

With the completion of the Student Services building this coming summer, students will now have a place to congregate while they are at Miramar College. This is an opportunity to provide meaningful engagement on the college campus, which will ultimately lead to student success.

The Student Support (Re)defined report by the RP group highlights 6 factors for success identified by students that support the idea of College Hour:

The Research and Planning Group for California Community Colleges (RPGroup) strengthens the ability of California community colleges to undertake high quality research, planning and assessments that improve evidence-based decision making, institutional effectiveness and success for all students.

1. *Engaged: Students actively participate in class and extracurricular activities*
2. *Connected: Students feel like part of the college community*
3. *Valued: Student skills, talents, abilities are recognized. Opportunities to contribute on campus exist.*
4. *Nurtured: Somebody wants to and helps students to succeed*
5. *Directed: Students have a goal and know how to achieve it*
6. *Focused: Students stay on track*

In addition, College Hour would support the College Goals

Goal 1: Focus college efforts on student learning and student success through quality education that is responsive to change.

If student's have identified success as relating to engagement, connection and being valued, then we need to meet the student needs by conducting business differently. College hour can address many of the 6 factors identified by students.

Goal 2: Deliver instruction and services in formats and at sites that best meet student needs.

The excuse we hear from students often is that the classes overlap with office hours or workshops and they can't get involved. This would provide an opportunity for students to meet with faculty, attend workshops, and perhaps even enjoy lectures in areas they never thought about.

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

If there is purposeful, meaningful interventions in the way of continuing with classes such as College Hour, more and more departments could add on activities and services

that help enhance the college experience for students and the community. Student clubs can engage in more activities, individuals can highlight their own talents.

Goal 4: Initiate and strengthen beneficial partnerships with business and industry, other educational institutions, and community.

College Hour can be a time for lectures, outreach, tabling, and admissions information sessions, career information sessions, from partner universities, industries, and community.

Some ideas for College Hour:

- Workshops
- Office hours
- College visits and employee tabling opportunities
- Brown bag lunch meetings with various discipline faculty
- Student Club meetings
- Poetry readings, music, bands, fun stuff
- Department showcase
- Community engagement

Even if we started with 1 or 2 days a week, we could provide enough activities that would allow for purposeful engagement with students. An hour perhaps between 12:30-1:30 is too short of a time to head home, but long enough to participate in any of the activities above. We know the peak period for classes is between 10-2. Ideally, a time within the peak period would keep students here and engaged in the college process.

Marked modifications to the existing Miramar College Resource Development Procedure

San Diego Miramar College

Resource Development ==Process and== Procedure

1. Faculty and/or staff that identify a potential grant, contract, or other business relationship that they feel would benefit San Diego Miramar College will:
   a. Obtain relevant descriptive information that defines the potential funding source or partnership such as: ==(Step one 1a)==
      i. A grant announcement ~~ii.   A draft contract~~
      ~~iii.   A draft memorandum of understanding (MOU)~~
   b. Identify the appropriate strategic goal and/or Program Review priority addressed by this proposed opportunity. ==(Step one 1b)==

      ==(Step one 1c)== ==Communicate intention to CEC==

   c. The faculty and/or staff will then submit a completed "Funding Concept Approval Form" to the appropriate Department Chair for review, including all background materials listed in 1. a. and 1. b., above. (Step two d) ==(Step two d)==
   d. After discussion with their department, the Department Chair provides all the above information to the appropriate Instructional Dean, along with the recommendation of the Department Chair. ==(Step two e)==
   e. The Instructional Dean will then present the funding concept to the Deans' Council for consideration. ==(Step two f)==
   f. **If the concept is approved**,
      ==The Dean/Manager will forward information and recommendation to appropriate VP==

      ==The VPs will forward the recommendation to the College President and the constituency leaders at the CEC.==

      ~~the Vice President of Instruction will~~ the initiator and the appropriate manager will be directed ~~direct the appropriate Instructional Dean~~ to complete a "~~Funding Source~~ ==Grant Funding Submission== Approval Form."
   g. The "~~Funding Source~~ ==Grant Funding Submission== Approval Form" and all relevant supporting information, including a detailed budget listed by object code, will be presented to the College President's Cabinet for ~~consideration.~~ final approval. ==(Step three g)==

Edits are yellow-highlighted; Blue highlights represent parallel steps of the process and procedure in the revised "Appendix IV" of the Program Processes Initiation, Institutionalization Processes revised draft.

MM Feedback on Proposed Program Initiation Document

"...there is NO link between the approval process steps as laid out in the Appendix A. SD Miramar College Resource Development Process and Procedures (Revised draft), the time required to obtain that approval, and the time given to submit a grant.

While there is one reference to the CEC meeting weekly in the document….the approval process as set forth requires much more than just presentation to and approval by CEC. The consequence of this failure to address a preparation schedule is to literally place one who is writing a grant in the position of writing it while getting approval for it at the very same time. If one wants to believe that this work with partners and obtaining commitment during the time when no proposal has been approved by ones' own campus is an acceptable course….I would say I hope some folks have great negotiation skills."

For any major grant - to have written the entire grant proposal, to have worked with partners to obtain commitments on grant outcomes and participation in grant deliveries, and accomplish like commitments can take a good 4 weeks to accomplish. If we assume that the grant proposer must do this before the initial submission to CEC fine….or that the proposer must do this after the final approval by the President, fine….but we now have __at best__ a 12 week process before a proposal can be submitted.

In addition, the 3 steps required to approve submission of a new grant proposal does not take into account the time limits of many grants . There are times when we may be asked to be a subcontractor or partner on a large regional, state or national grant and are given 2-3 weeks to get the grant proposal submitted. When this happens, some provision should be provided for expediting approval such as online approval, special one agenda meeting or agreement to consolidate steps 1-3. Hopefully this would occur on rare occasions but we need some mechanism in place when it does happen.

Draft San Diego Miramar College Program Initiation, Institutionalization, and Discontinuance Processes
November 2013

Prepared by the *ad hoc* Program Processes Taskforce (PPT)
Convened by the College Executive Committee (CEC)

Table of Contents

I.   Introduction

The initiation of a new program, significant program expansion, and other initiatives, as well as institutionalization or discontinuance of such efforts can have broad short and long-term impact on college operations and personnel.

In April 2013, the Academic Senate forwarded to the College Executive Committee (CEC) a Senate-approved request to form a taskforce to develop formal processes for approval of initiation and institutionalization of internally-funded programs and grant-funded programs, and for program discontinuance. The CEC approved the formation of the Program Processes Taskforce (PPT) and its membership to develop processes and to forward its recommendations to the CEC. The PP Taskforce was convened and held meetings in May 2013 and forwarded the recommendations included in this document.

Taskforce Membership

Administration Representatives (4 3)

- Patricia Hsieh, College President
- Brett Bell, Vice President Administration
- Gerald Ramsey, Vice President of Student Services & Acting Vice-President of Instruction

Academic Senate Representatives (4 3)

- Buran Haidar, Academic Senate President
- Daphne Figueroa, Academic Senate Past-President
- Wheeler North, Aviation Faculty

Classified Staff Representatives (2)

- Joyce Allen, Classified Senate President
- Terrie Hubbard, Classified Senate member

Associated Student Council (ASC) Representative (1)

- Emalina Ledbetter, ASC President

II. Definitions

Definition of programs varies for instructional, student services and administrative services programs. The Taskforce explored definitions and it was agreed that the Program Review Committees of the College divisions will review and revise their definition of program, as appropriate to guide the College Program Processes, in accordance with the Title 5 definition. *(Forward to the Program Review Committees)*

A. Instructional Program & Services

Alternative definitions explored by the taskforce for consideration during the review/revision of the Current SD Miramar College definitions, included:

1. *Title 5* § 55000. Definition
   "**Educational program**" is an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.

2. ASCCC Curriculum Institute presentation, 2011
   An **Instructional Program** is defined as a discipline and as an organized sequence or grouping of courses leading to a defined objective such as a major, degree, certificate, license, the acquisition of selected knowledge or skills, or transfer to another institution of higher education.

3. Other
   An **Instructional Program** is defined as a state approved degree or certificate or a series of basic skills courses that serve as a pathway to degree or certificate completion. (*Foothill College*)

Current Miramar College PR/SLOAC committee definitions of:
- **Program:** An instructional "program" is a field of study that includes at least one award and at least one subject area. Programs are designated by "grey box" sections in the Degree Curricula and Certificate Programs chapter of the San Diego Miramar College Catalog with the exception of Interdisciplinary Studies which is a grey box section but is not a program.

- **Instructional Service**: An instructional service is an organizational unit that has its own distinct mission, separate budget, and at least one full-time employee.

B. Student Services

Alternative non-limiting definitions explored by the taskforce for consideration during the review/revision included:

1. A **Student Services Program** is defined as an offering of student services that primarily serve a non‑‑‑instructional function and/or does not qualify as an Academic Program as defined above.(*Foothill College*)

2. A **Student Services Program** is defined as a unit providing non-instructional student services

of guidance and counseling at all levels, for new and for transfer students. (Definition discussed at the PP Taskforce meeting on 05/28/13)

3. Instructional PR/SLOAC-approved definitions 102511 part of "SLO Glossary of Terminology"

Student Support Program	Non-instructional services, such as advising, counseling, learning resources, financial aid, tutoring, mentoring, etc., that facilitate student success and provide strategies for students to overcome the many factors in life that may disrupt their education and reduce their success

C. Administrative Services
(Alternative non-limiting definitions for consideration)
1. An Administrative Services is defined as an offering of support services, primarily supporting faculty and/or staff, indirect student support, and/or does not qualify as an Instructional Program as defined above. (*Foothill College)*

III. New Program Initiation Process using Internal or external Resources

The initiation of a new program and significant increase in a program or other work area can have broad short and long-term impact on college operations and resources. The new program initiation process is developed to ensure that all proposed programs align with the San Diego Miramar College Mission, its Strategic Plan, and its Educational master Plan to meet substantiated student need. And that before the program is in development stages, the college has the capacity to commit short-term and long-term resources to an additional program while maintaining fair and equitable distribution of resources to serve students in existing programs.

Taskforce members recognized the importance of setting up a process for prioritization of new program development and the PP Taskforce will be working on developing further details of the process to include identification of a "Program Prioritization Group" for College approval. *(PP Taskforce, Fall 2013)*

Proposed membership of "Program Prioritization Group" by the Program Processes (PP) Taskforce

College President	Academic Senate President	Classified Senate President
VPs	Curriculum Chair	ASC President
PR Co-chair	PR Faculty Co-Chairs (Instruction & Student Services)	
PIEC Co-chair	PIEC Faculty Co-Chair	

1. Program areas or Schools identify new programs, significant program expansions, or other initiatives to meet emerging student needs. This identification could be based on program review data, changing demographics or workforce needs, or developing technologies, etc…

    a. To address initiation of a new program, program expansion, or other significant initiative using internal resources, the proposal must be addressed in the Program Review report, by filling the section on "New Program Proposal", a new section to be added to the Program Review annual update and three-year reports. *(Forward to the Program Review Committees)*

    b. To address initiation of a new grant-funded program, program expansions or other initiative funded by external resources, the proposal must align with the program goals as specified in the Program review report or its annual update and the college Mission and the Strategic Plan goals, and in-keeping with the College-approved program prioritization. Proposals for new grant-funded must be submitted using the College Resource Development Process and Procedure (Section VI. Appendix A, B, C & D)

    c. All proposals for new internal/external funded programs must briefly address, as applicable:
        o Demand for the program external and internal.
            ▪ Projection of number of students served, articulation, or transfer data
            ▪ Employment data and other relevant information for CTE programs
        o New curriculum development, course offerings, and learning outcomes
        o Opportunity to realign or strengthen existing programs through: shared Curriculum with other programs, and cross-listing of courses
        o Faculty and Classified Staff and administrative workload and availability
        o Use of college facilities and services
        o Technology and Informational Technology
        o Supplies and Equipment
        o Health and safety considerations

        i. <u>New internally funded programs</u>.
            1. All new internally funded program proposals are forwarded for discussion to the "Program Prioritization group", for a preliminary recommendation to evaluate that the proposal matches the College priorities for new programs and to ascertain that the College has current adequate and potential future resources (budget including FTEF allocation, faculty, staff, technology, facilities, and other services) or current and future capacity (special safety considerations, impact on resource allocation to other college programs) to offer this new program.

            2. The recommendations of "Program Prioritization group" based on the long-term enrollment planning are next forwarded to the College constituencies following the college participatory governance process.

            3. After the new program proposal has been approved by the CEC, the program faculty

and Deans will then proceed with the development of the program curriculum through the Curriculum Committee and other college processes, as applicable.

    ii. <u>New externally funded programs</u>
Development of all new externally-funded programs will follow the three steps of the college-approved Resource Development Process and Procedure (Appendix IV). Step one, completion of the initiation process; step two, completion of the concept approval process; and, step three, completion of the submission approval process. Steps one and two are intended as a "Quick Check" for the following purposes and outcomes

Purposes
- Establishing that the proposal fits with College mission and that other college mission efforts will/will not be disrupted by the proposal implementation.
- Identifying the proposal champion(s) and timeline to develop full proposal.

Outcomes
1. Proposal does not fit college mission or will be exorbitantly disruptive to other college operations.
2. Proposal does fit college mission and will affect other college areas, or will require external grant (e.g. new program or work effort that will increase or reallocate FTEF, staffing and other resources, will impact other service areas such as increasing demand on student services.)

If outcome is #1 – do not develop proposal
If outcome is #2 – engage process for full proposal development of new program and grant (as applicable)

The College Executive Committee (CEC) will be the oversight governance body for the "quick check" for the following reasons:
- Meets weekly
- Four constituent leaders can be reached even quicker if needed
- Approval is only to proceed with proposal development
- Urgency shall not be a legitimate criteria for circumventing due process
- Keeps constituent leaders directly in the loop on any items that may bear significant impact
- Provides opportunity for high-level feedback to improve proposal

2. All new internally and externally-funded programs will complete a program review report after the first year and begin assessing student learning outcomes on an annual basis once the courses have been taught. All new initiatives will submit an annual update in the program review report of the appropriate area.

IV. Program Institutionalization

Institutionalization of Current Programs funded by External Resources

Program areas or Schools will submit a proposal for institutionalization of programs funded by external resources to ensure that the programs and initiatives, after the external resources is discontinued, still meet substantiated student need, and that the college is able to the commit long-term resources to the program, as it maintains its commitment to serve students in the existing programs

1. Program Directors, Deans and/or appropriate manager will submit a request for institutionalization, at least one year prior to the ending date of the external funding, to the "Program Prioritization Group" for consideration and recommendation to the CEC for approval and College adoption.

   Institutionalization of externally-funded programs will be considered alongside existing program with considerations that include among others factors:
   a. Continued external or internal demand
   b. Quality of outcomes
   c. Size, scope, and productivity of the program
   d. Costs and other expenses associated with the program

2. Institutionalization of programs with course offering and/or services beyond the grant funding period will take place in accordance with the college-approved prioritization and resources.

   Institutionalization of instructional programs with course offerings will be considered together with other existing programs serving all students. No additional course offerings or scheduling of grant-funded programs can take place beyond the grant funding period prior to approval of the VP and College President, in accordance with the college-approved prioritization.

   The institutionalization of services beyond the grant-funded period will focus on integrating such services within our existing college services and resources, pending successful renewal of the grant funding. Otherwise, grant initiated services and their delivery format will be re-evaluated for consideration in accordance with the college-approved prioritization and resources.

V. Program Vitality and Discontinuance

This section is under development in accordance with SDCCD Board of Trustees Policy BP 5020:

"The Board hereby directs the Chancellor to develop procedures for the approval of courses of instruction and of educational programs that satisfy the requirements of the Education Code and Title 5 of the California Code of Regulations. The procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance shall remain flexible to permit timely response to change.

Furthermore, these procedures shall assure:

a. The Colleges and Continuing Education faculty and Academic Senates assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

b. The Colleges and Continuing Education curriculum committees are recognized as the primary decision-making bodies that offer recommendations regarding courses, degrees and certificates to the Curriculum and Instructional Council (CIC), the Board of Trustees, and the California Community Colleges Chancellor's Office, as appropriate.

c. Regular review and justification of courses, degrees and certificates.

d. Opportunities for training for persons involved in aspects of curriculum development

e. Consideration of job market and other related information for vocational and occupational degrees and certificates.

Summary of Tasks to be forwarded to governance committees/group

(Cross-referenced to sections of the Program Processes document draft)

Forward to Program Review Committees

- Review and revise Program Definitions as necessary (Section II)
- Develop a new section for a new program, program expansion, or other significant initiative to be added to the Program Review annual update and three-year reports. (Section III.1.a)

Forward to the proposed "Program Prioritization group"

- Develop a process for new program prioritization with guidelines, criteria, timeline, and rubrics for evaluation of requests for program initiation/institutionalization (Sections III. & IV.B.2). The College's prioritized new programs identified by the new process developed by the Program Prioritization group will guide the prioritization of faculty needs and classified staff needs of these programs.

VI. Appendix

A. SD Miramar College Resource Development Process and Procedures (Revised draft)

Resource Development Process and Procedure –

Step one: Grant Funding Initiation

1. Faculty, and/or administrator who identify a potential grant will:

    a. Obtain relevant descriptive information that defines the potential funding source such as the grant announcement and source.

    b. Identify the appropriate College strategic goal and priority, Division Plan goals, and/or Program Review priority addressed by this proposed opportunity.

    c. The initiating faculty, staff, and/or administrator will communicate the intention by contacting their constituency leader and/or the College President with the above documentation to inform the CEC about the intent, at its first upcoming scheduled weekly meeting.

Step two: Grant Funding Concept Approval

    d . The initiating faculty and/or staff will then proceed with submitting a completed "Grant Funding Concept Approval Form" to the appropriate Department Chair for review, including all background materials listed in 1. A, above.

    e. After discussion with their department or service unit, the Department Chair or manager will provide all the above information to the appropriate Dean or administrator, along with the recommendation of the Department or service unit.

    f . The Dean or manager will then present the funding concept to the Deans' Council for consideration.

    g. If the concept is approved,
         - The Dean or manager will forward the information and recommendation to the appropriate vice-president

         – The appropriate Vice President will forward the recommendation to the College President and the constituency leaders at the CEC
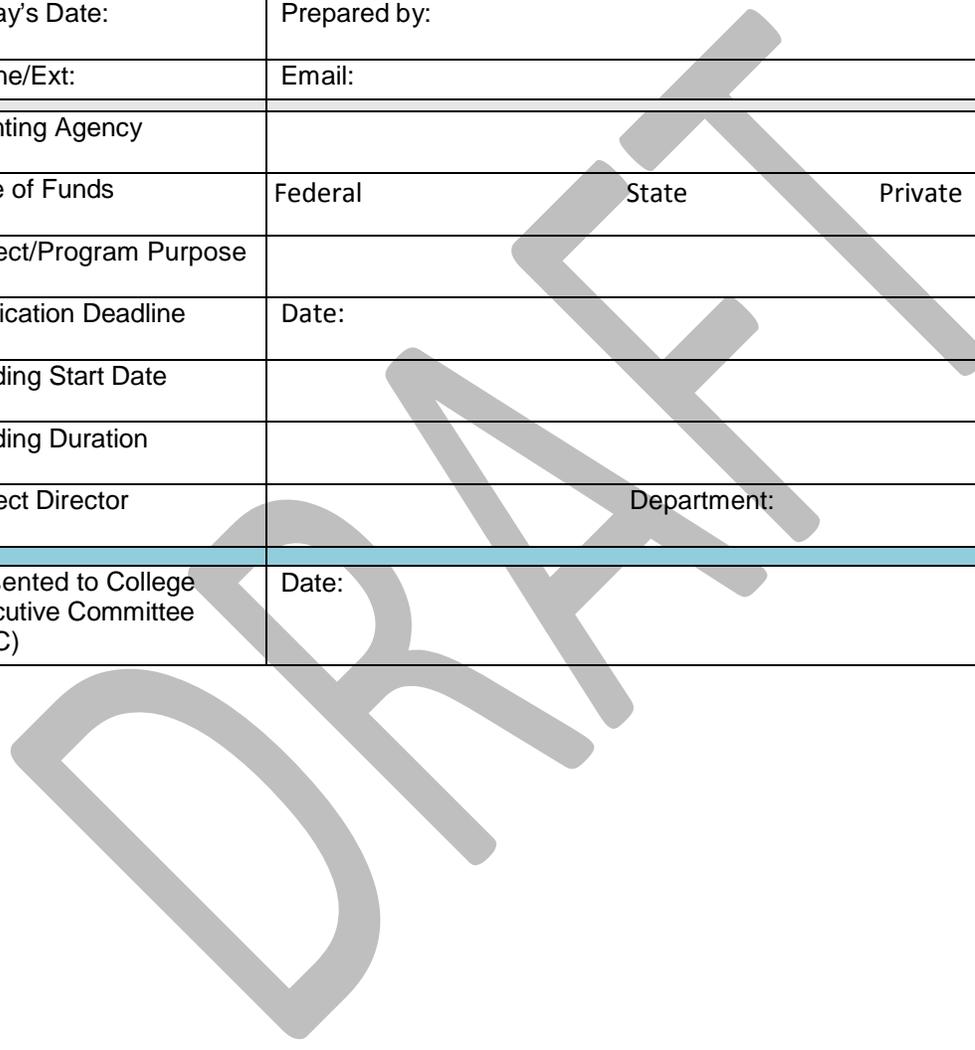
Step three: Grant Funding Submission Approval

    h. After approval of the concept, the initiator and the appropriate Dean or manager will be directed to complete a "Grant Funding Submission Approval Form."

    g. The "Grant Funding Submission Approval Form" and all relevant supporting information, including a detailed budget listed by object code, will be presented to the College President for final approval.

Grant Funding Initiation Form

Today's Date:	Prepared by:		
Phone/Ext:	Email:		
Granting Agency			
Type of Funds	Federal	State	Private
Project/Program Purpose			
Application Deadline	Date:		❐ Postmarked ❐ Received
Funding Start Date			
Funding Duration			
Project Director		Department:	
Presented to College Executive Committee (CEC)	Date:		

C. Grant Funding Concept Approval Form (Revised draft)

Miramar
SAN DIEGO COMMUNITY COLLEGE DISTRICT

Grant Funding Concept Approval Form

Today's Date:	Prepared by:
Phone/Ext:	Email:
Project Title	
Project Period	
Proposal Author	
Project Director	Department:
Project Purpose	
Funding Source	
Application Deadline	Date: ❐ Postmarked ❐ Received
Duration of Funding	
Funding Amount	$ Match Requirement: $ Indirect Amount: $
Contract Obligations	List all College Obligations – o New Curriculum/degrees/certificates: o Facilities: o Staff: o Other instructional areas or student services: o Research: o Matching Funds: o Institutionalization Requirement: o Other:
Technology Resource Requirements?	
Partners / MOUs	
Approval Date:	Approval Signature (Chair) **X**
Approval Date:	Approval Signature (Dean) **X**
Approval Date:	Approval Signature (appropriate Vice President) **X**
	Route Information Copies to: Appropriate Vice Presidents

Form 05-003a

D. Grant Funding Submission Approval Form (Revised draft)

Miramar
SAN DIEGO COMMUNITY COLLEGE DISTRICT

CEC Approval Date:_____

Grant Funding Submission Approval Form

Today's Date:	Prepared by:
Phone/Ext:	Email:
Project Title:	❐ New Project ❐ Continuing
Project Period:	
Proposal Author:	
Project Director:	Department:
Project Purpose:	
Funding Source:	
Application Deadline:	Date: ❐ Postmarked ❐ Received
Duration of Funding:	
Funding Amount: Attach proposed budget Listed by object code	$ Match Requirement: $ Indirect Amount: $
Contract Obligations:	List all College Obligations – o New Curriculum/degrees/certificates: o Facilities: o Staff: o Other instructional areas or student services: o Research: o Matching Funds: o Institutionalization Requirement: o Other:
Technology Resources Funding source:	
Partners / MOUs:	
Conflict of interest Disclosure	
Approval Date:	Approval Signature (Chair) **X**

Approval Date:	Approval Signature (Dean) **X**
Approval Date:	Approval Signature (Appropriate Vice President) **X**
Approval Date:	Budget Approval (Vice President Administrative Services) **X**
	Route Information Copies to: Appropriate Vice Presidents
Approval Date:	Approval Signature (Academic Senate President) **X**
	Route Information Copies to: Academic Senate President
Approval Date:	Recommend Approval of Grant Proposal Submission Approval Signature (College President) **X**

Form 05-003
Presented to CEC 11/18/13

1. MMHS established date for Outreach/Assessment to visit MMHS for purposes of FYE/Jump Start Orientation and assessment scheduling. ***This year's date is March 18, 2014 and was MMHS' decision.***
    a. An earlier date was requested by SDMC, but HS counselors prefer a date closer to 4-year admissions notification dates
    b. Historically MMHS counselors and staff work with their students prior to SDMC's arrival to ensure that admission applications have been submitted (Jay Leach, Counselor is point of contact)
        i. Attendance of students has been exceptionally high (about 300 of a 500 student class)
        ii. Of the 300 students (i), the percentage that have actually completed the SDCCD admissions application, at the time of SDMC's visit, has been historically low, approximately 20%, which causes major processing delays
        iii. MMHS is encouraged to let us know how we can help improve the number in ii, above.
2. Assessment will occur for all student from March 11 – 31
    a. To ensure that the maximum number of students are serviced, scheduled times dedicated to HS students (available to all feeder HS) have or will be established (target date for finalizing the assessment schedule is 3/7/14)
        i. 3 p.m. to 6 p.m. twice p/week - Miramar (initial proposal is Tuesday & Wednesday but details are not complete)
        ii. Pending HS response of available times some sessions will be scheduled at HS (facilities challenge)
        iii. A Saturday schedule (Miramar) is under review for MMHS [w/plans to use the services of existing MMHS counselor, as an adjunct counselor]
3. Month of April
    a. Continued assessment (as needed)
    b. Pre-ed planning
    c. Initial acceptance notifications to students
4. Month of May
    a. Continued assessment (as needed)
    b. Continued assessment (as needed)
    c. Continued pre-ed planning
    d. Summer registration
5. Month of June
    a. Jump Start Orientation
    b. Summer session begins
    c. Continued assessment (as needed)
    d. Final ed-planning

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[1] MMHS is referenced specifically but most dates apply to other feeder high schools as well

Review of Educational Master Plan for Discussion at PIEC February 2014 (Draft)

Divisional Plan	Status/Comment	Next Update Due/Comment	Responsible Party	Status as of 2/21/14
Instructional Services	Last annual updated 2012/13	Update of the 3-year plan (Fall 2014-Spring 2017)	VPI	In progress-review format of plan
Student Services	Last annual updated 2012/13	Update of the 3-year plan (Fall 2014-Spring 2017)	VPSS	In progress- review format of plan
Administrative Services	Last annual updated 2012/13	Update of the 3-year plan (Fall 2014-Spring 2017)	VPA	In progress- review format of plan

Draft – Review of Operational Plans for Discussion at PIEC February 2014

Operational Plans	Status/Comment	Next Update Due/Comment	Responsible Party	Status as of 2/21/14
Human Resources	Updated 7/12/12	July 2015	VPA	N/A
Technology	2010-13	Now	Dean, PRIE, Lib & Tech	Initial review by Tech comm on 2/25 for update
Marketing & Outreach Plan	2006-12	Now	PIO	Ready to go to constituency groups for review
Matriculation Plan	Committee recommended suspension of update / revision on 5/2/12; on 10/15/12 decided to extend suspension and to revisit in late spring 2013 pending State guidance	Now (in progress)	VPSS	Updated 1/13/14; out for circulation approval on 1/21/14.
Student Equity Plan	Updated 12/2012 (draft); Update to be submitted Nov. 2013	Now (in progress)	VPSS/Dean of Student Affairs	In circulation for review.
Basic Skills Plan	Updated 2012-13	Spring 2014	Dean Lib Arts	In Progress
Career & Technical Education Plan	Updated April 2013	April 2014	Dean, BTCWI	In Progress
Student Learning Outcome (SLO)Plan	Last updated March 2013	?	SLO Facilitator	? PIEC co-chairs to review
~~Student Services SLO Plan~~	~~Updated annually PIEC co-chairs to review~~	~~Now~~	~~VPSS/ Student Services/PRSLOAC Sub-comm~~	~~? PIEC co-chairs to review~~
Cultural and Ethnic Diversity Plan	Reviewed annually	?	Diversity Committee	Email co-chairs to find out status
Facilities Plan	Identified goals for this year	?	VPA/Facilities Comm	Goal is to update this term