

# COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, October 3, 2017 • 1:30 p.m. – 2:30 p.m. • N-206

**Members:** Hsieh, Bell, Hopkins, Ramsey, McMahon, Murphy, Hubbard, Allen, & Bermodes, Mark Johnson & Brittany Fields.

**Attendees:** Beitey, Jacobson (absent), Ascione (absent), Hankinson, & Miramontez

Meeting called to order at 1:30pm

- A. **Approval of the Agenda:** Bell approves the agenda. Hsieh seconds. Motion passes.
- B. **Approval of Previous Minutes:** Bell approves the minutes. Hsieh seconds. Motion passes.
- C. **Guests/Introductions:**
- D. **Updates from the Chancellor’s Cabinet:** Hsieh reports on the latest enrollment numbers ([see attachment](#)). Hsieh reiterates how well the College is doing and compliments everyone on their hard work. There was a decrease noted on the FTES Compared to targets Reports dated Sept. 30, 2017. The Difference projected vs. 2017-2018 Target column notes a -122.7 FTES for the College. Hsieh reminds everyone that this is based on the growth target and the College is still working hard to achieve its FTES targets and it is the only college in the district with a growing target. Hsieh asks everyone to shape the facts when advocating for the College as it tries to secure additional resources. Hsieh has asked VP Hopkins and Quis to promote low enrolled courses that start on Oct. 16. Of the 21 open sections, 15 are in public safety. There will be a donor appreciation event for the San Diego Promise on Oct. 17 at Mesa Commons. Each college has been charged with inviting 5-7 of their Promise students for the event to mingle with donors. AB19 is now on the Governor’s desk. The BOG grant will change to California Promise Grant for Fall 2018 semester. Some opponents are asking why additional funding would be needed for AB19 when this grant currently exists. The statewide chancellor opposes AB19. The College will wait and see. There was a handout from the state chancellor’s office announcing Oct. 16 through Oct. 20 as DACA Advocacy Week. There was a check list the district has complied with the recommendations (see attachment). A DACA student academic forgiveness plan has been set by the district that allows for added flexibility when it comes to dropping classes for these students (see attachment). They must submit a petition to Lynn Neault’s office. The California Humanities Group is hoping to create a journalism project with the Mellon Foundation and California community colleges to promote student participation in journalism. Hsieh hopes that Miramar College students will be included even though we don’t currently have a journalism program or student newspaper. Mesa will lead this project. Priority athlete registration will start in Fall 2018, but athletes must apply to receive priority enrollment by July 1 for the fall semester and by Nov. 1 for spring semester (see attachment). Hsieh compliments faculty for helping to make 6-week Intersession classes possible. The district is moving forward with 6-week classes and Miramar College will offer several 6-week courses as a part of Intersession 2018. There are some technical issues being addressed for students to use their CalFresh cards at the campus cafes. There will be a hiring fair to recruit adjunct faculty. This fair will not happen until the spring and the fair will be at Mesa College. The College is hoping to be the next baccalaureate degree provider from SDCCD. The Chancellor feels very optimistic, through her relationships with the LAO office, that this could happen. A Emergency Management Homeland Security bachelor’s degree is being developed for consideration. Beitey says he has had meetings with several faculty and agencies and there is support for this 4-year degree. October 19 is the California Shakeout.

E. **New Business**

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	<b>Different Entry Point - Career Center – Guided Pathways (Intent to Apply for Grant Due to District 10/12/17) – Self Assessment (Due on 11/15/17) (<a href="#">attachments</a>)</b> Hsieh mentions that this is a standing agenda item. To refresh, at this point, the Career Center does not currently play a critical role as an entry point. There is discussion about making the Career Center the new entry point. Lynn Neault has agreed to send this to the board stating “intent to participate in guided pathway.” Miramontez states that this was discussed at PIEC. PIEC recommended assigning the 14 self-assessment questions to proper committees and offices to take the lead on answering the questions. The self-assessment due date is Oct. 27. Miramontez will then input all the information into the state computer. Hsieh asks that all the constituency group leaders	1 & 4	II	Hsieh & Miramontez

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	bring it back as an information item to their constituency groups. If there is a problem or corrections need to be made, than the College can go back and make those changes before the state deadline of 11/15/17. <b>Miramontez</b> asks CEC for approval to communicate this plan with the committees and offices who need to provide the self-assessment data. The attached Guided Pathways list has been accepted. The CEC also decided to ask Dean Miramontez to contact the respective individuals/groups on the list to begin working on responding to the pre-assessment assigned questions. It was also confirmed that the constituency leaders will share the attached list with their respective constituency groups as an informational item and to inquire if anyone needs to be added. If anyone needs to be added, this information needs to be sent to the CEC prior to the 10/10/17 CEC meeting so that the list can be updated, and Miramontez can begin to contact the additional individuals ASAP. In the meantime, Miramontez and the PIEC will work on a proposed timeline for getting information to PIEC and CEC so that everything can be compiled prior to the October 30 <sup>th</sup> workshop as required by the State Chancellor's Office. Attached, please also find the workshop attendee list. Per the District's request, all three college's the "Intent to Apply for Guided Pathway Grant" item will go to the Board on 11/9/2017.			
2	<b>CGC Recommended Changes for Professional Advancement Committee: McMahan</b> shows the standard form ( <a href="#">see attachment</a> ) that is required to be filled out if a member of or somebody on a committee, via the committee chair wants to make a change to a committee per the college governance handbook. The request is to increase faculty membership from 6 to 7 on the PAC to reflect the addition of student services faculty rep (counselor/EOPS). One of the goals was stricken from the committee goals in regards to ethics. Academic Senate, Classified Senate and managers approved. ASG is still looking at the item, however, on Saturday, Oct. 7 <b>Bermodes</b> sent an email to <b>Hsieh</b> confirming that the ASG had looked at this the previous day and the ASG is okay with the changes. <b>Hsieh</b> forwarded that email to CEC on Sunday, Oct. 8.	1	I & IV	McMahon

**F. Old Business**

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	<b>Update on 2018 On-Campus Board Meeting: Hsieh</b> reports that the English Center is on top of it and has started creating the presentation. Deadlines have been sent out.	1	IV	Ascione & Reinstein
2	<b>Preparation for Accreditation Midterm Report + Working with Committees: PIEC, CGC, PR/SLOACS, SSC, &amp; Research Office (Due to SDCCD Board in December 2020)</b> <b>Hsieh</b> reminds the CEC that an official progress report is due to the SDCCD Board of Trustees at their Sept. 2018 board meeting. The 8 recommendations have been assigned to various divisions which have leads identified. There is also a workgroup(s) assigned to each recommendation. <a href="#">See attachment</a> for the list of recommendations and the divisions, leads and workgroup(s) assigned to each recommendation.	1	I, II, III, & IV	Hsieh & Miramontez
3	<b>Acceptance of Plan on Implementing 2017-19 Integrated Plan (Finalized Plan Due to CEC on 10/3/17) - Integration to include CTE Plan, Perkins, &amp; SWP (Due to District 10/10/17)</b> ( <a href="#">attachments</a> ) <b>Miramontez</b> reports that there will is an alignment	1	I, II, & III	Hsieh, Ramsey, Hopkins, & Miramontez

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	<p>between Perkins and Strong Workforce. <b>Lynne Ornelas</b> has been identified as the lead. She has a work group that will align the two initiatives moving forward. <b>Hsieh</b> says there is a template created and <b>Miramontez</b> sent it out. The deadline given to <b>Ornelas</b> is 12/8/17. <b>Hsieh</b> says the managers are fine with the plan after only minor verbiage changes. <b>McMahon</b> says this is coming back to Academic Senate for a second reading today. <b>Hubbard</b> says Classified Senate will be looking at it on Oct. 5. <b>Bermodes</b> says that ASG has approved it. The 2017-19 Final Draft of the Integrated Plan is scheduled to be accepted at the 10/10/17 CEC meeting; one week later than originally planned.</p>			
4	<p><b>Website Upgrade Project:</b> <b>Miramontez</b> reminds every one of the timeline of the website development. <b>Miramontez</b> showed the document with the dates focus groups were asked to give feedback. <b>McMahon</b> noted that the faculty participation in the website discovery phase meetings occurred once in June 2016 when Academic Senate was not in session and there was never a report back to Academic Senate from that time until now regarding faculty input to the college website. <b>McMahon</b> expressed that the biggest concern judging from faculty feedback was in regard to the functionality of the college website. Primarily <b>McMahon</b> is concerned that there is no avenue for official shared governance input with regard to the college website, per accreditation standards, the website is for not only students but for all employees and is the interface with the public. The Academic Senate has compiled a list of what they consider significant concerns regarding the website re-design, and this was presented to <b>Miramontez</b> last week. She requested a forum for concerns to be met. <b>Miramontez</b> has those concerns and will address them. He appreciates the feedback. <b>Miramontez</b> reminds everyone that this is a college level project and not just <b>Miramontez's</b> office. <b>McMahon</b> says that the perception is that there hasn't been any involvement from faculty since the roll out and there is a disconnect between the constituency's assigned to the website and <b>Miramontez's</b> office. <b>Miramontez</b> hopes to re-engage with the faculty and the college about getting feedback, analysis, and providing action. The campus resources page will launch soon. <b>Murphy</b> asks what the plan will be moving forward. <b>Miramontez</b> says he will send the list of the faculty recommendations to the constituency groups to start the process of engagement. <b>McMahon</b> also suggested that a survey be given to all constituency groups, including students and classified staff, in order to more fully evaluate the functionality of, and satisfaction with the website. <b>McMahon</b> says there have been many mixed signals sent to faculty regarding how the faculty input was being received and responded to, and that the current responses were not satisfactory to faculty. <b>Miramontez</b> says he understands constant quality improvement is his goal. <b>Hsieh</b> suggests a timeline be created for constituency groups to meet to discuss this issue and return with suggestions.</p>	1	I	Miramontez

**G. Place Holders**

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	<b>Spring 2018 CGC Workshop: Thursday, 1/25/18 Planning:</b> <b>Hsieh</b> changes the name from convocation to CGC workshop.	1	I	Hsieh, Murphy, & McMahon

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	The room is reserved and plans have been made for breakfast and lunch. Campus services will be consolidated that day with the intent that everyone on campus will take part in the workshop. <b>Hsieh</b> asks all VP's to let managers and supervisors know that they should attend. The CGC will get to decide how long they want their presentation to be.			
2	<b>Progress On Number of Faculty Use of OER, Including Goal Setting:</b> <b>McMahon</b> reports that the OER team at the college met on Oct. 2 and discussed their role, goals and whether or not it was the team's job to report on numbers of OER users. They are looking for someone at the College to collect these numbers because they agreed this not the task of faculty members. <b>Hsieh</b> asks that that feedback be sent to VC Bulger's office.	1 & 3	II	McMahon
3	<b>Progress Report on Implementation of Cultural &amp; Ethnic Diversity Plan (Report in November 2017 &amp; April 2018)</b> No report.	3	I, III, & IV	Hubbard & Arancibia

#### 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: **McMahon** reports there is a meeting at 3:30pm later today.
- Classified Senate: **Hubbard** reports that the next meeting is Oct. 5.
- Associated Student Government: **Bermodes** reports that ASG meets every Friday. They are planning for Fall Fest which is Oct. 25 & 26.
- District Governance Council: **McMahon** reports that the next meeting is Oct. 4.
- District Strategic Planning Committee: No date for next meeting. **Miramontez** reports that the district is setting up a district wide technology committee. **Kurt Hill** and **Miramontez**, plus a faculty to be named later will attend as co-chairs.
- Budget Planning and Development Council: Bell reports that the next meeting is Nov. 4. October meeting was canceled. **McMahon** reports that there will be a special workshop on understanding the budget hosted by Bonnie Dowd for academic senate reps on Oct. 20 and **Murphy** will attend.
- College Governance Committee: **Murphy** reports they meet next on Oct. 10. 2018 CGC workshop will be discussed.

I. Announcements: **VP Ramsey** lets the committee know that they will soon receive a Save the Date for a reception to be held in honor of two new employees coming aboard-the Dean of Matriculation and a Supervisor in Admissions.

J. Adjourn: 2:39pm

**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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