COLLEGE EXECUTIVE COMMITTEE MEETING
Tuesday, March 10, 2020 • 1:30 p.m. – 2:30 p.m. • L-108

Members: Gable (proxy), Bell, Hopkins (1:53pm), Gonzales, McMahon (1:49pm), Murphy, Hubbard (absent), Young (1:49pm), Webley, Igou, Patel (for Van, absent), & Dehestani

Support: Malia Kunst

Meeting called to order at 1:43pm

A. **Approval of the Agenda (1 min): Gonzales** approves agenda, **Dehestani** seconds. **Murphy** adds an emergency discussion agenda item "Discussion of planning surrounding campus closure and moving classes to online format." Motion passes.

B. **Approval of Previous Minutes (1 min): Gonzales** approves minutes, **Dehestani** seconds. **Murphy** requests one change to action item F1, from "…some constituency groups felt they did not have ample time to review it." to "the constituency groups did not have time to review it." Motion passes.

C. **Guests/Introductions (1 min): None**

D. **Public Comment (3 min): None**

E. **President's Update (3 min): Gable** reports there was a call out to colleges around the state for an application of interest to be in the next wave of California Guided Pathways projects. This is an opportunity for the college to have two years of direct support from professionals on our guided pathways efforts and leading the college, as close as possible, to a full adoption. This will also include professional development, guidance, and leadership. Everything is covered for the seven college participants, expect for travel. If we are accepted, the next step would be to complete the full application, which will go through governance. The letter of interest is due Friday, March 13th and has gone through the Academic Senate and brought to CEC as an information piece. Due to COVID-19, or the corona virus, we are moving forward with transitioning as many of our classes to an online format as possible. All the departments, deans, faculty and administrators will begin working on a plan for the implementation of online courses and campus closure. We will reconvene on Thursday, March 12th, midday. **Gable** will connect with the students as soon as possible.

F. **Action Items**

#	Item	Time Limit	*Strategic Goals	Accreditation Standard	Initiator
1	**Guided Pathways Scale of Adoption Self-Assessment: Gonzales** reports the draft went back to the Academic Senate after the last CEC meeting and they have given their blessing. It has been entered into NOVA and ready to submit. Once submitted it will generate an email to the College President and Academic Senate President for approval and acceptance by the state. The state is gathering data from all the colleges to present to legislature. The changes that occurred were largely grammatical and the bottom section. This document will be forwarded out to everyone. **Bell** entertained a motion to accept the Guided Pathways Scale of Adoption Self-Assessment. **Murphy** approves. **Young** seconds. Motion passes.	20	1, 2, 3, & 4	I, II, III, & IV	Gonzales/Brewster/ Clarke

* **San Diego Miramar College 2013 – 2020 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 2013-2020 Strategic Plan**

G. Discussion Items

#	Item	Time Limit	*Strategic Goals	Accreditation Standard	Initiator
1	**Planning for campus closure and online instruction:** **Murphy** states that this item has been added as an emergency item under the brown act. The campus has been instructed to create a plan for campus closure and moving as many classes as possible to an online format by Friday. Because this involves all parts of the campus and is heavily weighted in instruction, there needs to be a clear path on how this plan is moved forward and developed with constituency input. This plan then needs to come back to CEC for approval before it moves forward or is implemented. **Murphy** opened the discussion to the committee on how this plan will be developed. **Miramontez** stated he is meeting with the instructional support leads in order to strategize and support the conversion of as many classes as possible to an online format. **Bell** stated that the department chairs, deans, vice presidents and senate leaders have been asked to give input. A plan is due by Friday and there will be a Thursday update. The groups involved need to do their due diligence and provide input on what this plan would look like. He encourages everyone to focus on the structure first and the details can be filled in later. As the plan is due Friday, he imagines after, it would go through the review process. **Gonzales** reported health services has been monitoring the virus for a few weeks, as there may be a possible impact on financial aid. He added that student services leaders are beginning to strategize but the plan will evolve as we learn more. **Murphy** emphasized this is heavily 10+1 because it is how we teach our students and there are limitations to what we can tell our faculty and students to do. We need to take them into consideration and gather their input. We also need to be more sensitive to the instructional part and include classified input. **Young** would like this to be a reasonable discussion about if this occurs what will be compromised. **Hopkins** reiterates that we have been asked to come up with a plan; we weren't told that everyone has to do this; we we're told to go 100% online, as much as possible; we haven't been shut down yet. She emphasized that there are other options but the President asked us to make a plan in case we close. **Murphy** responded she is not trying to stop a campus closure or health emergency, she is trying to safeguard the 10+1 matters as a representative of the faculty. **Gonzales** added there are a lot of reasons for us to say "this is a really bad idea" but we have got to plan for if	5	1, 2, 3, & 4	I, II, III, & IV	Murphy

something major does hit San Diego county, how do we protect ourselves. **Webley** encouraged the committee to think about all possible solutions from each different constituent lens. **Barnard** heard that this might not hit until end of April or early May which would make this a different scenario. She asked for clarification on what is expected. **Murphy** stated that there are a lot of questions around this and she wants to make sure faculty are receiving the right message. **Hopkins** stated it is 100% online as much as possible, as soon as we can. **Bell** stated there needs to be clarification from the President on if it was to create a plan to go online or to go online. **Ascione** stated we should make our recommendation to the President. This may come in waves and we may deal with things as we get to the heart of it but for now, we should focus on the low hanging fruit. **Murphy** stated before she can make a recommendation she needs clarification on what we are being asked of. **Bell** stated conversations need to begin immediately and simultaneously we will seek clarification. **Hopkins** stated that the list of courses to be covered under the addendum for temporary distance education needs to be submitted immediately. The plan was to include all classes not currently approved for DE to the list. **Murphy** asked if the chairs were okay with this plan. **Hopkins** responded that this directive is from the President and District; this is what the other campuses are doing. **Murphy** stated she understands there are directives but this is an academic and professional matter and all she is asking is for the appropriate faculty to sign-off. **Igou** stated that this had not been discussed at Chairs or Academic Affairs yet but they are meeting Thursday and will add it to the agenda. **Murphy** asked **Hopkins** when the list was due. **Hopkins** stated this week. **Murphy** emphasized that there needs to be faculty input on the list before it is turned in and asked if the list could be sent to the chairs for approval so the Academic Senate can sign-off. **McMahon** stated that the AS Executive committee has already called for an emergency meeting today, March 10th at 3:30pm and this issue would be the sole topic, thus it would allow for the AS to begin to have discussions and to be able to officially begin to have input. **Bell** clarified that the Vice Presidents are managing the list and the deadlines that have been set but the faculty will create the list. **McMahon** emphasized how important it is that the list is vetted by faculty because the state is going to waiver it as approved. **Hopkins** explained further that this list should contain classes that have not been approved for online but because of the situation that we're in we may need to teach them online, and, that it is temporary.				

	Bell stated there needs to be clarification on where input from faculty occurs. **Palma-Sanft** clarified that only classes offered this semester that are not approved for online will be on the list, it's not every class in inventory. **Hopkins** added the addendum has to have a specific time frame so it's very temporary. She asked **Murphy** if the Senate can approve the list by Friday. **Murphy** responded yes but her concern is not about the list being temporary, the concern is should the class be taught online at all. **Barnard** asked everyone to keep in mind that this is a nationwide issue and everyone is affected by it so there will be flexibility from the upper bodies. **Hopkins** made a comment regarding classes that are offered this semester and are not added to list will be cancelled in the event of a campus closure. **Dehestani** asked what will happen to student transcripts, as many of her art classes cannot be online. **Murphy** assured her there are options and emphasized the importance of having greater conversations than how we convert our classes to online. This should be a part of the plan that is created. **Bell** encouraged the group to reframe their thought process from "we can't do it" to, if this situation becomes critical, "how can we do it." **Murphy** assumes this plan needs to come back to this body for approval and asked what this plan should look like in order to prepare a draft by Thursday. **Bell** responded President Gable asked for a plan from Student Services, Administrative Services, Instruction, and Instructional Support Services with as much faculty, student and classified input as possible. **Murphy** suggested that the administrators and constituent leaders meet every day as this evolves to ensure a proper flow of communication and planning efforts.				
2	**President Search Update:** Tabled due to time	3	1, 2, 3, & 4	I, II, III, & IV	Laura Murphy
3	**Collegiality in Action Update:** Tabled due to time	5	1, 2, 3, & 4	I, II, III, & IV	Laura Murphy/Marsha Gable
4	**College Governance Handbook Draft 1.0: Gonzales** stated the College Governance Committee (GCG) will discuss next steps for handbook and how to solicit as much feedback possible. More information to follow.	10	1, 2, 3, & 4	I, II, III, & IV	Laura Murphy/Marsha Gable
5	**College-wide Planning Summit:** Friday, March 13th at 8:00 am – L-105	3	1, 2, 3, & 4	I, II, III, & IV	Daniel Miramontez
6	**Accreditation Mid-term Report:** Tabled due to time	5	1, 2, 3, & 4	I, II, III, & IV	Daniel Miramontez
7	**Strategic Planning:** Tabled due to time	5	1, 2, 3, & 4	I, II, III, & IV	Daniel Miramontez

H.   Announcements

There were no announcements due to time

I. Adjourn

Meeting adjourned at 2:39 pm