

MINUTES

College Executive Committee April 9, 2013
San Diego Miramar College

Present: Sandi Trevisan, Susan Schwarz, Jerry Buckley, Patricia Hsieh, Daphne Figueroa, Buran Haidar, Brett Bell, Michael Shepard, Gerald Ramsey, Terrie Hubbard, Joyce Allen

A. Approval of Agenda

Agenda approved.

B. Approval of Previous Minutes

Minutes of 4/2/13 approved with a minor edit.

C. Guests

Laura Murphy, Officer Diana Medero

D. Chancellor's Cabinet

- Hsieh shared the CEC 4/2/13 discussion on developing a middle/early college program in the Mira Mesa area with the Chancellor, informed her that this will be an ongoing CEC agenda item and that she will be kept apprised along the way. VPIs will be contacted by vice chancellors L. Neault and O. Lee to engage in other areas that the vice chancellors are responsible for coordinating, i.e., summer bridge, campus tours for K-12 students, and SD Unified and SDCCD articulation programs.
- State Chancellor's Office Annual Scorecard -- the colleges need to review college-specific data for accuracy. Vice Chancellor L. Neault will work on removing public safety academy enrollment data from the future District MIS reporting regarding persistence rate.
- Vice Chancellor O. Lee shared information he received at the statewide CIO conference: Accreditation Standard One will include a new 1C, Institutional Integrity component. Colleges will be asked to demonstrate student achievement data. Regarding Governor's proposed online education, it seems the direction will be to form a 113th college in the system that will focus solely on online delivery. No decision has been made at this time.
- Based on the current funding formula, it is urgent to address how Miramar College will obtain sufficient resources to grow to the planned 25,000 students enrollment. The demand in public safety training is growing significantly and the college needs to make sure that the growth in that particular area does not compromise the general growth of the main campus. Hsieh asked the Chancellor for direction regarding resource allocation. The Chancellor requested Miramar College must prepare a plan for long term projected needs and growth and present an integrated enrollment management plan by including public safety program training needs. Managers are working on enrollment plans in terms of program, resources, staffing and facilities needs.

E. NEW BUSINESS

1. College Governance Committee Recommendations and Handbook Changes (Figueroa)

All constituent groups have approved. Figueroa reviewed three recommendations from CGC –
1) Institutionalizing and documenting review processes for services and areas that are not

currently part of the existing program review processes; 2) Formation of a campus-wide Program Review task force or work group, which would include the SLO facilitator; 3) Institutionalizing the participation of all constituencies in activities during the President's Spring Convocation.

L. Murphy asked about the SLO assessment taskforce recommendation she had made earlier in the semester. Buckley suggested the SLO piece could be discussed separately at PIEC on Friday. Figueroa suggested chairs and co-chairs of the three program review groups (student services, instruction, administrative services) were logical members for the new task force. Haidar suggested the co-chairs and college-wide SLOs facilitators (Brett Bell, Jerry Buckley, Adela Jacobson, Duane Short, Maryann Guevarra and Laura Murphy) also recommend the classified staff membership. CEC agreed by consensus that this group will initially form the new taskforce and that they will report back to CEC with taskforce membership recommendations and if the work for SLOs assessment will need a subgroup under this new task force. Hsieh asked that the wording be clear and that offices be well-defined.

Discussion occurred on the best time a participatory governance activity could be offered that all could attend, particularly classified staff. Convocation traditionally falls on the Thursday before the start of the semester, one of the busiest times for classified staff, restricting their attendance. A Friday option was discussed. Hsieh does not support campus closure at any time during the busy registration season. Flex coordinator Patti Flower should be involved in the discussion. Ramsey asked that the date be identified as soon as possible to accommodate any adjustment in work schedules. Hubbard suggested that greater participation is likely with a morning activity. Schwarz suggested Academic Senate or Academic Affairs weigh in. Hsieh reminded that the entire campus has always been invited to attend Convocation activities. It was agreed that each constituency leader will share the potential option of holding Spring convocation on Friday with minimal office coverage. In addition, the purpose of this recommendation was expanded to cover topics beyond governance activities as stated on the original recommendation. The three CGC recommendations were approved by consensus with an amendment to recommendation #3. The concept of an annual staff development activity was approved through consensus.

Changes to the Handbook also received all constituent groups' approval. Membership changes were approved from the Technology Committee, Basic Skills Sub-committee, Research Sub-committee, and the Website Sub-committee. CEC provided approval of the Handbook changes by consensus.

Figueroa provided approval forms for constituent leaders for signatures.

F. OLD BUSINESS

1. Compiled Information Regarding Employee & Student Satisfaction Surveys' Recommendations Due 4/24/13 (Hsieh)

J. Buckley emailed a tentative reminder last week and follow up this morning to CEC and leaders identified in the recommendations. Responses are due no later than 4/17/13 to Buckley.

2. Update on Accreditation Midterm Report (Hsieh)

Two public forums were held last week. Buckley will schedule writing team meetings to incorporate recommended edits. D. Miramontez provided suggestions for integrating research data. The final draft of the report is scheduled for acceptance by CEC on May 7.

3. Accountability Management System (Hsieh)

Hsieh reported all the college Vice Presidents of Instruction received communication from from Kent Keyser, asking if they were interested in initiating or continuing to contract with Taskstream. Miramar College responded affirmatively. Purchase of the accountability management software will be a district wide contract and negotiation. Hsieh stated our goal is to purchase July 1, pending negotiation.

4. Revised and Updated College Mission: Back to CEC on 5/7/13 (Hsieh)

Hubbard will provide input to the Academic Senate (Figueroa).

G. REPORTS

Academic Senate (Figueroa)

Last week, Academic Senate reviewed proposed modifications to articulation criteria, ASCCC plenary resolutions, approved recommendations from CGC to revise Appendix III of the college governance handbook, and approved instructional PR/SLOAC's recommendation to implement a one-year annual update, but voted to have further discussion on the timeframe for the comprehensive cycle.

Classified Senate (Hubbard)

Classified Senate met today, reviewed the mission statement/vision/goals and made recommended changes and discussed bylaws.

Associated Student Council (Shepard)

Trustee Rhinerson and Dr. Hsieh attended last Friday's meeting. AS reviewed the CGC issues.

District Governance Council (Figueroa/Bell)

Reviewed PPT on the preliminary budget, presented by Executive Vice Chancellor Bonnie Dowd. Bell reported three pots of funding will affect Miramar College: 1) tech fund (\$15 mil) toward statewide portal for online education or to all campuses; 2) deferral buy-down (planning on part of apportionment to buy down deferrals – no additional funds); 3) category funds of apportionment, growth, restoration or COLA. Need to find out from the State (after May 15) how the mix of funds will be identified. Also discussed at DGC, the assessment of the district governance structure.

District Strategic Planning Committee

No report.

District Budget Committee

See DGC

College Governance Committee

Meets today, 2:45 PM

H. ANNOUNCEMENTS

- Officer Diana Medero asked that individuals be encouraged to attend the critical incident response training to be offered by SDCCD Police Department on campus on Friday
- G. Ramsey reminded all that the deadline for RSVPs to the Miramar College Foundation's Invest in Success fundraising event is tomorrow.
- T. Hubbard asked when the college would receive feedback from the college-wide retreat. Buckley responded feedback will be presented at PIEC this Friday.

4/15/13

S. Trevisan