

COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, February 28, 2017 • 1:30 p.m. – 2:30 p.m. • N-206

Members: Hsieh, Bell, Hopkins, Ramsey, McMahon, Murphy, Hubbard, Allen, & Marin

Attendees: Ornelas, Jacobson, Ascione, & Miramontez

Meeting called to order at 1:33 p.m.

- A. **Approval of the Agenda:** Bell motions to approve agenda, Hsieh seconds. Motions passes.
- B. **Approval of Previous Minutes:** Bell motions to approve minutes, Hsieh seconds. Motions passes.
- C. **Guests/Introductions:** Xi Zhang
- D. **Updates from the Chancellor's Cabinet:** No report
- E. **New Business**

| # | Item | *Strategic Goals | Accreditation Standard | Initiator |
|---|---|------------------|------------------------|----------------------------|
| 1 | ACCJC Annual Report (attachment) Miramontez reports that the ACCJC needs to be completed. There are 2 parts to this report: 1) information for achievement, outcome assessment, CTE, distance education and budget report. Miramontez will be sent the log in information later this month and he contacted all the parties responsible for data and the deadline for that data to be returned to Miramontez is by the end of day March 7. The second part is the timeline is very ambitious to get this approved, therefore, Miramontez reports that his office will populate the report and get it out to constituency leaders for approval by March 10. Miramontez is hoping to submit this report by March 24 and has the blessing on this timeline by all constituency groups. | 1 | I | Miramontez |
| 2 | 2017-2019 Integrated Plan (attachments) Hsieh introduces this and states that there was a meeting last Monday, Feb. 27 to introduce this required state report which is due Dec. 1, 2017. Hsieh reminds everyone that she sent an email to all the stakeholders stating that this item would be given to PIEC to look into this. Miramontez and Zhang briefly explain that a memo and template were attached to serve to integrate SSSP, SEP, BSI into college framework. The college taskforce will integrate 7 initiatives. Zhang states there are 3 phases of work to complete. First is to review previous plans for the 3 initiatives. Secondly, construct a new plan integrating all 3 phases and the final phase would be to pass all 3 phases through college governance and a set a timeline for completion. Specific tasks and groups have been identified. The taskforce is looking at the timeline and will provide feedback by March 1. Hsieh explains that the College has the latitude to execute this, but the College is very fortunate because we have always aligned/connected new initiatives with the College's Student Framework. | 1 | I & II | Hsieh, Miramontez, & Zhang |

F. Old Business

| # | Item | *Strategic Goals | Accreditation Standard | Initiator |
|---|--|------------------|------------------------|-----------|
| 1 | Update on Participatory Governance Committees Agenda & Minutes Postings on College Website (Deadline 2/24/17) Murphy shows the latest list of outstanding meeting minutes. Hsieh stresses the importance to get this done with accreditation visiting team arriving in March. There was a discussion about whether or not committees should still post an item or notes stating that they did not meet this month to satisfy frequency standards. CEC will revisit after the college government assessment tool is completed for the 2016- | 1 | IV | Murphy |

*** San Diego Miramar College 2013 – 2019 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 2013-2019 Strategic Plan**

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|---|---|-------|------------------|-------------------------|
| | 2017 year. | | | |
| 2 | Accreditation: Miramontez reports his team is getting ready for the site team visit. Miramontez expects to get a list of meeting times in the next few weeks. One visiting team member did not want her photo posted on the College website. | 1 | I, II, III, & IV | Miramontez |
| 3 | Creation of a Professional Development Taskforce (Deadline 2/24/17) McMahon reports that deadline for input from the constituents was last Friday, Feb. 24. McMahon stated that she didn't hear from classified senate. Hubbard said they hadn't met yet to discuss. McMahon is looking for the first meeting to be from 9am-2pm on March 10. Miramontez explains that this is the same day and time as the PIEC meeting. Hsieh emphasized the need for this task force because professional development is an important part of aforementioned integration plan that is due to the state on Dec. 1, 2017. | 1 | I | McMahon |
| 4 | Status of Updating Program Information on College Website (Deadline 2/24/17) Hopkins reports that all the course lists were removed from the instructional pages because they were not accurate. There is link to the course catalog on each instructional page. All the program pages are unified. Ramsey adds that they had made an adjustment to the online counseling and assessment page. | 1 & 2 | I, II, & III | Hopkins, Ramsey, & Bell |

G. Place Holders

| # | Item | *Strategic Goals | Accreditation Standard | Initiator |
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| 1 | Progress On Activities Focused on Increasing Faculty Use of OER: McMahon reports there has been a request from Kats Gustafson at the district for Math professor Anne Gloag and Professor Alex Mata of Communications to be involved at the SDCCD online learning pathways to give a presentation to the distance learning summit which will be held in April 2017. Both agreed to do this. | 1 & 3 | II | McMahon |
| 2 | Performing Arts Center Capital Campaign – Proposed Instructional Program Plan: Ascione reports that they are working on creating curriculum for Gospel Choir. | 1, 2, 3, & 4 | II & III | Ascione |
| 3 | Status Report on Progress of Faculty Online Teaching Certification: Hopkins reports that there are still open spaces. The faculty is completing the training. Not only are the faculty completing the training, but the Best Practices workshops as well. There 6 TAO's written for payment. | 1 & 2 | II | Hopkins |
| 4 | SSSP-SEP-BSI-CTE Alignment for 17/18 Plan (Next meeting: 2/27/17) Hsieh confirms the next meeting is 3/20/17 at 12:30pm in presidents conference room. | 1 & 3 | II | Hsieh |
| 5 | Implementation of Cultural & Ethnic Diversity Plan (Report in April 2017 & November 2017) No report | 3 | I, III, & IV | Hubbard, & Arancibia |

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** reports that there is senate executive committee today which will set the agenda for next week. Two important things to be discussed will be the job description for the faculty equity coordinator position. That goes for a read. The task force accreditation cliff notes will be discussed.
- **Classified Senate: Allen** reports that the next meeting is March 2.
- **Associated Student Government: Marin** reports that the next meeting is March 10 and they are currently focusing on Spring Fest which is March 8 and 9. **Hsieh** asks if they had elections last week and **Marin** states that the deadline had to be extended. Student services page was approved.

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- **District Governance Council: McMahon** states the next meeting is March 1. **Murphy** talks about the PIEC reviewing District Strategic Plan and how their goals did not align with the Colleges. There was a discussion about whether or not the president should let the district know. **Hsieh** asks Miramontez to put the concerns down in writing and the president will forward.
- **District Strategic Planning Committee: Miramontez** states the next meeting is Friday, March 3.
- **Budget Planning and Development Council: Bell** states next meeting is tomorrow at 1:30pm.
- **College Governance Committee: Murphy** says they will go over processes of how to post minutes, they will look over the handbook and look at assessment tool data from first pilot.

I. **Announcements:** None

J. **Adjourn:** 2:24

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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