

SAN DIEGO MIRAMAR COLLEGE  
**Student Services Committee**  
Wednesday, March 21, 2012  
3:00 – 4:30 p.m.  
Room A-107

## Minutes

**Members:** Gail Conrad, Co-Chair; Glenn Magpuri, Co-Chair; Naomi Grisham, MaryAnn Guevarra, Adela Jacobson, David Navarro, Judy Patacsil, Edith Pollack, Lisa Selchau, Dana Stack, Joan Thompson

**Guests:** Joseph Hankinson, Janice Hecksel, Jeff Higginbotham, Alice Nelson, Sonny Nguyen

**Absent:** Lezlie Allen, Kare Furman, Tracy Ludwick

**Excused:** Kandice Brandt; Teresa Vilaboy (Rico)

1. **Approval of Agenda:** Agenda was approved after the addition of approval of November 2, 2011 Minutes.
2. **Approval of Minutes** – November 2, 2011 & March 7, 2012: November Minutes were approved as presented. March 7<sup>th</sup> Minutes approved after corrections.
3. **VPSS Updates:** Spring Break Hours: Gail reminded everyone that departments will be closed during spring break, although some staff will work behind closed doors. Please get staff hours to Gail and Edith no later than 12:00 noon Friday, March 23, 2012. Fall: There's not enough information from the Chancellor's Office to complete our fall planning. There could be as much as 5 per cent additional cuts. This is currently under discussion. Summer: Summer has been settled; we're down to 32 classes. Still waiting for the four classes at MCAS Miramar, which will be open only to the military; no FTES will be accrued for them. We're conducting these classes so that we don't lose the classroom spaces on base. Student Learning Outcomes: Student Services SLOS are completed and 90 per cent assessed. It was the work of Adela and MaryAnn, and the support of all of the departments! The format to combine SLOs for the three divisions on campus will be discussed at the Planning and Institutional Effectiveness (PIE) Committee meeting on Friday. Democracy Commitment: Adela gave an excellent report about democracy. There have been meetings District-wide, comparing a list of what is being done at each of the college campuses and Continuing Education. Mental Health: A presentation was made to the Board of Trustees on March 15, 2012. It was very broad; Trustee Senour would like additional details. Judy reported a discussion about levels of severity for mental health issues were noted. City's report indicated increased crises, some requiring hospitalization. However, Judy believes that Miramar also has a high level of severity with some cases, including students having suicidal and homicidal ideations, some resulting in hospitalizations." Civility Statement: The final draft of this policy has gone to DGC; it may come out in the next week and then go to the Board. Academic Renewal: Gail deferred to David. He noted that the Region 10 colleges are meeting to form a policy and move forward with the changes.
4. **Accreditation / Educational Master Plan:** The following documents (attached) were sent out as informational items with the Agenda of this meeting. The Educational Master Plan has been updated to integrate input from all three campus divisions.

- **Enrollment Management Update:** Gail noted that we're on track to make the 25,000 student count by 2025. However, she noted that reaching for the 12,000 FTES goal would better position us for an increase of funding from the state. It would be a more realistic goal to look at. She reported that one of things done this semester is the addition of late start classes in order to place a new base to work from. She noted that 40 per cent of our students come from outside our service area.
- **Planning Themes:** Jerry is trying to put the themes together for master planning documents for 2012-15. Gail asked for other recommendations of how to say the Student Services Division planning themes and to submit them to her. She believes Jerry wants to finalize by the end of the week. He is open to our changes. Jerry's Planning Themes document attached.
- **PIE Committee Survey Results:** Will be discussed at the next PIE meeting Friday, March 23, 2012. Looking at specific areas that have been addressed in accreditation. There are a number of areas that need to be addressed further. Gail noted that if anyone at the meeting has areas they think need to be addressed, please let MaryAnn or Gail know.

The accreditation draft will be finalized in April and rewrites completed in August. The WASC committee will visit in November.

5. **Integration of SLOs:** Everyone's SLOs will be reviewed this year. We need to be at proficiency level at this point.
6. **Proposal for Assessment:** We seem to have a plan for assessment that is about two years down the road. We need to look at how we can better serve students with the assessment process. We need to bring everyone together in one place.
7. **Next Meeting: Wednesday, April 18, 2012, 3:00 – 4:30 p.m., A-107.**
8. **Round Table: Admissions & Records:** Dana noted that all three colleges are collaborating to create a VA handbook, by taking two handbooks and combining them into one District book. **Career-Placement & Assessment:** Joseph noted that they're keeping busy. **Counseling:** No report. **Enterprise:** No report. **EOPS/CARE/CalWORKs:** EOPS Advisory Committee met this morning. The Governor is proposing drastic cuts to CalWORKs. **Evaluations:** Dana noted that Helen is working busily toward the graduation application deadline, March 31<sup>st</sup>. **Financial Aid:** Maria noted that the department is busy. Lonnie is working toward the Scholarship Gala. **Graduation:** Adela noted that Darrel made an appeal to faculty for participation in Graduation at the recent Academic Senate meeting. **Mental Health:** Judy reminded the committee of the "It's Up To Us" campaign. Please e-mail her if you want counter cards and posters. **Outreach:** Sonny noted that he is participating in a fair at PetCo Park for parents and high school seniors. **Transfer Center:** Naomi addressed SB 1440, which limits transfers to SDSU to just a few minor areas. **Lisa Selchau** noted that March is National Science Month, and Miramar presented a nice event to the community Saturday, March 17<sup>th</sup>. It was very exciting and successful.

Meeting adjourned at 4:26 p.m.

Previous Minutes may be found at [http://www.sdmiramar.edu/cmte/college\\_governance.asp](http://www.sdmiramar.edu/cmte/college_governance.asp).





Department	SLOs	3 Required Assessments	Completion of remaining Assessment by the end of Spring 2012	Check if Completed In March of 2012	Analysis of Data and Implementation into Program Review
Admissions and Records	SLOs Identified	Assess in October 2011			Next step to be implemented over the summer, 2012
Assessment	SLOs Identified	Assess in October 2011 and March 2012	1 SLO	YES	
CalWORKS	SLOs Identified	Assess in October 2011 and March 2012	1 SLO	YES	
Career Services and Employment	SLOs Identified	Assess in October 2011 and March 2012	3 SLOs	YES	
Counseling and Mental Health	SLOs Identified	Assess in October 2011			
DSPS	SLOs Identified	Assess in October 2011 and March 2012	1 SLO	YES	
EOPS & CARE	SLOs Identified	Assess in October 2011			
Financial Aid	SLOs Identified	Assess in October 2011			
Health Services	SLOs Identified	Assess in October 2011			
Outreach	SLOs Identified	Assess in October 2011 and March 2012	2 SLOs	YES	
Student Affairs	SLOs Identified	Assess in October 2011			
Transfer Center	SLOs Identified	Assess in October 2011	3 SLOs	YES	
Veterans	SLOs Identified	Assess in October 2011 and March 2012	3 SLOs	1 ASSESSED	



