

## **MINUTES**

College Executive Committee April 16, 2013  
San Diego Miramar College

**Present:** Sandi Trevisan, Susan Schwarz, Terrie Hubbard, Brett Bell, Jerry Buckley, Patricia Hsieh, Buran Haidar, Joyce Allen, Daphne Figueroa, Gerald Ramsey

### **A. Approval of Agenda**

Postpone New Business #4; add G. Ramsey item in Announcements. Modified agenda approved.

### **B. Approval of Previous Minutes**

Concerns will be discussed in the College Governance Committee report. Minutes of 4/9/13 approved.

### **C. Guests**

Laura Murphy, Linda Woods, David Navarro

### **D. Chancellor's Cabinet**

- Received actual enrollment numbers for Spring 2013. City is below target 2%, Mesa 1% above, Miramar 4.3% above, CE 1.4% below. Productivity report to come. Hsieh expressed her appreciation for those who have engaged in enrollment management dialogue.
- The community college baccalaureate degree program is back under consideration. Each college was asked to identify potential programs that fit – for Miramar, administration of justice might fit. District position has been there is no funding. Funding was not discussed, but Chancellor and District support the program.
- A budget update email from the Chancellor was distributed yesterday.
- Assembly Bill 806 proposes some items on the wrong side of the 50% law will be moved to the right side.
- Cabinet reviewed the board meeting schedule beginning July 1, 2013, which will go to DGC and the Board later this spring (May or June).
- Preliminary budget presented 39,650 FTES as the district target. The Chancellor requested college numbers for 2013-14 to be shared at the April 30 Chancellor's Cabinet meeting. Last week, the Chancellor requested integrated projections to include public safety training academy needs. Hsieh asked Beitey to provide information prior to the April 30 Cabinet.
- The Chancellor reminded all that she needs to be in the loop if they are contacted by board members re: college or district issues or projects.
- As a result of health care reform, the District must provide health insurance to any NANCE employee with over 30 hours/week. The number of hours will be determined at the next Cabinet meeting (23, 24, or 25). Hsieh thanked Bell for collecting Miramar information and developing a plan. Schwarz asked if staff who have submitted reclassification applications and Hay study requests have been rescheduled. Hsieh advised her to contact HR for more information.

## **E. NEW BUSINESS**

### **1. Proper Avenue for Announcing Convocations (Hsieh)**

Currently, the President's Office sends out Convocation announcements and reminders; the Flex Coordinator also sends out an announcement as an activity of flex. Starting this fall, the President's Office will take sole responsibility to send out information about Convocation, but faculty can still earn credits by attending Convocation.

## **2. Implementation Team Membership for Taskstream (Hsieh)**

On March 19, 2013 in CEC, it was determined the College will move forward with the purchase of Taskstream. It will be a district wide purchase. Kent Keyser is working on the negotiation as a package contract agreement. Our goal is to start July 1<sup>st</sup> when our funding is available. It is important to decide immediately the lead individuals who will be on the implementation team. The goal is to engage as many individuals and programs as possible. Hsieh proposed using the structure VPI Buckley took to PIEC with nine slots to fill on the implementation team – areas for management, faculty and classified and ask constituency leaders to identify reps. During the summer when there are urgent matters needing faculty participation, the Academic Senate will be available. Constituency leaders will identify the implementation team.

## **3. Fall 2013 Convocation Planning (Figueroa)**

Convocation planning was added to the agenda as an information item to get started. CEC usually initiates recommendations for Convocation. Hsieh asked for ideas and recommendations. L. Murphy suggested outcomes and assessment work be done with everyone together and give groups time to work on program review within department meetings. Identifying the first modules of Taskstream was also suggested. Consensus was achieved that activities on outcomes, assessment and program review and folding in Taskstream would be worthwhile activities for Convocation. A draft schedule needs to be developed before faculty leave for the summer -- May 7, the last CEC meeting of the semester. Hubbard noted in the past few years, the program has moved away from the prior format that included a welcome, update, and general information that included everyone. Classified attendance is challenged at the start of fall. Constituent leaders were asked to encourage participation. Allen recognized the recommendation to do SLOs and asked that others recommend other topics for Convocation that will engage the entire campus. Schwarz suggested the topic of critical incident response. Convocation ideas will remain on the agenda.

## **4. Guidelines for Website Postings (Haidar)**

Postponed.

## **F. OLD BUSINESS**

### **1. Compiled Information Regarding Employee & Student Satisfaction Surveys' Recommendations Due 4/24/13 (Hsieh)**

Will be on 4/30/13 agenda. Buckley asked for responses from leads as soon as possible.

### **2. Update on Accreditation Midterm Report (Buckley)**

Final comments are due April 19 and the report is scheduled for adoption by CEC on May 7. Buckley will present the Mid-Term Draft #3 to the Academic Senate today. Hsieh asked Ramsey to make sure that student leaders know of the May 3rd deadline for constituency acceptance.

### **3. Accountability Management System (Buckley)**

Buckley reviewed task list (attachment), which needs prioritization. The next step is for constituency leaders to work on user lists. Committees should look at their roles. Haidar suggested a group should review. Murphy said the implementation team could do this. Murphy suggested outcomes module and minimal program review module be addressed this fall. Buckley suggested first taking Slojet data into Taskstream and using Taskstream when available in the fall. Hsieh suggested constituency leaders be responsible for appointing three representatives each for administrators, classified staff and faculty as lead individuals by the April 30 CEC meeting.

### **4. Revised and Updated College Mission: Back to CEC on 5/7/13 (Hsieh)**

Figueroa asked for Classified Senate input to present to Academic Senate. Hubbard will discuss with Allen.

### **5. Early College Program with Mira Mesa High School (Hsieh)**

Tomorrow, Hsieh and two vice presidents will meet with the Mira Mesa High School principal to re-initiate dialogue about an early college program. This item will remain an ongoing standing item on the agenda.

## **G. REPORTS**

### **Academic Senate (Figueroa)**

Meets today. Accreditation report and other items on agenda. 3:30 PM, H-105.

### **Classified Senate (Hubbard)**

Meets Thursday, will discuss Classified Week. Hubbard announced the first newsletter in 15 years was distributed last week. It was sent to classified staff and managers – Figueroa asked to receive it.

### **Associated Student Council**

No report.

### **District Governance Council (Figueroa/Bell)**

No report.

### **District Strategic Planning Committee**

No report.

### **District Budget Committee**

No report.

### **College Governance Committee**

A question was raised on the recent CGC Recommendation #3. Figueroa stated she didn't see a need to review Recommendations #1 and #2, other than Allen's comment that she didn't correctly represent her constituency approvals. Allen signed the recommendation in error without

having had Classified Senate review and approval. Allen will present to Classified Senate Thursday. Figueroa will hold forms until she hears from Allen. Schwarz asked that the management group also review and send to her.

It was Figueroa's understanding that the group with okay with the edited version of Recommendation #3. Whatever verbiage is used, constituencies need to review and provide input regarding spring convocation and consideration of a Friday schedule of activities. Figueroa had changed the wording to reflect what she'd read out loud and then planned to take to constituency groups and report to CEC as amended. Could send back to constituent groups, if desired.

Schwarz suggested it would be helpful to return to constituencies and committees that proposed this to CGC. The other two recommendations that came from CGC had already gone through all constituent groups. Figueroa clarified the recommendation re: forming an overarching task force relating to program review.

## **H. ANNOUNCEMENTS**

- Haidar announced CGC presented two workshops last week and that eight of 15 committee chairs attended. Many learned how committees are aligned, their reporting relationships and duties as they appear in the handbook. Communication is always a challenge. CGC will determine how to hold a session for those committee chairs who did not attend in the near future. Hsieh thanked Haidar for conducting training. (Haidar to provide attachment)
- Ramsey reported the Student Equity Plan sunsets in the fall. All data will be reviewed and updated, and the workgroup will look at adjustments and return to CEC on May 7 to ask for feedback; then distribute over the summer to all CEC for distribution to all in the fall. Ramsey has a timeline to attach to the minutes. The workgroup includes Mark Manasse, Adela Jacobson, Sonny Nguyen, Angela Romero, George Beitey and Naiomi Grisham. Student equity is a college-wide issue.

5/7/13

*S. Trevisan*