

COLLEGE EXECUTIVE COMMITTEE MEETING

Tuesday, September 22, 2015 • 1:30 p.m. – 2:30 p.m. • N-206

Members: Hsieh, Bell, Hopkins, Ramsey, McMahon, Hubbard, Allen, & Light

Attendees: Beitey, Jacobson, Ascione, Irvin, & Miramontez

- 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	Club Advisor Roles (carryover from 9/15/15 CEC meeting) (attachment)	1	Hubbard & Light
2	IEPI-PRT (attachment)	1	Miramontez

F. Old Business

#	Item	*Strategic Goals	Initiator
1	Accreditation (attachment)	1	Miramontez
2	Performing Arts Center Capital Campaign	1	Ascione

G. Place Holders

#	Item	*Strategic Goals	Initiator

H. Reports

(Please limit each following report to two minutes maximum. If you have any handouts, please email them to Briele Warren 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

I. Announcements

J. Adjourn

As a courtesy, please let the College and Academic Senate Presidents know if you will be unable to attend the meeting.

*** San Diego Miramar College 2013 – 2019 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.

Please also see <http://www.sdmiramar.edu/institution/plan> for **San Diego Miramar College 2013-2019 Strategic Plan**

1. ADVISOR ROLE

All clubs and organizations with exception of the Associated Students, must operate with an advisor identified by the student group and approved by the college/Continuing Education President or designee. The advisor for the Associated Student Organization is designated by the college/Continuing Education President. When a group of students seeks to form or continue a student club or organization, they must consult Manual 3200, and follow the procedures as specified.

It is the responsibility of the student group, in consultation with the Administrator responsible for Student Affairs, to identify and recommend a club or organization advisor in accordance with college campus guidelines, who will accept the responsibility for assisting the club or organization with its objectives, events, meetings, and activities.

Each semester, the administrator responsible for Student Affairs will submit to the Vice President, Student Services, a list of club or organization advisors for the semester. The Vice President, Student Services will recommend the listed club or organization advisors to the President for final approval. An orientation session for advisors will be provided.

a. Responsibilities

- 1) The advisor has a unique role with the club or organization which is very important and can be rewarding and challenging. This is an opportunity to help students develop critical life skills and promote student development and civic responsibility.
- 2) The advisor must be an employee of the community college district. The advisor provides leadership and supervises all activities of the club or organization. The advisor is responsible for implementation of all policies and procedures prescribed by the governing board.
- 3) The administration requires that the club or organization advisor, or a substitute acceptable to the administration, attend each meeting and official activity of the club or organization.
- 4) The club or organization advisor serves as a role model, a facilitator, and a resource for college/campus procedures, policies and business processes. The advisor should promote good planning, organization and interpersonal relationships.
- 5) Advisors are responsible for proper care of college/campus facilities and ensuring that all rules and regulations are adhered to in connection with use of facilities.
- 6) In the event an advisor cannot continue in their role, the activities of the club or organization shall be suspended until a replacement is identified.

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- 7) The advisor or designee approved by the dean responsible for Student Affairs must travel to and from all events (outside of San Diego County) with the students. All off-campus travel must be in accordance with Board of Trustees Policy BP 3120, *Off-Campus Student Activities*.
 - 8) Advisors are encouraged to work with one student club or organization at a time. Any requests for exception must be made in writing to the Vice President, Student Services.
 - 9) Advisors are responsible for all club or organization expenditures. The advisor ensures that the purchase is appropriate and that appropriate receipts and documentation are submitted to the Student Affairs Office. Receipts are required for audits. The club or organization advisor will assist the treasurer in monitoring club or organization expenditures.

2. ASSOCIATED STUDENT BODY ORGANIZATION

An Associated Student Body Organization may be formed within any college/campus of the district with the approval of the President or designee of the college/Continuing Education. All Associated Student Body Organizations are subject to the control and regulations of the governing board of the district. In order to be recognized as an Associated Student Body Organization, the name, purpose, Constitution and By-laws must be approved by the President or designee.

3. REGISTERED STUDENT CLUBS OR ORGANIZATIONS (OTHER THAN ASSOCIATED STUDENTS)

Registered student clubs or organizations must be initiated by students of the San Diego Community College District.

A group of district students may become a registered student club or organization by submitting a completed registration packet to the Student Affairs Office of the respective college. The registration must include, but is not limited to:

- a. The name, address, and telephone number of the club or organization;
- b. The name of the club or organization advisor;
- c. The name, address, email address, and telephone number of principal officers as defined by the club or organization or authorized representatives of the club or organization.

Note: It is the responsibility of the club officers to ensure that this information is current with the college at all times;

San Diego Miramar College Strategic Enrollment Management Description Partnership Resource Team (PRT)

Question of Interest: How can the college strategically integrate enrollment management into the College's Student Success Model?

Strategic Enrollment Management (SEM) is a very broad concept which encompasses many moving elements that interact to meet student need, and ultimately student success. Two fundamental elements of SEM are student learning outcomes (SLO - what are students learning?) and student achievement (what are students achieving?) data. To date, the College has made some efforts to address this area of focus. In particular, the College had adopted a planning tool to help organize and address the student experience as it relates to institutional performance.

The Preventing Loss/Creating Momentum Framework (LMF) is grounded on the basis of the student experience in accomplishing student success. In particular, the "student experience" refers to the series of interactions between the student and the college. The "student experience" starts when a connection is made between prospective students and the college and it continues through to their completion. Each of these interactions makes an impression on whether students will continue on their educational journey (momentum points) toward successful completion or whether they will drop-out along the way (loss points). Understanding the student experience allows the College to truly investigate the frequent systems, protocols, services, and activities that are fundamental to the student experience as well as departments and personnel that work with students on the way to completion outcomes. In essence, allowing the College to focus on the building blocks of student completion.

LMF is used to provide context for dialoguing about SEM:

- 1) SEM needs to support the College's strategic plan and student success and be grounded in the College's mission statement.
- 2) SEM should be structured according to LMF:
 - a. LMF has four critical phases regarding student success, thus, SEM needs to focus on the four phases. The first step could be to identify enrollment management related issues in each of the phases. For instance, we can examine if we have a relatively precise estimate of the amount of incoming students at the connection phase; if we offer enough and timely basic skills and college entry level courses at the entry phase; if we have enough and timely transfer level courses at the progress phase; and what final courses students need at the completion phase.
- 3) Upon identifying the enrollment management issues according to each of the phases, the College should set goals and accomplish them by employing strategic enrollment management.
- 4) Identify specific strategies to address the issues through structured discussions around available data (e.g., SLO and Achievement data).
- 5) Once the strategies are developed, create an assessment and feedback schedule.
- 6) At last, make sure the SEM plan is well vetted and communicated to ensure collaboration, consistency, and timely and effective follow-up.

For items 4 and 5 above, it is important for the College to be able to structure our dialogue and develop specific strategies in addressing enrollment management. These strategies should be grounded in research that has shown to facilitate student success. The College has implemented a Student Success Model (Roadmap to Student Success), which is grounded in LMF, and offers concrete ideas based on the Eight

Principles of Redesign. The following are some guiding questions to consider when developing specific strategies for enrollment management:

- 1) To what extent does the college have coherent programs of study in all areas of instruction for students to move through? If so, how?
- 2) To what extent does the college offer accelerated courses into coherent programs of study to meet student need? How?
- 3) To what extent does the college invest in minimizing the time required to get college ready? How?
- 4) To what extent does the college ensure that students know the requirements to succeed? If so, how?
- 5) To what extent does the college customize and contextualize instruction for students? How?
- 6) To what extent does the College integrate student support with instruction? How?
- 7) To what extent does the college monitor student progress from connection to completion and provide proactive feedback? How?
- 8) To what extent does the college reward behaviors that contribute to completion? How?
- 9) To what extent does the college leverage technology to improve learning and delivery of services? How?

When taking the above questions into consideration, along with learning and student achievement data, at each LMF phase, it puts the College in a better position to address enrollment management from a strategic point of view.

In order to help address Strategic Enrollment Management, the college has formed the IEPI Taskforce with the following key members:

- 1) CEO
- 2) Planning and Institutional Effectiveness (PIE) Steering Committee [Vice President of Instruction (VPI), Vice President of Student Services (VPSS), Vice President of Administration (VPA), Research Subcommittee (RSC) Chair, Budget & Resource Development Subcommittee (BRDS) Co-chairs, PIEC Co-chairs, Classified Senate Representative]
- 3) Research and Planning Analyst (also RSC Chair)
- 4) Outcomes and Assessment Facilitator
- 5) Chair of Chairs
- 6) Deans (Instructional and Student Services)
- 7) Chair representation from each instructional school and counseling
- 8) Academic Senate President
- 9) Public Information Office (PIO)
- 10) Associated Student Council President

Resources for PRT to consider:

- 1) Planning Website-<http://www.sdmiramar.edu/institution/plan>
- 2) Institutional Research Website-<http://www.sdmiramar.edu/institution/research>
- 3) Accreditation Website-<http://www.sdmiramar.edu/institution/accreditation>
- 4) Outcomes and Assessment Website-<http://www.sdmiramar.edu/faculty/slos>
- 5) Strategic Enrollment Management Guiding Principles (attached)
- 6) Roadmap to Student Success Model (attached)

Self-Evaluation Report Outline Spring 2017 Grid

Report Section	Primary Responsible Party	Draft	Date
1. Cover Sheet	PIO	Final	Summer 2016
2. Certification Page	ALO	Final	Summer 2016
3. Table of Contents	ALO	Final	Summer 2016
4. Structure of the Report			
a. Introduction	Faculty Editor	Draft 1	October 2015
b. Presentation of Student Achievement Data and Institution-set Standards	Research and Planning Analyst	Draft 1	October 2015
c. Organization of the Self-Evaluation Process	ALO	Draft 2	February 2016
d. Organizational Information	Business Office	Draft 2	February 2016
e. Certification of Continued Institutional Compliance with Eligibility Requirements	Steering Committee (ALO & Faculty Co-Chair)	Draft 2	February 2016
f. Certification of Continued Institutional Compliance with Commission Policies	Steering Committee (ALO & Faculty Co-Chair)	Draft 2	February 2016
g. Structure of the Institutional Analysis (Standards)	Steering Committee, Faculty Editor, Standard Tri-chair Teams	Draft 1	October 2015
h. Quality Focus Essay	Faculty Editor	Draft 3	May 2016
i. Responses to Recommendation from the most Recent Educational Quality and Institutional Effectiveness Review	Steering Committee (ALO & Faculty Co-Chair)	Draft 3	May 2016
j. Changes and Plans Arising out of the Self-Evaluation Process	Steering Committee (ALO & Faculty Co-Chair)	Draft 3	May 2016