

MINUTES

College Executive Committee February 4, 2014
San Diego Miramar College

Present: Sandi Trevisan, Patricia Hsieh, Emalina Ledbetter, Brett Bell, Daphne Figueroa, Terrie Hubbard, George Beitey, Joyce Allen, Gerald Ramsey, Buran Haidar

A. Approval of Agenda

Approved.

B. Approval of Previous Minutes

Minutes of 12/10/13 approved.

C. Guests

David Navarro, Daniel Miramontez

D. Chancellor's Cabinet (Hsieh)

- District allocated 1,000 FTES to Summer 2014, split among three colleges -- Miramar was allocated 220. In a second allocation, CE will be included. Hsieh asked deans to identify additional sections, which would meet high demand criteria. Hsieh will advise when funding is secured so course sections can be activated. Hsieh will scan and distribute enrollment information. As of today, with the first summer allocation, Miramar will continue to be projected above target. The Chancellor announced service hours and no Friday class offerings restrictions should be removed and colleges should plan to return to full service schedules and class offering Monday through Friday, effective this spring, if possible, but definitely for summer. District HR will send information included in bargaining agreements to the college presidents regarding required notice of work schedule changes to classified staff. Ramsey assured Hubbard that the Classified Senate will be advised throughout the campus discussion on proposed shift changes.
- Community college baccalaureate issues – the Chancellor has asked each college to develop a plan to offer baccalaureate degrees in specific areas -- automotive technology and administration of justice at Miramar. Ramsey will discuss with deans Beitey and Ornelas.
- Enrollment planning – Vice Chancellor Otto Lee will provide a list of online course sections offered by each college to review for potential growth in both on-ground and online sections.
- MLK, Jr. parade planning. Award judging is outside District control, but the Chancellor inquired how the District might improve parade presentation. CE President Beebe will follow-up.
- Student equity plan. Hsieh will scan and share information. Miramar's 2010 plan is currently being updated. The State Chancellor's Office requires the Student Equity Plan be aligned with SSSP and must include a budget and evaluation components. When Ramsey has a draft ready, it will be distributed to constituency groups for input. Hsieh's goal would be to have document approved by CEC by 5/6/13.
- Next week, an email message to all SDCCD employees will provide a link and request completion of the cultural climate survey. Data will be included in self-study accreditation reports. Miramontez noted a flex activity was held recently where participants completed the survey in the PDC.
- Hsieh will scan and share the board policy re: military education

- Consortiums and individual entities can apply for a California Career Pathway grant from the State Department of Education, K-12 Superintendent's Office, in the amount of \$250 million (\$600,000 for individual entities) that will serve K-12, community colleges, and business partners. The Chancellor asked each college to identify programs that could be part of a consortium effort. Hsieh encouraged deans and faculty to discuss and to speak up with concerns and feasibility. Ramsey will put on Deans Council agenda.
- SSSP funding may require matching funds, all on the wrong side of the 50% law. Executive Vice Chancellor Dowd will provide more information.
- Classified Employee of the Year. Last year, Miramar College selected Terrie Hubbard, whose name was forwarded for state Employee of the Year. This year is CE's turn.
- The new Facilities vice chancellor will review Facilities positions that need to be backfilled and make recommendations to Chancellors' Cabinet. Management Services will convene and determine how four positions will be distributed across the District. Hsieh asked Bell to be prepared for the discussion.
- A new administrative position of dean of matriculation and student development was approved for Miramar College in 2008, but with the budget crises, it was never filled. Today, Chancellor's Cabinet approved moving ahead with SSSP funding. Approval was also received to backfill a student services assistant position with external recruitment.

E. NEW BUSINESS

1. Increase of Student Parking Fee (Ledbetter)

Miramar ASC will discuss on 2/21/14. Debra Picou will attend with a detailed presentation.

2. Chair of RSC Committee, College Based Researcher, and ALO (Hsieh)

Miramontez will continue in previous roles, in addition to new dean's position, for the time being. A Campus Based Researcher position is not included in the Miramar prioritized classified list at this time.

3. Updated College Sexual Harassment Plan (attachment) (Beitey)

As Site Compliance Officer (SCO), Beitey met with former SCO Judy Patacsil to review and update the Sexual Harassment Plan from 2011-2012. Information will be shared through constituencies and presentations are available upon request. An EEO training was held last week with another planned in April. Beitey will request a list of employee names and EEO training expiration dates and also find out if the District website is accurate. Information can be located on the Miramar website under the faculty>policies link. Beitey will send out the link in an email.

4. Environmental Scan Recommendation (Due to CEC on 4/15/14) (Hsieh)

Due date approved.

5. Updated College Operational Plans (Due to CEC on 5/6/14) (Miramontez)

PIEC co-chairs approved completion date for plan to come to CEC.

6. Completion of Updating College's Master Educational Plan (Due to CEC on 5/6/14) (Hsieh)

PIEC co-chairs approved completion date for plan to come to CEC.

7. 2014-2015 College Annual Planning Calendar (Due to CEC on 4/15/14) (Figuroa)

The draft revised calendar will be reviewed at PIEC on Friday and the 4/15/14 CEC due date was approved.

F. OLD BUSINESS

1. Update on Proposed Early College Pilot Program with Mira Mesa High School (Hsieh)

A joint board meeting will be 3/18/14. Each will continue to discuss different options. The new head counselor at Mira Mesa HS has recommended changes for courses Miramar originally proposed last spring. New options will go to Academic Affairs. There is no date for implementation at this time since neither SD Unified school board nor SDCCD board has reviewed or approved it. We are still in the dialogue stage. Department chairs will be heavily involved.

2. Update from Program Processes Task Force (College completion due date 12/10/13) (attachment) (Haidar)

Task force has completed work. Second reading was scheduled with the Academic Senate this afternoon, but will not move forward until other constituencies have reviewed it. Classified Senate will review in March. Ramsey will take to Deans Council tomorrow. Students reviewed. Item will be back on CEC agenda on 2/18/14.

3. Update on Implementation of Accountability Management System (AMS) Task Stream (Bell)

Task force met 1/29/14 and identified a smaller work group to work with AMS Task Stream to complete training and report progress to the larger task force. Goals for the implementation task force are to complete training by the end of March, meet the tentative implementation date of fall 2014, develop a transition plan from SLOJET to Task Stream and identify whether or not to maintain two systems or migrate information into one. Plan is due by 4/9/14. Taskforce will recommend which module will be implemented following the learning outcomes module. 2014 fall flex will be used to provide training. Department chairs and deans will be trained during the week prior to the flex days. Deadline for the status of implementation will be communicated to the campus by April 2014. Ramsey will inform Deans Council of training plans. Classified training needs to be included in schedule. At the next work group meeting, Allen will remind the workgroup to include classified training in summer 2014.

4. Status Regarding 3/27/14 Campus Board Meeting (Beitey/Trevisan)

Draft program was provided to President. The location of the board meeting and rehearsal one week prior have been moved from K-bldg to L-105 auditorium. AV has received equipment request. AV will meet with public safety officers to integrate video in overall presentation.

5. Update on College-Wide Retreat Planning 3/7/14 (Bell)

Task force met on 1/31/14. Location will be confirmed after the RSVP date, 2/7/14 -- K-building or L105 auditorium and classrooms. Committee recommends eliminating the facilitator role in favor of an emcee, who will serve as timekeeper and keep program and participants on task. Figueroa aired concerns about large events on campus not respecting the college's sustainability resolution to not distribute water bottles at events. She asked for consensus to abide by the resolution for the site board meeting and planning retreat. President's Office will be responsible for coordinating convocations and annual retreat and stated events would continue not to have bottle water provided.

6. Status on Student Learning Outcomes – Draft Data for 2014 Annual Report (Ramsey)

No draft available at this time.

7. Progress on Student Support & Success Program Implementation (SSSP) (Ramsey)

Funds from SSSP will support a new administrator to oversee matriculation/student success program. Jets Jump Start and Freshman Year Experience programs will be a major focus. Kurt Webley will serve as lead counselor for the programs. Days will be added to Transfer Center Director Naomi Grisham's schedule to increase transfer activities. Support staff have been identified to augment Counseling support staff and counseling hours have been increased. The budget allocation process has been accomplished.

8. Enrollment Management – Next Step (Haidar)

Haidar suggested the need for a college "strategic enrollment management" (SEM) distinct from enrollment management current practice (short-term). The proposed "strategic enrollment management," would be linked to the college's integrated planning and student success priorities. She recommended a new CEC task force be formed to work on drafting a plan for the college consideration following the sound principles of effective SEM and budget realities. Hsieh clarified and summarized the discussion, i.e., Enrollment Management Steering Committee, would not implement a plan, but would identify key components of college's strategic enrollment management plan and invite entire campus to participate in implementing the plan. After some discussion, consensus was reached to form the SEM task force Haidar will share that as information item at the Academic Senate today. Hubbard will share with /Allen. Each constituency will be informed of this CEC discussion and decision. Figueroa recommend students be involved.

G. REPORTS

Academic Senate (Haidar)

First meeting today. Program Processes Task Force document item will be postponed until other constituencies have completed their review. Items on the agenda include: accreditation standards and outcome assessment, accountability system, proposed college hour, course caps, and strategic enrollment management as new business.

Classified Senate (Hubbard)

Meeting Thursday. Program Processes Task Force document will included on the 2/20/14 agenda. Classified Week will be May 5-9, 2014. Friday, 5/9/14 has been designated "manager's special"—an occasion for managers to do something special for their people.

Associated Student Council (Ledbetter)

Will meet Friday. Planning for Spring Fest 3/13/14.

District Governance Council (Haidar)

At the last meeting -- sexual harassment policies review, approve DSPS procedures, review student services documents.

District Strategic Planning Committee (Figuroa)

No report.

District Budget Committee (Bell)

Tomorrow.

College Governance Committee (Figuroa)

No report.

H. ANNOUNCEMENTS

David Navarro reported Student Services will be open extended hours on Friday, 2/7/14 -- until 5 p.m.

2/6/14

S. Trevisan