

# COLLEGE EXECUTIVE COMMITTEE MEETING

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

**Members:** Lundburg, Bell, Cuaron, Gonzales, McMahon, Murphy, Padilla, Young, Webley, Igou, Azai & Rahmoun

**Support:** Malia Kunst

The meeting came to order at 1:02 pm.

**A. Approval of the Agenda (1 min)**

**Murphy** made a motion to approve the 3-9-21 meeting agenda. Seconded by **Igou**. There was no discussion. There were 9 “yay” votes, 0 “nay” votes, and 0 abstentions. **The motion carried.**

**B. Approval of Previous Minutes (1 min)**

**McMahon** made a motion to approve the 2-23-21 meeting minutes. Seconded by **Murphy**. There was no discussion. There were 11 “yay” votes, 0 “nay” votes, and 0 abstention. **The motion carried.**

**C. Guests/Introductions (1 min)**

Cheryl Barnard, Donnie Tran, Monica Demcho, Kurt Hill, Mardi Parelman, Tonia Teresh, Nessa Julian, Lisa Brewster, Carmen Carrasquillo Jay, Daniel Miramontez, Brennan Pearson.

**D. Public Comment (3 min)**

There was no public comment.

**E. President’s Update (3 min)**

**Lundburg** shared that Chancellor’s Cabinet has been working on setting next year’s budget and addressing the shortfalls for this year. No decisions have been made yet. He also shared that there are some deficits that need to be addressed. Cabinet is trying to do that through FTES productivity levels for next year rather than taking any other action that would be adverse to anyone’s work area. The impact would be on what courses we are offering and how many there are. The College Presidents took a stand to not cut too severely as it has an adverse effect on our students and the availability of the courses that they need. We have advocated to look at other areas and identify where there may be some efficiencies and cost savings to be gained. This concluded the President’s update.

**F. Action Items**

#	Item	Initiator
---	------	-----------

---

## 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, curriculum, 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, equity efforts, and community partnerships

**Goal 5:** Diversity, Equity, and Inclusion (DEI)-Build an environment that embraces diversity, equity, inclusion, anti-racism, and social justice for the benefit of the college community

## ACCJC Accreditation Standards (Adopted June 2014)

**I.** Mission, Academic Quality and Instructional Effectiveness, and Integrity

**II.** Student Learning Programs and Support Services

**III.** Resources

**IV.** Leadership and Governance

1	<p><b>Guided Pathways Program Mapper:</b> <b>Murphy</b> shared that the Guided Pathways Program Mapper has been explored for the past several months as a potential tool for students to access their academic path ways, interest areas, and career planning. This has gone through vetting at the Academic Senate and has been approved. The faculty feel the use of the program mapper would be a good tool for students and so it is being brought to CEC. There is the understanding that we will need to determine how it will be implemented in terms of adding it to the website and who will be responsible for maintenance and content. She asked the other constituencies leaders if their bodies have discussed the use of the program mapper. <b>Young</b> responded that there has been positive feedback for the program mapper from the Classified Senate. <b>Igou</b> noted that the Chairs Committee has also discussed the program mapper and it was overwhelmingly supported to continue exploring its use. The logistical pieces previously mentioned were also brought up but overall very positive feedback. <b>Azai</b> added that the students had the same kind of feedback and though the tool would be helpful. Their discussion was not based around the implementation so that is something that should be discussed. <b>Murphy</b> asked if there was input from the managers. <b>Bell</b> asked if this would be a one-time cost or if there were on-going costs related to the program mapper. <b>Gonzales</b> responded that there are one-time costs associated with the license purchase and setting it up and on-going costs in terms of maintenance. There is Guided Pathways money earmarked for the one-time purchases. He added that the managers were supportive of further exploring the program mapper. After further discussion around the logistics and expectations, it was clarified that all constituencies are supportive of further exploring the program mapper and that is all that is up for approval today. <b>Young</b> made a motion to further explore the Guided Pathways Program Mapper. Seconded by <b>Padilla</b>. There was no further discussion. There were 11 “yay” votes, 0 “nay” votes and 0 abstentions. <u><b>The motion carried unanimously.</b></u></p>	<b>Murphy</b>
2	<p><b>Program Viability Review Process:</b> <b>Murphy</b> noted that the revisions to the Program Viability Review Process were passed through the Academic Senate. It was brought to a recent CEC meeting but it was made clear that the other constituencies did not have a chance to review it. She asked the other constituent leaders if there’s been any feedback to the Program Viability Review Process and the edits that were submitted. <b>Azai</b> stated that the students reviewed the process with the submitted edits and motioned to approve it. <b>Young</b> stated he sent out the document to the Classified Senate. He has not heard any negative feedback and therefore, would not have a problem moving it forward. <b>Murphy</b> asked if the managers took a look at it. <b>Gonzales</b> shared that the managers did not have any negative feedback as well. <b>Cuaron</b> asked if the chairs committee reviewed the document. <b>Murphy</b> responded yes, the Academic Affairs committee created the document and all the chairs are on that committee. <b>Igou</b> made a motion to approve the Program Viability Review Process with the recommended edits. Seconded by <b>Young</b>. There was no further discussion. There were 11 “yay” votes, 0 “nay” votes, and 0 abstentions. <u><b>The motion carried unanimously.</b></u></p>	<b>Murphy</b>
3	<p><b>Recommendations from the Equity Definition Process Workgroup:</b> <b>Julian</b> shared that this workgroup met last week to discuss the timeline and membership. To view this document, click <a href="#">here</a>. Julian and Teresh elaborated on the recommendations that the workgroup has made for the membership, timeline and process. <b>Murphy</b> stated this document looks great and there is a clear plan but asked why there would be a new group with smaller membership. <b>Demcho</b> stated this was done intentionally when creating the workgroup and felt there should be some level of expertise. <b>Carrasquillo Jay</b> also clarified that this workgroup initially was going to be the definition workgroup but was later defined as the workgroup to create the process for developing an equity definition. There was further discussion to gain clarity on what is being asked of CEC. It was decided that approval of the timeline and membership is being sought. <b>Lundburg</b> asked if there was a motion. <b>McMahon</b> made a motion to approve the timeline. <b>Young</b> seconded. <b>Gonzales</b> stated that we would be approving the timeline and membership and made an amendment to the motion to approve the timeline and membership. <b>McMahon</b> moved to accept the amendment. There was discussion if a second reading of the document was needed. The group decided a second reading was not needed. There was discussion to move the suggested timeline up since there will not be a second reading. The group agreed to have constituencies make their appointments before spring break so that the workgroup can get stated the first</p>	<b>Teresh/Julian</b>

**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, curriculum, 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, equity efforts, and community partnerships
- Goal 5:** Diversity, Equity, and Inclusion (DEI)-Build an environment that embraces diversity, equity, inclusion, anti-racism, and social justice for the benefit of the college community

**ACCJC Accreditation Standards (Adopted June 2014)**

- I. Mission, Academic Quality and Instructional Effectiveness, and Integrity
- II. Student Learning Programs and Support Services
- III. Resources
- IV. Leadership and Governance

week of April. The motion was called to a vote. There were 11 “yay” votes, 0 “nay” votes and 0 abstentions. <b><u>The motion carried unanimously.</u></b>	
--	--

**G. Discussion Items**

#	Item	Initiator
1	<b>Coordination of Equity Efforts (standing item):</b> <b>Lundburg</b> shared the appointment of the Faculty Equity Coordinator is currently being finalized. The establishment of the Equity Office is waiting on this appointment as they will be intertwined. He asked if <b>Murphy</b> and <b>Young</b> had any additional updates. <b>Murphy</b> shared that professional development is ongoing through the USC Equity alliance. There is a canvas shell now to house all the information and resources that is coming out of this alliance. <b>Lundburg</b> added that the college is leaning towards opting out of this alliance at the conclusion of this term. We will need to decide as a college, how we want to continue to move our equity efforts forward. <b>Young</b> had no additional updates.	<b>Lundburg/ Murphy/ Young</b>
2	<b>CGC College Governance Handbook Update:</b> <b>McMahon</b> shared that the 4 <sup>th</sup> CGC meeting of the semester is this afternoon. The committee is primarily working on three things: 1) Finalizing the responses to the last round of feedback 2) Assembling a progress grid, which should give clarity on the amount of progress that has been made thus far and 3) A timeline to move the new governance handbook forward for vetting, approval and implementation. <b>McMahon</b> encouraged everyone to attend CGC. <b>Murphy</b> asked if, after today, the final draft handbook will move forward for vetting and approval. <b>McMahon</b> responded that is correct. <b>Lundburg</b> shared that he will be attending the CGC meeting this afternoon. He is hoping to see the final draft handbook receive approval and thanked <b>McMahon</b> and the committee for their good work.	<b>McMahon</b>
3	<b>Process for Content Management of Website:</b> <b>Murphy</b> wanted to bring this item to CEC for a discussion on the best way to manage the website content because people have been receiving emails for training. She wants to make sure that the website is accurate for students and thinks a process to facilitate content management would ensure this. <b>McMahon</b> added, in her experience as CGC chair, this has been a consistent issue. What we are doing now doesn't work, and we should come together to figure out what works best for the college. She added that the new governance handbook also identifies this topic and will be discussed at the CGC meeting this afternoon. <b>Young</b> asked to clarify if it is an issue of managing the content, a time constraint or faculty participation. <b>McMahon</b> responded that it is more an issue of maximizing our resources as a college. <b>Young</b> responded that we should be mindful of the personnel issue as we are asking one person to do a lot of work. <b>Murphy</b> agreed that one person should not be doing all the work and emphasized the need to improve the process. <b>Lundburg</b> noted that we only have one webmaster and is surprised that there is not more IT staff. He explained that people who would like to be trained and maintain their content and do so, otherwise they can send the information to the webmaster with the understanding that the work might not get done immediately. After a further discussion, it was acknowledged that there is a need for a more formalized process.	<b>Murphy</b>
4	<b>Academic Senate Statement on Screening Committees:</b> <b>Murphy</b> brought this item here for informational purposes. This is a part of the Academic Senates charge to respond to the ASCCC's call to action to improve hiring processes for more diversity. The Senate has created statement to evaluate screening materials as they are being processed to screen for additional biases. Information and resources are being collected and will be made available. <b>Young</b> asked if this contradicts any HR processes or protocols. <b>Murphy</b> responded no, all HR processes and protocols will be followed, and these will be provided only as a resource. The intention is to be more aware of potential biases and raise awareness. <b>Bell</b> asked if the statement could be shared with CEC. <b>Murphy</b> responded that she will send it out after the meeting.	<b>Murphy</b>
5	<b>Miramar Dedication for Constance Carroll:</b> <b>Murphy</b> shared that this topic was brought to and discussed at the Academic Senate. She wanted to bring it to CEC for further discussion. <b>Lundburg</b> responded that only one building could be named for her and if the district name's a building after her than this would be off the table. He is still discussing this with Bonnie Dowd to see what options are available to the campus. There were suggestions of hosting an event in her name or providing a student scholarship. <b>Lundburg</b> encouraged	<b>Murphy</b>

**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, curriculum, 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, equity efforts, and community partnerships
- Goal 5:** Diversity, Equity, and Inclusion (DEI)-Build an environment that embraces diversity, equity, inclusion, anti-racism, and social justice for the benefit of the college community

**ACCJC Accreditation Standards (Adopted June 2014)**

- I.** Mission, Academic Quality and Instructional Effectiveness, and Integrity
- II.** Student Learning Programs and Support Services
- III.** Resources
- IV.** Leadership and Governance

everyone to keep thinking of ideas and funnel them to <b>Kunst</b> . The ideas will be combined and presented to the campus to decide.	
--	--

#### H. Roundtable ( 1 minute each)

- **Academic Senate** – ASCCC DEI Survey to identify areas for resources and where there are gaps. The next meeting is on March 16<sup>th</sup>.
- **Classified Senate** – No report.
- **Associated Student Government** – Elections are open and virtual meet and greets will be hosted. Please share with students. Working on survey to students to better understand student’s struggles and ideas for improvement.
- **District Governance Council** – This committee is discussing the work from the College Police Review Taskforce and expanding on its recommendations. The next meeting is March 17<sup>th</sup>.
- **District Strategic Planning Committee** – The next meeting is March 18<sup>th</sup>.
- **Budget Planning and Development Council** – The last meeting was on Wednesday. Discussed 19-20 calculation of apportionment. There is an estimated deficit exceeding \$6M, after state taxes will be reduced to \$1.5M. Also reviewing CAM and soliciting input from constituencies for allocation process. The next meeting is on April 7<sup>th</sup>.
- **College Governance Committee** – The next meeting is today at 2:45 pm.

#### I. Adjourn

The meeting adjourned at 2:31 pm.

#### Link to the meeting recording:

<https://cccconfer.zoom.us/rec/share/vTzUYyNRivVSXKdGRiKjG05d3E0eSLOYZp0bbx9h4yj2TXEjzqJrGLScvM39QDRf.EB1oEXML22js8-aF>

---

#### **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, curriculum, 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, equity efforts, and community partnerships

**Goal 5:** Diversity, Equity, and Inclusion (DEI)-Build an environment that embraces diversity, equity, inclusion, anti-racism, and social justice for the benefit of the college community

#### **ACCJC Accreditation Standards (Adopted June 2014)**

**I.** Mission, Academic Quality and Instructional Effectiveness, and Integrity

**II.** Student Learning Programs and Support Services

**III.** Resources

**IV.** Leadership and Governance