

SAN DIEGO MIRAMAR COLLEGE
Student Services Committee
Wednesday, December 7, 2011
3:00 – 4:30 p.m.
Room A-107

Minutes

Members: Gail Conrad, Co-Chair; Glenn Magpuri, Co-Chair; Kandice Brandt, MaryAnn Guevarra, Adela Jacobson, Tracy Ludwick, David Navarro, Judy Patacsil, Edith Pollack, Dana Stack, Joan Thompson

Guests: Lezlie Allen, Kare Furman, Joseph Hankinson, Janice Hecksel, Jeff Higginbotham, Alice Nelson, Sonny Nguyen, Teresa Vilaboy

Excused: Naomi Grisham, Lisa Selchau

Absent: MaryAnn Guevarra

1. **Approval of Agenda:** Classified Hiring Priorities was added to the Agenda.
2. **VPSS Updates:** Summer: Still under review. There will be no classes in June; limited in July.
Board Meeting: The meeting scheduled for December 8th includes a number of proposals for Miramar's Student building project. In addition, a Miramar student will make a PTK presentation.
Staffing Analysis: HR is completing the staffing analysis. A draft was presented to the Cabinet, with errors needing clarification. It will come back in the spring. Threat & Risk Assessment: Threat and risk assessment classes will be held at the District office January 10 and 11 and the 17th and 18th. Gail encouraged anyone who wishes to attend, and to let her know right away of their interest.
Commencement: Adela announced the commencement speaker, Angelo Diamante, CEO and owner of Mercedes-Benz of Escondido. Radios: Approximately 30 AM / FM radios are in the process of being ordered for use around campus in the event of emergencies. It is expected there will be one radio for each floor of multi-story buildings, and two at off-campus locations. Power Generators: No additional areas to place generators have been identified. It is more efficient to use UPS (Uninterruptable Power Sources) for the areas that need cooling and small enough to be relocated. Cost efficiency is an issue. President's Achievement Awards: Save the date for the award reception for tenured and retirees March 21, 2012, 2:00 - 4:00 p.m. Miramar Mascot Costume: The Miramar Jet costume has been ordered and is on its way; Brett has offered to model the jet pilot costume!
Opening Day: Opening day will be a day of implementation of planning. Joyce Allen is working on dates to present a Classified Staff planning workshop... February or March. Basic Skills: ESOL retention is good, in the mid- to high-90s. Business Mathematics doesn't count in the report as a math course. It appears that most of the basic math courses are taught by adjuncts. Planning Agenda: Gail distributed a document (attached) which is the one question on the Accreditation Report that Student Services was asked to respond to, IV.B.3. Classified Hiring Priorities: The Vice Presidents and President will meet Friday morning to combine the list and establish a college hiring priority list. Gail doesn't anticipate any money for hiring. It was the consensus of the Committee to move the current list forward (attached).
3. **SDCCD Civility Statement:** The second reading will go to the Board in February.

4. **Spring 2012 Contract Faculty Details & TAO Information** Due to Edith tomorrow, December 8, 2011:
5. **Timecards Due** 12:00 noon Wednesday, December 12, 2011
6. **Discretionary Budget 2012 – 2013** Due to VPSS Office 4:00 p.m. December 8:
7. **Emergency Phone Information** – Missing Information & Forms: Two emergency information pages are missing; please submit before the holiday. The master document has been compiled and will be available for perusal in the VPSS Office.
8. **Student Printing in New Buildings**: There was considerable discussion about how students will print in the new buildings. It was noted that a “value added” card will be required. Copies of photographs of value added equipment and a quote were distributed to Committee members and guests in attendance.
9. **Holiday Break**: Gail will be on Duty December 19 - 21. She requested that closed signs need to be posted on each office, outgoing voice messages on phones referring others to the Help Desk for IT help.
10. **Next Meeting Wednesday, February 1, 2012, 3:00 – 4:30 p.m.**
11. **Round Table**: Admissions & Records: Dana reported that students filing Applications for Admissions now will be able to enroll in January. Assessment / Career Placement: Joseph noted assessments are keeping his office busy. Associated Students: Tracy noted that the AS are working on the MLK Parade entry. She also noted that they’re hoping that five more senator positions will be filled for the spring semester. Counseling: Alice noted that students are waiting about 1 ½ to two hours to see a counselor. They’re cutting off the line at about 3:30 – 4:00 p.m. in order to finish by 6:00 p.m. This is only the third day of spring enrollment, and classes are filling and closing. DSPS: No report. EOPS / CARE / CalWORKs: Joan Joan announced that she’ll be out of the office beginning tomorrow, and return the 19th. Health Services: Lezlie reported that the viruses and fevers are coming in. Outreach: Sonny reported that we’re starting partnerships with local middle schools, and with Dingeman Elementary School.
12. **Student Affairs**:

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

Planning Agenda and Follow up Report Tasks Progress Report

Student Services and Administrative PR Committees

December 9, 2011 report for after the follow up visit:

- 1) IV.B.3 District and college program review data will be used to streamline and improve processes. The College will engage in on-going dialog with faculty and staff to help employees understand and participate in district and college processes*

Student Services has continued the use of the Program Review report document through 2010-2011. There has been an ongoing standing item in the Student Service Committee agendas/minutes (Evidence: 10/19/11, 11/2/11, & 12/7/11) to discuss the Integrated Planning Process, Program Review Reports, Student Learning Outcomes (SLO) and the actions associated with them. They included the development of the Student Services Division Plan and the classified hiring priorities in Student Services, an outgrowth of the program reviews. Dialog concerning the Program Review process and student learning outcomes were held at the regular meetings of the Program Review/SLO Subcommittee (Evidence: SS Integrated Master Planning Meetings - attached) and in turn presented to the Student Services Committee for consensus. The completion of three SLO's per department is on target for Spring 2012.

The Spring will also entail a pilot of a new program review template that more closely aligns the colleges Strategic Goals with the reported information. This alignment will also create an efficient reporting process that can be used in a 3 year cycle, diminishing the redundant information while capitalizing on the new activities or goals as they arise in a department or division.

