

MINUTES

College Executive Committee May 6, 2014
San Diego Miramar College

Present: Sandi Trevisan, Patricia Hsieh, Emalina Ledbetter, Daniel Miramontez, George Beitey, Buran Haidar, Joyce Allen, Gerald Ramsey, Brett Bell

A. Approval of Agenda

Agenda approved.

B. Approval of Previous Minutes

Minutes of 4/29/14 approved.

C. Guests

Laura Murphy, Lou Ascione

D. Chancellor's Cabinet (Hsieh)

- Enrollment report. Last report on March 22, Miramar was 3.1% above FTES target. Today, Miramar is 2.9% above target. In-service totals are not known at this time.
- Community college baccalaureate degrees. The Chancellor sent an email, citing the limitations of the pilot program, which will include 15 community college districts in the state and one program per district.
- Cabinet reviewed summary highlights of new accreditation standards. Hsieh will forward to CEC. Miramar's ALO will study the proposed changes and review next week at CEC.
- Cabinet received a new SDCCD financial aid bulletin, which features Miramar photos on the cover.
- An industry advisory committee recognition event, originally planned for June 5th will be postponed to mid-fall to engage faculty and deans.
- Chancellor inquired about accreditation planning for 2016 self studies. Hsieh reported Miramar is finalizing the annual planning calendar, which has been updated to include the accreditation timeline. The Accreditation Self Study Steering Committee Faculty Co-Chair announcement will go out on Friday, August 14. The Accrediting Commission is considering extending the six-year cycle to seven years.
- Miramar's graduation numbers are down. Haidar suggested Miramar CTE students may be dropping out for jobs without degree completion.
- Miramar College items on the Board of Trustees May 22 agenda: 20% position salary reimbursement for 2013-2014 for faculty member to serve as BSI regional coordinator; sabbatical applications (3 Miramar); new VPI contract.
- Cabinet received preliminary budget model for 2014-2015 year. Haidar inquired the timeline and District expectation for Miramar to reach the target 10,000 FTES. Hsieh explained no budget adjustment for growth for Miramar is reflected in the initial budget. Today, Executive Vice Chancellor Dowd included Miramar's goal to reach 10,000 FTES within five years as a priority in budget planning process. Ramsey indicated Miramar's enrollment growth goals would be 5% the first year and 6% in subsequent years. Currently, Miramar FTES is 7,600. Haidar noted adequate support is critical (supplies, staff) – the topic will be discussed at Academic Senate.

- Request of a new Miramar College athletic team will be back on the Cabinet agenda on May 27.
- Hsieh reminded all that NANCE requests must define an ending period and cannot be used to backfill the shortage of regular classified staff positions.

E. NEW BUSINESS

1. Service Hours for Fall 2014 and Saturday, August 16, 2014 (Ramsey)

District has requested a return to full Friday student services, including summer. At Miramar, due to staffing limitations, student service offices will be open until noon, maintaining the same schedule as spring 2014. For fall, a proposal to be open until 3 p.m. on Fridays will be discussed at Student Services Council tomorrow. During the fall and spring, special scheduling will be achieved to remain open until 5 p.m. on Friday and until 1 p.m. on Saturday during the weekend that enrollment closes and on the last day to add/drop classes. Ramsey noted the extended scheduling will result in an increase in cost and that additional resources must be identified. Hsieh reported the college asked for \$10,000 to provide Saturday accounting office support and that the Chancellor did not request additional services be provided.

2. Outcomes & Assessment Status Report – Spring 2014 (Miramontez/Murphy)

Miramontez introduced and reviewed the Outcomes & Assessment Status report. Murphy noted that the report is accurate as of this term. “Active” courses that haven’t been offered in a long time are still included and will continue to reflect a percentage of course outcomes not complete. Haidar reminded about need for annual reporting of assessment to ACCJC even with the College’s move to a three-year assessment cycle.

3. Cultural & Ethnic Diversity Plan (Haidar)

Haidar noted the Academic Senate had an issue with the Plan and inclusion the request for a specified amount (\$5,000) as a committee resource as an action plan. The Senate suggested replacing the dollar amount with “identify and provide adequate funding.” Allen noted Classified Senate concern with the proposed institutionalization of prescribed ethnic studies courses, and the inclusion of “campus hour,” since the surveys have not yet been completed and reviewed. Classified recommended 4.1 edits to not “reinstate” offerings, but “include” offerings. Beitey offered management comments, echoing the concern for a permanent budget and institutionalization of prescribed courses. Hsieh added all groups need to work within the integrated planning process and per college strategic enrollment management that curriculum offerings are coordinated by deans. Ascione recommended the committee align its action plan with the Strategic Plan Goal language and that the Plan should be more generic and broad. Ramsey will take recommendations back to committee – 3.1 minor edit, 4.1 and 5.1 edits need to be made. Ramsey will bring revised Plan back to CEC. Haidar noted the last Senate Exec will be on May 20.

F. OLD BUSINESS

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

Ramsey reported regional discussions have begun to review SSSP documents and structured alignment with Student Equity plans.

2. Progress on Draft San Diego Miramar College Student Equity Plan (Due to CEC on 5/6/14) (Ramsey)

Ramsey reported “loss momentum” information provided by Miramontez was dropped into the plan.

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

Miramontez reported the third draft of the EMP will be discussed at PIEC on Friday and that the goal was to complete by end of spring. Miramontez noted as long as no other major content changes are provided, EMP can be approved by PIEC on Friday. Hsieh recommended wrapping up routine actions as soon as possible, so that next semester, the institution can focus on the accreditation self-study and ERP implementation. She suggested 5/13 for presentation/approval of the EMP at CEC. Haidar requested to add a CEC meeting on 5/20/14 to discuss EMP.

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

Miramontez reviewed the status of ten operational plans and divisional plans. Of the ten, six have been received -- Basic Skills, CTE, Marketing/Outreach, Outcomes and Assessment, Technology, and Cultural Diversity (see New Business #3). The HR plan is current. Facilities master plan was approved by committee on 5/1. Three divisional plans (administrative services, instructional services, student services) will be complete by next week. Review and approval of operational plans will be placed on the May 20 CEC agenda.

5. Strategic Enrollment Management Update (Haidar)

Haidar reminded all of the need to discuss strategic enrollment management throughout the campus and expressed concern that this is not being accomplished. No evidence for changes to the pattern of course scheduling is apparently planned for the anticipated FTEF augmentation. She emphasized the importance to analyze student need, not necessarily student demand, so that the courses Miramar offers will translate into more degrees and program completion. School deans had previously been charged to bring the strategic enrollment management dialogue to respective faculty. Ramsey will provide a report next week. Hsieh requested inviting other deans to attend CEC.

PLACEHOLDER ITEMS

1. Governance Committee Memberships (Due to CEC 5/13/14) (Figueroa/Haidar)

Allen reported Classified Senate approval of three CGC recommendations.

2. College Hour (Due to CEC 3/18/14, Rep Names by 3/25/14, Survey due by 5/13/14)

(attachment) (Hsieh/Miramontez)

No report.

3. 2014-2015 College Annual Planning Calendar (Due to CEC on 5/13/14) (Miramontez/Figueroa)

Allen reported Classified Senate approved the 2014-2015 calendar.

4. Program Processes Next Steps (College completion due date 12/10/13) Review (attachment) (Haidar)

Hsieh reminded Haidar that the Academic Senate was requested to make specific recommendations when citing concerns and a taskforce meeting needs to be scheduled subsequently. Haidar pointed out that this is on the Senate's agenda for the afternoon.

5. Fall 2014 Convocation Program (Hsieh)

No report.

G. REPORTS

Academic Senate (Haidar)

Elections for 2014-2015 will be held today.

Classified Senate (Allen)

Recent actions reported above.

Associated Student Council (Ledbetter)

ASC elections for 2014-2015 resulted in the naming of Vice President Olivia Light, Secretary Caroline Somilvay, and five senators. Since no majority over 50% was achieved, a special election will occur in the fall for the office of ASC President and other positions. Ledbetter also reported ASC leaders recently attended the SSCCC General Assembly.

District Governance Council (Haidar)

Haidar reported that items discussed last week included discussion on enforcing district civility policy, the position of districtwide Academic Senates on MOOCS, and amending the waiting period for retaking English and ESOL placement exams.

District Strategic Planning Committee (Figueroa)

No report.

District Budget Committee (Bell)

No report.

College Governance Committee (Figueroa)

No report.

H. ANNOUNCEMENTS

4/30/14

S. Trevisan