

SAN DIEGO MIRAMAR COLLEGE
Student Services Committee
Wednesday, November 16, 2011
3:00 - 4:30 p.m.
Room A-107

Minutes

Members: Gail Conrad, Co-Chair; Kandice Brandt, Naomi Grisham, MaryAnn Guevarra, Adela Jacobson, Tracy Ludwick, David Navarro, Judy Patacsil, Edith Pollack, Lisa Selchau, Joan Thompson

Guests: Lezlie Allen, Joseph Hankinson, Janice Hecksel, Jeff Higginbotham, Alice Nelson, Teresa Vilaboy

Absent: Glenn Magpuri, Co-Chair; Sonny Nguyen

Excused: Kare Furman, Dana Stack

1. **VPSS Update: Reporting of Absences:** Gail reminded that the Miramar procedure requires employees to call their absences into the Miramar Business Office. Please also notify your supervisor. She noted that if she is responsible to sign the Leave Requests, the appropriate procedures need to be followed!

VPSS Meeting with Lynn Neault: **Summer:** still waiting for a decision regarding summer classes. Summer session may be small, with possibly no funding. **SB-1440:** TMC or Transfer Model Curriculum transfer option, SDSU accepted History, Math and Theatre only (SDSU has these as small numbers from SDCCD), looking at local Associates Transfer Degree with SDSU; concerns of what that may look like. There will be a faculty discussion at Senate, and Vice President Barnes and Articulation Officer Duane Short are working with Vice Chancellor Lee on this. **ENGL 047:** there is currently a discussion on what is equivalent. Although Miramar is not going to offer the course, it's Gail guess that we will have students who transfer who will have taken it, so we need to be aware of the issues. She'll keep us informed. **Incompletes:** a new "Assignment of Incomplete" form is in the developmental stage and will include a description and copy of the assignment to the dean's office (VPSS) in a sealed envelope, and a final due date. The attempt is not to scrutinize the assignment, but to have something to refer to if the instructor is no longer with the college.

College Executive Committee (CEC): **Emergency Planning:** web advisor information not already input into employees' records will be solicited in a letter; a discussion of the use of radios when electrical power is off continues at the District level. Gail reminded that employees who haven't input their emergency contacts into Web Advisor, it needs to be done now. **Telephone Coverage** during the holiday break: Just a reminder that we are a Monday - Friday 8:00 a.m. – 5:00 p.m. operation, and a live voice should be expected or your message should reflect your office closure. **Board Meeting:** No specific items were discussed for the upcoming Board meeting at Miramar; no new budget information. However, there was an approval for an emergency hire of a Math instructor due to the release of a probationary faculty in Spring 2011 for the same concentration.

Dean's Council: **Adjunct Orientation** is scheduled Tuesday, January 17, 6:00 – 8:00 p.m. Discussion **Early High School Program:** possible early high school program in the future and capacity for growth/impact on college (no physical education or co-enrollment). **Program Review**

linked to Strategic Plan goals and those that don't link will go into a "storage" link for future consideration.

Other: if you attend a meeting as a Student Services representative, do you want to have reporting rights at this meeting? We could list them on the agenda and if nothing to report we can skip over.

Building Discussions: The topping off ceremony for the student building is scheduled at 10:00 a.m. Thursday, December 1st. This is an exciting time, and Gail encouraged everyone to arrive early and allow their staffs to sign the beam before it is lifted at 10:00 a.m. sharp.

2. **Spring 2012 Contract Faculty Details & TAOs**: Due to Edith 4:00 p.m. December 8.
3. **Discretionary Budget**: Student Services Departments' input to the 2012 - 2013 is due to VPSS Office 4:00 p.m. December 8.
4. **SDCCD Civility Statement**: Attached. The draft has gone to the Board for the first reading. Gail welcomed input. It was recommended that this statement be posted around campus, and placed in syllabi.
5. **Emergency Phone Information**: Missing information and forms must be submitted for input into Web Advisor no later than 12:00 noon, Friday, November 18, 2011. Edith distributed forms to those whose input has not yet been submitted.
6. **Thanksgiving Break**: Adela will be on Duty November 21 - 23, and George Beitey will be covering for Instruction.
7. **Reminder: Timecards** are due 4:00 a.m. today, Wednesday, November 16.
8. **Round Table**: Associated Students: Tracy reported that there will not be a meeting of the Council this week. When students return from the Thanksgiving Holiday, they'll begin planning the MLK parade entry for Miramar College. Career / Placement: Joseph noted his program is getting real busy. Counseling: Student activity is picking up in Counseling; they're being seen now on a walk-in basis. The wait currently up to an hour. Alice asked other staff to encourage students to come in early, mornings are best, 8:00 – 10:00 a.m., and the wait overall is expected to get up to two hours. DSPS: Kandice noted hours will be 8:00 a.m. – 5:00 p.m. Friday, December 2nd. EOPS / CARE / CalWORKs: Joan noted that she sent a reminder to students about priority enrollment for spring. She and MaryAnn will be visiting CalWORKs students' caseworkers. Office will be open to students until 5:00 p.m. Friday, December 2nd. Enterprise: Janice asked that computers throughout the campus be turned off for the server update. Health Services: Things are moving smoothly in this department, according to Lezlie. Student Affairs: The Martin Luther King Day parade has been moved to Sunday January 15th, 2:00 p.m. Meet at the County Administration building; there will be free T-shirts for participants. Invite family members. Let Adela and Sandi know sizes. VPSS Office. Edith will be on vacation next week, and noted that Tracy will be working.

Meeting adjourned at 4:17 p.m.

Next meeting scheduled Wednesday, December 7, 3:00 – 4:30 p.m. in room A-107

Previous Minutes may be found at http://www.sdmiramar.edu/cmte/college_governance.asp.

DRAFT Proposed District Policy: Civility and Mutual Respect

It is the policy of the San Diego Community College District to foster an environment which maximizes student learning and employee performance, and a climate of civility among all employees and students of the District.

As members of the San Diego Community College District community, we are expected to treat other community members with civility and respect, recognizing that disagreement and informed debate are valued in an academic community. Harassment by any student, employee, or Trustee, of any other student, employee, or Trustee for whatever motive is harmful to the environment desired by the District and therefore will not be permitted by the District.

Individuals covered by these policies include faculty, staff, managers, supervisors, students, and members of the Board of Trustees.

Unacceptable behaviors. Demeaning, intimidating, threatening, or physically or emotionally violent behaviors that affect the ability to learn or work in the District environment are not consonant with the standards of civility and respect as expected in the District and are unacceptable.

Retaliation. Retaliation for reporting violations of this policy, for seeking to have prohibited conduct corrected, or for participating in an investigation is prohibited.

Violation. A District community member who has violated this policy is subject to disciplinary action in accordance with established disciplinary procedures. A member of the Board of Trustees who has violated this policy is subject to public censure by the Board.

Restraining Order. Any District community member who has obtained a restraining order against another District community member is encouraged to provide a copy of the order to Campus Police for enforcement on campus.

Visitors. Visitors, vendors, and the families of students, staff, and faculty are expected to comply with the provisions of this policy. Noncompliant behavior may lead to removal from the campus.

This policy shall in no way be construed to restrict any type of constitutionally protected speech or activities.

