

President's Cabinet

McKinley Williams

Notes from Special Meeting

December 3, 2007

**President's Cabinet - Extended Meeting to Finish Planning All College Day Program  
Monday, December 3, 2007  
11:00 a.m. to 11:50 a.m., President's Conference Room**

Present: Terence Elliott, Carol Maga, Mariles Magalong, Mercy Pono, McKinley Williams  
Guests: Alma Cardenas, Ellen Geringer

Mack wanted to make sure we all agreed with the eight breakout sessions. Ellen Geringer will work with Janie Franklin to ask various faculty and staff to help us be facilitators for these breakout sessions.

Tentative facilitators are listed below:

1. Communicating Effectively with Diverse Students  
Possible facilitators: Luci Castruita, Elvia Ornelas-Garcia, Chua Tran
2. Classroom Management  
Possible facilitators: Chris Tarp, Carolyn Hodge, Frank Hernandez
3. Working with Difficult People  
Possible facilitators: Chief Gibson, Rick Ramos, and Ken Reynolds
4. Student Resiliency  
Possible facilitators: Sherry Diestler, Connie Anderson
5. Help Students Cope with Stress  
Possible facilitators: Norma Valdez-Jimenez, Counseling Dept.
6. Community Service Learning  
Possible facilitators: Fritz Pointer, Terence Elliott, Mercy Pono
7. Classroom Assessment  
Possible facilitators: ESL
8. Teaching to SLO's  
Possible facilitators: Jim Duvall, Wendy Williams

It was decided to have recorders in each breakout session as well as the facilitators. The recorders will post their notes on the web after All College so everyone can review what happened in the other sessions. Hopefully these will be "kick off" sessions and continue discussions throughout the year.

It was decided to change the times on the program to allow the keynote speaker more time.

The program will run as follows:

- 7:30 a.m. to 8:00 a.m. - Continental Breakfast
- 8:00 a.m. to 8:10 a.m. - Welcome - Terence, Mercy, Mack, Tim Schulze
- 8:10 a.m. to 8:20 a.m. - President's remarks
- 8:20 a.m. to 9:00 a.m. - 5, 10, 15 year recognition and welcome of new employees -  
Mariles and Carol
- 9:05 a.m. to 9:50 a.m. - Keynote Speaker - Teaching and Learning Across the Campus to  
Improve Student Services
- 10:00 a.m. to 11:00 a.m. - Breakout Sessions
  - Communicating Effectively With Diverse Students
  - Classroom Management
  - Working with Difficult People
  - Student Resiliency
  - Helping Students Cope with Stress
  - Community Service learning
  - Classroom Assessment
  - Teaching to SLO's
- 11:30 a.m. - Validation Teams meet

Mack and Ellen will work on obtaining a keynote speaker.

Meeting adjourned at 11:50 a.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President