

# COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, December 8, 2015 • 1:30 p.m. – 2:30 p.m. • N-206

**Members:** Hsieh, Bell, Hopkins, Ramsey, McMahon, Hubbard, Allen, & Light

**Attendees:** Ornelas, Jacobson, Ascione, Irvin, & Miramontez

- 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	2015-16 Classified Hiring Prioritization (attachment)	1 & 3	Bell
2	Fall 2015 Faculty Hiring List (attachment)	1 & 3	McMahon & Hopkins

## F. Old Business

#	Item	*Strategic Goals	Initiator
1	Accreditation	1	Miramontez
2	Performing Arts Center Capital Campaign	1 & 2	Ascione
3	Implementation of Cultural & Ethnic Diversity Plan (attachment)	3	Hsieh, Hubbard, & Patacsil
4	Development of 2016 Flex Week	1	Hopkins & McMahon
5	BRDS RFF Prioritization and Funding Allocation (Due to CEC on 12/8/15)	1	Bell
6	Strategic Plan Assessment Scorecard (Due to CEC on 12/8/15)	1	Miramontez
7	College Mission and Vision Statement (Due to CEC on 12/8/15)	1	Miramontez

## G. Place Holders

#	Item	*Strategic Goals	Initiator
1	February 2016 On-Campus Board Meeting Presentation Topic	1	Hopkins & McMahon

## 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
- Classified Senate
- Associated Student Council
- District Governance Council
- District Strategic Planning Committee
- Budget Planning and Development Council
- College Governance Committee

## I. Announcements

## J. Adjourn

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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### \* 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

## Campus Wide - San Diego Miramar College 2015-16 Classified Hiring Priority Recommendations

New/Increase	Position #	FTE	Position Title	Department	Division	Rationale	Division Ranking	Campus Wide Ranking
New		1.00	Stock Room Supervisor	Receiving/Stockroom	Admin Services	Currently there is only one Stock Clerk I in this operation. When there are vacations, illness, or other absences this function must be covered by classified in other operations that are not specifically classified to do this work. Additionally, it is difficult to provide ongoing staffing with hourly assistance.	1	1
New		1.00	Athletic Equip Attendant (Female)	Hourglass Park Support Srvs	Admin Services	Currently have one 0.40 AEA to support the men's teams/locker room and none for the women's. We must rely on NANCe student workers to provide service and support. A gender inequity exists with no contract support for the women's teams, and with the addition of a men's volleyball team, this position is necessary to assist with supporting overall instructional programs.	2	2
New		1.00	Instructional Assistant - Art	ART	Instruction	Address safety issues in classroom	1	3
New		1.00	Senior Student Srvs Assist	Admissions & Records	Student Services	Residency determination is supported by one Sr. Student Service Assistant; the only back up is provided by the Student Services Supervisors I and II. Regulations pertaining to residency are complex in nature and frequently change due to immigration regulations and federal and state laws.	2	4
New		1.00	Account Clerk Sr	Student Accounting	Admin Services	This is a replacement for a 1.0 Senior Account Clerk that was lost due to resignation and subsequently the position was deleted. As the campus student population continues to grow, this position will be necessary to support student accounting needs.	3	5
New		1.00	Instructional Lab Tech - Aviation	AVIM	Instruction	Address safety & support evening programs; tool crib attendant & lab assistant	2	6
New		1.00	Medical Office Assistant	Health Services/ Mental Health Services	Student Services	The office must have consistent qualified medically trained persons able to spot urgent situations or emergencies at the front desk. This type of training is found in a Medical Office Assistant (MOA) and this training is beyond what rotating students can offer. This office needs a MOA as a base line coverage- located at the front desk for the entire time HS is required to have the doors open. Current 40hr/wk position does extended enough time to cover open hours. Tasked with working with improperly prepared staff increases risk of harmful situations and outcomes to all.	1	7

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Increase	010761	0.60	Athletic Equipment Attendant (Male)	Hourglass Park Support Srvs	Admin Services	Hourglass Park Support Srvs currently has one filled .40 Athletic Equipment Attendant. Making the one filled and one vacant positions into full time positions will increase the hours of coverage for support to support Athletics and Co-curricular. The 0.40 position was created to support only one men's and one women's water polo team. Since, we've added Men's B-Ball and V-Ball, and Women's Soccer.	4	8
New		1.00	Instructional Assistant - DIESEL	DIES	Instruction	Address safety & support evening programs; tool crib attendant & lab assistant; currently lab is supported by NANC in the evening	3	9
New		1.00	Student Srvs Assist	Veterans	Student Services	Position is first point of contact for all veterans & their dependents, as well as the sole clerical support for the department. Will support SDGE Grant. Eliminates long wait periods for students.	3	10
New		1.00	Media Technician	AV	School of PRIE, Library and Technology	Over the past year, the AV department has seen a significant increase in collegewide activities that require the department's attention. As a result, the current contract AV staff has taken on a heavier workload. For instance, as the college adds classes and hires new instructors, the demand for supporting AV staff has also increased. Moreover, as new facilities and building are built on campus, continuing faculty must be retrained on the new technology. This also increases the demand for AV staff and labor. More instructors and staff also equate to an increase in Special Event and outdoor equipment setup requests, which the AV department has also seen an increase in this past year. Therefore, it is an imperative priority to hire new AV staff to support this current and anticipated growth.	2	11
New		1.00	Lead Prod Srvs Asst	Reprographics	Admin Services	This position was vacated and subsequently deleted. Consequently, if one or more staff members are out or if the Lead Service Assistant position is not filled again in the near future, the critical services we provide would be jeopardized. It is anticipate that disruptions in Reprographics services for the faculty & staff could result in delays with overall productions.	5	12
New		0.50	Instructional Lab Tech - Trades (EMT)	EMGM	Instruction	Address safety & mandated teacher/student ratios	4	13
New		0.50	Instructional Lab Tech - Trades (EMT)	EMGM	Instruction	Address safety & mandated teacher/student ratios	5	14

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New/Increase	Position #	FTE	Position Title	Department	Division	Rationale	Division Ranking	Campus Wide Ranking
New		1.00	Student Assitance Technician / Financel Aid	Financial Aid	Student Services	A large increase in the number of students that we serve has required more overtime from current technicians to appropriately meet the deadlines and compliance in the new yearly requirements and scholarship growth	4	15
New		1.00	Senior Account Clerk	Student Accounting	Admin Services	Staffing study in 2005 indicated that an additional 1.4 FTE was needed to support both General Accounting and Student Accounting Services. In 2006 a 0.6 FTE SR ACCT Clerk was increased to 1.0. The remaining 1.0 FTE requested will achieve the direction of the staffing study.	6	16
New		1.00	Instructional Assistant-Learning Resources	MATH	Instruction	Support math lab classes	6	17
New		1.00	Student Services Assistant	Health and Mental Health Services	Student Services	General Office support is necessary for a growing Mental Health componet of the Health and Mental Health Svcs dept. Having consistent support ensures quality control in the provision of services to students as well as operational aspects of the department. The position will provide clerical support for eventual expansion of evening services to students. This position will work to improve outreach to the college and ensure consistent information about services and the expansion of the drug and alcohol and wellness resource library for student dissemination	5	18
New		1.00	Media Clerk	AV	School of PRIE, Library and Technology	In the past year, the current contract AV staff has taken on a heavier workload. Furthermore, the AV department personnel is understaffed at the AV circulation desk, for coverage for operating hours, and providing assistance to students viewing videos assigned by faculty. Given that the college is slated to grow based on our projected enrollments in our Educational Master Plan, the department's future workload will continuously increase. Therefore, it is an imperative priority to hire new AV staff to support this current and anticipated growth.	3	19
New		1.00	Administrative Technician	Business Office	Admin Services	Our Accounting Technician position was vacated and subsequently deleted. Currently, there is only one Administrative Tech in the Business Office. This position supports all requisition, purchase orders and travel for the entire campus. As the campus continues to grow, this position will need to be filled.	7	20
New		1.00	Instructional Lab Tech - Trades (Fire Tech)	FIPT	Instruction	Address safety & mandated teacher/student ratios	7	21

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New/Increase	Position #	FTE	Position Title	Department	Division	Rationale	Division Ranking	Campus Wide Ranking
New		1.00	Student Services Supervisor I	Student Affairs	Student Services	The office has very limited staffing which has made the growth of student related programs and activities challenging. Additional staff are necessary if the college plans to fully develop student life. A Director of Student Life could really accentuate college activities and student leadership engagement. Given that there will be turnover in the upcoming years, this will ensure continuity of services in this key role. This is in keeping with students request for more activities on campus.	6	22
New		1.00	Instructional Lab Tech - Auto Mechanics	AUTO	Instruction	Address safety & support evening programs; 3 sections running concurrently	8	23
New		1.00	Enterprise Network Specialist	ICS	School of PRIE, Library and Technology	ICS maintains nearly 1,700 computers across campus, as well as related peripherals with a current staff of one Network Specialist and one Lab Tech/CS and one Supervisor, with no evening staff. The primary reason we have been able to support as many systems across as many different instructional environments with so few staff has been the consistent, overall effort to centralize management of the technology infrastructure as much as possible. At the front-line of the centralization efforts is the Network Specialist, whose role it is to research, implement and manage the more global technologies that enable us to effectively manage large numbers of systems.	4	24
New		0.50	Clerical Assistant	Liberal Arts Dean's Office	Instruction	Needed to meet increased growth workload in dean's office	10	25
New		1.00	Senior Student Svcs Assist	Evaluations	Student Services	All campus evaluations duties are supported by one staff member. Insufficient staffing levels to support current workload, increased enrollment, plus District and State mandates to increase degree/certificate awards. Its dual role in supporting VA can no longer be sustained.	7	26
New		0.50	Clerical Assistant	MBEPS Dean's Office	Instruction	Needed to meet increased growth workload in dean's office	11	27

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New		1.00	Senior Student Svcs Assist	Admissions & Records	Student Services	International student admissions currently has no dedicated staff; the program is supported solely by the Student Services Supervisor I. Staff is needed to effectively support program compliance and growth. Regulated by United States Customs and Immigration Services (USCIS).	8	29
New		1.00	Clerical Assistant	BTCWI Dean's Office	Instruction	Needed to meet workload related to grant projects in dean's office; grant funds (Perkins & SN funds would be used to cover salary & benefits for this position)	12	30
New		1.00	Student Svcs Technician	Veterans	Student Services	Enrollment reporting is currently supported by one certifying official. Staff is needed to effectively support program compliance and growth. Program serves 1500 students each fiscal year. Regulated by Department of Veterans Affairs.	9	31
New		0.40	Instructional Lab Tech - Trades (EMT)	EMGM	Instruction	Address safety & mandated teacher/student ratios	13	32
New		0.40	Instructional Lab Tech - Trades (EMT)	EMGM	Instruction	Address safety & mandated teacher/student ratios	14	33
Increase	010333	0.50	Media Clerk	Library	School of PRIE, Library and Technology	In the past year, the current contract Library personnel have taken on a heavier workload. For instance, the library personnel is understaffed at the circulation desk, for coverage for operating hours, and providing assistance with the processing of materials. Operations at the Circulation Desk now require a minimum of two people (while one person remains at the circulation desk, another needs to be able to assist students away from the circulation desk). If both .50 Media Clerks were increased to full-time, one on a day shift and the other on an evening shift, the time in the middle where their shifts crossover would also help to insure all employees duty-free lunch periods and breaks.	6	34

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New/Increase	Position #	FTE	Position Title	Department	Division	Rationale	Division Ranking	Campus Wide Ranking
New		1.00	Student Services Assistant	Transfer	Student Services	Provide expanded hours and coverage to the Transfer Center in order to provide Transfer services and resources to an expanding population of students. Scorecard for the college shows the college has not met its benchmark and although there are external factors involved in transfer rates, Miramar's Transfer Center is eager to provide services above and beyond.	10	35
New		0.50	Instructional Lab Tech - Trades (Fire Tech)	FIPT	Instruction	Address safety & mandated teacher/student ratios	15	36
New		0.50	Instructional Lab Tech - Trades (Fire Tech)	FIPT	Instruction	Address safety & mandated teacher/student ratios	16	37
Increase	010334	0.50	Media Clerk	Library	School of PRIE, Library and Technology	In the past year, the current contract Library personnel have taken on a heavier workload. For instance, the library personnel is understaffed at the circulation desk, for coverage for operating hours, and providing assistance with the processing of materials. Operations at the Circulation Desk now require a minimum of two people (while one person remains at the circulation desk, another needs to be able to assist students away from the circulation desk). If both .50 Media Clerks were increased to full-time, one on a day shift and the other on an evening shift, the time in the middle where their shifts crossover would also help to insure all employees duty-free lunch periods and breaks.	7	38
New		1.00	Student Services Assistant	Outreach/Assessment	Student Services	Expand college outreach, recruitment, marketing and advertising efforts and promotional activities. Maintain current levels of services and operational programming with reduced hourly staff. Point of contact and main contract person to provide services on both Outreach and Assessment to support Coordinator. Position will also provide much needed administrative support. New position would align with District model for Outreach Office, as Miramar is the only office without additional contract employees. Provide support in building external recognition for its location, programming, accessibility, diversity, quality teaching, programs, student centeredness and sustainability awareness.	11	39
New		0.50	Instructional Lab Tech - Child Development	CHIL	Instruction	Needed to sustain & address manadated teacher/student ratios	17	40
New		0.50	Instructional Assistant - Child Development	CHIL	Instruction	Needed to sustain & address manadated teacher/student ratios	18	41

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New		1.00	Instructional Lab Technician Computer Science (Software & Licensing)	ICS	School of PRIE, Library and Technology	With the significant increase in instructional computers, software, and related equipment due to new buildings coming online, there is a need to research and implement software and licensing technologies to enhance the ability to better support college-wide instructional computing. This will require the support of a fully dedicated employee on an ongoing basis to research and implement this type of infrastructure.	8	42
New		1.00	Student Services Technician	EOPS/CARE/CalWORKS	Student Services	50% CalWORKS, 50% EOPS classified staff to assist with budget and overall operations of the office	12	43
New		0.50	Athletic Trainer	ESXC	Instruction	Address safety; This is evident by Tosh increase in comp time and that athletic activities growing and more than one trainer is required in multi games.	19	44
New		1.00	Student Services Assistant	DSPS	Student Services	Program has seen tremendous growth in past five years-unduplicated headcount growth of 59%. There is a clear expectation of continued growth for the next several years. Program operational hours have also expanded to include evenings till 7pm resulting in coverage gaps in both the test proctoring center and the DSPS office. Coverage is also need to support employee lunches and breaks. More clerical support is need to complete program projects and activities in a timely manner (SLO data, headcount data, PR entry, etc.). The district has several limitations on the use of hourly staff including days per year, hours per week, and hours per day that limit program ability to staff effectively. DSPS services are mandated by law to be provided in a timely manner and to be easily accessible. Proper staffing would help the college to remain in compliance and avoid lawsuits.	13	45
New		0.40	Instructional Lab Tech - Trades (EMT)	EMGM	Instruction	Address safety & mandated teacher/student ratios	20	46
New		0.40	Instructional Lab Tech - Trades (EMT)	EMGM	Instruction	Address safety & mandated teacher/student ratios	21	47
New		0.38	Instructional Lab Tech - Trades (EMT)	EMGM	Instruction	Address safety & mandated teacher/student ratios	22	48
Increase	012023	0.80	Media Clerk	Library	School of PRIE, Library and Technology	In the past year, the current contract Library personnel have taken on a heavier workload. For instance, the library personnel is understaffed at the circulation desk, for coverage for operating hours, and providing assistance with the processing of materials. Operations at the Circulation Desk now require a minimum of two people (while one person remains at the circulation desk, another needs to be able to assist students away from the circulation desk).	9	49



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New		1.00	Media Technician	Library	School of PRIE, Library and Technology	In the past year, the current contract Library personnel have taken on a heavier workload. For instance, the library personnel is understaffed at the circulation desk, for coverage for operating hours, and providing assistance with the processing of materials. Operations at the Circulation Desk now require a minimum of two people (while one person remains at the circulation desk, another needs to be able to assist students away from the circulation desk).	10	50
New		0.50	Instructional Lab Tech - Trades (Fire Tech)	FIPT	Instruction	Address safety & mandated teacher/student ratios	23	51
New		0.50	Instructional Assistant - Child Development	CHIL	Instruction	Needed to sustain & address manadated teacher/student ratios	24	52
New		0.50	Instructional Assistant - Child Development	CHIL	Instruction	Needed to sustain & address manadated teacher/student ratios	25	53
New		0.60	Student Services Assistant	Counseling	Student Services	With the increase in staff, a number of new practices were initiated. Due to these new practices, counseling saw a 13% increase in drop-in contacts, 31% increase in telephone calls and 32% increase in student contacts at the front counter.	14	54
New		1.00	Media Clerk	Library	School of PRIE, Library and Technology	In the past year, the current contract Library personnel have taken on a heavier workload. For instance, the library personnel is understaffed at the circulation desk, for coverage for operating hours, and providing assistance with the processing of materials. Operations at the Circulation Desk now require a minimum of two people (while one person remains at the circulation desk, another needs to be able to assist students away from the circulation desk).	11	55
New		1.00	ILT (Phys Science)	Phys Sci	Instruction	Address safety & mandated teacher/student ratios	26	56
New		1.00	Senior Student Services Assistant	Career/Job Placement	Student Services	Replacement of retired senior student services assistant to assist with daily operations. Note: Senior Student Services Assistant was conducting assessment and proctoring as part of her role.	15	57
New		0.38	Instructional Lab Tech - Trades (EMT)	EMGM	Instruction	Address safety & mandated teacher/student ratios	27	58
New		0.38	Instructional Lab Tech - Trades (EMT)	EMGM	Instruction	Address safety & mandated teacher/student ratios	28	59

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New		0.38	Instructional Lab Tech - Trades (EMT)	EMGM	Instruction	Address safety & mandated teacher/student ratios	29	60
New		0.38	Instructional Lab Tech - Trades (EMT)	EMGM	Instruction	Address safety & mandated teacher/student ratios	30	61
New		1.00	Clerical Assistant	EXSC	Instruction	Needed to meet increased growth workload in athletic dept.	31	62
New		1.00	Clerical Assistant	EMT/FIRE	Instruction	Needed to meet increased growth workload in FIPT/EMGM office	32	63
Replace	009807	1.00	Instructional Lab Tech - Child Development	CHIL	Instruction	In process	9	NR
New	011932	1.00	Research Associate	PRIE	School of PRIE, Library and Technology	A skilled and experienced Research Associate position is highly in demand for the Miramar College Research Office in efforts to grow its research capacity and to provide timely support to all college initiatives and efforts. The Miramar College Research Office will utilize the new resource to strengthen data-informed decision making and build up continuous quality improvement.	1	NR

## MIRAMAR COLLEGE RANKED FACULTY HIRE LIST FALL 2015

Rank	Position	Score
1	ADJU	397
2	HIST	390
3	CHEM (1)	354
4	ENGL (1)	337
5	BUSE/MARK	314
6	PSYC	306
7	BIOL (1)	260
8	PERG	258
9	AVIA/AVIM	198
10	CHEM (2)	157
11	NURS	154
12	LIBR	153
13	ENGL (2)	132
14	BIOL (2)	100
15	EXSC/HEAL	75

CLASSROOM
NON-CLASSROOM

GOALS	ACTION PLAN	RESPONSIBLE PARTY(IES) FOR IMPLEMENTATION	Responsible Parties for the Bi-annual Tracking report
<i>Goal 1</i> Promoting, recruiting, and increasing diversity of faculty and classified staff to reflect the composition of the student population and the surrounding community. <i>Strategy 3.2</i>	1.1 Increase the hiring of a diverse staff that is reflective of the campus community and the SDCCD service area. This can be achieved by using the college environmental scan as well as department diversity data, and the data of student and faculty/classified staff demographics.	<ul style="list-style-type: none"> <li>• College President</li> <li>• Academic and Classified Senate Presidents</li> <li>• DIEC Rep</li> <li>• Hiring Committee Chairs/Co-chairs</li> </ul>	DIEC Rep Researcher
<i>Goal 2</i> Fostering an open and inclusive culture on campus with regard to diversity in the workplace which includes recognition, respect and celebration of the diverse languages, perspectives and experiences that comprise the Miramar College community. <i>Strategy 3.1</i>	<p>2.1 Address any campus community concerns in relation to diversity, and respect of all differences in a proactive and professional manner.</p> <p>2.2 Provide input and any recommendations to the Office of Institutional Research and Planning on the Campus Climate Survey, as necessary for survey/question improvement that will capture better data.</p>	<ul style="list-style-type: none"> <li>• Site Compliance Officer (SCO)</li> <li>• DIEC</li> </ul>	SCO DIEC Researcher
<i>Goal 3</i> Organizing and promoting events that demonstrate and reflect the dynamic communities Miramar College serves while also providing students and the campus community an opportunity to better understand diversity as a necessary component of a global citizenship. <i>Strategy 3.1, 3.3, 3.5</i>	3.1 Identify and provide adequate funding for continued support of activities to enhance understanding of and promote diversity and global citizenship on campus.	<ul style="list-style-type: none"> <li>• College President</li> <li>• VPI</li> <li>• VPSS</li> <li>• VPA</li> <li>• DIEC Member</li> <li>• Staff Development Committee</li> </ul>	Staff Development Committee Co-Chairs, FLEX Coordinator DIEC or Designee
<i>Goal 4</i> Offering and promoting program, outreach, and student activities that recruit a student population which includes those from underrepresented groups. <i>Strategy 3.1, 3.2</i>	4.1 Recommend the institutionalization of relevant curriculum and programs of study to include Ethnic and Gender Studies Program(s). Develop and/or maintain Asian/Asian American Studies, Black Studies, Chicano Studies, Women's Studies, Filipino Studies and Filipino Language courses. These courses of study will provide opportunities towards a comprehensive program for degree, certificate, and/or transfer completion.	<ul style="list-style-type: none"> <li>• Academic Senate Designee</li> <li>• Faculty Discipline Experts</li> <li>• Curriculum Committee</li> <li>• VPI</li> <li>• DIEC Member</li> </ul>	Curriculum Committee Chair
<i>Goal 5</i> Working with community partners to demonstrate and promote the inclusive and diverse character of an education at Miramar College. <i>Strategy 3.3, 3.5</i>	<p>5.1 Support a "Campus Hour" that will allow a designated time(s) during the week to engage students in participating in several activities and to improve student life without disrupting class schedules.</p> <p>5.2 Collaborate and co-sponsor events with other institutions and agencies to enhance the college experience and build strong partnerships.</p>	<ul style="list-style-type: none"> <li>• Dean of Student Affairs</li> <li>• DIEC Member</li> </ul>	Dean of Student Affairs FLEX Coordinator

*A Bi-annual report will be prepared to track the plan implantation and will be presented at the last CEC meeting in November and the last CEC meeting in April.*

**11/09/2015: Plan Revision by the Diversity & International Education Committee**