

SAN DIEGO MIRAMAR COLLEGE
Student Services Committee
Wednesday, November 2, 2016
3:00 – 4:30 p.m.
K1-302

Minutes

Present: G. Ramsey, G. Magpuri, K. Brandt, R. Cassar, M. Fassler, N. Grisham, D. Stack, A. Jacobson, J. Thompson, A. Nelson
Absent: M. Guevarra (Sabbatical), R. Moore, J. Patacsil, J. Hankinson, Kare Furman (ERP), M. Patel, T. Nguyen
Guests: L. Allen, A. Ignacio
Call to Order: Called to order at 3:03p.m. by G. Ramsey

Goals

1. **Approval of Previous Minutes:** Minutes were not taken for the previous SSC meeting on 10/11/16.

2. **Student Equity / New Committee Structure**

1,2,3

▪ **Update RFP Process**

G. Ramsey presented the proposed membership for the SSSP & Student Equity Advisory Group (handout). The college recently went through recommendation from the State Chancellor's Office; this was a product of that discussion. This will allow a more robust representation on campus community. There was previous discussion revolving around adding a community member to the advisory group, however after discussion at CEC, it was determined it would be too difficult to establish a relationship and it was determined not to be added.

*Note: R. Martinez will send out revised RFP process and form to committee.

J. Thompson asked if everyone on the list is on the committee. G. Ramsey answered, yes.

L. Ornelas will hopefully be the VPI instructional representation.

3. **Integration of Programs and Plans**

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- SSSP
- SEP
- BSI
- CTE
- SEM

G. Ramsey provided agenda to committee from the meeting regarding SSSP-SEP-BSI-CTE-SEM Integration that took place on October 31, 2016 and pointed out the 3 agenda items that were addressed focus on the items listed on the letter from the State Chancellor's office. There have been "rumors" trickling down from the State Chancellors office that there will be an integration of funds. The Planning and instructional Effectiveness Committee (PIEC) will take leadership on integrating planning frame work. This will include all 5 programs. They will do a cross-walk to ensure the following two things: minimize duplication of efforts and maximize the usage of funds. Some assignments will be presented to SSC and more information may be forthcoming. At this point, the direction is not known, but if we look at program framework "nothing operates in a vacuum".

4. **Assessment of Committee Membership, Goals & Progress**

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Revisited recommendations, K. Brandt will be taking to next CEC meeting.

Membership: Currently do not have any instructional administrators on SSC. G. Ramsey proposed to have another instructional administrator. A. Jacobson asked if it would be in a parallel structure, G. Ramsey answered that it will be in a functional and resource perceptive. A.

Jacobson pointed out that Associate Dean may be on committee. G. Ramsey posed question if anyone would be opposed to have an instructional dean or associate dean on committee. G. Ramsey brought up tenure on membership/ how long should one serve? What are the areas of responsibility need to address how to move/ fluctuate members in and out of the committee? Starting this year, the college is starting to evaluate committees through CGC. The reason for this is to be able to demonstrate to campus we (SSC) have a structure and are following it. G. Ramsey motioned to add an instructional dean to SSC committee voted unanimously.

Subcommittee(s): G. Ramsey posed the question instead of having subcommittees, why do we have them be a resource to SSC. **Commencement Committee**: remains as a resource, value in having as a subcommittee of SSC. G. Ramsey, have to develop process and structure so we do not lose a step along the way. May want to examine how the Commencement committee can assist the office of Student Affairs. **SSSP&SE Advisory Group**: G. Ramsey posed the question; can a subcommittee have members that are not members of the community they report to? R. Cassar, stated yes. Need to add: Committee will meet once a month.

G. Magpuri, committee needs to align what is done here in the committee and how it is tied to strategic goals. Need to set goals and tie them to campus goals, and list accomplishments. That way it is more organized, committee needs to establish a formal method.

* send out to committee San Diego Miramar College Governance Committee evaluation form. L. Allen posed Glen head project, 2-3 people will coordinate with G. Magpuri will work on developing a plan, N. Grisham volunteered, G. Magpuri will appoint one more committee member. A. Jacobson will send department mission statements.

5. Education Masterplan & Planning Framework

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N. Grisham, presented on the proposed outline of the Educational Master Plan and the importance of it. Referenced to the Student Success Framework for Long-Term Integrated Planning map for Fall 2016-Spring 2020, <http://www.sdmiramar.edu/institution/plan/>.

6. Roundtable : None

Adjournment: 4:29 p.m.

* Vice President Ramsey met with Student Services Leaders

Student Services Committee meetings are scheduled the first Wednesdays 3:00 – 4:30 p.m. in K1-302. The next meeting will be scheduled for December 7, 2016.

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

/erp

SAN DIEGO MIRAMAR COLLEGE

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.