

# COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, November 15, 2016 • 1:30 p.m. – 2:30 p.m. • N-206

**Members:** Hsieh, Bell, Hopkins, Ramsey, McMahon, Hubbard (absent), Allen, & Romero

**Attendees:** Ornelas, Jacobson, Ascione (absent), & Miramontez

McMahon called the meeting to order at 1:32 p.m.

**A. Approval of the Agenda:**

Hsieh moved to approve the agenda, seconded by Hopkins, and all responded in favor.

**B. Approval of Previous Minutes:**

Bell moved to approve the minutes, seconded by Hsieh, and all responded in favor.

**C. Guests/Introductions:**

Briele Warren was introduced as taking minutes for Steve Quis.

**D. Updates from the Chancellor's Cabinet:**

Hsieh reported that there was no update in terms of enrollment. Last week Miramar College stood at 0.2 above target, and nothing has changed. Hsieh then reported on accreditation planning, and noted that as of today, only two colleges have turned in the requested draft SER to the District. Hsieh showed a San Diego Promise attachment as an update/refresher, and indicated the document was sent to the CEC. Hsieh shared that per the Chancellor, if there are any high school students interested in coming from outside the College's service area for Public Safety programs, the students would be considered for the San Diego Promise. Hsieh then reported on the textbook topic, and she thanked McMahon for her leadership, as well as the faculty. Hsieh then shared an attachment on OER, and reported that she had informed the Chancellor that the College is working diligently with the faculty on it. Hsieh then reported that the new President from Palomar had brought forward AB1747. The Chancellor was not aware of it, and had asked Neault to follow up. Interestingly, neither Weber nor any of Weber's office staff were aware of it either, when asked. The bill basically states if a public or private postsecondary educational institution has a food service offering low cost food, it would be required to partner with local food banks. Hsieh shared this so everyone would be aware of it in case there were discussions amongst the faculty or staff.

Hsieh also reported that at the last week's Chancellor's Cabinet meeting, a lot of new procedures from Instructional Services came up. Hsieh said the procedures would go to DGC, and suggested that Warren scan the documents for McMahon to share with the faculty. Hopkins mentioned that the procedures went through the Deans, who had made some recommendations to the Curriculum Committee, and the Curriculum Committee vetted it several times. The committee then put the Miramar College concerns through the District Curriculum and Instructional Council (CIC, through Stephanie Bulger), so the College's voice was heard. Hsieh asked to be copied on these kinds of communications, because she may be asked about them at the Chancellor's Cabinet.

Hsieh said there was no Board agenda discussion today (as it was still early), but that Miramar College did put forward two items. There was no budget update at this time, but in general, the District has met the FONS requirement, and the FONS number had gone up significantly. It will continue to go up, so the District will need to have new contract faculty hired. There is a faculty number obligation involved. When more information is available, Hsieh said she would share it with the CEC. Hopkins asked if the FON drops if people will be let go, and Hsieh said it would be a Board decision.

**E. New Business**

| # | Item  | *Strategic Goals | Accreditation Standard | Initiator       |
|---|---|------------------|------------------------|-----------------|
| 1 | <b>Spring 2017 Flex – No Convocation</b><br>McMahon reported that they are moving forward with no spring Convocation, and instead having a flex workshop schedule, which Hopkins and Dan Igou are working on. Hopkins said they were taking feedback from the Academic Senate and are working on it at bi-weekly meetings. McMahon asked if the traditional school and department meeting on Thursdays would happen, and Hopkins said they are discussing different ways of incorporating everything (it could mean a different format or different date), and mentioned incorporating accreditation. With regard to accreditation, Miramontez recommended for multiple people to have a lead role, because | 1                | I & II                 | Hsieh & McMahon |

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|--|---|--|--|--|
|  | accreditation is about everyone, not just two people. Hopkins said the Deans would discuss it. Hsieh said she would provide lunch if everyone shows up. |  |  |  |
|--|---|--|--|--|

**F. Old Business**

| # | Item  | *Strategic Goals | Accreditation Standard | Initiator                      |
|---|---|------------------|------------------------|--------------------------------|
| 1 | <b>Accreditation – Update on 2016 Self-Study:</b><br>Miramontez reported that they have been receiving feedback from the Vice Chancellors with regard to fact-checking. They are still waiting on HR, and the feedback will be part of the final report. A tri-chair meeting will be held on Thursday, December 8 <sup>th</sup> in K1-107. The meeting will cover the final SER, and what to expect for the March 2017 accreditation visit.   | 1                | I, II, III, & IV       | Miramontez                     |
| 2 | <b>IEPI-PRT Innovation &amp; Effectiveness Draft Plan:</b><br>Hopkins reported that they put together the plan and are getting ready to submit it to the visiting team (Matthew Lee). They have some strategies they have come up with that they believe will help them in enrollment management and student success. Hopkins showed the two IEPI-PRT <a href="#">attachments</a> and described the projects they are looking to implement. McMahon asked who the project lead was, and Hopkins said it was Julia Gordon. They are doing analysis that Mara Palma-Sanft will be helping with. The analysis will be run by everyone once it is ready. There is only one year to spend the money, so they want to make sure it is used effectively, and goes to meeting the objectives. Hopkins said they will have a lead for each of the instructional areas. Hopkins noted that this grant does not cover benefits, so they will be working closely with Bell's office. Hopkins commented that Miramontez would be submitting it. Allen asked how this work relates to or will impact the Classified staff, and Hopkins responded that all of the course sequences are being put on the website by Classified staff, and the creation of the pivot tables will be done by the Classified staff. These are already factored in to the document plans. Bell asked to see the budget, and Hopkins responded that she would provide it. Hopkins asked for a motion to accept the IEPI. McMahon said it would need to be contingent upon everything going fine at the Academic Senate meeting later today as an informational item. Allen said there was a Classified meeting on Thursday, November 17 <sup>th</sup> , so it could be approved by the Classified staff. Hopkins said if this is the case, then the plan would not make the December 8 <sup>th</sup> Board meeting. Hsieh recommended putting the agenda item in BoardDocs, as it could always be pulled out later if there were any issues. Hsieh asked to receive the Board agenda item from Hopkins as soon as possible, as well as the plan to be sent to everyone. This was marked as time-sensitive. | 1, 2, & 3        | I                      | Hopkins, McMahon, & Kjartanson |
| 3 | <b>Implementation of Cultural &amp; Ethnic Diversity Plan: (<a href="#">attachment</a>)</b><br>Hsieh reported that the DIEC asked for the item to postpone to the November 29 <sup>th</sup> CEC meeting. Hsieh sent out her comments but did not receive any feedback, so she assumes that there are no questions or concerns. Allen said the committee would send the updated plan to McMahon and Hsieh.   | 3                | I, III, & IV           | Hsieh, Hubbard, & Patacsil     |
| 4 | <b>Performing Arts Center Capital Campaign:</b><br>Allen reported that Ascione had a Neighborhoods First Coalition meeting later that evening.  | 1 & 2            | II & III               | Ascione                        |

**G. Place Holders**

| # | Item | *Strategic | Accreditation | Initiator |
|---|------|------------|---------------|-----------|
|---|------|------------|---------------|-----------|

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|   |  | Goals | Standard     |                         |
|---|--|-------|--------------|-------------------------|
| 1 | <p><b>Status of Updating Program Information on College Website:</b><br/>Hopkins reported that this is an ongoing project, and the projected completion date is spring 2017, because there are about 40 programs, and each program lead needs to work with Bill Smith. Miramontez said it could be done as a group tutorial session rather than one by one. Hopkins said she would talk with the Deans on a specific deadline, and work with Miramontez on it.</p>   | 1 & 2 | I, II, & III | Hopkins, Ramsey, & Bell |
| 2 | <p><b>Status Report on Progress of Faculty Online Teaching Certification:</b><br/>Hopkins reported they had a meeting and came up with a plan. They have designed an application form for the faculty that can be done online. Workshops on this will happen in January, February, and March 2017. Hopkins mentioned that she thinks the deadline for submission is December 12<sup>th</sup>. Ornelas confirmed that the faculty are signing up. Hsieh commented that the Chancellor was complimentary of this effort from the College.</p>  | 1 & 2 | II           | Hsieh & Hopkins         |
| 3 | <p><b>2/9/17 On-Campus Board Meeting Program:</b><br/><b>OER</b><br/><b>Partnerships in Practice through Applied Learning &amp; Student Engagement:</b><br/>McMahon presented some additions to the program. There is an emphasis on partnerships and practices in OER, as well as outreach, food pantry, supporting Miramar student transitions, and Miramar alumni. The presentation will show examples of completing the loop.<br/><br/>Hopkins commented on whether or not the College could feed 18-24 year-old students (defined/qualifying as youth) through federal government funds. McMahon said she would suggest some ways to look into this.<br/><br/>Hsieh asked McMahon to review the Board draft program Warren had sent to her earlier, and the President's Office would send it out.</p> | 1     | IV           | Hsieh                   |
| 4 | <p><b>Open Educational Resources (OER):</b><br/>There was no report.</p>   | 1 & 3 | II           | McMahon                 |
| 5 | <p><b>SSSP-SEP-BSI-CTE Integration for 17/18 Plan: (<a href="#">attachment</a>)</b><br/>Hsieh reported that a second meeting is scheduled for December 12<sup>th</sup>.</p>  | 1 & 3 | II           | Hsieh                   |
| 6 | <p><b>BRDS Prioritized &amp; Allocated RFFs:</b><br/>Bell asked about the Academic Senate review of the BRDS prioritized and allocated RFFs, and McMahon said that the second reading is today. Romero and Allen confirmed that these were already approved at the ASG and Classified Senate meetings.</p>   | 1     | III          | Bell                    |

## H. Reports

*(Please limit each following report to two minutes maximum. If you have any handouts, please email them to Briele Warren ahead of time to be included for distribution electronically).*

- **Academic Senate:** McMahon reported that two meetings ago, the Academic Senate held a reading of a resolution for supporting diversity in the practice of hiring ethnically and culturally diverse faculty. McMahon said she would send the resolution to everyone, as it was passed by the Senate. Another resolution is on the way to reaffirm support for tolerance.
- **Classified Senate:** There was no report from the Classified Senate.
- **Associated Student Governance:** Romero reported that the ASG has been working on student involvement, and they started Marvel movie nights in the student lounge on Tuesdays and Thursdays during the day. They also have a general meeting this Friday, November 18<sup>th</sup> from 9:00 a.m. – 11:00 a.m. Romero reported that this was her last CEC meeting because she was stepping down as ASG president. She said that she would still be around, as she is working in Outreach. Hsieh thanked Romero for her leadership.
- **District Governance Council:** Hsieh reported that there was a meeting scheduled for December 7<sup>th</sup>.

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- **District Strategic Planning Committee:** Miramontez reported that there is an update on the strategic plan, and the document is going to the PIEC this Friday for discussion and feedback. Hsieh asked if Miramontez was a part of the plan creation, and he responded that Naomi Grisham had been involved.
- **Budget Planning and Development Council:** The next meeting was scheduled for December 7<sup>th</sup>.
- **College Governance Committee:** The next meeting was scheduled for November 29<sup>th</sup>, with one more meeting before the end of the semester.

I. **Announcements:** There were no announcements.

J. **Adjourn:** McMahon moved to adjourn at 2:31 p.m.

**As a courtesy, please let the College and Academic Senate Presidents know if you will be unable to attend the meeting.**

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