

COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, February 9, 2021 • 1:00 p.m. – 2:30 p.m. • Zoom

Members: Lundburg, Bell, Lopez (VPI Proxy), Gonzales, McMahon, Murphy, Padilla, Young, Webley, Igou, Azai & Rahmoun

Support: Malia Kunst

The meeting came to order at 1:01 pm.

A. Approval of the Agenda (1 min)

Murphy made a motion to move agenda item G.5 to the beginning of the agenda. **Padilla** seconded. There was no discussion. **Motion carried unanimously.** **Bell** made a motion to approve the agenda with the change. Seconded by **Lopez**. There was no discussion. **Motion carried unanimously.**

B. Approval of Previous Minutes (1 min)

McMahon made a motion to approve the 12-8-20 meeting minutes. Seconded by **Igou**. There was no discussion. **Motion carried unanimously.**

C. Guests/Introductions (1 min)

Jill Griggs, Nessa Julian, Cheryl Barnard, Daniel Miramontez, Donnie Tran, and Linda Woods.

D. Public Comment (3 min)

Tran presented on a series of equity themed workshops, which are a collaboration between the ASC and the Library. The workshops are more organize this semester and use data from PREDD and other resources. He will send the presentation to **Kunst** to share with the CEC members.

E. President's Update (3 min)

Lundburg reported that at the Chancellor's Cabinet level, there have been questions regarding commencement and whether it will be in-person or virtual. He recalls sharing this previously but wanted to share it here again to ensure the information is being communicated. There has not been a final decision made regarding commencement. The campuses are preparing for both virtual, live/a drive though event but we don't know at this time. He continued that the on-campus Board of Trustee's meeting is this Thursday, February 11th at 4:00 pm. There will be an opportunity during the Open Door Session to meet with the Trustees one-on-one. An announcement will go out later today or tomorrow with more information. He encouraged all to attend. He shared that there was an announcement at Chancellor's Cabinet this morning confirming that a portion of the new CARES money will be used to provide all employees with a remote incentive/stipend. The amount is unknown at this time. The anticipated date is by the end of the fiscal year. Lastly, there was a call for final feedback for the College Governance Handbook. He shared that he will be meeting with the CIA facilitators, constituency leaders to download the feedback and collectively decide how to move forward. **McMahon** stated that the feedback has been sent to her by the VPSS's office. She has not done anything with it yet since the first CGC meeting is the afternoon and it is on the agenda.

F. Action Items

#	Item	Initiator
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San Diego Miramar College 2020 – 2027 Strategic Goals

Goal 1: Pathways – Provide student-centered pathways that are responsive to change and focus on student learning, equity, and success

Goal 2: Engagement-Enhance the college experience by providing student-centered programs, services, and activities that close achievement gaps, engage students, and remove barriers to their success

Goal 3: Organizational Health -Strengthen Institutional Effectiveness through planning, outcomes assessment, and program review processes in efforts to enhance data-informed decision making

Goal 4: Relationship Cultivation - Build and sustain a college culture that strengthens participatory governance, diversity, inclusion, and community partnerships

ACCJC Accreditation Standards (Adopted June 2014)

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1	Prioritized Hiring List for New Contract Faculty 2020-2021: Murphy shared the prioritized hiring list and stated these positions are to be filled in the order if new money is received. She clarified that this list does not include the current vacancies. This list requires the President's approval. Lundburg noted that this information is very timely as the managers are reviewing the list of current vacancies and this list will help make informed decisions. Murphy added that the hiring committee decided last year to autofill any retirements and those are also not included in this list. There was clarification around what the next step is, it was noted that this is a "primarily rely on" matter and the President's verbal approval is all that is needed. Lundburg approved the Prioritized Hiring list for New Contract Faculty for 2020-2021.	Murphy
2	Program Viability Review Process: Murphy stated this item came through the Academic Senate from the Curriculum Committee and was passed at the meeting last week. This process is important to have in place for accreditation purposes. She noted on the attachment that what is highlighted in yellow were the recommended changes, which includes removing the modification process. She asked the other constituent leaders if they had seen this document, neither had. It was determined that the Classified Professionals and Associated Student Government would bring the document to their constituencies for feedback at their next regularly scheduled meeting and would come back to CEC for a first read on March 9 th .	Murphy

G. Discussion Items

#	Item	Initiator
1	Coordination of Equity Efforts (standing item): Lundburg shared that efforts to establish an equity office are underway but right now, we are waiting on the Faculty Equity Coordinator to be selected. Murphy asked if there was an update from the Equity Definition Process Workgroup. McMahon shared that there have been really good conversation and the group is ready to present their work at the next CEC meeting. Julian provided an update on the USC Equity Alliance, which has included five eConvenings and one flex workshop was offered. The Professional Development canvas shell will house the recordings, which is scheduled to launch later this semester. Murphy added that the ASCCC's Survey for Diversity, Equity, and Inclusion (DEI) efforts will be released soon. It asks the college to describe the Senate/College status and work that has been done to address DEI issues on campus. It is a Senate survey, but she encouraged all to participate as it is intended to gather the broader picture. It will give the ASCCC more information on what additional resources could possibly be needed to support this work throughout the CCC system.	Lundburg/Murphy/Young
2	"On-Campus" Board of Trustee's Meeting – Thursday, February 11th: Lundburg shared that the meeting is on Thursday at 4:00 pm. There were two rehearsals and the group is ready for their presentation. The theme is Equity in order to provide an update to the Board on all the efforts underway at Miramar College.	Ascione/Lundburg
3	ASCCC Call to Prioritize Culturally Responsive Curricular Redesign: Murphy stated that the Academic Senate adopted the ASCCC's call to action in the fall which asked Senates to examine curriculum of culturally responsive curriculum redesign. A recommendation was made to add a charge to the Technical Review Subcommittee of the Curriculum Committee to address this. There was also a recommendation to have a DIEC representative available for the Technical Review Subcommittee to assist in this process. These recommendations were approved at the Academic Senate. The College President will need to sign off on it but this is a proposal to get us started. Webley asked if there was a form of measurement or tools. Murphy responded that the recommendations do not specify a form of measurement or tools, but is instead a first step to address	Murphy

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	this issue. Webley expressed concern that the onus might end up relying on the DIEC representative.	
4	CGC College Governance Handbook Update: Lundburg touched based on this in his President's update and turned it over to McMahon for an additional update. McMahon shared that the College Governance Committee is focused on regrouping after the recommendations from the CIA facilitators were to move forward with what we can and work on the items that are holding up the process. She stated that the new handbook won't be perfect and emphasized that it will always need to be worked on. The first committee meeting is at 2:45 pm after this meeting.	McMahon
5	CARES Act Funding: Bell shared an excel document with the current purchasing status of the CARES Act 1 funding. He stated we are tracking approval of 160 items which includes tabs for college-wide and department/division requests. Bell also stated that there had been a change to the process to allow schools a line item of \$5,000 -\$15,000 for deans to cover supply requests on their own. Murphy asked how this change to process occurred and the details behind it, as it was not discussed with constituency leaders. Murphy also asked who approves or tracks the submitted forms for reimbursement requests. Bell responded that there shouldn't be any more reimbursements.. Bell noted to all that he had to excuse himself early from today's meeting because he is scheduled to be in interviews at 1:30 pm. Lundburg recognized that this item needed more time for discussion and asked Kunst to find 90 minutes for the constituent leaders and vice presidents to meet and discuss prior to the next CEC meeting. The outcome of this meeting will be brought to the next CEC meeting.	Bell
6	Website Improvement Project: Miramontez stated that an email was sent to the College last week with an update that included a link to the sandbox, which is live. The sandbox allows everyone to play around with the navigation and provide feedback to its ease. After the sandbox feedback is collected, he will be working with Image X during March on said feedback. The hard launch is April 1 st . He noted that the website won't be perfect but it will continued to be improved over time and emphasized that this round of feedback is focused on the navigation of the website.	Miramontez
7	California Guided Pathways Project: Gonzales shared information regarding the California Guided Pathways Project, which is a three year project, from Fall 2021 – Fall 2023, that the college is participating in along with 20 other colleges across the state. The project utilizes student momentum metrics. There is a team of 5 people as well as the College President. The resources that are provided include: in person institutes (though virtual webinars in our current state), more focused webinars scheduled on February 4 th , March 5 th , April 8 th , and May 7 th which includes 20 available seats (an invitation will be shared for broader participation), virtual consultancy with assigned consultant, Kay McClenney, an implementation climate and culture scan (scheduled for the fall), and access to other cohort colleges (Grossmont, Cuyamaca, and Mira Costa). He also shared that the Scale of Adoption document, which was uploaded into Nova last March, needs to be update this March. He noted there has not been much change but it will need the College President's and Academic Senate President's approval.	Gonzales

H. Roundtable (1 minute each)

- **Academic Senate – Murphy** stated the first meeting was last week, lots of action items passed. There are two items they are focused on right now: Equity/ASCCC's Call to Action and the CARES Act funding and process. The next meeting is on Tuesday.
- **Classified Senate – Young** stated the first meeting was this morning. There was a lot of good discussion and the next meeting is on February 23rd.

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- **Associated Student Government – Azai** announced that ASG had a textbook matcher event and was able to help students save on the cost of books. She shared that elections for new senators is coming up, their first meeting was last Friday, and they just concluded a Club Rush event.
- **District Governance Council – Murphy** shared the committee met last week and spent time considering the College Police Review Taskforce recommendations, which will continue, as well as a process for returning to campus and what that would entail.
- **District Strategic Planning Committee – Miramontez** reported that the next meeting is March 19th. On a side note, he stated he is collecting electronic signatures for the Accreditation Mid-term report.
- **Budget Planning and Development Council – Murphy** stated there is a meeting coming up and will be looking at the budgeting process in general in an effort to avoid scrambling to come up with a new process every time new money is received.
- **College Governance Committee – McMahon** stated the first meeting is today. The committee is focused on regrouping and plotting a course of action for the remainder of the semester.

I. Adjourn

The meeting adjourned at 2:30 pm.

Link to meeting recording:

https://cccconfer.zoom.us/rec/share/zDtAXhR10KWoMiKSwhNpewJdJKSdW0Tdm6oBLnPaqbpVp-wFGoR_A8dwgem4Iws3.qb8NLgmqnQpf8VU7

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