

COLLEGE EXECUTIVE COMMITTEE MEETING

Monday, October 8, 2012 • 12:30 – 1:30 P.M. • L-108

Members: Hsieh, Bell, Buckley, Figueroa, Shepard, Ramsey, Haidar, Allen, and Hubbard

Attendees: Trevisan, Schwarz, & Jacobson

- A. Approval of the Agenda
- B. Approval of Previous Minutes
- C. Guests/Introductions: Daniel Miramontez
- D. Updates from the Chancellor's Cabinet
- E. New Business

#	Item	*Strategic Goals	Initiator
1	Review of "Recommendations from Employee Satisfactory Survey (Spring 2012) Briefing Held on 9/18/2012"	2	Hsieh
2	Update on SLOjet Data	1	Figueroa
3	Update on College Operational Plans	2	Buckley

F. Old Business

#	Item	*Strategic Goals	Initiator
1	Research Agenda - <i>attachment</i>	1	Miramontez
2	Funding Source Approval Form - <i>attachment</i>	4	Hsieh & Buckley
3	Update on Status of Accreditation Midterm Report - <i>attachment</i>	1	Hsieh & Buckley
4	Update on 2012 Accreditation Team Follow Up Visit & Evidence File	1	Hsieh & Buckley
5	Update on Promoting Healthier Non Smoking Environment Campaign - <i>attachment</i>	3	Ramsey & Bell
9	Update on 2013 Commencement	2	Hsieh, Ramsey & Jacobson
10	Individual / Office Access to College Master Calendar - <i>attachment</i>	2	Hsieh

G. Reports

(Please limit each following report to two minutes maximum. If you have any handouts, Please e-mail them to Lexie West ahead of time to be included for distribution electronically.)

- Academic Senate
- Classified Senate
- Associated Student Council
- District Governance Council
- District Strategic Planning Committee
- District Budget Committee

H. Announcements

I. Adjourn

*** San Diego Miramar College 2007 – 2013 Strategic Goals**

Goal 1: Focus college efforts on student learning and student success through quality education that is responsive to change

Goal 2: Deliver instruction and services in formats and at sites that best meet student needs.

Goal 3: Enhance the college experience for students and the community by providing campus facilities, programs and student-centered co-curricular activities that celebrate diversity and sustainable practices

Goal 4: Initiate and strengthen beneficial partnerships with business and industry, other educational institutions, and the community

Goal 5: Refine the college's integrated planning process

Please also see <http://www.sdmiramar.edu/institution/plan> for San Diego Miramar College 2007-2013 Strategic Plan Folders

Miramar Collegewide Research Agenda 2012-13

Approvals

Research Subcommittee:

Daniel Miramontez, Chair

Planning & Institutional Effectiveness Committee:

Jerry Buckley, Co-Chair

Buran Haidar, Co-Chair

Academic Senate:

Daphne Figueroa, President

Classified Senate:

Joyce Allen, President

College Executive Committee:

Patricia Hsieh, President

Collegewide Research Agenda Overview

The purpose of a research agenda is to help organize and prioritize research requests that might otherwise be disjointed or not integrated into collegewide planning and decision making, and to improve the quality of the data and information used on campus. The process for developing and using a research agenda is equally as valuable as the research agenda itself. It serves as a vehicle for dialog and a way in which to move beyond a culture of evidence to a more integrated culture of inquiry. More importantly, it provides a mechanism for collaborative inquiry which helps build research expertise throughout the college rather than isolated pockets of the college.

The research that is included in the research agenda supports the major activities and initiatives that serve the broader functions on campus (e.g., strategic planning, enrollment management, budget development, program review, accreditation, grant development, Basic Skills and SLO and assessment). They are typically recurring research requests that have clearly defined indicators and metrics attached to them (e.g., success indicators and successful course completion rates, transfer rates and number of awards conferred). Research that is narrow in focus or that responds to a singular interest or one-time event or activity may occur under ad hoc requests which are handled separately using the college's research request and prioritization process.

Research Agenda Items Linked to Multiple Goals

Miramar Collegewide Research Agenda 2012-13

College Goals	Links to College Plans & Initiatives	Research Questions			Research Design	Current or Planned Research	Schedule, Due & Briefing Dates	End-user & Date used
		A. What is the question or issue that needs to be addressed?	B. Who will be researched?	C. How will the data be used?				
Goals 1-4	-Strategic planning -Institutional Effectiveness	What changes in the local community, labor market, and educational environment are likely to affect Miramar College (2010-2013)?	Potential new student populations; former Miramar students; local employers and industries; other educational institutions	The results will be used by the Planning & Institutional Effectiveness (PIE) Committee and others to revise Miramar's strategic goals. It will also be used by the Marketing Committee and others to design effective programs and services	<ol style="list-style-type: none"> 1. Environmental Scan Information: 5 year trend analysis of labor market, community demographics, technological advances, education changes and competitive analysis 2. Five year trend analysis of student characteristics 3. Annual post-graduation employment of vocational education students 4. A longitudinal trend analysis of student transfers including transfer rate & volume 	<ol style="list-style-type: none"> 1.Environmental Scan Report 2.1 Fact Book 2.2 Awards Conferred Supplement 3. Perkins Core Indicator Reports 4. Transfer Study 	<ol style="list-style-type: none"> 1. 3 year cycle-next iteration (2013-14) 2. Annual IRP 3. Annual 4. Annual IRP 	

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Miramar Collegewide Research Agenda 2012-13

College Goals	Links to College Plans & Initiatives	Research Questions			Research Design	Current or Planned Research	Schedule, Due & Briefing Dates	End-user & Date used
		A. What is the question or issue that needs to be addressed?	B. Who will be researched?	C. How will the data be used?				
Goals 1-3	-Strategic & College Annual Planning -Instructional Program Review -Institutional Effectiveness -Accreditation	How well do the students perform and is there a trend toward improved success? What are the course enrollment trends?	Current Miramar students and faculty; courses and sections	The results will be used by individual programs for program improvement, by schools to set goals and objectives for the coming year, and by the PIE committee to revise Miramar's strategic goals and strategies. It will also be used by the Marketing Committee and others to design effective programs and services	Five year trend analysis of programs by semester, courses, and demographic segments of interest for each indicator listed: 1. Number of Sections Offered 2. CAPS (Max Enrollment) 3. Census Enrollment 4. Census Headcount 5. Success Rates 6. GPA 7. Retention Rates 8. Total Load for FT Faculty 9. Total Load for Part Time and Overload Assignments 10. WSCH = Weekly Student Contact Hours 11. Load (WSCH / FTEF) 12. Wait list	1. Annual Program Review reports 2. Chancellor's Cabinet report	Indicators 1-11 are Annual IRP Office	

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Miramar Collegewide Research Agenda 2012-13

College Goals	Links to College Plans & Initiatives	Research Questions			Research Design	Current or Planned Research	Schedule, Due & Briefing Dates	End-user & Date used
		A. What is the question or issue that needs to be addressed?	B. Who will be researched?	C. How will the data be used?				
Goals 1, 2, 4	CTE	What is the enrollment and completion information for students enrolled in Career Technical Education (CTE) programs?	Students enrolled in CTE (vocational) programs	To improve outreach and student support programs and to provide information for state-mandated reports	Enrollment and completion data broken down by top code for all CTE programs	1. CTE Program Enrollment & Completion Report 2. Perkins Core Indicator Reports	Annual	
Goals 1- 2	Enrollment Management	What are the enrollment changes at critical points in time?	President, VPI and Deans	The information will be used to manage course and section offerings and to manage and improve access	College level data and information by semester by accounting method and mode of instruction for : 1. FTES 2. Number of Sections Offered 3. Fill Rates (enrollment/caps) 4. Enrollment 5. Headcount 6. Load (WSCH / FTEF) 7. Waitlisted courses (number of seats and students) by course 8. Low enrollments by course 9. FTES Outlook	All of the items are provided in hardcopy form in the weekly Cabinet Update Report to the President as well as electronic copies in the Tallies to the VPI	Indicators 1-9 are by semester IRP Office	

Miramar Collegewide Research Agenda 2012-13

College Goals	Links to College Plans & Initiatives	Research Questions			Research Design	Current or Planned Research	Schedule, Due & Briefing Dates	End-user & Date used
		A. What is the question or issue that needs to be addressed?	B. Who will be researched?	C. How will the data be used?				
Goals 3 & 4	-Outreach/ Recruitment -Planning	Where do Miramar students live?	Miramar College student population	To inform marketing, program review, grant applications, & outreach	Annual analysis of headcount by zip code for collegewide and program level	Headcount by Zip Code Report	Annual-CBR	
Goals 1 & 5	-Accreditation -Program Review -Strategic Planning	How satisfied are the students with the services they receive in the Student Service departments?	All students using the services	To make improvements in the services offered	Each Student Services department will conduct a survey with a core set of questions and custom questions.	POS Student Services Dept. Surveys	TBD	
	-Accreditation -Strategic Planning	How satisfied are the students with the programs, services, instruction, facilities and college environment?	Random sample of day and evening students	To inform planning and improvement decisions about programs, services, instruction, facilities and the college environment	Random sample of day and evening students surveyed in classes using a Likert scaled and open-ended comment questions survey instrument. All employees surveyed online with pencil and paper option available.	Student Satisfaction Survey 2015 Employee Satisfaction Survey 2015	3 year cycle IRP (next iteration 2014-15) 3 year cycle IRP (next iteration 2014-15)	

Goal 1: Focus college efforts on student learning and student success through quality education that is responsive to change.

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Goal 4: Initiate and strengthen beneficial partnerships with business and industry, other educational institutions, and community.

Goal 5: Refine the college's integrated planning process

Research Agenda Items Linked to Individual Goals

Miramar Collegewide Research Agenda 2012-13

Goal 1: Focus college efforts on student learning and student success through quality education that is responsive to change.

College Goal	Links to College Plans & Initiatives	Research Questions			Research Design	Current or Planned Research	Schedule, Due & Briefing Dates	End-user & Date used
		A. What is the question or issue that needs to be addressed?	B. Who will be researched?	C. How will the data be used?				
Goal 1	-Program Review -Accreditation -SLO -Planning	How well are the students performing within each program/discipline?	All students enrolled as of census	To inform program and course planning and improvement decisions	Single semester analysis by program of enrollment, success, retention and GPA, demographic, & productivity segments	Program Review Reports	Annual IRP-CBR	
	-Matriculation -Program Review -Planning	What are demographic & course-taking behaviors of DSPS students?	DSPS students	To inform DSPS programs and course planning and improvement decisions	Annual analysis of student demographics, outcomes & enrollments	DSPS Annual Report	Annual IRP	
	-Matriculation -Program Review -Planning	What are demographic & course-taking behaviors of EOPS students?	EOPS students	To inform EOPS programs and course planning and improvement decisions	Annual analysis of student demographics, outcomes, & enrollments	EOPS Annual Report	Annual IRP	
	-SLO -Planning	Are students satisfied with the ILC services?	Students that visit ILC for services	To inform the ILC is meeting students needs and assist in department planning	Annual analysis of student satisfaction with ILC services	ILC Survey Report	Annual IRP-CBR	

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College Goal	Links to College Plans & Initiatives	Research Questions			Research Design	Current or Planned Research	Schedule, Due & Briefing Dates	End-user & Date used
		A. What is the question or issue that needs to be addressed?	B. Who will be researched?	C. How will the data be used?				
Goal 1	-BSI -Planning	How well do Basic Skills students who receive some type of intervention perform relative to Basic Skills students who don't receive an intervention?	Students in Basic Skills English, Math and ESOL who receive some type on intervention	To inform program, course and services planning and improvement decisions	Student outcome comparisons among Basic Skills students who received some type of intervention to those who had not received an intervention	Basic Skills Intervention Reports (multiple reports)	Annual IRP-CBR	
	-BSI -Planning	How well do Basic Skills students perform and what is their progress in college-level courses?	Students in Basic Skills English, Math and ESOL	To inform program, course and services planning and improvement decisions	Five year trend information on Basic Skills students: headcount by demographic segments of interest, specific basic skills course enrollment, success, retention, & persistence	Basic Skills Report	Annual IRP	

Miramar Collegewide Research Agenda 2012-13

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College Goal	Links to College Plans & Initiatives	Research Questions			Research Design	Current or Planned Research	Schedule, Due & Briefing Dates	End-user & Date used
		A. What is the question or issue that needs to be addressed?	B. Who will be researched?	C. How will the data be used?				
Goal 1	-Accreditation -Strategic Planning -Institutional Effectiveness	How does Miramar College compare to other colleges in the community college system across an array of indicators?	Miramar College student population	Accountability reporting to the legislation	ARCC provides a framework for an annual evaluation of Miramar College with measurable performance indicators	ARCC Report	Annual IRP	
	-BSI -Planning	What affect does tutoring services have on various student outcomes for basic skills students?	Students in pre-transfer English, ESOL, and Math courses	To improve PLACe programs (044-Supervised Tutoring) and services	Student outcomes comparisons among pre-transfer English, ESOL, and Math students who had PLACe visits to those who did not have visits	PLACe Student Outcomes Comparison Report	Annual IRP-CBR	
	-Matriculation -Planning	How effective are Learning Communities at helping students to succeed in college?	Students enrolled in Learning Communities	To inform program, course and services planning, and improvement decisions	Reporting on learning community students' enrollment, headcount, persistence, & outcomes	Programs to Improve Outcomes for Underrepresented Students PowerPoint	Annual IRP	

Miramar Collegewide Research Agenda 2012-13

Goal 2: Deliver instruction and services in formats and at sites that best meet student needs.

College Goal	Links to College Plans & Initiatives	Research Questions			Research Design	Current or Planned Research	Schedule, Due & Briefing Dates	End-user & Date used
		A. What is the question or issue that needs to be addressed?	B. Who will be researched?	C. How will the data be used?				
Goal 2	-Planning	How satisfied are the students with online courses?	All students enrolled in online courses	To inform planning and improvement decisions about online courses based on students' perception & opinions about elements involved in online courses	Students' perceptions and opinions about elements involved in online courses such as preparation, experiences in the course, technical support received, classroom support and communication, and their perception of learning.	Online Course Satisfaction Survey	Annual IRP	
	-Planning	What are the student outcomes of students enrolled in online courses?	All students enrolled in online courses	To inform planning and improvement decisions about online courses based on student outcomes data		Success and retention rates comparisons among students enrolled in online course format to those students enrolled in a traditional class format by overall, gender and ethnicity	Online Success and Retention Report	Annual IRP

Miramar Collegewide Research Agenda 2012-13

Goal 3: Enhance the college experience for students and the community by providing campus facilities, programs and student-centered co-curricular activities that celebrate diversity and sustainable activities.

College Goal	Links to College Plans & Initiatives	Research Questions			Research Design	Current or Planned Research	Schedule, Due & Briefing Dates	End-user & Date used
		A. What is the question or issue that needs to be addressed?	B. Who will be researched?	C. How will the data be used?				
Goal 3	-Outreach/ Recruitment -Planning	Where do Miramar students live?	Miramar College student population	To inform marketing, program review, grant applications, & outreach	Annual analysis of headcount by zip code for collegewide and program level	Headcount by Zip Code Report	Annual IRP-CBR	
	-Outreach/ Recruitment -Planning -Enrollment Management	What is the enrollment pattern of the non-credit students to credit courses and how do they perform?	All noncredit students and ESOL only students.	To improve articulation and support for noncredit students	Profile of non credit students and a comparison of success, retention and GPA of noncredit students to the general population	Noncredit to Credit Migration Study	Annual IRP	
	-Outreach/ Recruitment -Planning	How do the demographic characteristic of Miramar students compare to its service area?	Miramar College student & service area populations	To support and inform marketing, enrollment growth, & outreach	Profile student population relative to service area population across gender, ethnicity, & age	Students & Service Area Diversity PPT	Annual IRP	
	-Planning	Is there gender equity in intercollegiate sports?	Full-time students who meet the athletic eligibility criteria	To inform collegewide decisions related to increasing diversity and responding to equity initiatives.	Examine gender equity in intercollegiate sports	Title IX Gender Equity Survey	Annual IRP	

Miramar Collegewide Research Agenda 2012-13

Goal 4: Initiate and strengthen beneficial partnerships with business and industry, other educational institutions, and the community.

College Goal	Links to College Plans & Initiatives	Research Questions			Research Design	Current or Planned Research	Schedule, Due & Briefing Dates	End-user & Date used
		A. What is the question or issue that needs to be addressed?	B. Who will be researched?	C. How will the data be used?				
Goal 4	-Outreach -BSI -Matriculation -Enrollment Management -Planning	What are the enrollment characteristics of incoming freshmen and how do they perform?	Incoming freshmen students from feeder high schools and non feeder high schools	To inform recruitment and retention decisions	Trend study of enrollment by demographic segments, placement, success, retention, and average units completed	High School Pipeline Report	Annual IRP	
	-CTE -Planning	What are the enrollment characteristics of incoming freshmen who received college credit for pre-approved CTE courses in high school? How do they perform?	Incoming freshmen students from feeder high schools who received college credit for pre-approved CTE courses in high school	To inform recruitment and retention decisions	Cohort tracking study of enrollment , course taking behaviors & student outcomes at SDCCD	Tech Prep Annual Report	Annual IRP	

Miramar Collegewide Research Agenda 2012-13

Goal 5: Refine the college's integrated planning processes.

College Goal	Links to College Plans & Initiatives	Research Questions			Research Design	Current or Planned Research	Schedule, Due & Briefing Dates	End-user & Date used
		A. What is the question or issue that needs to be addressed?	B. Who will be researched?	C. How will the data be used?				
Goal 5	- Strategic Planning - Enrollment Management - Institutional Effectiveness	What are the characteristics of the students being serviced and how have they changed over the years?	Current and past students.	To inform collegewide decisions related to increasing diversity and responding to equity initiatives.	<p>Single semester headcount profile of students by age, gender, ethnicity, enrollment status, residency, income, ed. Goal, and units attempted by: 1) Entire college pop 2) Online college pop</p> <p>Five year trend information on: headcount by demographic segments of interest, success, retention, awards conferred, transfer, FTES, persistence, & human resources</p> <p>Handy reference book containing fingertip facts & figures such as enrollment, student outcomes, and human resources information</p>	<p>Student Profiles (aka College Demographics)</p> <p>Fact Book</p> <p>Facts on File</p>	<p>Semester IRP</p> <p>Annual IRP</p> <p>Annual IRP</p>	



Funding Source Approval Form

Today's Date:	Prepared by:		
Phone/Ext:	Email:		
Project Title:			<input type="checkbox"/> New Project <input type="checkbox"/> Continuing
Project Period:			
Proposal Author:			
Project Director:	Department:		
Project Purpose:			
Funding Source:			
Application Deadline:	Date:	<input type="checkbox"/> Postmarked <input type="checkbox"/> Received	
Duration of Funding:			
Funding Amount:	\$	Match Requirement: \$	
Attach proposed budget Listed by object code		Indirect Amount: \$	
Contract Obligations:	List all College Obligations – <input type="checkbox"/> Facilities: <input type="checkbox"/> Staff: <input type="checkbox"/> Matching Funds: <input type="checkbox"/> Institutionalization Requirement: <input type="checkbox"/> Other:		
Technology Resources Funding source:			
Partners / MOUs:			
Approval Date:	Approval Signature (Chair)		
	X		
Approval Date:	Approval Signature (Dean)		
	X		
Approval Date:	Approval Signature (Appropriate Vice President)		
	X		
Approval Date:	Budget Approval (Vice President Administrative Services)		
	X		
Approval Date:	Recommend Approval of Grant/Contract Proposal Approval Signature (President)		
	X		
Route Information Copies to: Appropriate Vice Presidents			

Link to Item 3 of Old Business of October 8, 2012 CEC Agenda
“Update on Status of Accreditation Midterm Report”

<http://www.sdmiramar.edu/institution/plan>

2012 Employee Satisfaction Survey Interaction Group Discussion Notes

- 1) Instructional Program and Student Learning Outcomes/Administrative Unit Outcomes
 - a. Item 23-Showed increased satisfaction. We are doing something right!
 - b. Item 22-Interactive technology has not reached students need. Need to update teaching styles and delivery in order to accommodate new student learning strategies. May require staff development, or perhaps an Academic Senate workshop.
 - c. Item 23- Respondents may not be as familiar with administrative unit outcomes (AUOs). May require more communication and awareness of the differences between administrative outcomes and student learning outcomes. Separate SLOs from AUOs for items 23-26 in next iteration of employee survey.
 - d. Item 25- The need is not with the amount of data. The data are available. The need is for a more concise format to communicate data in meetings in ways in which people are more likely to use it.
 - e. Item 27-Not all people engage in writing program review reports. Need to involve more people in the program review process.

- 2) Student Support Services
 - a. Item 34-Refer students because personnel cannot answer the questions. Interesting to compare these results with student survey results.
 - b. Item 32-We are serving more students with lack of staffing. Not sure how to benchmark this particular item.
 - c. Item 33- While the facilities are not fully in use, respondents can see physical changes that Miramar is building up the campus. Perhaps use 66%-67% as benchmark.
 - d. Item 30 and 31-Can compare to both Cultural Climate Survey and student satisfaction survey results.
 - e. Being updated on a regular basis regarding campus planning is a positive and provides guidance to the student services area.
 - f. Benchmarking-at what level is satisfaction acceptable? This will vary by department/unit/program and needs to be determined by each one separately.
 - g. Personal Growth courses can contribute at great length to overall feeling of satisfaction on campus.

- 3) Learning Support Services
 - a. Pull some items out to get more targeted information. True learning support services include ILC, PLACe etc. and not what is specified in the survey (i.e., items 39-49). Omit items 42 and 43.
 - b. Physical facilities and parking show improvement in satisfaction. As we build out people may become more satisfied with cafeteria and office space.
 - c. As new facilities come online it is expected that satisfaction ratings will increase over time.

- d. Item 49-Business services should be split from fiscal services into two individual items due to vagueness in interpretation.
- 4) Human Resources
- a. No large changes. Items need to be more specific.
 - b. Item 53-This item increased due to accreditation requirement for annual evaluations which worked to improve the process. This was not the case beforehand. More people are aware of staff development, but may feel they are not getting enough. There is a lack of funding for workshops and lack of workshops available through Human Resources.
 - c. It is hard to interpret results due to varying opinions of respondents that fill out the survey.
 - d. There is a lack of funding for professional development.
- 5) Decision-Making Roles and Process
- a. Awareness levels across the board improved (except item 74).
 - b. Item 72 and 73-Both items showed substantial improvement. Target benchmark should be set around 67%, which results were clearly above the target.
 - c. Item 71- A real concern because people may not be answering the item from an informed perspective. May need anecdotal information in the form of follow-up targeted survey. Administer a targeted survey to classified personnel would be helpful. Classified executive should review where the gaps are.

2012 Employee Satisfaction Survey Interaction Group Discussion Recommendations

- 1) Institutional Effectiveness
 - a. Administer a short and targeted follow-up survey about planning in Spring 2013.
 - b. Administer Point-of-Service (POS) surveys to get at specifics regarding campus resources and the “big picture” in regards to satisfaction with the quality of various campus resources.

- 2) Instructional Program and Student Learning Outcomes (SLO)/Administrative Unit Outcomes (AUO)
 - a. Have more interactive technology in the classroom in order to meet the diverse needs of students. -Provide professional development on new student learning strategies, and additional resources to meet this need (in response to items 21 and 22).
 - b. Provide more communication, awareness, feedback and input on SLOs/AUOs.
 - c. Need to separate out SLOs from AUOs for items 23-26 in next iteration of employee survey.
 - d. Provide data in various formats. Work with CBR and IRP office to get this done.
 - e. Give everyone a chance to look at program review reports Share program review reports with broader audience and get more people involved in the program review process.
 - f. Implement a more concise format to communicate data in meetings in ways in which people are more likely to use it.

- 3) Student Support Services
 - a. Compare employee survey results to student survey results in order to get a holistic view regarding student services.
 - b. Increase the number of counselors.

- 4) Learning Support Services
 - a. Tease out learning support services from facilities in the next administration of the employee satisfaction survey.
 - b. In the next administration of the employee survey identify and separate out true learning support services (e.g., library, ILC, bookstore, classroom, labs, PLACe, etc.) from parking, cafeteria, etc., and omit items 42 and 43(because they are instruction related).
 - c. Separate out business services from fiscal resources as two individual items in the next administration of the employee survey (currently a single item 49).

- 5) Human Resources
 - a. For the next administration of the employee survey make these items more specific. They are too global.

6) Decision-Making Roles and Process

- a. Target benchmark should be around 67% for each item in this section of the survey.
- b. Item 71 is of concern. Specifically, respondents are not well informed and may not be aware of how involved the classified staff is in voicing matters related to college planning, budgeting, and institutional policies.
 - i. Do a follow-up targeted survey to classified personnel around planning and participation in the planning process.
 - ii. Bring to classified executives for discussions regarding the gaps.
- c. Item 74- Address the same communication issues. More investigation is needed.

College Wide Master Calendar Categories:

Athletics
Civic Center Activities
Community Events
Hourglass Complex
Internal College Activities
Student Activities
Student Services

Below are list of individuals that are in charge to update each categories of the college wide master calendar:

Athletics

AnnaLiza Soriano
Nick Gehler

Civic Center Activities

Gale Banez
Shaunna Elmone

Community Events

Sonny Nguyen
Joan Mize

Hourglass Complex

AnnaLiza Soriano
Dan Gutowski

Internal College Activities

Lexie West (replacement for Sara Agonafer)
Juli Bartolomei
Katinea Todd
Aster Keleta (replacement for Cynthia Picou)

Student Activities

Sonny Nguyen
Carletta Middleton ((replacement for Jackie Clark; need to request access)
Edith Pollack

Student Services

Sonny Nguyen
Carletta Middleton (replacement for Jackie Clark; need to request access)
Edith Pollack

Below are list of individual that were granted access to update college wide master calendar.

First Name	Last Name	Department	E-Mail
Annaliza	Soriano	Hourglass	asoriano@sdccd.edu
Aster	Keleta	VPI	akeleta@sdccd.edu
Bill	Smith	Web Subcommittee	btsmith@sdccd.edu
Business	Office	Business Office	gbanez@sdccd.edu
Carol	Smith	Classified Senate	csmith@sdccd.edu
Cynthia	Picou	VPI	epicou@sdccd.edu
Dan	Gutowski	Hourglass	dgutowsk@sdccd.edu
Edith	Pollack	VPSS	epollack@sdccd.edu
Jackie	Clark	Student Affairs	jaclark@sdccd.edu
Joan	Mize	PIO	jmize@sdccd.edu
John	Couture	Web Subcommittee	jcouture@sdccd.edu
Juli	Bartolomei	Academic Senate	jbartolo@sdccd.edu
Katinea	Todd	VPI	ktodd@sdccd.edu
Lexie	West	President's Office	lwest@sdccd.edu
Nick	Gehler	Athletics	ngehler@sdccd.edu
Sara	Agonafer	President's Office	sagonafe@sdccd.edu
Shaunna	Elmone	Business Office	selmone@sdccd.edu
Sonny	Nguyen	Outreach	tvnguyen@sdccd.edu
Temmy	Najimy	Web Subcommittee	tnajimy@sdccd.edu
Tom	Davenport	VPI	tdavenpo@sdccd.edu

MINUTES

College Executive Committee October 8, 2012

San Diego Miramar College

Present: Sandi Trevisan, Patricia Hsieh, Daphne Figueroa, Denise Kapitze (for Brett Bell), Terrie Hubbard, Joyce Allen, Gerald Ramsey, Jerry Buckley

A. Approval of Agenda

Add (New Business, information only): External Notice to Accrediting Commission (Hsieh)

Add (Old Business, information only): Clarification, Technical Assistance Request (Hsieh)

Add (Old Business, information only): Update on SB 1440 Implementation (Hsieh)

Amended agenda approved.

B. Approval of Previous Minutes

9/25/12 minutes approved.

C. Guests

Daniel Miramontez, Adela Jacobson, Susan Schwarz, Lou Ascione

D. Chancellor's Cabinet

No report.

E. NEW BUSINESS

1. Review Recommendations from Employee Satisfaction Survey (Spring 2012) and Briefing (9/18/12) (Hsieh)

Hsieh emailed discussion notes and recommendation notes to entire campus. She asked CEC how to proceed with recommendations and suggested lead individuals take a look at the documents and report back to CEC. Figueroa agreed. College vice presidents Buckley, Ramsey and Bell, along with Senate presidents Figueroa and Allen will review and report back to CEC at the Oct. 23rd meeting.

2. Update on SLOJet Data (Figueroa)

Figueroa reported that Buran Haidar is completing the analysis of SLOJet data and will get back to Buckley and Figueroa later today. Buckley distributed the "SLO Updates," which details by school the number of *Active/Offered Courses*, *Active/Offered Courses with SLOs*, and number of *Active/Offered Courses with Assessed SLOs*. The overall ranking is 96%. He cited discrepancies between the courses included in the enrollment management system and the estimated college number of courses, noting estimates might include deactivated courses and first-time offered courses which have not had a chance to be assessed. Hsieh suggested a notation be included in the report to explain the difference in numbers. Buckley hopes to have developed a revised query by Nov. 1st to address the discrepancies.

3. Update on College Operational Plans (Buckley)

Each college committee or group has been asked to "touch" their respective operational plans and state their review in minutes prior to Nov. 1st. The preference would be to have plans

updated; minimally, review should be noted. Ramsey stated the Matriculation Plan will be “touched” but not “revised” at this time and will be revisited in spring. Due to changes in the law that will occur in the near future, processes and matriculation will change. If any plan is posted with a last review more than one year ago, it should be updated. Ramsey reported the Student Equity Report was reviewed in May. Ramsey will ask A. Jacobson to send minutes or link as evidence. Hsieh noted the website lists eight operational plans and each CEC member involved with any of the plans should take responsibility to assure review and that minutes clearly reflect review has been done.

4. External Notice to Accrediting Commission (Hsieh)

Hsieh reported it was brought to her attention last week the cultural climate survey results were sent directly by a faculty member to District personnel, the Accrediting Commission and visiting team and that the external distribution was inappropriate. Last spring, the Academic Senate presented opportunities for faculty to present and discuss their concerns. On behalf of the faculty and with AFT consultation, Figueroa drafted an email to indicate the action was not representative of the entire college. As well, the Diversity and International Education Committee does not endorse the opinion of the individual faculty member. Hsieh expressed concern with the potential serious negative impact on the College and hopes the Academic Senate will follow up on this issue with the faculty member.

F. OLD BUSINESS

1. Research Agenda (Miramontez)

Following Classified Senate review, the Research Agenda returned to CEC for approval. Miramontez added the Classified Senate to the signature page and made minor edits to the Research Agenda based on comments received at the last CEC meeting. Miramontez will be attending ASC to present the Research Agenda as an information item. *Motion (Hsieh)/Second (Buckley)/CEC voted to approve.*

2. Funding Source Approval Form (Hsieh/Buckley)

Hsieh reminded CEC that the internal funding request approval process for grants was discussed at the Aug. 28 CEC meeting and that the BRDS Committee and VPI Buckley would work together and report back. BRDS reviewed the existing form, which has been in existence for five years. Allen felt the form was clear and covers needs, but that the process needed some clarification. Buckley stated the Deans Council reviewed the form over the summer and wanted to find a way of sharing concepts internally as a screening tool for possible funding initiatives. Hsieh suggested one additional step to be added to address “the process.” Buckley was charged to prepare the “step one” document that will be used in conjunction with the Funding Source Approval Form (step two). Figueroa suggested Buckley present and discuss the form and process at an Academic Senate meeting in early November. Hsieh asked that the deans attend that meeting. Miramontez expressed concern with the lack of research/evaluation on the form. Hsieh suggested Buckley create “step one” (concept) and “step two” (application) documents/forms.

3. Update on Status of Accreditation Midterm Report (Hsieh/Buckley)

Buckley reported the timeline to completion will be posted on the website, as well as the calendar with meeting dates/times for each writing team. Buckley will send both to CEC by the end of today and will send the writing team schedule to the entire campus to encourage

attendance and participation. Writing teams have met for their first time. Figueroa reported a Senate Exec member will be assigned to each writing team and that she will participate in the Governance standard.

4. Update on 2012 Accreditation Team Follow Up Visit & Evidence File (Hsieh/Buckley)

Hsieh reported that as of today, she has not heard from the visiting team chair regarding any special arrangements or individual or group meetings. Hsieh asked that after various groups meet with the visiting team, they stop by her office and provide a brief update. The final report, all evidence and supporting documents are posted on the website. Binders that include the report and DVD are located around campus, including the library, mailroom, and staff lounge. The complete report, DVD, and evidence binders are located in the PCR. Hsieh thanked all classified staff for assistance in compiling reports.

5. Update on Promoting Healthier Non Smoking Environment Campaign (Ramsey)

Ramsey will provide a detailed report to CEC next week. The education-based campaign will include events, signage, website, marketing, workshops, speakers and a counseling component. The comprehensive campaign could be fashioned in a way that would work as a presentation to the board of trustees at their Miramar College site meeting in the spring. Primary participants in developing the campaign are students, health services, Safety Committee, Dean of Student Affairs, student services, with assistance from the Senates. Hsieh advised that the program for the March 2013 on campus Board meeting needs to be determined by November 6, 2012, since the AV department needs time to respond to Powerpoint presentation and/or video needs.

6. Update on 2013 Commencement (Ramsey)

Ramsey announced commencement will be held on campus at Compass Point on Friday, May 17, 2013 at 1 p.m. Three special event vendors have been interviewed. The college is planning for 1200-1400 people to attend, an increase from 1000 guests at the hotel last year. By having commencement on campus, greater faculty participation is expected and staff assistance will be required. The Commencement Committee will lead the effort. Ramsey hopes to have a schematic layout soon. Faculty will need to respond to the call to participate and order regalia early. Figueroa requested a presentation in November to the Academic Senate.

7. Individual/Office Access to College Master Calendar (Hsieh)

CEC reviewed the list of individuals who currently have access to update/post to the website master calendar. Hsieh questioned why two individuals are identified for Civic Center posting and asked Susan Schwarz and Sandi Trevisan to update the list by deleting duplications and ensure information on both pages is consistent.

8. Clarification for Request of Technical Assistance Visit (Hsieh/Figueroa)

Hsieh thanked Figueroa for bringing to her in August the consideration of a technical assistance visit so that the entire college could have an opportunity to review and discuss the collegial consultation process and possible enhancement. Hsieh asked Figueroa to share her technical assistance proposal to the Academic Senate Executive Committee and the entire Academic Senate. If the entire Academic Senate supports the visit, the managers are standing by to participate and support, as well. Issues or topics for the group to address would be developed with mutual consent. Classified staff and students are invited to participate, as well. Figueroa

advised the Senate is discussing desired outcomes and will report back to the President if and when to move forward with a request for a visit.

9. Update on SB1440 Implementation (Hsieh/Buckley/Ramsey)

Hsieh asked Buckley and Ramsey to provide an update. Buckley reported history and math transfer degree curricula went through this week, physics went through last time. Nine SDSU degrees and art history and political science are currently being discussed. There is a push to send degrees already approved internally to be offered for next fall.

Ramsey reviewed the implementation piece -- SDSU application filing period for fall 2013 is Oct. 1-Nov. 30. The District has identified SDCCD students who could benefit from the new transfer patterns and they will be assisted with the process. 173 Miramar students have been identified as possibly ready to avail themselves of the transfer opportunity – they must have 48 transferable credits at this time, have designated a major of one of the SB1440 group of majors, and have an education plan on file. Vice Chancellor Neault will send notices to qualifying students. The Miramar College Transfer Center will be the designated student contact and determine if the student fits the profile; if so, they will be sent to counseling which will work with students to prepare for transfer and apply for graduation. If the student needs 16 units or less to graduate, they will receive a priority registration bump for the best opportunity to get the spring courses they need for graduation and transfer.

G. REPORTS

Academic Senate (Figueroa)

Will meet on 10/16/12.

Classified Senate (Allen)

Last meeting, discussed the Research Agenda, committee membership, the accreditation visit and writing teams.

Associated Student Council (Shepard)

No report.

District Governance Council

No report.

District Strategic Planning Committee

No report.

District Budget Committee

No report.

H. ANNOUNCEMENTS

- Hsieh made it clear that, per report from “Old Business #9”, SDCCD students intending to fall 2013 transfer under SB1440 who meet the eligibility requirements for graduation in spring 2013 will get a bump in registration priority.

- S. Schwarz met with Jim Bray last Friday, who advised no special events should be held in the LLRC from Dec. 18, 2012 -Jan. 27, 2013. Building issues will be addressed during that time. Staff can continue to work in building. Convocation can be held in the LLRC auditorium on 1/28/13. (*Checking Convocation date of 1/20/13*). No external meetings.

10/09/12

Trevisan

2012 Follow-Up Report Writing Teams

04 Rec 4: Intgr. Planning	10 Rec 4: Administrative Turnover	10 Rec 3: Evaluation Processes	10 Rec 1: Culture of Evidence
Jerry Buckley	Susan Schwarz	Brett Bell	Daniel Miramontez
Buran Haidar	Daphne Figueroa	Buran Haidar	Linda Woods
Joyce Allen	Sam Shoostary	Joan Thompson	Buran Haidar
Kanchan Farkiya	Michael Shepard	Joyce Allen	Terrie Hubbard
			Trinh Nguyen

Meeting Times

10/22, 3:00-4:00, A-104e	10/29, 11:00-12:00, The PLACe	10/17, 10:00, A-101c	10/25, 2:00-3:00, PCR
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(K.Todd, 10/16/12)



Funding Concept Approval Form

Today's Date:	Prepared by:		
Phone/Ext:	Email:		
Project Title:			<input type="checkbox"/> New Project <input type="checkbox"/> Continuing
Project Period:			
Project Director:	Department:		
Funding Source:			
Application Deadline:	Date:	<input type="checkbox"/> Postmarked <input type="checkbox"/> Received	
Duration of Funding:			
Funding Amount:	\$	Match Requirement: \$	
		Indirect Amount: \$	
Contract Obligations:	List all College Obligations: <input type="checkbox"/> Facilities: <input type="checkbox"/> Staff: <input type="checkbox"/> Matching Funds: <input type="checkbox"/> Institutionalization requirement: <input type="checkbox"/> Other:		
Technology Resources			
Funding source:			
Partners / MOUs:			
Approval Date:	Approval Signature (Chair)		
	X		
Approval Date:	Approval Signature (Dean)		
	X		
Approval Date:	Approval Signature (appropriate Vice President)		
	X		
Approval Date:	Approval Signature (Vice President Administrative Services)		
	X		
Approval Date:	Recommend Development of Grant/Contract Proposal		
	Approval Signature (President)		
	X		
Route Information Copies to: Appropriate Vice President			



Funding Source Approval Form

Today's Date:	Prepared by:		
Phone/Ext:	Email:		
Project Title:			<input type="checkbox"/> New Project <input type="checkbox"/> Continuing
Project Period:			
Proposal Author:			
Project Director:	Department:		
Project Purpose:			
Funding Source:			
Application Deadline:	Date:	<input type="checkbox"/> Postmarked <input type="checkbox"/> Received	
Duration of Funding:			
Funding Amount:	\$	Match Requirement: \$	
Attach proposed budget Listed by object code		Indirect Amount: \$	
Contract Obligations:	List all College Obligations – <input type="checkbox"/> Facilities: <input type="checkbox"/> Staff: <input type="checkbox"/> Matching Funds: <input type="checkbox"/> Institutionalization Requirement: <input type="checkbox"/> Other:		
Technology Resources Funding source:			
Partners / MOUs:			
Approval Date:	Approval Signature (Chair)		
	X		
Approval Date:	Approval Signature (Dean)		
	X		
Approval Date:	Approval Signature (Appropriate Vice President)		
	X		
Approval Date:	Budget Approval (Vice President Administrative Services)		
	X		
Approval Date:	Recommend Approval of Grant/Contract Proposal Approval Signature (President)		
	X		
Route Information Copies to: Appropriate Vice Presidents			

San Diego Miramar College

Resource Development Procedure – Office of Instructional Services

1. Faculty and/or staff that identify a potential grant, contract, or other business relationship that they feel would benefit San Diego Miramar College will:
 - a. Obtain relevant descriptive information that defines the potential funding source or partnership such as:
 - i. A grant announcement
 - ii. A draft contract
 - iii. A draft memorandum of understanding (MOU)
 - b. Identify the appropriate strategic goal and/or Program Review priority addressed by this proposed opportunity.
 - c. The faculty and/or staff will then submit a completed “Funding Concept Approval Form” to the appropriate Department Chair for review, including all background materials listed in 1. a. and 1. b., above.
 - d. After discussion with their department, the Department Chair provides all the above information to the appropriate Instructional Dean, along with the recommendation of the Department Chair.
 - e. The Instructional Dean will then present the funding concept to the Deans’ Council for consideration.
 - f. If the concept is approved, the Vice President of Instruction will direct the appropriate Instructional Dean to complete a “Funding Source Approval Form.”
 - g. The “Funding Source Approval Form” and all relevant supporting information, including a detailed budget listed by object code, will be presented to the President’s Cabinet for consideration.

<p style="text-align: center;">Transfer Model Curricula Approved Degrees at San Diego Miramar College</p>

Administration of Justice/Criminal Justice
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Communication Studies

History

Mathematics (emphasis in science only)
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Physics

Sociology

Next majors to be reviewed: **Anthropology**, Political Science, Art History