COLLEGE EXECUTIVE COMMITTEE MEETING
Tuesday, April 18, 2017 • 1:30 p.m. – 2:30 p.m. • N-206

Members: Hsieh, Bell, Hopkins, Ramsey, McMahon, Murphy, Hubbard, Allen, & Marin

Attendees: Beitey, 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	College Logo on Publications & Branding	1	III	Quis
2	Special CEC Meeting on 5/9/17	1	I & IV	Hsieh

- F. **Old Business**

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	Report on Implementation of Cultural & Ethnic Diversity Plan (Report in April 2017 & November 2017)	3	I, III, & IV	Hubbard & Arancibia
2	Fall 2017 Convocation Program - Web Demo - Progress Report on Accreditation Action Items & Follow Up - Budget Update	1	I, II, III, & IV	Miramontez, Murphy, Bell, Ramsey, & Hopkins
3	Delinquent SLOs Outcome Assessment (due 4/27/17)	1	II	Hopkins & Murphy
4	College-wide Alignment & State 2017-2019 Integrated Plan (Due 12/1/17)	1	I, II, & III	Miramontez
5	Progress on 8 Accreditation Recommendations (attachments)	1	I, II, III, & IV	Miramontez, Bell, Hopkins, Ramsey, McMahon, & Murphy
6	Professional Development Taskforce Update	1	I	McMahon

- G. **Place Holders**

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	Progress On Activities Focused on Increasing Faculty Use of OER	1 & 3	II	McMahon
2	Performing Arts Center Capital Campaign – Proposed Instructional Program Plan	1, 2, 3, & 4	II & III	Ascione
3	Revised Student Equity Plan	1 & 3	II	Ramsey

- 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 Government
   - District Governance Council
   - District Strategic Planning Committee
   - Budget Planning and Development Council
   - College Governance Committee

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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**

I.   <u>Announcements</u>

J.   <u>Adjourn</u>

As a courtesy, please let the College and Academic Senate Presidents know if you will be unable to attend the meeting.

#	Accreditation Recommendations for Improvement	Strategic Goals	Accreditation Standard/QFE	Initiator/Lead
1.	Engage administrative, instructional, and student services divisions in program review to address how well program missions align with the College mission.	1	I	VPs
2.	Analyze learning outcomes assessment results by the meaningful disaggregation of data by subpopulations of students, instructional tutorial delivery methods.	1	II	VPs
3.	Develop a procedure for evaluating its program review process for student services, administrative services, and instructional services to ensure their effectiveness for supporting academic quality.	1	IV	VPs
4.	Identify and regularly assess learning outcomes for all courses.	1	II	VPs
5.	Publish a two-year course sequence in the course catalog.	1	II	VPs
6.	Improve assessment for all student and academic support services and implement assessment tools in addition to the three-year student feedback survey that the College currently uses.	1,2, & 3	I	VPs
7.	Align its plans for technology support staffing needs with its capital improvement projects.	1 & 2	III	VPs
8.	Follow through on its actionable improvement plans and action projects to better assess its shared governance procedures.	1	II & IV	VPs

2017 Accreditation Recommendations for Improvement
San Diego Miramar College
Administrative Services

Recommendation	Tasks	Lead	Secondary	Date	Deadline
Engage administrative, instructional, and student services divisions in program review to address how well program missions align with the College mission		Bell	Kapitzke, Vega, Um, Beall, Afan, Gutowski		9/16/17
	Supervisors to decompose Miramar mission statement			4/7/17	
	Supervisors to decompose Unit mission statements			4/7/17	
	Administrative Services Division meeting to align Unit missions with College mission			4/19/17	
	Administrative Services Division meeting to perform gap analysis between Unit and College missions			5/17/17	
	Administrative Services Division meeting to revise and edit Unit missions based upon gap analysis			6/21/17	
	Administrative Services Division meeting to adopt revised Unit missions and incorporate into Program Review			7/19/17	
Develop a procedure for evaluation its program review process for student services, administrative services, and instructional services to ensure their effectiveness for supporting academic quality		Bell	Kapitzke, Vega, Um, Beall, Afan, Gutowski		9/16/17
	Administrative Services Division to defines academic quality			4/19/17	
	Administrative Services Division to review current Program Review process to determine how its Program Review assess its effectiveness for supporting academic quality			5/17/17	
	Administrative Services Division to perform gap analysis of measuring effectiveness for supporting academic quality			6/21/17	
	Administrative Services Division will use the above three tasks to develop a procedure for evaluating its Program Review process			7/19/17	

2017 Accreditation Recommendations for Improvement
San Diego Miramar College
Instructional Services Division

Recommendation	Tasks	Lead	Secondary	Date	Deadline
Engage administrative, instructional, and student services divisions in program review to address how well program missions align with the College mission		VPI	Ascione, Beitey, Garces, Ornelas, Murphy, & All Department Chairs		9/15/17
	VPI to develop mission statements for Division that aligns with College mission.	VPI	Ascione, Beitey, Garces, & Ornelas	4/5/17	
	Deans to develop mission statements for Schools that align with Instructional Services Division and College missions.	Ascione, Beitey, Hopkins, Ornelas,		4/12/17	
	Department Chairs to develop mission statements for programs that align with School, Instructional Services Division, and College missions.	Ascione, Beitey, Hopkins, Ornelas,	All Department Chairs, Murphy	4/21/17	
Analyze learning outcomes assessment results by the meaningful disaggregation of data by subpopulations of students, and instructional tutorial delivery methods.		VPI, Honda	Murphy, Xi, PR/SLOAC Committee		12/15/17
	Complete SLO disaggregation pilot project; share results with campus.	Murphy	Xi, designated faculty volunteers, PR/SLOAC Committee	5/15/17	
	Use results of pilot project to revise inquiry tool to further conduct meaningful disaggregation analyses of course SLOs; collect data from wider range of courses.	Murphy	Xi, PR/SLOAC Committee	11/1/17	
	Design meaningful study to disaggregate student data from instructional support tutorial centers.	Honda	Xi, Tutorial Service Point Leads	5/1/17	
Develop a procedure for evaluation its program review process for student services, administrative services, and instructional services to ensure their effectiveness for supporting academic quality		VPI, McMenamin	Murphy, PR/SLOAC Committee		4/22/18
	PR/SLOAC to develop tool for Program Review quality assessment.	VPI, McMenamin	Murphy, Xi, PR/SLOAC Committee	5/1/17	
	Deans to apply the tool to 2018 Program Reviews submitted in April 2017.	VPI, McMenamin	Ascione, Beitey, Garces, & Ornelas	8/7/17	

Identify and regularly assess learning outcomes for all courses.		VPI, Murphy	Ascione, Beitey, Garces, Ornelas, Murphy, & All Department Chairs		Every Semester
	Establish SLO Support Center for faculty with SLO Coordinator as lead; offer regular workshops that address meaningful SLO assessment and related professional development leading to improving student success and completion.	VPI, Murphy	Honda, Ascione, Beitey, Garces, Ornelas, Murphy, & All Department Chairs		1/30/18
Publish a two-year course sequence in course catalog.		VPI	Ascione, Beitey, Garces, Ornelas, Murphy, & All Department Chairs		6/30/17
	Two-year course sequences posted on college website under instructional program links.	Sanchez	Bill T. Smith, Ascione, Beitey, Garces, Ornelas, Murphy, & All Department Chairs		

2017 Accreditation Recommendations for Improvement Chart[i]
San Diego Miramar College
Student Services Division   **First Draft – 3/24/17**

Recommendation	Tasks	Lead	Secondary	Date	Deadline
Engage administrative, instructional, and student services divisions in program review to address how well program missions align with the College mission		Ramsey	Honda, Jacobson, Moss, Brandt, Thompson, Cassar, Nguyen, Cassar, Patel, Grisham, Patacsil, Allen		9/16/17
	Each unit currently has a mission statement. Managers, supervisors, program leads to review and discuss Miramar mission statement and task of alignment.			4/04/17	
	Managers, supervisors, program leads to update unit mission statements			4/17/17	
	Student Services Division leaders review division and unit missions for alignment analysis the College mission			4/24/17	
	Student Services Division performs a gap analysis between Division/Units and College missions.			5/01/17	
	Student Services Division meeting to revise and edit Division and Unit missions based upon gap analysis			5/08/17	
	Administrative Services Division meeting to adopt revised Unit missions and incorporate into Program Review			7/19/17	
Develop a procedure for evaluation its program review process for student services, administrative services, and instructional services to ensure their effectiveness for supporting academic quality		Ramsey			9/16/17
	Student Services Division to develop academic quality concept.			4/17/17	
	Student Services Division to review current Program Review process to determine how its Program Review assess its effectiveness for supporting academic quality	Ramsey	Student Service Program Review/SLOAC Subcommittee	5/08/17	
	Student Services Division to consult w/other Divisions of performing gap analysis of measuring effectiveness for supporting academic quality and report back to SS leaders	Ramsey		6/21/17	
	Student Services Division will develop procedure for evaluating its Program Review process	Ramsey	Student Service Program Review/SLOAC Subcommittee	8/1/17	
Improve assessment for all student and academic support services and implement assessment tools in addition to the three-year student feedback survey that the College currently uses					91/16/17
	Discuss possible tools of assessment that provides periodic collection and analysis of service related data.	Ramsey/ Honda	Student Service Program Review/SLOAC Subcommittee (Academic Support: Discussion needed w/VPI and Dean)	4/17/17 ASAP	9/16/17

	Review possible tools with campus researcher	Jacobson	Student Services Program Review/SLOAC	4/24/17	
	Finalize selection of tools of assessment and prepare for presentation to Student Services leaders	Jacobson	Student Services Program Review/SLOAC	4/30/17	
	Student Services leaders to review and take action on acceptance of proposed tools.	Ramsey		5/08/17	
	Implement and begin to test selected tools	Program Review/ SLOAC Subcommittee		Month of June, 2017	
	Review finding of tool testing			July, 2017	
	Fully implement use of tools using test findings	Ramsey	All SS units	August 2017	
Update Student Services Committee	Provide report to the committee on the progress of all tasks	Ramsey	Student Services Program Review/SLOAC Subcommittee	September 2017 Meeting	

ii Chart format adopted from VPA Bell's submission