

# COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, December 3, 2013 • 1:00 – 2:30 P.M. • L-108

**Members:** Hsieh, Bell, Buckley, Figueroa, Ledbetter, Ramsey, Haidar, Allen, and Hubbard

**Attendees:** Trevisan, Beitey, & Jacobson

- A. Approval of the Agenda
- B. Approval of Previous Minutes
- C. Guests/Introductions:
- D. Updates from the Chancellor's Cabinet
- E. New Business

#	Item	*Strategic Goals	Initiator
1	2014-2015 Prioritized Classified Need List ( <b>Attachment</b> )	1	Bell & Ramsey
2	BRDS List of Recommended RFF Prioritization ( <b>attachment</b> )	1	Okumoto
3	District Closure Policy ( <b>attachment</b> )	3	Hsieh

**F. Old Business**

#	Item	*Strategic Goals	Initiator
1	Progress on Student Success Program Implementation	1 & 2	Ramsey
2	Program Processes Taskforce (College completion due date 12/10/13) – Update ( <b>attachment</b> )	1 & 5	Haidar
3	Update on Implementation of Accountability Management System (AMS)/Task Stream	5	Bell
4	Status Regarding 3/27/14 On Campus Board Meeting	1	Beitey & Trevisan
5	College Benchmarking Methodology (12/3/13 due to CEC) ( <b>attachment</b> )	5	Hsieh, Haidar, & Miramontez
6	Revised & Updated College Strategic Plan (Fall 2013 – Spring 2019 Due to CEC 12/10/13)	5	Hsieh
7	3/7/14 College Wide Retreat	5	Bell, Ramsey & Figueroa
8	New Faculty Orientation	1 & 5	Hsieh & Gomez
9	Status of Student Learning Outcomes – Sustainable Level (12/10/13) <a href="http://www.sdmiramar.edu/webfm_send/12704">http://www.sdmiramar.edu/webfm_send/12704</a>	1	Hsieh & Ramsey

**G. Reports**

*(Please limit each following report to two minutes maximum. If you have any handouts, Please e-mail them to Lexie West ahead of time to be included for distribution electronically.)*

- Academic Senate
- Classified Senate
- Associated Student Council
- District Governance Council
- District Strategic Planning Committee
- District Budget Committee
- College Governance Committee

**\* San Diego Miramar College 2007 – 2013 Strategic Goals**

**Goal 1:** Focus college efforts on student learning and student success through quality education that is responsive to change

**Goal 2:** Deliver instruction and services in formats and at sites that best meet student needs.

**Goal 3:** Enhance the college experience for students and the community by providing campus facilities, programs and student-centered co-curricular activities that celebrate diversity and sustainable practices

**Goal 4:** Initiate and strengthen beneficial partnerships with business and industry, other educational institutions, and the community

**Goal 5:** Refine the college's integrated planning process

**Please also see** <http://www.sdmiramar.edu/institution/plan> for San Diego Miramar College 2007-2013 Strategic Plan Folders

- H. Announcements
- I. Adjourn

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**Goal 5:** Refine the college's integrated planning process

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## San Diego Miramar College 2013-14 Classified Hiring Priority Recommendations

New/Replace /Increase	Position #	FTE	Position Title	Department	Division	Rationale	Division Ranking	Campus Wide Ranking
Replace & Increase	010329-00	0.55	Student Svcs Assist	Financial Aid	Student Services	Increases in workload and changes in the law have required the short-staff department to approve overtime and experience delays in service delivery.	1	1
Replace	007691-00	1.00	Stock Clerk II	Receiving/Stockroom	Admin Services	There is a strong need to fill the vacant Stock Clerk II that resulted from a retirement in 5/1/11. Currently there is only one Stock Clerk I in this operation. When there are vacations, illness, or other absences this function must be covered by classified in other operations that are not specifically classified to do this work. Additionally, it is difficult to provide ongoing staffing with hourly assistance.	1	2
New		1.00	Instructional Assistant	Art	Instructional Services	This position is requested to fill ongoing, non-temporary need for the department. There is no support at this time and the expenditures would be on the right side of the 50% rule.	1	3
New		0.60	Student Svcs Asst	Assessment	Student Services	This position is needed to augment current assessment program in order to comply with SB 1456	2	4
Replace	010763-00	1.00	Account Clerk Sr	Student Accounting	Admin Services	This is a replacement for a vacant, unfunded 1.0 Senior Account Clerk that was lost due to resignation. As the campus student population continues to grow, this position will be necessary to support student accounting needs.	2	5
New		1.00	Instructional Assistant - Aviation (Eve. Program)	Aviation/Maint	Instructional Services	Student safety issues in lab setting due to increased enrollment and classes running concurrently in the lab/workshop space, up to 50 students.	2	6
Replace	010347-00	0.60	Student Svcs Assist	Counseling	Student Services	For a substantial days of the year this office has in excess of 100 students visit. This position is needed to assist with complying with SB 1456.	7	7
Replace	010762-00	0.40	Athletic Equip Attendant (Female)	Hourglass Park Support Svcs	Admin Services	Currently have one 0,40 Athletic Equipment Attendant for the men's locker room and none for the women's. Must rely upon hourly to help maintain support services.	3	8
New		1.00	Student Services Asst	Admissions & Records	Student Services	To properly align & assign work. Work is currently completed by Admission Supervisor at the expense of quality oversight. Program is complex in nature, due to varying applicants. Highly regulated by United States Citizen & Immigration Services.	13	9
New		1.00	Student Svcs Asst Sr	Admissions & Records	Student Services	The department's workload for residency assistance and petitions continues to grow. The position will provide clerical lead this growing workload.	4	10

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New/Replace /Increase	Position #	FTE	Position Title	Department	Division	Rationale	Division Ranking	Campus Wide Ranking
Replace	002294-00	1.00	Lead Prod Srvs Asst	Reprographics	Admin Services	This position was vacated and subsequently defunded. Consequently, if one or more staff members are out or if the Lead Service Assistant position is not filled again in the near future, the critical services we provide would be jeopardized. It is anticipate that disruptions in Reprographics services for the faculty & staff could result in delays with overall productions.	4	11
Replace / Increase	010335-00	0.55	AV Technician - replace defunded .45 Media Clerk position and increase to 1.0	Library	Instructional Services	This position was defunded and while the workload has grown, we have been unable to fill the position. The proposal is to convert the .45 position to a 1.0 to ensure timely and efficient services.	5	12
New		1.00	Student Srvs Asst	Financial Aid	Student Services	The volume of applications, changes in accountability requirements, and changes in the law have negatively impacted efficient delivery of service to student. This position will assist in maintaining an acceptable level compliance and aid delivery time.	5	13
Increase	010761-00	0.60	Athletic Equipment Attendant (Male)	Hourglass Park Support Srvs	Admin Services	The Park & Aquatic Center currently has two .40 Athletic Equipment Attendants. Making these positions into full time positions will increase the hours of coverage for support to the Aquatic Center.	5	14
New		1.00	Student Srvs Asst	Outreach	Student Services	The office has no clerical support, which will be needed to meet SB 1456 mandates and comply with the 7 directives developed by Chancellor's Cabinet.	6	16
Increase	010762-00	0.60	Athletic Equipment Attendant (Female)	Hourglass Park Support Srvs	Admin Services	The Park & Aquatic Center currently has two .40 Athletic Equipment Attendants. Making these positions into full time positions will increase the hours of coverage for support to the Aquatic Center.	6	17
New		1.00	Instructional Assistant	Diesel	Instructional Services	Instructional lab techs are needed to support instructors teaching up to 25 students in each lab session ( industry recommendation in a training environment: 1 instructor/8 students). Expenditures are on the right side of the 50% rule.	7	18
New		1.00	Student Svcs Asst	Counseling	Student Services	The ratio of student to counselor is approximately 1300 to 1. The ideal ratio is approximately 500 to 1. The position is needed to assist the campus in complying with SB 1456.	3	19
New		1.00	Senior Account Clerk	Student Accounting	Admin Services	Staffing study in 2005 indicated that an additional 1.4 FTE was needed to support both General Accounting and Student Accounting Services. In 2006 a 0.6 FTE SR ACCT Clerk was increased to 1.0. The remaining 1.0 FTE requested will achieve the direction of the staffing study.	7	20

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New/Replace /Increase	Position #	FTE	Position Title	Department	Division	Rationale	Division Ranking	Campus Wide Ranking
New		0.50	Clerical Assistant	Dean/Liberal Arts	Instructional Services	Liberal Arts is the largest school on campus. Yet, the staffing patterns are the same as all others. This position is needed to provide the needed support to the Dean and Secretary.	8	21
Replace	010868-00	1.00	Student Svcs Assist	DSPS	Student Services	There is a need to have support for the DSPS office for all hours of operation. The office has abbreviated hours due to the lack of support staff. This position would meet that need.	8	22
Replace	010450-00	1.00	Accounting Tech	Business Office	Admin Services	This position was vacated and subsequently defunded. Currently, there is only one Accounting Tech in the Business Office. This position supports all requisition and purchase processes for the entire campus. As the campus continues to grow, this position will need to be filled.	8	23
New		0.60	Student Svcs Asst	Counseling	Student Services	Position is needed to support those activities required to comply with SB 1456 and SB 1440	10	24
New		1.00	Student Svcs Asst	Counseling	Student Services	Position is needed to support those activities required to comply with SB 1456 and SB 1440	10	25
New		1.00	Instructional Assistant	Auto	Instructional Services	Staff needed to issue, inventory, maintain and repair tools and equipment	11	26
New		1.00	Senior Clerical Asst.	Athletics	Instructional Services	There is a need for an employee to assist the Athletic Director with the maintenance of confidential records and provide higher level clerical functions.	10	27
New		1.00	Instructional Assistant	Biol/MLTT	Instructional Services	Support is needed for this new program. Skill sets needed make it difficult to rely on temporary hourly staff.	13	28
Replace	011519-00	1.00	Student Svcs Assist	Veterans	Student Services	Position is first point of contact for all veterans & their dependents, as well as the sole clerical support for the department. Will support SDGE Grant.	11	29
New		0.50	Instructional Assistant	Aviation	Instructional Services	There is a need to provide assistance to the department on an ongoing basis. The expenditure is on the desirable side of the 50% rule.	15	30
New		1.00	Student Services Supervisor	Student Affairs	Student Services	The position is supported by program review and planning process. The position is needed to support student life programs. Solid student life programs contributes to student success.	12	31

## San Diego Miramar College 2013-14 Classified Hiring Priority Recommendations

New/Replace /Increase	Position #	FTE	Position Title	Department	Division	Rationale	Division Ranking	Campus Wide Ranking
Increase		0.40	ILC - increase current .60 evening	Library	Instructional Services	The proposal is to convert this .6 position to a 1.0 to ensure adequate coverage during hours of operation.	16	32
Increase	011582	0.30	Web Designer	Instructional Computing Support	Instructional Services	The web maintenance and related tasks require more than the part-time resource currently assigned. Additional review and evaluation is recommended during the next semester before any hiring action is taken.	4	33
New		1.00	Instructional Assistant	Auto	Instructional Services	Support is needed for this technical program. Skill sets needed make it difficult to rely on temporary hourly staff, which is not appropriate; and the expenditures are on the right side of the 50% rule.	17	34
New		1.00	Student Svcs Asst Sr	Admissions & Records	Student Services	For International Students.	14	35
New		1.00	Network Specialist	Instructional Computing Support	Instructional Services	To accommodate the growth in campus need for IT support	18	36
New		0.45	Student Services Asst	Health Services	Student Services	This position will augment existing front desk staff so that office has coverage for all scheduled office hours. It also will provide support to Mental Health counselor.	15	37
New		1.00	Instructional Assistant	Biology	Instructional Services	There is a need to reduce the dependency on temporary hourly employees. Employee in this area require training and continued reliance on hourly employees is costly and not efficient. Expenditures for the position are on the right side of	19	38
New		1.00	Student Svcs Asst Sr	Veterans Affairs	Student Services	Position is needed to support those activities required to comply with SB 1456 and SB 1440, as well as VA related regulations	16	39
New		1.00	Instructional Assistant	Chemistry	Instructional Services	There is a need to reduce the dependency on temporary hourly employees. Employee in this area require training and continued reliance on hourly employees is costly and not efficient. Expenditures for the position are on the right side of 50% rule.	20	40
Replace	010348-00	0.40	Student Svcs Assist	Admissions & Records	Student Services	Position will focus on supporting other units that are directly providing SB 1456 mandated services.	16	41
New		1.00	Network Specialist (evening)	Instructional Computing Support	Instructional Services	To provide coverage for evening needs.	21	42
New		1.00	Student Svcs Asst Sr	Student Affairs	Student Services	This position would provide the needed support to Student Affairs for student life activities	17	43

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New/Replace /Increase	Position #	FTE	Position Title	Department	Division	Rationale	Division Ranking	Campus Wide Ranking
New		0.50	Student Svcs Asst Sr	Athletics	Instructional Services	There is a need to reduce the dependency on temporary hourly employees. Employee in this area requires training and continued reliance on hourly employees is costly and not efficient.	22	44
New		1.00	Instructional Assistant	DSPS	Student Services	90% of students with disabilities have proctoring authorized as an accommodation, potentially 6500 exams per year (420 students x 2 classes per term x 4 exams per class x 2 terms) and there is no dedicated staff on campus for tasks.	18	45
New		1.00	Instructional Assistant	Instructional Computing Support	Instructional Services	There is a need to reduce the dependency on temporary hourly employees. Employee in this area requires training and continued reliance on hourly employees is costly and not efficient. Expenditures for the position are on the right side of 50% rule.	23	46
New		1.00	Student Svcs Asst	Career Services	Student Services	The position will provide support to the supervisor and serve as the first point of service contact. The office will have no clerical support next year.	23	47
New		1.00	Instructional Assistant - Fitness Lab	Exercise Science	Instructional Services	This position would help stabilize the staffing needed in this instructional area. Expenditures would be on the right side of the 50% rule.	6	48
New		1.00	Instructional Assistant	Math	Instructional Services	There is a need to reduce the dependency on temporary hourly employees. Employee in this area requires training and continued reliance on hourly employees is costly and not efficient. Expenditures for the position are on the right side of 50% rule.	21	48
Replace	010349-00	0.40	Student Svcs Assist	Admissions & Records	Student Services	Position is needed to support service delivery needed to comply with SB 1456.	24	49
New		1.00	Instructional Assistant	The PLACe	Instructional Services	This position is needed to stabilize the support staffing needs of the PLACe.	24	50
New		1.00	Student Svcs Asst	Transfer Services	Student Services	The Transfer Center does not have staff to cover the total number of hours that the Center is open.	25	51
New		1.00	Instructional Assistant	ILC	Instructional Services	There is a need to reduce the dependency on temporary hourly employees. Continued reliance on hourly employees or providing an abbreviated level of services is inefficient. Expenditures for the position are on the right side of 50% rule.	25	52
New		0.45	Medical Office Asst	Health Center	Student Services	There is a need to have some additional support to accommodate the addition of the Mental Health function to Health Services	28	53

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New/Replace /Increase	Position #	FTE	Position Title	Department	Division	Rationale	Division Ranking	Campus Wide Ranking
New		1.00	Media Clerk	Library	Instructional Services	Position is needed to reduce the need for hourly employees and provide coverage during the hours of operation.	26	54
Replace	010332-00	1.00	Clerical Assistant	Outreach	Student Services (VP)	Formally shared w/Outreach, this position is needed to assist with the processing of petitions, filing, and general student success initiative clerical duties.	29	55
New		1.00	Media Clerk - Computer Science (software & licensing)	Instructional Computing Support	Instructional Services	There is a need to reduce the dependency on temporary hourly employees. Employee in this area require training and continued reliance on hourly employees is costly and not efficient. Expenditures for the position are on the right side of 50% rule.	25	56
New		1.00	Media Clerk	Audio Visual	Instructional Services	There is a need to reduce the dependency on temporary hourly employees. Employee in this area require training and continued reliance on hourly employees is costly and not efficient. Expenditures for the position are on the right side of 50% rule.	27	57
Replace	010331-00	1.00	Clerical Assistant Sr	VP Instruction	Instructional Services	This position is needed to augment the lightly staffed VPI office. It is proposed that the position provide support to both the VPSS and VPI offices.	29	58
New		1.00	Media Clerk	Library	Instructional Services	There is a need to reduce the dependency on temporary hourly employees. Employee in this area require training and continued reliance on hourly employees is costly and not efficient. Expenditures for the position are on the right side of 50% rule.	28	59



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Item number	Score used to Presort	Originator	Item Requested	Total Cost	note
9	72.05	Todd Williams	Dell EqualLogic PS4100E, High Capacity, 2TB 7.2K NL SAS Drives	18457.2	
13	70.4	Lonny Bosselman	Hobart ground power unit	10756.86	IELM
15	66.55	Lonny Bosselman	Rapco vacuum pump 211cc-9	325.19	IELM
10	64.9	Todd Williams	OVERLAND TAPE DRIVE LTO5-HH SAS	1912.56	
7	63.8	Dan Gutowski	John Deere Gator and Mower	13434.67	
85	62.15	Mark Dinger	Power Train Lift	4057.3	
75	58.85	Paulette Hopkins	9 brand new computers	9389.8	Funding is approved, but hold for Paulette's approval of used preexisting computers.
76	58.85	Paulette Hopkins	4 brand new telephones	1260	
16	53.9	D. Buser	Hose and fittings	652.32	
59	52.25	TERHEA WILLIAMS	VERNIER LABPRO INTERFACE	963.18	IELM
63	52.25	Tien Nguyen	4 LabQuest2 and 4 Melt Station	3387.51	IELM
74	50.6	Francois Bereaud	Graphing calculators and emulators for classroom and math lab	1722.48	IELM
46	49.1333333	BPacheco/Glenn Magpuri	Walkie-Talkies	1404	
80	48.95	Steven Volin	Oscilloscopes and Function Generator (2ea)	2884.88	IELM
1	48.4	Brett Bell	EZUP 10X10 Shelter w/ Miramar Logo	10911	
4	48.4	Brett Bell	Tables for Campus Events	1772.28	
11	31.9	Alan Viersen	Quick Books Software	500	
3	46.75	Brett Bell	EZUP Sand Bags	363	
24	46.3833333	Yolanda Castillejos	LCD Monitor and Mobile LCD Stand	1944.69	
23	40.8833333	Eric Mosier / Glenn Magpuri	Purchase books (and processing supplies) needed to support the campus's curriculum	3311	partial funds to meet the requirements of the library for \$21,600 (IELM will fund \$18,289)
87	20.35	George Beitey	Audio/Visual equipment	See Notes	partial funds for 47974.82 will come from any amounts left over from the above items.
			<b>Unfunded Priorized items follow</b>		
14	59.4	P. Chlapecka	Sheet metal tools	5160.53	
83	53.9	Naomi Grisham	Helium Tank Purchase/Rental	325	Item was withdrawn on 11-1-13
8	51.7	Stephen Um	IN700 Auto-feed Mail Machine	6995.48	

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84	51.7	Mark Dinger	Hybrid Certified A/C Machine	4835.04	
73	49.5	Tosh Tepraseuth	Sports Medicine Items	4070.02	
77	48.95	Steven Volin	Laptop Computers (12ea) Fujitsu E752	11969.28 (10649) (apple 15390)	
72	47.3	Nick Gehler	Athletic Equipment	20397.54	
12	46.75	Larry Pink	Simpson 260 multi-meter	2484	
35	46.5666667	YCastillejos/ Glenn Magpuri	Turning Point Clickers	2000	
86	46.2	Mark Dinger	Procut lathe Honda certified	10943.52	
53	44.7333333	YCastillejos/Glenn Magpuri	Rack cases	1000	
69	44	Steven Volin	Laptop Computers (12ea) MacBook Air	11969.28	
57	43.6333333	Marie McMahon	Leg and Arm muscular models for Anatomy	6991.26	
17	43.2666667	Darrel Harrison	Budget increase in Library funds to support paralegal program law library needs	3000	
65	43.2666667	Linda Woods	Chem Draw	315.4	
2	42.9	Brett Bell	EZUP Repair Parts	1013.5	
26	42.9	Yolanda Castillejos	Surveillance System	10000	
82	42.35	Kandice Brandt	Omega PS200 Network Terminal for Print Release only with swipe reader and bracket	1299.56	
60	41.8	TERHEA WILLIAMS	VERNIER HANDGRIP HEART RATE MONITOR	525.41	
20	40.7	Gene Choe	Eaton Hydraulic trainer	30240	
18	40.15	Gene Choe	Snap on Battery tester	3280.03	
5	39.6	Carmen Coniglio	Window Blinds for Transaction Windows	783	
6	39.6	Carmen Coniglio	Dahle 20453 High Volume Shredder	8313.03	
64	38.5	Tien Nguyen	4 Vortex Mixers	1440.24	
79	38.5	Steven Volin	Sensors 16 Total (Dual Range Force Probes 8ea) : (Wireless dynamic system 4ea) Go Motion Sensor 4ea	2681.91	
25	38.1333333	BPacheco/Glenn Magpuri	iPads	4320	
66	37.95	Diep Vu	12 Vernier pH probes	1118	
47	37.5833333	Yolanda Castillejos	Rack cases	1000	
28	37.2166667	BPacheco/Glenn Magpuri	Video Conference System	1404	
29	37.2166667	BPacheco/Glenn Magpuri	Wireless PA System	3780	

Item number	Score used to Presort	Originator	Item Requested	Total Cost	note
30	37.2166667	BPacheco/Glenn Magpuri	Wireless video and audio transmitters	6480	
27	36.3	Yolanda Castillejos	Teleconference System	1000	
58	36.3	TERHEA WILLIAMS	VERNIER OXYGEN GAS SENSOR	1587.38	
52	34.8333333	Glenn Magpuri	Table for Copy Center	664.99	
70	34.8333333	Diep Vu	3 Top balances	14265	
67	34.2833333	Garces	Autosampler for AA	9715.24	
51	34.1	BPacheco/Glenn Magpuri	All-in-one Rechargeable/Portable PA System	3780	
34	33.7333333	BPacheco/Glenn Magpuri	Video Editing Software	1404	
33	32.8166667	YCastillejos/ Glenn Magpuri	Tripods for Photo & Video Use	1500	
61	32.45	Garces	GC column	221	
49	31.9	BPacheco/Glenn Magpuri	Speech Video Recording System	1404	
81	31.35	Steven Volin	Mineral and Rock Collection 3X4" (Wards 45W0245)	2707.87	
48	30.9833333	Yolanda Castillejos	Satellite dish feed/Cable feed/Streaming on Campus	20000	
50	30.9833333	YCastillejos/ Glenn Magpuri	USB audio, video, flash computer interfaces	3000	
68	30.6166667	Garces	HPLC column	682.56	
54	29.15	BPacheco/Glenn Magpuri	Video production accessories (boom poles, steady cams, heads, shotgun mics, etc)	6480	
55	28.9666667	BPacheco/Glenn Magpuri	CD/Mp3/Aux boom box and portable digital recorders	2160	
56	28.9666667	BPacheco/Glenn Magpuri	Global Viewer Infrastructure	5400	
19	28.05	Gene Choe	Consulab heavy vehicle lighting system trainer	7414.6	
78	27.6833333	Steven Volin	Power Supply AC/DC 1amp	1438.87	
62	26.95	Linda Woods	iSpartan Server for instructors	600	
71	26.0333333	Diep Vu	12 Stirres/Hot plates	6675	
31	25.4833333	BPacheco/Glenn Magpuri	Closed captioning pedal and software	540	
32	23.8333333	BPacheco/Glenn Magpuri	Loud Speakers	5400	
36	23.65	BPacheco/Glenn Magpuri	Adobe Acrobat Professional	648	
37	23.65	BPacheco/Glenn Magpuri	Audio Editing Software	1080	
38	23.65	BPacheco/Glenn Magpuri	Audio Conference System	10800	
39	23.65	BPacheco/Glenn Magpuri	CS Adobe Creative Suite	3780	
40	23.65	BPacheco/Glenn Magpuri	Digital Signage Display Systems	10800	
41	23.65	BPacheco/Glenn Magpuri	Digital/Video cameras to support instructional program	6480	
42	23.65	BPacheco/Glenn Magpuri	Extenders (category cable and fiber optic-based) for HDBaseT, HDMI, VGA, audio, control processing	5400	

<b>Item number</b>	<b>Score used to Presort</b>	<b>Originator</b>	<b>Item Requested</b>	<b>Total Cost</b>	<b>note</b>
44	23.65	BPacheco/Glenn Magpuri	IP-based remote viewing and control systems	16200	
45	23.65	BPacheco/Glenn Magpuri	Lecture capture systems (portable and stationary)	37800	
43	22	BPacheco/Glenn Magpuri	Interchangeable Lenses and External Flashes for Digital Cameras	3240	
21	20.9	Gene Choe	Consulab modular electrical trainer	4881.8	
22	18.7	Gene Choe	Consulab Ohm's law and DC circuit trainer	1679.38	



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Administrative Procedure

### CLOSURE OF DISTRICT PROPERTY

#### NEW PROCEDURE

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This procedure is applicable to all District Property. It implements District Policy regarding the closure of District buildings and grounds, provides for public notice and assigns responsibility for ensuring compliance.

#### FUNCTION

During the hours between 11:00 p.m. and 6:00 a.m. campuses are officially closed with no classes scheduled, all business offices closed, and no public services available. District overnight operations involve safety, security, building maintenance, systems maintenance and miscellaneous overnight activities. Similarly, during holiday periods, District operations are at a minimum although some maintenance, repair or construction operations may be ongoing.

#### DEFINITIONS

“Responsible Administrator” includes the Presidents of the colleges and the President of Continuing Education, the Executive Vice Chancellor of Business Services, and the Vice Chancellor of Facilities Management.

#### IMPLEMENTATION

##### Responsibility

1. The Presidents of the colleges and the President of Continuing Education are responsible for implementing the campus closure policy at their respective institution.
2. The Executive Vice Chancellor of Business Services is responsible for implementing closures at the District Warehouse Building and Data Center.
3. The Vice Chancellor of Facilities Management is responsible for implementing closures at the District Office and District Services Center.
4. College Police are responsible for identifying and reporting violations to responsible administrators and/or taking other appropriate enforcement action.

##### Notice

1. Responsible Administrators should periodically notify faculty and staff of the dates and time of campus closures including procedures for obtaining exemptions as needed.
2. Responsible Administrators will ensure appropriate signage is posted to notify faculty, staff, students, and visitors when the campus is closed, when it is permissible to be on campus, and when facilities are available for public use.
3. Signage on outdoor recreational facilities (tennis courts, athletic fields, etc.) should contain hours of permitted use, any use restrictions and notice of the requirement for permits pursuant to Board Policy 7325 (Public Use of District Property) if applicable.

4. Faculty and staff members who have not received an exemption under this procedure and who return to or remain on District property during a closure and who will be entering or using a District office, classroom mailroom or building are required to immediately notify the College Police Dispatch Center at (619) 388-6405.

## Exemptions

1. The Chancellor, Vice Chancellors, and Presidents are exempt from campus closures.
2. Employees of College Police and Facilities Services are exempt from campus closures.
3. Operations personnel of KSDS are exempt with regard to KSDS facilities at City College.
4. Information Technology (IT) personnel responsible for maintaining District computer systems are exempt with regard to IT facilities.
5. Employees whose presence on campus is necessary to the operation of the District may be exempted from specific campus closures based on the recommendation of Vice Chancellors or the College Presidents. Examples would include personnel needed to maintain science experiments, feed animals, preserve perishable goods or facilitate athletic events.
6. Faculty, staff and students of the San Diego Unified School District are exempt on holidays when the Unified School District, operating under use agreements with the College District, has classes scheduled on College District property.
7. Participants in activities authorized under Board Policy 7325 (Public Use of District Property).

## Procedure for Obtaining Exemptions

### Holiday Closures

1. Responsible Administrators should on the approach of holidays or other campus closure periods, prepare a list of employees whose business on campus warrants exemption and forward the list with appropriate explanation to the Chancellor for approval.
2. Upon approval, the list should be forwarded to College Police for use by the College Police Dispatch Center. The list should include the building(s) or rooms where and the approximate time(s) when the employee can be expected to be present.
3. Holiday closure procedures do not apply to District facilities operated under a joint agreement with the City of San Diego's Department of Parks and Recreation.

### Overnight Closure

1. Deans, faculty members or others whose academic, athletic or other programs require the presence on District property between 11:00 pm and 6:00 am on the day following, shall obtain advance approval for such activity from the Responsible Administrator.
2. Upon approval, the list should be forwarded to College Police for use by the College Police Dispatch Center. The list should include the building(s) or rooms where and the approximate time(s) when the employee can be expected to be present.

Supersedes: New Procedure

**Draft San Diego Miramar College Program Initiation, Institutionalization, and Discontinuance Processes**  
**November 2013**

Prepared by the *ad hoc* Program Processes Taskforce (PPT)  
Convened by the College Executive Committee (CEC)

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## **I. Introduction**

The initiation of a new program, significant program expansion, and other initiatives, as well as institutionalization or discontinuance of such efforts can have broad short and long-term impact on college operations and personnel.

In April 2013, the Academic Senate forwarded to the College Executive Committee (CEC) a Senate-approved request to form a taskforce to develop formal processes for approval of initiation and institutionalization of internally-funded programs and grant-funded programs, and for program discontinuance. The CEC approved the formation of the Program Processes Taskforce (PPT) and its membership to develop processes and to forward its recommendations to the CEC. The PP Taskforce was convened and held meetings in May 2013 and forwarded the recommendations included in this document.

### **Taskforce Membership**

#### **Administration Representatives (4)**

- Patricia Hsieh, College President
- Brett Bell, Vice President Administration
- Gerald Ramsey, Vice President of Student Services

#### **Academic Senate Representatives (4)**

- Buran Haidar, Academic Senate President
- Daphne Figueroa, Academic Senate Past-President
- Wheeler North, Aviation Faculty

#### **Classified Staff Representatives (2)**

- Joyce Allen, Classified Senate President
- Terrie Hubbard, Classified Senate member

#### **Associated Student Council (ASC) Representative (1)**

- Emalina Ledbetter, ASC President

## II. Definitions

Definition of programs varies for instructional, student services and administrative services programs. The Taskforce explored definitions and it was agreed that the Program Review Committees of the College divisions will review and revise their definition of program, as appropriate to guide the College Program Processes, in accordance with the Title 5 definition.

*(Forward to the Program Review Committees)*

### A. Instructional Program & Services

Alternative definitions explored by the taskforce for consideration during the review/revision of the Current SD Miramar College definitions, included:

1. *Title 5 § 55000. Definition*  
“**Educational program**” is an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.
2. ASCCC Curriculum Institute presentation, 2011  
An **Instructional Program** is defined as a discipline and as an organized sequence or grouping of courses leading to a defined objective such as a major, degree, certificate, license, the acquisition of selected knowledge or skills, or transfer to another institution of higher education.
3. Other  
An **Instructional Program** is defined as a state approved degree or certificate or a series of basic skills courses that serve as a pathway to degree or certificate completion. *(Foothill College)*

*Current Miramar College PR/SLOAC committee definitions of:*

- **Program:** An instructional “program” is a field of study that includes at least one award and at least one subject area. Programs are designated by “grey box” sections in the Degree Curricula and Certificate Programs chapter of the San Diego Miramar College Catalog with the exception of Interdisciplinary Studies which is a grey box section but is not a program.
- **Instructional Service:** An instructional service is an organizational unit that has its own distinct mission, separate budget, and at least one full-time employee.

### B. Student Services

*Alternative non-limiting definitions explored by the taskforce for consideration during the review/revision included:*

1. A **Student Services Program** is defined as an offering of student services that primarily serve a non---instructional function and/or does not qualify as an Academic Program as defined above.*(Foothill College)*
2. A **Student Services Program** is defined as a unit providing non-instructional student services

of guidance and counseling at all levels, for new and for transfer students. (Definition discussed at the PP Taskforce meeting on 05/28/13)

3. Instructional PR/SLOAC-approved definitions 102511 part of "[SLO Glossary of Terminology](#)"

<b>Student Support Program</b>	Non-instructional services, such as advising, counseling, learning resources, financial aid, tutoring, mentoring, etc., that facilitate student success and provide strategies for students to overcome the many factors in life that may disrupt their education and reduce their success
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### C. Administrative Services

*(Alternative non-limiting definitions for consideration)*

1. An Administrative Services is defined as an offering of support services, primarily supporting faculty and/or staff, indirect student support, and/or does not qualify as an Instructional Program as defined above. *(Foothill College)*

## III. New Program Initiation Process using Internal or external Resources

The initiation of a new program and significant increase in a program or other work area can have broad short and long-term impact on college operations and resources. The new program initiation process is developed to ensure that all proposed programs align with the San Diego Miramar College Mission, its Strategic Plan, and its Educational master Plan to meet substantiated student need. And that before the program is in development stages, the college has the capacity to commit short-term and long-term resources to an additional program while maintaining fair and equitable distribution of resources to serve students in existing programs.

Taskforce members recognized the importance of setting up a process for prioritization of new program development and the PP Taskforce will be working on developing further details of the process to include identification of a "Program Prioritization Group" for College approval. *(PP Taskforce, Fall 2013)*

Proposed membership of "Program Prioritization Group" by the Program Processes (PP) Taskforce

College President  
VPs  
PR Co-chair  
PIEC Co-chair

Academic Senate President  
Curriculum Chair  
PR Faculty Co-Chair  
PIEC Faculty Co-Chair

Classified Senate President  
ASC President

1. Program areas or Schools identify new programs, significant program expansions, or other initiatives to meet emerging student needs. This identification could be based on program review data, changing demographics or workforce needs, or developing technologies, etc...
  - a. To address initiation of a new program, program expansion, or other significant initiative using internal resources, the proposal must be addressed in the Program Review report, by filling the section on “New Program Proposal”, a new section to be added to the Program Review annual update and three-year reports. *(Forward to the Program Review Committees)*
  - b. To address initiation of a new grant-funded program, program expansions or other initiative funded by external resources, the proposal must align with the program goals as specified in the Program review report or its annual update and the college Mission and the Strategic Plan goals, and in-keeping with the College-approved program prioritization. Proposals for new grant-funded must be submitted using the College Resource Development Process and Procedure (Section VI. Appendix A, B, C & D)
  - c. All proposals for new internal/external funded programs must briefly address, as applicable:
    - Demand for the program external and internal.
      - Projection of number of students served, articulation, or transfer data
      - Employment data and other relevant information for CTE programs
    - New curriculum development, course offerings, and learning outcomes
    - Opportunity to realign or strengthen existing programs through: shared Curriculum with other programs, and cross-listing of courses
    - Faculty and Classified Staff and administrative workload and availability
    - Use of college facilities and services
    - Technology and Informational Technology
    - Supplies and Equipment
    - Health and safety considerations
  - i. New internally funded programs.
    1. All new internally funded program proposals are forwarded for discussion to the “Program Prioritization group”, for a preliminary recommendation to evaluate that the proposal matches the College priorities for new programs and to ascertain that the College has current adequate and potential future resources (budget including FTEF allocation, faculty, staff, technology, facilities, and other services) or current and future capacity (special safety considerations, impact on resource allocation to other college programs) to offer this new program.
    2. The recommendations of “Program Prioritization group” based on the long-term enrollment planning are next forwarded to the College constituencies following the college participatory governance process.
    3. After the new program proposal has been approved by the CEC, the program faculty

and Deans will then proceed with the development of the program curriculum through the Curriculum Committee and other college processes, as applicable.

ii. New externally funded programs

Development of all new externally-funded programs will follow the three steps of the college-approved Resource Development Process and Procedure (Appendix IV). Step one, completion of the initiation process; step two, completion of the concept approval process; and, step three, completion of the submission approval process. Steps one and two are intended as a “Quick Check” for the following purposes and outcomes

**Purposes**

- Establishing that the proposal fits with College mission and that other college mission efforts will/will not be disrupted by the proposal implementation.
- Identifying the proposal champion(s) and timeline to develop full proposal.

**Outcomes**

1. Proposal does not fit college mission or will be exorbitantly disruptive to other college operations.
2. Proposal does fit college mission and will affect other college areas, or will require external grant (e.g. new program or work effort that will increase or reallocate FTEF, staffing and other resources, will impact other service areas such as increasing demand on student services.)

If outcome is #1 – do not develop proposal

If outcome is #2 – engage process for full proposal development of new program and grant (as applicable)

**The** College Executive Committee (CEC) will be the oversight governance body for the “quick check” for the following reasons:

- Meets weekly
  - Four constituent leaders can be reached even quicker if needed
  - Approval is only to proceed with proposal development
  - Urgency shall not be a legitimate criteria for circumventing due process
  - Keeps constituent leaders directly in the loop on any items that may bear significant impact
  - Provides opportunity for high-level feedback to improve proposal
2. All new internally and externally-funded programs will complete a program review report after the first year and begin assessing student learning outcomes on an annual basis once the courses have been taught. All new initiatives will submit an annual update in the program review report of the appropriate area.

## IV. Program Institutionalization

### Institutionalization of Current Programs funded by External Resources

Program areas or Schools will submit a proposal for institutionalization of programs funded by external resources to ensure that the programs and initiatives, after the external resources is discontinued, still meet substantiated student need, and that the college is able to the commit long-term resources to the program, as it maintains its commitment to serve students in the existing programs

1. Program Directors, Deans and/or appropriate manager will submit a request for institutionalization, at least one year prior to the ending date of the external funding, to the “Program Prioritization Group” for consideration and recommendation to the CEC for approval and College adoption.

Institutionalization of externally-funded programs will be considered alongside existing program with considerations that include among others factors:

- a. Continued external or internal demand
  - b. Quality of outcomes
  - c. Size, scope, and productivity of the program
  - d. Costs and other expenses associated with the program
2. Institutionalization of programs with course offering and/or services beyond the grant funding period will take place in accordance with the college-approved prioritization and resources.

Institutionalization of instructional programs with course offerings will be considered together with other existing programs serving all students. No additional course offerings or scheduling of grant-funded programs can take place beyond the grant funding period prior to approval of the VP and College President, in accordance with the college-approved prioritization.

The institutionalization of services beyond the grant-funded period will focus on integrating such services within our existing college services and resources, pending successful renewal of the grant funding. Otherwise, grant initiated services and their delivery format will be re-evaluated for consideration in accordance with the college-approved prioritization and resources.

## V. Program Vitality and Discontinuance

This section is under development in accordance with SDCCD Board of Trustees Policy BP 5020:

“The Board hereby directs the Chancellor to develop procedures for the approval of courses of instruction and of educational programs that satisfy the requirements of the Education Code and Title 5 of the California Code of Regulations. The procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance shall remain flexible to permit timely response to change.

Furthermore, these procedures shall assure:

- a. The Colleges and Continuing Education faculty and Academic Senates assume primary responsibility for making recommendations in the areas of curriculum and academic standards.
- b. The Colleges and Continuing Education curriculum committees are recognized as the primary decision-making bodies that offer recommendations regarding courses, degrees and certificates to the Curriculum and Instructional Council (CIC), the Board of Trustees, and the California Community Colleges Chancellor's Office, as appropriate.
- c. Regular review and justification of courses, degrees and certificates.
- d. Opportunities for training for persons involved in aspects of curriculum development
- e. Consideration of job market and other related information for vocational and occupational degrees and certificates.

## **Summary of Tasks to be forwarded to governance committees/group**

*(Cross-referenced to sections of the Program Processes document draft)*

### **Forward to Program Review Committees**

- Review and revise Program Definitions as necessary (Section II)
- Develop a new section for a new program, program expansion, or other significant initiative to be added to the Program Review annual update and three-year reports. (Section III.1.a)

### **Forward to the proposed "Program Prioritization group"**

- Develop a process for new program prioritization with guidelines, criteria, timeline, and rubrics for evaluation of requests for program initiation/institutionalization (Sections III. & IV.B.2 ). The College's prioritized new programs identified by the new process developed by the Program Prioritization group will guide the prioritization of faculty needs and classified staff needs of these programs.

## VI. Appendix

### A. SD Miramar College Resource Development Process and Procedures (Revised draft)

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#### Resource Development Process and Procedure –

##### **Step one: Grant Funding Initiation**

1. Faculty, and/or administrator who identify a potential grant will:
  - a. Obtain relevant descriptive information that defines the potential funding source such as the grant announcement and source.
  - b. Identify the appropriate College strategic goal and priority, Division Plan goals, and/or Program Review priority addressed by this proposed opportunity.
  - c. The initiating faculty, staff, and/or administrator will communicate the intention by contacting their constituency leader and/or the College President with the above documentation to inform the CEC about the intent, at its first upcoming scheduled weekly meeting.

##### **Step two: Grant Funding Concept Approval**

- d. The initiating faculty and/or staff will then proceed with submitting a completed “Grant Funding Concept Approval Form” to the appropriate Department Chair for review, including all background materials listed in 1. A, above.
- e. After discussion with their department or service unit, the Department Chair or manager will provide all the above information to the appropriate Dean or administrator, along with the recommendation of the Department or service unit.
- f. The Dean or manager will then present the funding concept to the Deans’ Council for consideration.
- g. If the concept is approved,
  - The Dean or manager will forward the information and recommendation to the appropriate vice-president
  - The appropriate Vice President will forward the recommendation to the College President and the constituency leaders at the CEC

##### **Step three: Grant Funding Submission Approval**

- h. After approval of the concept, the initiator and the appropriate Dean or manager will be directed to complete a “Grant Funding Submission Approval Form.”
- g. The “Grant Funding Submission Approval Form” and all relevant supporting information, including a detailed budget listed by object code, will be presented to the College President for final approval.



**B. Grant Funding Initiation Form (New)**



**Grant Funding Initiation Form**

Today's Date:	Prepared by:
Phone/Ext:	Email:
Granting Agency	
Type of Funds	Federal                      State                      Private
Project/Program Purpose	
Application Deadline	Date: <input type="checkbox"/> Postmarked <input type="checkbox"/> Received
Funding Start Date	
Funding Duration	
Project Director	Department:
Presented to College Executive Committee (CEC)	Date:

C. Grant Funding Concept Approval Form (Revised draft)



Grant Funding Concept Approval Form

Today's Date:	Prepared by:	
Phone/Ext:	Email:	
Project Title		
Project Period		
Proposal Author		
Project Director	Department:	
Project Purpose		
Funding Source		
Application Deadline	Date:	<input type="checkbox"/> Postmarked <input type="checkbox"/> Received
Duration of Funding		
Funding Amount	\$	Match Requirement: \$ Indirect Amount: \$
Contract Obligations	List all College Obligations – <input type="checkbox"/> New Curriculum/degrees/certificates: <input type="checkbox"/> Facilities: <input type="checkbox"/> Staff: <input type="checkbox"/> Other instructional areas or student services: <input type="checkbox"/> Research: <input type="checkbox"/> Matching Funds: <input type="checkbox"/> Institutionalization Requirement: <input type="checkbox"/> Other:	
Technology Resource Requirements?		
Partners / MOUs		
Approval Date:	Approval Signature (Chair) <b>X</b>	
Approval Date:	Approval Signature ( Dean) <b>X</b>	
Approval Date:	Approval Signature (appropriate Vice President) <b>X</b>	
Route Information Copies to: Appropriate Vice Presidents		

**D. Grant Funding Source Submission Approval Form (Revised draft)**



CEC Approval Date: \_\_\_\_\_

**Grant Funding Submission Approval Form**

Today's Date:	Prepared by:		
Phone/Ext:	Email:		
Project Title:			<input type="checkbox"/> New Project <input type="checkbox"/> Continuing
Project Period:			
Proposal Author:			
Project Director:	Department:		
Project Purpose:			
Funding Source:			
Application Deadline:	Date:	<input type="checkbox"/> Postmarked <input type="checkbox"/> Received	
Duration of Funding:			
Funding Amount: Attach proposed budget Listed by object code	\$	Match Requirement: \$	Indirect Amount: \$
Contract Obligations:	List all College Obligations – <input type="checkbox"/> New Curriculum/degrees/certificates: <input type="checkbox"/> Facilities: <input type="checkbox"/> Staff: <input type="checkbox"/> Other instructional areas or student services: <input type="checkbox"/> Research: <input type="checkbox"/> Matching Funds: <input type="checkbox"/> Institutionalization Requirement: <input type="checkbox"/> Other:		
Technology Resources Funding source:			
Partners / MOUs:			
Conflict of interest Disclosure			
Approval Date:	Approval Signature (Chair)  <b>X</b>		

Approval Date:	Approval Signature ( Dean) <b>X</b>
Approval Date:	Approval Signature (Appropriate Vice President) <b>X</b>
Approval Date:	Budget Approval (Vice President Administrative Services) <b>X</b>
	Route Information Copies to: Appropriate Vice Presidents
Approval Date:	Approval Signature (Academic Senate President) <b>x</b>
	Route Information Copies to: Academic Senate President
Approval Date:	Recommend Approval of Grant Proposal Submission Approval Signature (College President) <b>X</b>

Form 05-003  
Presented to CEC 11/18/13

**DRAFT**

## **ACCJC Annual Report Benchmark Descriptions**

14.b. Successful Student Course Completion Rate (Success Rates): Five-year average of course completion rates between 2007/08-2011/12.

15.b Percent of Students Retained from Fall to Spring to Fall (Persistence Rates): Five year average of persistence rates between 2007/08-2011/12

16.b Number of Students who received degrees (Awards Conferred): Computed the standard deviation (SD) based on the most recent five years, 2007/08-2011/12, and converted one SD from the mean into the unit increase: One SD having a higher probability of occurrence.

17.b Number of Students Who Transferred (Transfer Volume): Computed the standard deviation (SD) based on the most recent five years, 2007/08-2011/12, and converted one SD from the mean into the unit increase: One SD having a higher probability of occurrence.

18.b. Number of students who completed certificate (Awards Conferred) : Computed the standard deviation (SD) based on the most recent five years, 2007/08-2011/12, and converted one SD from the mean into the unit increase: One SD having a higher probability of occurrence.

**Research Subcommittee Proposed Benchmarking Methodology**

	Benchmark Methodology (2011-12)		Actuals (2012-13)
	Used	Proposed	
	5-Year Average	Standard Deviation (SD)	
Degree Completion	<b>550</b>	597 + 57= <b>654</b>	<b>600</b>
			Average diff=+50
			SD diff= -54
Transfer Volume	<b>628</b>	515 + 84= <b>599</b>	<b>578</b>
			Average diff=-50
			SD diff= -21
Certificate Completion	<b>392</b>	400 + 51= <b>451</b>	<b>467</b>
			Average diff=+75
			SD diff= +16