**MIRAMAR COLLEGE**

**CLASSIFIED SENATE**

**MEETING MINUTES**

**Thursday, August 08, 2019**

**11:00 a.m. - 12:00 p.m., K1-202**

**Attendees: Lynne Campbell, Carrie De Moll, Arnice Neff, Sam Shooshtary, Sara Haddad, AnnaLiza Manzo, Reylyn Cabrera, Val Sacro, Kurt Hill, Damaris Garduno, Clarissa Padilla, Sharilyn Wilson, Betty Reichard**

**11:07 AM**

**A.            Approval of the Agenda – Carrie De Moll & Damaris Garduno**

**B.                Approval of Previous Minutes – Lynne Campbell & Reylyn Cabrera**

**C. Additional items - NO**

**D. New Business:**

1. **Program Review Discussion with Brett Bell**
   * **Continuous quality improvement – act, plan, check, do with the ultimate goal of improvement**
   * **Purpose: Help educational institution improve what they do/**
   * **Four phase cycle (higher educational program review)**
     1. **Study**
     2. **Plan**
     3. **Implementation**
     4. **review**
   * **Results of program review**
     1. **Program improvement**
     2. **BRDS-requests for budget resources**
     3. **Facilities – requests for facility resource**
     4. **Classified staff hiring prioritizations**
     5. **Faculty hiring**
   * **Multiple forms at Miramar (Instructional Services, Administration Services, Student Services)**
   * **Instructional program review** 
     1. **3 components:**
        1. **Courses (example: English 101)**
        2. **Programs (example: World Language)**
        3. **Institution (example: Miramar)**
   * **Link activities to accreditation standards** 
     1. **College strategic plan**
     2. **6 factors of student success**
   * **Why participation matters**
     1. **Program improvement**
     2. **Supports achievement**
     3. **Integrated & aligned action**
     4. **Coordinated resource allocation**
   * **How to engage in Program Review**
     1. **Department & division**
     2. **Administration Services program review**
     3. **Student Services program review**
        1. **Classified senate input through classified representative or employee to administrative structure**
     4. **Instructional program review**
   * **Integration is key**
     1. **For common goals between IS, AS, SS**
        1. **Ex. Student Learning Outcomes for Instructional Services (group consensus on outcomes) via outcomes assessment**
        2. **Ex. Student Services (EOPS)**
           1. **What: increase retention fall to spring**
           2. **Self-set standard: student matriculation fall to spring**
           3. **Measure: people soft report (outcome)**
           4. **Method of evaluation: indirect/direct 100% 9+ units (data point)**
   * **Outcome analysis**
     1. **Design an intervention**
     2. **Next cycle outcome analysis**
   * **Timeline:**
   * **April-Oct**
     1. **IS begins April, wraps up June**
   * **SS & AS process over summer**
   * **College deadline is October**
2. **Fall Semester Meeting Dates- to be discussed**
3. **Update on Senators List- to be discussed**

**E.** **Old Business:**

1. **Classified Block Grant: Needs Assessment**
2. **Meeting with Brett Bell: Start with Program Review**
3. **Committee Assignments**
4. **Classified Senator Assignments**
5. **Holiday Party Planning and Committee**

**F.               Reports:**

1. College Governance Council (CGC)
2. District Governance Council (DGC)
3. Treasurer Report

**2**.  Budget & Resource Development

**3**.  Safety/Facilities

**4**.  Marketing Committee

**5**.  Planning & Institutional Effectiveness

**6**. Event Committee

**7**. Diversity Committee

**8**. BSI Committee

**8**. Review of Services

**9.** Other

**G.            Announcements:**

**Fall Meeting Schedule - TBD**

**H. Adjournment – Carrie De Moll & Sam Shooshtary 12:07PM**

*\*****San Diego Miramar College Fall 2013–Spring 2020 Strategic Goals:***

*1. Provide educational programs and services that are responsive to change and support student learning and success.*

*2. Deliver educational programs and services in formats and at locations that meet student needs.*

*3. Enhance the college experience for students and the community by providing student-centered programs, services, and activities that celebrate diversity and sustainable practices.*

*4. Develop, strengthen, and sustain beneficial partnerships with educational institutions, business and industry, and our community*