

COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, August 29, 2017 • 1:30 p.m. – 2:30 p.m. • N-206

Members: Hsieh, Bell, Hopkins, Ramsey, McMahon, Murphy, Hubbard (absent), Allen (absent), & Bermodes (absent)

Attendees: Beitey (absent), Jacobson (absent), Ascione (in for Beitey), Hankinson (absent), & Miramontez

Meeting called to order at: 1:32pm

- A. **Approval of the Agenda:** Bell approves the agenda, Hsieh seconds. Motion passes
- B. **Approval of Previous Minutes:** Hsieh approves the minutes, Bell seconds. Motion passes
- C. **Guests/Introductions:** Lou Ascione in for George Beitey
- D. **Updates from the Chancellor’s Cabinet:** Hsieh reports on fall 2017 enrollment. ([see attachment](#)). CE cut back 105 sections. Miramar College’s FTES is up 4.3%, headcount is up 7%, and online headcount is up 23.8% comparing to the same time during the Fall 2016 semester. VP Bell discussed parking issues and how the campus parking lots were at full capacity between 9:30am-10:30am. During the first week of classes. Bell stresses the need to schedule classes during off peak hours and to let the students know how we are adding parking. McMahon expressed concerned about the empty MTS lot. Bell stated that the College received 240 additional spaces in exchange for those 60 spots on the north end of campus. Hsieh would like further discussion to take place with MTS over the possibility of having the unused spots come back to the College. VP Hopkins shared with the group that her office did a fill rate comparison and noticed that Saturday classes and evening classes have a strong fill rate. The College is at an 80% fill rate during prime time, 82% in evening and at 73% fill rate for Saturday’s. The conclusion is that the College can offer more evening and Saturday classes with confidence that they will fill. Hsieh expressed to the Chancellor that the College is looking into offering 6 week intersession courses to boost enrollment. These would be Math courses that are difficult to complete in the compacted current 4-week schedule. The Chancellor appears on board with the idea of 6-week courses during intersession 2018. The Mesa College president is upset that Miramar College is advertising on buses that, at times, enter the Mesa campus. Hsieh said she made the decision to advertise on buses back in June. The Chancellor said Miramar College is doing a great job with the bus wraps, the other colleges are allowed to have the same bus wraps or perhaps the district will do bus wraps for the entire district. The district PIO came up with a list of marketing ideas for the district to offset Palomar College’s new Rancho Bernardo campus. There are some concerns in regards to advertising across service areas. San Diego Promise students will get \$1250 each for one year toward their educational expenses. The Chancellor is looking for outcomes when it comes to textbook OER. She’d like to see a goal set. Hsieh asks Bell if there is a way in the Peoplesoft system to flag travel to the 8 states banned for travel by state/district employees. Bell responded that there wasn’t. DGC will develop an exception policy for the travel ban. Miramar College will have the following board items discussed at the September 14 meeting: Instructional service contracts (San Miguel Fire & Chula Vista Fire) to be approved. The fire department needs to work with an accredited program, therefore, Miramar College was granted a one year contract to provide these services. The VPI office will be getting an admin tech position up for approval. This position replaces senior clerical assistant position left vacated by a retirement. \$140,000 Basic Skills partnership grant with SDICCA. The Grossmont College District is the physical agent for this grant.
- E.
- F. **New Business**

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	Review of CEC Goals, Memberships, & Charges (attachment) Hsieh and McMahon remind the committee of the goals and the committee approves of listed goals.	1	I	Hsieh & McMahon
2	Proposed Program for 2018 On-Campus Board Meeting: Thursday, 2/22/18: Hsieh reports the English Center would like to present at this meeting. CEC agrees. McMahon was asked by Hsieh to see what additional presentations could be made.	1	I & III	Hsieh
3	Spring 2018 Convocation: Thursday, 1/25/18: Hsieh states that spring convocation could return if the college wants it. Hsieh proposes that a presentation on college governance go in its place. Hsieh states that an instructional program would like to use L-105 that day but first she wants to gauge the college’s interest in using this room.	1	I	Hsieh

*** 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**

4	Website Upgrade Project: Miramontez reports that there will be a training for content editors in the coming weeks and then they will train the governance chairs. Hsieh would like to see students in the web design program assist in this process.	1	I	Miramontez
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G. Old Business

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	BSI 17-18 Budget Plan: Hopkins reports that this item was to come to the last CEC meeting but it did not. A budget was passed. Hopkins presents the budget and what was approved. \$177,000 was allocated to 5 programs/projects. Bell indicates that these are multiple year grants and unused funds move over to the next year. Hopkins says this year's focus for proposals will be on innovate projects. Hsieh indicates that all projects approved from here on out must produce measurable outcomes.	1	II & III	Hopkins
2	Progress on 8 Accreditation Recommendations (attachment) Hsieh asks if there is any updates from the folks listed on the attachment since convocation. There is a report due to the board in September of 2018. Miramontez is to meet with Ascione in September to strategize in regards to recommendation #1. Ramsey has no update. Hopkins states their improvements are ongoing.	1	I, II, III, & IV	Bell, Ramsey, Hopkins, & Miramontez
3	Status of Assessment & SLOs: Murphy reports that at the beginning of August all deans and chairs received a list of every course and program and their status. Student services, admin services and instructional services have been contacted as well. Murphy will attend dean's council on August 30 to present a report.	1	II	Hopkins & Murphy
4	College-wide Alignment & State 2017-2019 Integrated Plan (Due to CEC on 10/3/17) (attachments) Hsieh reports the final draft was sent out and the draft should be placed on the constituencies agenda's for the first meeting. The deadline for this to come back to CEC will be October 3. The report was sent to the entire campus 2 months ago. Hsieh sent out the draft notes from August 15 meeting, and she is concerned because this is a 2-year plan, but there is not 2 full years for implementation. To ensure the timely implementation completion, Hsieh asked both Ramsey and Hopkins to work with respective committee and sub-committee to identify strategies for implementation. The measurable outcomes of this plan required by the state need to be demonstrated.	1	I, II, & III	Hsieh

H. Place Holders

#	Item	*Strategic Goals	Accreditation Standard	Initiator
1	Progress On Number of Faculty Use of OER, Including Goal Setting: McMahon reports that the first meeting of the semester is in the planning stages and McMahon will focus on this item.	1 & 3	II	McMahon
2	Performing Arts Center Capital Campaign – Proposed Instructional Program Plan: Ascione reports that he is meeting with the music faculty in about 2 weeks to discuss plans for an expanded music curriculum.	1, 2, 3, & 4	II & III	Ascione
3	Progress Report on Implementation of Cultural & Ethnic Diversity Plan (Report in November 2017 & April 2018): Hsieh states there her office did send to the committee a reminder	3	I, III, & IV	Hubbard & Arancibia

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that the November report which is set to be presented at the Nov. 7, 2017 CEC meeting. Hsieh asked for the report to be emailed to everyone on CEC. It has not yet been received.			
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I. 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 the first senate exec. meeting is today at 3:30. Full senate meeting is Sept 5 where the integration plan is on the agenda. The academic senate’s district wide are starting an academic senate council.
- Classified Senate: No report.
- Associated Student Government: **Ramsey** reports that elections will be held on Sept. 15.
- District Governance Council: **McMahon** reports the next meeting is Sept. 6
- District Strategic Planning Committee: **Miramontez** reports that there is no word on when the next meeting is.
- Budget Planning and Development Council: **Bell** reports that the committee met in August and reviewed FTES targets, the campus allocation model and the advanced principal apportionment. Next meeting is Sept. 6.
- College Governance Committee: **Murphy** has already met for the first time this semester and there is continued development of the professional development committee application for funding. The committee did a comprehensive evaluation of the college governance tool and they are developing a summary. Next meeting is Sept. 12.

J. Announcements: None

K. Adjourn: 2:32pm

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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