

President's Cabinet

McKinley Williams

Notes

May 11, 2007

President's Cabinet Notes
Friday, May 11, 2007
11:00 a.m., President's Conference Room

President: Terence Elliott, Carol Maga, Mariles Magalong, Mercy Pono, McKinley Williams
Absent: Derrasha Hudson

Item	Outcome
1. John Diestler - Program Review 11:00 a.m.	John Diestler, Paul DeBolt and Ellen Smith came to President's Cabinet. Mack opened the meeting thanking them for coming and expressing the Cabinet's concern about the lack of enrollment and classes in the Graphics or Media Program. John said he as been going through content review and working on completing the Certificate of Completion for his program. Ellen said a lot of work has been done this semester on revamping the Graphics classes. All of the courses have been through content review. Graphic 170 and 130, 131 have been deleted. They are also working on a Certificate of Achievement but have more hoops to complete to gain the State approval. The Certificate of Achievement is ready to move forward to the College Instruction Committee. The Certificate of Achievement is in digital art and design. John will be teaching Graphic Design 120 which is now digital art. He has been teaching Graphics 120 since the 1990's and even though with the evolution of the class, the core concept has remained -- good composition and design. John has successfully been teaching art appreciation. John also said he has tried to get graphic animation classes going at CCC as he hired Andrew Lyndon of Pixar for several semesters but to no avail the classes did not fill. John said he has also worked with Priscilla on articulation agreements with the high schools. John is also aware of the academies at Richmond and John Swett High Schools. John is very pleased the lab will hold all new G-5 MacIntoshes replacing the G-4's. He did mention the problem of the printer that costs \$3,200. His department has applied for funds for the printer; however, both times has been denied. Mack said they would find the funds for the department to purchase the printer. Paul explained how moving digital photography to the Art

	<p>Department from Graphics really hurt the Graphics program under the Journalism Department even though the collaboration between the two departments has been successful. Mack suggested cross listing courses between Art and Graphics classes which might resolve this issue. Paul also mentioned that John willingly took over as Art Department Chair for a year while Richard Akers was on leave. Paul also mentioned they will be bringing the magazine class back and Paul will be co-teaching with John. John had some concerns about the limitations of the Mac Lab and would like to see it expanded from 28 workstations to 35 or 40. Mack will include this in the educational plan.</p> <p>John will continue to work with Priscilla and Lourdes on the 2 + 2 agreements and also look into the ROP at Sierra School. Mack also mentioned that Pinole High School has an academy and John should connect with them as well. Carol suggested John talk to the graphics instructor at DVC as well as other community colleges. John replied that he has traveled around the bay area to other programs and they are also hurting. Mack suggested we look for a unique niche that no one else has tapped into in the graphic field. John said they have also completed their SLO's.</p> <p>President's Cabinet will meet again with this department in a year.</p>
<p>2. Robert Chan, Thomas Murphy, Pam Rudy, Randy Watkins - Program Review 11:30 a.m.</p>	<p>Robert Chan, Thomas Murphy, Pam Rudy, Randy Watkins came to President's Cabinet. Mack thanked them for coming and said we would like to see enrollments increase in their department. Pam has revamped a lot of their courses and replaced ten-key with Excel and records management with Access. They are working on collaborating CIS and BOT so some of the same classes are required for both degrees. Unfortunately, a lot of the curriculum changes Pam made did not make into the catalog. Excel is a requirement for three majors. The faculty mentioned that a lot of their classes cancel due to not meeting the 20-student minimum. Because of this history, they feel need to regain trust with students ensuring the CIS classes will not be cancelled. There was also the problem of their perquisite courses being cancelled which prohibited students from taking other sequential courses. The CIS/BOT/HPC faculty are hoping for two semesters to attempt to make their program strong and viable once again. They are pleased with the new facilities and are willing to work together as a cohesive</p>

	<p>unit to build up their department. Mack explained they lost the FTE due to low enrollments. Carol reminded them we have to make it strong on the front end and we cannot accept classes with any less than 20 students because we end up with classes of less than 10 as the students progress in the program. The lack of student interest in this department has partially stemmed from the dot.com decline.</p> <p>Pam is writing a short-term EBAY class for the summer hoping to attract students to the program. They have also offered short-term Excel, Word and Access classes that seem to do well. Carol suggested they talk to the CIS faculty at DVC as they offer on-line keyboarding courses. Pam said she is prepared to offer on-line keyboarding courses and just have to complete the distance education paperwork. Mack suggested looking at Laney College as they have a very successful CIS Department as well as the adult schools such as the one at Sierra School. Pam said they are in the process of meeting with El Cerrito and hope to collaborate with the 2+2 program. They will also be working with John Diestler in the Graphics program to dovetail CIS/BOT with graphics. They will also look into Richmond and John Swett High School academies. Mack also suggested more cross collaboration between CIS and BOT in order to increase their FTES.</p> <p>Both Pam and Randy will be attending the SLO flex workshop. Terence said they could also call Wendy Williams or the Academic Senate Office to schedule training. They are unable to attend Jim Duvall's training as they teach afternoon classes when the training occurs. Pam is now the full-time BOT instructor and has full classes.</p> <p>Carol asked about advisory boards and Pam said they have met with their advisory board; however, the board's advice is to offer more intermediate and advanced classes that do not garner the enrollments.</p> <p>President's Cabinet will meet again with this department in one year.</p>
<p>3. Ellen Seidler - Program Review 12:00 noon</p>	<p>Ellen Seidler, Ellen Smith and Paul DeBolt came to President's Cabinet. Mack thanked them for attending the meeting. Ellen distributed several handouts showing the current enrollments and anticipated action plans in her department. She has been developing new short-term courses and is interested in looking in changing the college-wide proficiency requirement to include a media communications course. Ellen is thrilled the Mac lab is</p>

	<p>state-of-the art. She is planning on attending Apple Certified Training so CCC will be a training center for those looking to be certified in Final Cut Pro. Once Ellen passes the exam, the College would then be listed on Final Cut Pro's web site as a training center and this would attract a lot of professionals in the field who need certification. Ellen is also planning on-line portfolio classes and would like to see this as a requirement for every student. The software for this training comes from the Carnegie Foundation. The ESL department is interested in collaborating with this idea. Ellen commended Michele Jackson and her television production capabilities. The new series have really boosted activity with KCCC television. Even though most control rooms have turned robotic now, camera classes can still be beneficial. Ellen would like to see our television shows in digital format on our web site. Mack said they gave Michele and Barry one year to garner community interest with the college in creating a variety of television programs. Ellen would also like to see a sports journalism class that would include radio. Unfortunately, this does not attract a lot of students though.</p> <p>Mack suggested Ellen work with Priscilla and Lourdes on the 2 + 2 programs with Richmond High School. Ellen has done the certification of completion for her program but the State certification still needs work. She needs to work with Tim Clow to retrieve employment data. Mack thanked Ellen for coming so prepared to the meeting. Ellen said she will complete her course SLO's and work with Jim Duvall. President's Cabinet would like to see all of Ellen's ideas come to fruition and meet again in one year. Mack suggested Ellen bring the digital portfolio class to Council of Chairs after meeting with the CIS department first.</p>
4. All College Day Agenda	This will be discussed next week.
5. Strategic Initiatives - Appointing Stewards	<p>After a brief discussion, it was decided to make the SLO Committee a formal committee and add classified and students. Hence, the new SLO committee will be the steward for Strategic Initiative # 1: Improve student learning experiences and successful educational goal completion.</p> <p>The Enrollment Committee will be the steward for Strategic Initiative # 2: Develop strategies to increase student enrollment, to improve the college's image, and to crease positive public awareness about the college.</p>

	<p>The Research and Planning Committee will be the steward for Strategic Initiative # 3: Utilize research and data to improve college effectiveness.</p> <p>Mack said the committees will need to develop objectives and action timelines. Mack will develop a charge for each one of the committees explaining what is needed.</p>
	<p>Melody will check everyone's calendars to see if President's Cabinet could meet at 10:30 a.m. next week.</p>

The meeting was adjourned at 1:05 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President