

COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, October 4, 2016 • 1:30 p.m. – 2:30 p.m. • N-206

Members: Hsieh, Bell, Hopkins, Ramsey, McMahon, Hubbard, Allen, & Romero

Attendees: Ornelas, Jacobson, Ascione, & 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	Accreditation Standard	Initiator
1	Update on SSSP & Student Equity Advisory Group	1 & 3	II	Ramsey
2	SSSP-SEP-BSI Integration for 17/18 Plan (attachment)	1 & 3	II	Hsieh

F. Old Business

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	Accreditation – Update on 2016 Self-Study	1	I, II, III, & IV	Miramontez
2	Implementation of Cultural & Ethnic Diversity Plan (attachment)	3	I, III, & IV	Hsieh, Hubbard, & Patacsil
3	Performing Arts Center Capital Campaign	1 & 2	II & III	Ascione

G. Place Holders

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	Status of Updating Program Information on College Website	1 & 2	I, II, & III	Hopkins, Ramsey, & Bell
2	Status Report on Progress of Faculty Online Teaching Certification	1 & 2	II	Hsieh & Hopkins
3	2/9/17 On-Campus Board Meeting Program: Vernal Pools CTE Internship Program	1	IV	Hsieh
4	Open Educational Resources (OER)	1 & 3	II	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 Governance
- 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.

* 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

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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DATE: September 28, 2016
TO: CEOs, CIOs, CSSOs, and CBOs
FROM: Erik Skinner, Interim Chancellor
SUBJECT: Integration and Alignment of SSSP, SEP, and BSI

Overview

As you are aware, the Chancellor's Office has suspended the requirement for colleges to submit 2016-17 Action and Expenditure Plans for the Student Success and Support Program (SSSP), Student Equity Program (SEP), and Basic Skills Initiative (BSI). The decision to suspend the submittal of plans for one year was made to facilitate greater integration, alignment, and streamlining of these three programs. This memo provides additional background and guidance related to these efforts.

Need to Integrate and Align Student Success Efforts

In recent years, the California Community Colleges have been in a period of unprecedented innovation and reform focused on improving student completion and closing achievement gaps. Examples of this work include the Student Success Task Force and its resulting initiatives, the Score Card, SSSP, SEP, the Education Planning Initiative, the Common Assessment Initiative, the Institutional Effectiveness Partnership Initiative (IEPI), registration priority, and more. In addition, we have launched other student success innovations to better serve our students such as the Associate Degrees for Transfer, the CCC Baccalaureate Pilot Program, Doing What Matters, and the new Strong Workforce Program. This work has been both challenging and transformative for our system and as a result we are, today, much better prepared to meet the needs of our students and communities.

As we take stock of this tremendous amount of innovation, it has become evident to many of us that the California Community Colleges have now moved into a new era in which we must focus on the integration and alignment of these efforts. Doing so will ensure that our numerous initiatives are woven into a cohesive strategy that fully leverages all the independent initiatives. Across our system, many districts and colleges are well into this integration process, using a variety of approaches to create an integrated, cohesive experience that supports our students on their way to completion. While they are by no means the only approach to creating an integrated strategy, pathways and College Promise initiatives have great potential to drive such change.

In the Chancellor's Office, we are committed to supporting and advancing these efforts to integrate and align student success initiatives. Doing so will ensure that we fully leverage the connections between the numerous statewide initiatives and help to maximize gains in student completion. In addition, the integration and alignment of various initiatives will help to streamline our work at both the college and state levels, making these efforts more efficient and sustainable. The integration and alignment of SSSP, SEP, and BSI will be an important part of this work, but we plan to pursue other similar improvements in coming months and years.

Chancellor's Office Partnership Resource Team

To help us tackle the integration and alignment of SSSP, SEP, and BSI, the Chancellor's Office requested the services of a Partnership Resource Team (PRT) through IEPI. The PRT is chaired by Los Rios CCD Chancellor Brian King and includes Mandy Davies, Stephanie Dumont, Ron Gerhard, Louise Jaffe, Barbara McNeice-Stallard, Jane Patton, and Jane Saldana-Talley. This group of expert practitioners met on multiple occasions with Chancellor's Office staff, including senior management and program personnel, asked questions, learned about how our office operates, and ultimately crafted a "menu of options"—essentially a set of recommendations for us to consider. We are currently finalizing our action plan, based largely on these recommendations, which we will use to guide the integration of the three programs. The assistance of the PRT was incredibly valuable and helped to infuse the college perspective into our analysis and planning for integrating the three programs.

What Colleges Can Do to Prepare for the 2017-18 Plan Cycle

The suspension of SSSP, SEP, and BSI Action and Expenditure Plans for 2016-17 has freed up administrative capacity and staff-time at districts and colleges. We encourage you to use this time to engage in local discussion and planning about program integration and coordination related to the three programs. Such local planning will better position your college for the revised process for 2017-18. Again, we are aware that many colleges are already well into this work and we applaud those efforts.

For those looking for a place to begin, here are some suggestions on specific activities and processes to help your college prepare for program integration:

- Review programs and services across the entire lifecycle of students, from recruitment to completion, and identify gaps and barriers.
- Develop a "crosswalk" of services and activities supported by SSSP, SEP, and BSI to identify areas in which efforts are occurring in similar or related areas.
- Hold joint meetings of SSSP, SEP, and BSI steering committees to improve integrated planning.
- Consider combining various grant taskforces/committees to promote a consistent view of the student lifecycle and identify gaps and overlaps between services, projects, and funding sources.
- Talk with your colleagues from other colleges to learn what they are doing to integrate and align student success efforts.
- Engage in professional development opportunities on effective practices and integrated planning.

Next Steps

The Chancellor's Office is continuing our work with the PRT, including finalizing an action plan to accomplish the integration of the three programs. We are in the process of securing dedicated staffing to lead these integration efforts. Central to this work will be the alignment of planning, reporting, and expenditure requirements for the three programs. We are committed to achieving an improved program model that streamlines administrative workload, aligns program objectives, and provides colleges with increased flexibility in order to promote efficient and effective planning and operation. As we proceed we will seek input and feedback from CSSOs, CIOs, CBOs, CEOs, and others.

The Chancellor's Office will issue updated program requirements and guidelines in February, 2017. This guidance will specify the requirements for the consolidated SSSP/SEP/BSI Action and Expenditure Plans for 2017-18. In the coming months, we will continue to provide the field with periodic updates on our integration efforts.

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"> • College President • Academic and Classified Senate Presidents • DIEC Rep • Hiring Committee Chairs/Co-chairs 	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"> • Site Compliance Officer (SCO) • DIEC 	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"> • College President • VPI • VPSS • VPA • DIEC Member • Staff Development Committee 	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"> • Academic Senate Designee • Faculty Discipline Experts • Curriculum Committee • VPI • DIEC Member 	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"> • Dean of Student Affairs • DIEC Member 	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

AGENDA

College Governance Committee Miramar College
September 27, 2016, Room N-206 2:45-3:45pm

- A. Call to Order
 - a. Volunteer note taker
- B. Approval of Agenda and Minutes (05/10/16)
- C. New Business:
 - a. Meeting Time and Day (Save until all are present)
 - b.
- D. Old Business:
 - a. Miramar College Governance Evaluation Processes and Timeline (All)
From PIEC on 09/16/16
 - i. Add "Evaluation of Committee's Goals and Objectives" to the college governance handbook, so each committee is aware and reminded that the evaluation of goals and objectives must be accomplished prior to the end of each spring semester.
 - ii. "Timeline for completing the assessment process – the timeline must clearly communicate that to ensure the assessment instrument will be used by all the participant committees in fall 2016 and assessment results will be analyzed and action plans must be identified in spring 2017 semester to allow strategies for improvement to be implemented starting fall, 2017 "**
 - iii. *PIEC needs to have the information in order to write the focus quality essay for 2016 accreditation self- evaluation report, which is due to the District during the first week of October.
 - b. Proposed Changes to Student Services Committee (Ramsey)
 - c. Outcomes Assessment Subcommittee (Murphy)
 - d.
- E. Committee Reports/Other:
 - a.
- F. Next Scheduled Meeting: 10/11/16

College Governance Committee Goals

San Diego Miramar College Governance Handbook (May 2016)

The College Governance Committee will monitor, facilitate and, whenever necessary, evaluate the operation of the governance plan as outlined in this Handbook. The Committee will be responsible for the following:

1. Review governance issues for the campus and make recommendations if more than one committee should review an issue.
2. Interpret Title 5 as it applies to faculty, staff, and students.
3. Review and make recommendations regarding changes to the model as outlined in this Handbook.
4. Review and make recommendations regarding changes to this Handbook.
5. Provide an annual evaluation of the governance structure and its operating effectiveness.