

President's Cabinet
Friday, December 11, 2009
11:00 a.m., President's Conference Room

Present: McKinley Williams, Mariles Magalong, Carol Maga, Mercy Pono, Richard Akers

Absent: Kristina Bautista

1. Constituency Reports – Students - Kristina sent in her report via e-mail. The ASU is hosting a unity/faculty appreciation/car show day in the spring. Board members talked with the librarian about starting a book rental program on campus. The ASU is still trying to find creative ways to outreach a variety of students' interests with events.

Management – Mack asked if everyone heard about the retirement incentive package offered by the district. The district is giving six points toward health benefits. Mack suggested that staff should talk to their representatives regarding the program.

Classified – The winter retreat is scheduled on the 18th from 2:00 to 5:00 p.m. at LaStrada's Restaurant. Mack will be on vacation. Carol will stop by and say "hi." Mercy said thus far we have under 30 people signed up. Normally the senate donates money to help offset the costs but they cannot do that this year.

Faculty – Richard said he has been busy in the senate office. He attended the planery session last month. They have changed their communication method to faculty. Faculty can now link to every document that is being discussed on their agenda. They have received positive feedback from this format. There are several concerns about due dates for grades. Richard worked with Michael Aldaco and Michael sent out an e-mail to all faculty clarifying grade submission. Richard has been coordinating training efforts for faculty particularly hiring workshops aided with power point presentations. Richard said they are trying to place the power point presentations on their faculty web site for faculty who are not able to attend the training sessions. Richard will be participating in CERT training over the holiday break. Richard announced he has been re-elected to two more years by faculty as he ran unopposed. In last two years, faculty has coordinated the Toastmasters group that includes classified and managers and recently coordinated the Farm 2 Table program.

Mack asked everyone to submit their accomplishments from the last ten years by March 4th. He needs this information for the Chancellor's Cabinet retreat as Helen asked for this from each of the colleges.

2. Postponed the College Council agenda until Jennifer arrives.

3. Email Confidentiality Statement - Marlene Saks from Andelson, Atkinson, Loya, Ruud, & Romo has suggested our district append a confidentiality statement to our emails sent externally. The statement that will be appended to all our e-mails sent off campus.

This email message is for the sole use of the intended recipient(s) and may contain privileged and confidential information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message. Thank you.

4. Countywide Education Summit – On January 22, 2010, the Chancellor and Joe Ovick, the Superintendent of schools for the county, will hold a summit to talk about issues we are facing. The summit will be held on our first day of classes. Mack will attend and represent our college. Mack continued to report that the Chancellor’s Cabinet had a presentation from Nancy Ybarra from LMC. She is on sabbatical studying community colleges that had internal training programs for teaching and learning. She has some really good suggestions on this subject that would help all of us for training using existing resources. Our staff development efforts could be improved with the use of her information. Mack has asked her to send him some of her information as it can be used with management, classified and faculty.

5. Retirement Incentive for All Employees – The district is giving six points or the equivalent of three years to be added on to employees’ time to reach the required 70 or 80 points in order to receive benefits in retirement.

6. Other - Mercy asked about SLO training for classified. Carol said all validation team members are receiving a written explanation and power point training with a newly revised validation signature page. Richard will look at the training schedule and give the dates to Mercy for distribution. Mercy has requested training specifically for classified. Richard has given program review training with Tim that includes validation training with SLO’s. Richard said classified don’t have expertise to give qualitative analysis on SLO’s. Carol said it is not just faculty’s SLO’s but AUO’s that also need analysis and that includes input from classified as part of the validation team. It is the role of the validation team to verify that SLO’s and/or AUO’s were completed and connected to the self-study. Mack says it sounds as though it is more than just classified that could benefit from training. Mercy would like to see training sessions offered during the semester because classified who work in student services are particularly busy during flex week. Richard and Tim will schedule training next term. Mercy will send out the validation explanation and new validation form to the classified who are scheduled on validation teams for this semester. If those classified have any questions, then she will pass on the concerns to Carol and Richard. Carol and Richard will coordinate a date for training during flex week.

7. Program Review Final Recommendations – Final recommendations were made for Administration of Justice, African American Studies, CCT, Instruction Office and Vice President’s Office.

8. College Council Agenda – Jennifer said the Dreamkeepers visited today. They have chosen a marketing firm for their new branding and the firm chose us to talk to about marketing their program.

Mack would like to pursue a paperless College Council which means we will have to meet in a smart classroom. We would need two screens: one for the agenda and one for the document under discussion. We will begin to experiment with this format; however, we will still need paper copies for the public as this is a Brown Act meeting. Jennifer asked if we should have by-laws for the College Council. Jennifer will draft some by-laws for College Council and “Meeting Protocol” will be added to the agenda.

There was discussion about the field trip form. Operations Council initially requested this item be placed on the College Council agenda. Richard had concerns that the policy and the form are not in sync. Mack is adamant that a field trip must be approved by management because of liability issues associated with an event. Richard said some of the faculty have concerns about the form inquiring if the trip is related to their course which could be translated as a privacy issue. Richard is aware of the liability issues involved in taking students off campus. Jennifer said the ASU uses a different form than classroom field trips.

Classroom field trips do not require medical releases. Discussion about field trips ensued. The policy opens questions that need to be addressed. What if a student has a seizure on a field trip? Do we call an ambulance? There was discussion about the word “notify” and “getting permission.” Carol said they will change the form from “Relevance of Field Trip to Course Curriculum” to “Purpose of Destination.” The field trip form will be removed from the College Council agenda and taken back to Operations Council.
College Council Agenda – February 10, 2010

1. Call to Order
 CONSENT AGENDA – ACTION ITEMS
2. Approval of Agenda
3. Approval of Minutes from December 9, 2009
 ACTION ITEMS REMOVED FROM CONSENT AGENDA
 NONCONSENT AGENDA – ACTION ITEMS
4. College Mission Statement Review of Process – Research and Planning – 10 minutes
 INFORMATION/DISCUSSION
5. Review of Meeting Protocol – 10 minutes
6. Renaming of SSC Building to Martin Padilla Student Services Center – Update – subcommittee – 20 minutes
7. Budget Update – Mariles Magalong – 5 minutes
8. Remodel and Other Measure A Activities – Carol Maga – 10 minutes
9. Reports from Constituency Groups – 2 minutes each (10 minutes)
10. Announcements – 5 minutes
11. Next Meeting – March 10, 2010
12. Adjournment

Meeting adjourned at 1:05 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President

9.

Administration of Justice – Mariles

Written by Rick Ramos. Did a very good job with attachments of data. He started with a recap from last time. He addressed former recommendations from last program review and gave a status of former recommendations. Some he is still working on. Consider English 142b or Speech 128 for Co requisite for all courses. He is still pursuing this. College is reluctant to accommodate implementation of pre-requisite. There would be an impact on students. Initial Recommendations continue to working on action plan. Recommendation, that he and dean and vp should meet to discuss the recommendation of a pre-requisite for his program. He addressed the under-preparedness of his students. This prerequisite would help ameliorate this problem. He has SLO's and what semester they will be assessed. Master SLO schedule. Carol said we are supposed to be assessing our SLO's in advance. He has another program review in two years and we should have all of his programs assessed by then. Recommendation: assess all of your SLO's by your next program review – spring 2011. Rick still has the two advisory councils for his department and active. Commendation – Connected with outside advisory councils. He meets with them at least once a year. He is working on developing a public safety program. Commendation. He is a leader in on-line instruction and uses technology in his instruction. Commendation. Very innovative. He presented statistics showing job placement opportunities for students receiving admin certificates. Seems as though should be no problem securing students since jobs available. But productivity figures need to be improved. 16.2 02-03, 14.5 03-04; 16.6 04-05; and 12.6 06-07- Recommendation Needs to address fluctuating numbers in productivity. High drop out rate. He talks about how he can improve drop out rate. Recommend he continue to find ways to improve drop out rate and increase productivity. He identified his needs for equipment. New computer for his office, new lap top, chair in AA-142 and mats. Those new chairs have either broken or don't work. He wants stackable chairs. Mack asked if he could use our mat room in the PE building. Perhaps Mack said he shouldn't do the physical aspect of his instruction in the classroom. He needs to seek out available campus resources to meet his needs as well as funding resources. P.E. facility for aj training. His office computer is 7 years old and needs to be replaced. His laptop will need to be replaced in a year. May be we could use foundation monies to purchase him a new laptop. Recommendation we concur with department's action plan. He laid out action plans so as not to try to accomplish everything all at once. Validation team recommended another full-time instructor. We might consider in future but not now.

Vice President's Office – Richard said he is concurrence with the validation committee. Self study was 18 pages was very accurate. I have the fortune of working quite a bit with Carol so I feel I am good analysis. Agreed with recommendations and commendations with VP's office. There are some concerns about the void in the instruction office and redistribution of work. Multitude of Measure A responsibilities commendation. A lot of time and energy are absorbed. Maintained educational programs and SLO's. commendation. Marshalling deadlines of SLo's to be done by 2012. Good task master. Needs to rethink 2% to 5% FTEs growth of annual since we are at cap but when we can grow that recommendation is fine. We will be stymied if we have to stay where we are at now. Sometimes there is a language of terms that the vice president uses that could be rephrased. "Immediately" "all" "never" could use softened verbage. Not use definitive terms. As funds diminish in a time of reclining resources we will have to be more open to dialogue to requests. Listen to faculty and allow them to voice even though we know we cannot fund requests. Will need to increase the time for dialogue. Recommendation. There was dialogue about the staff and possible reorganization that will need to occur.

CCT – Mercy agreed with the validation report. Self report was accurate. Areas needing improvement funding and storage space for equipment. More descriptive instructional title that explains programs.

Significant finding needs to bring future technology into its curriculum. We recommend that the assessment for SLO's continue to seek partnership with business community. The department is recognized for proactive technologies. He spoke about possibly writing grants and work with division dean and possibly hire part-time grant writer. It would be nice if they came up with a definitive plan instead of possibly. He says he doesn't have enough work bench space or enough storage space. The SLO forms were included for the program review or courses. He talks about productivity. He has always been had low productivity. He talks about the scheduling of his classes. Steadily increasing but he has to limit enrollment to 30 because of his bench space. He talks about offering classes during the day. If the class schedule was adjusted we could offer during the day but DVC learned that the solar energy classes were successful on the weekends. Rick went to a MTWTh schedule but recommend he follows DVC weekend plan. Recommend he includes a survey. His enrollments and productivity this semester are doing well.

2. College Council Agenda – Jennifer said the Dreamkeepers are meeting with us. They have chosen a marketing firm for new branding and have chosen us to talk to us to market their program.

Mack would like go paperless but we will need a smart classroom to meet. We need two screens one with the agenda and one with the document. We will experiment with this system. We will still need copies for public since this is a Brown Act meeting. It was asked if we should have by-laws for College Council. Jennifer will work on by-laws for College Council.

Review our meeting protocol. (10 minutes) – Under Information/Discussion

Non Consent Agenda

Field Trip Policy – Carol Maga Form says division signs the form and policy says they don't. The faculty are also dealing with the line of the form that asks if the field trip is related to the course. They feel this is the privacy issue. Richard know of the liability issue. It is faculty privacy to see if the field trip is appropriate to the course. Jennifer said the field trip forms the ASU uses are different from classroom field trips. Do they have student medical releases? Mack said no. There was discussion about field trips travel. Carpooling, minors, etc. This policy is opening questions that need to be addressed. What happens if student has a seizure on the field trip? Do you call an ambulance? The form was distributed. There was discussion about the word “notify” or “getting permission.” Form to add “purpose to Destination” and remove relevance of field trip to course curriculum. This item will be removed from College Council.

College Mission Statement Review (10 minutes)

Renaming of SSC Building to Martin Padilla Student Services Center (20 minutes)

Budget Update (5 minutes)

Remodeling (10 Minutes)

Reports from Constituency Groups – 2 minutes each (10 minutes)

African American Studies – Mack A lot of commendations. Established an advisory committee although we don't know how often they meet. Commended the department for its curriculum. Students validate this. Attributes some of the drop out because of the rigor of the classes. Commend them on dedicated teaching. Commend on development of SLO's and first round of assessment. We commend the department on their Egypt tour. They made some recommendations from the department. Partnership with high schools. Two full-time faculty and now only one full-time asking for second when funds become available. Recommend on-going discussions with LA Raza department. There are more ethnic studies than African American and LaRaza departments in community colleges. They also department explore ways to improve overall student success. Mack's recommend the department develop an on line course. Recommend the department review look into cross listing their courses with other disciplines. Mack said there are a lot of new bodies of ethnic studies in math and sciences. We should explore this avenue. The new department name is ACES (African, Chicana, Ethnic Studies Department). Increase dialogues about concepts to enhance reading comprehension and debate format has worked. Encourage to follow debate format in her instruction.

Instruction Office – Kristina wrote up her comments. Validation is impressed with the SLO tracking. Title V compliance, catalog, newsletter production. Respondents very satisfied. On next survey separate catalog, schedule, newsletter and add room for comments. Computerize adhoc room process. AUO's clear and accessible. Have this information on website. Vacant position be filled as soon as possible. Increase materials on-line for catalog and schedule. Be topics on council of chairs. Need to be money for PC track (enrollment tracking). AUO's submitted with self-study and some assessed.