

President's Cabinet
Thursday, January 27, 2011
12:00 noon President's Conference Room

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

Absent: Joseph Camacho

- 1. Constituency Reports** – Mercy reported the classified senate has not met yet; therefore, no report. Richard said they had good attendance at the SB1440 workshops. Faculty are preparing to begin their classes. DVC and CCC faculty have endorsed the district recommendations of Policy 3007-- Eliminating Local Transfer Requirements from Degrees. Richard has been monitoring student blogs concerning courses needed for SB1440. Richard said it will be an incremental process for the faculty to let go of some of the transfer courses such as: Information Competency, Health Ed, American Institutions, P.E. We will look at these requirements individually. American Institutions is a CSE GE requirement. Richard thinks parallel degrees do not work to our advantage. Mack said students will determine what courses they want/need by filling those classes they need. Richard is recommending a certificate in sciences for those students who transfer in the sciences.

Mack said last evening the governing board approved CCC to go out to our service area with a bond measure to be placed on the June ballot. We are preparing to interview those who administer polls. The district will pay for the polling fees. The bond measure will ask for 100 million to build a new science/allied health building, purchase the armory, complete the infra structure projects that have been delayed, and complete the campus' seismic issues. John Marquez is very supportive in this endeavor. Mack said he mentioned our effort at the West County Mayors and Supervisors meeting this morning and they were not as supportive as he had hoped. We need 55% of taxpayers' approval in order to pass this measure. Mack said we are counting on Richmond and San Pablo residents to pass this measure. Mack said the State is considering removing all of the redevelopment money from the cities. The local mayors are very concerned about this issue. Mack said after the mayors and supervisors meeting this morning, he toured International Student Housing in Berkeley with a developer who is interested in building student housing in San Pablo. He toured the facilities along with Kelsey Worthy and Sonja Rivas, both from San Pablo and Aleks Ilich. Mack was impressed with the student housing on University Avenue. The City of San Pablo is hoping to replicate this model on a smaller scale.
- 2. Budget Update** – Our situation hasn't changed. Mack said we need to submit our numbers to the district office by the end of this month for personnel actions. By the end of March we have to show the district where we are making our cuts to meet our financial obligations. Last night at the governing board meeting, Chancellor Benjamin said we will not use the district reserves until the end of June because we will know then if the extended tax initiative has passed. Our campus budget forum is scheduled for next Wednesday, in LA-100 from 1:30 to 3:00 p.m. Mack said we will be notifying classified in February with any job changes to be effective July 1, 2011. Even the best case scenario is not good. We are also looking at proposed changes from the State i.e. census date changes, no FTES reimbursement for P.E. classes, no FTES reimbursement for students over 100 units, or repeatability of classes, etc. We cannot really plan for these kinds of changes as we do not know the specific impact until the changes are made. Mack said the proposed change in census dates is really a worry as this could mean the lack of another 20% of our total budget. Mack said the repeatability of courses is also a major concern. Carol said we are very vulnerable in P.E. in Art as far the repeatability of courses is concerned.

3. **College Council Agenda** – We will add Mid Term Accreditation Report – 10 minutes, Opportunity Gap Strategies – 5 minutes and James Eystone to present his Technology Plan – 5 minutes to the agenda. Richard, Carol and Mack went to the Art Department look at the Martin Padilla Sculpture. It is amazing likeness to Martin.
4. **Opportunity (Achievement) Gap Strategies** – Tim’s Research and Planning Committee is working on the student equity plan. Mack is hoping to garner staff, faculty and managers to support the three strategies Mack sent out in his e-mail announcing the campus budget forum. (listed below)

An Outline for Closing the Achievement Gap

Introduction

It is understood by all that many students, mostly students of color, enroll at the college without the academic, emotional and personal skills to be successful as a college student. However, these same students have shown resilience, a desire for knowledge and a motivation to change their lives through education. They live in our service area and will continue to enroll at the college. So, it is incumbent upon the institution to assist them in the acquisition of the skills needed for success. Moreover, with the pressure we are receiving from the state to improve student success, we must develop methods to remove the institutional barriers to their success.

A college-wide plan to improve the equity and success of all students is what we need. This will probably be in the form of a Student Equity Plan, which the Research and Planning Committee has been charged to create. The creation of the plan will be done with input from all constituencies at the college. The plan will be data driven and will identify the achievement gaps among students by ethnicity, gender and age. Representatives from the committee will present the draft document to all divisions as soon as it ready.

Meanwhile, given our budget situation, we need to have some strategies to close the achievement gap that could be employed with virtually no resources. Some of the strategies have been discussed and implemented by many of you already. However, I would like to strongly suggest that we adopt a college-wide focus on ways to improve student retention and completion. Implementing all of the strategies will not be possible for everyone. However, selecting one that is manageable for you would be one way to help our institution close the achievement gap that currently exists for some of our students. The strategies are as follows.

1. CCC’s Strategies for Closing the Achievement Gap

Strategy 1: Student Engagement

At the annual All College Day in the fall of 2008, I urged the college community to focus on teaching and learning. Funds were made available to each constituency group to develop plans to improve teaching and learning at the college. One of the suggested strategies was for members of the college community to engage our students in interpersonal ways that convey the message that our college is a friendly, student-centered institution. This effort required everyone to extend themselves to make a connection with students. It required going outside of your comfort zones to speak to students as you walked the halls or campus grounds, and to make it a point to be helpful whenever the opportunity presented itself.

It is time to formally acknowledge this philosophy as a campus strategy for retaining and engaging students. Therefore, all employees are being asked to employ this strategy as a way of increasing student engagement and hopefully student retention.

Strategy 2: Student Study Groups

To promote academic success, it is time to formalize the study group concept at the college. All professors are being asked to allow time at the beginning of the term for students to form study groups. It would be the students’ responsibility to follow up with the use of these study groups. However, it will also be the institution’s practice to support the formation of these study groups for every class, and to encourage students to use the various spaces we have on campus that are conducive to group study.

Also, employing this strategy could result in the development of an SLO. The Research and Planning Office will be available to anyone wanting to track students involved in study groups.

Strategy 3: Service Learning

Under the leadership of Dr. Terence Elliott, the college sponsored a very successful Service Learning Workshop on Wednesday, January 12, 2011. The attendance at that event was very good and the ideas that were discussed indicated that service learning can be a strategy to increase student engagement, student retention and to make relevant the theory and information students receive from their classes. As a strategy to close the achievement gap, it is suggested that all faculty entertain the use of service learning. There will be workshops scheduled this semester to acquaint interested faculty with the benefits of service learning as a way to encourage students to become involved in their learning through community involvement.

The college also will assign Mark Yamamoto to coordinate the community contacts for those who would like to implement service learning in their classes. It will take a commitment by all of us to make this instructional strategy a success at the college.

Strategy 4: Student Clubs

Recently the college experienced an increase in student clubs. Clubs are one of the ways to engage students and to keep them active on campus. However, we need more faculty and staff to be willing to serve as advisors for student clubs. This can be in the form of academic clubs such as the Sociology Club or the Automotive Club. Or, it can be special interest clubs such as Alpha Gamma Sigma. If you are interested in being a club advisor, you may get information from the Student Life Office on campus by calling Kelly Ramos at ext. 4407.

Again, it is impractical for everyone to implement each strategy. However, I urge you to select one that fits your circumstance. Make it part of your contribution to closing the achievement gap for our students. As the semester progresses, we will have more information disseminated on these strategies. Thank you in advance for your consideration and support.

Mack said the Service Learning Conference was instrumental in helping us discuss ideas for opportunity gap strategies. Mack asked the group if there is anything else we can do to promote/ to engage the faculty and classified in these strategies. Richard said he is currently working with Terence Elliott to make a YouTube commercial on service learning. This is evolving quickly. Richard will link it to faculty. Mack suggested we should send it out to everyone on campus. Richard said the faculty senate is also linked up to Facebook. Richard is also talking to Joe Camacho about putting together a debate on local degrees. Joseph spoke very well at the academic senate meeting about how additional degree requirements affect students. Mack said he will talk to managers about getting out of their offices to walk the campus along with their staff. Mariles said managers could have walking meetings. Retention is going to be paramount in our future survival.

5. **Update on Accreditation Mid Term Report** – Carol is working on the mid-term report. She explained that we need to articulate the planning process so we can eventually publish the document on our web page. Mack said he would like to have traveling road shows on our planning process so everyone is aware of our process. Carol will send out her draft of the mid-year report next week. We have to make our model known to everybody. Mack said we need to have Tim attend our meeting to help us with a timeline. James needs to take his Technology Plan to College Council. Carol reviewed all of the recommendations. We developed our policy in the College Procedures Handbook of reviewing our policies regarding our governing process. Tim was brought into the meeting. Mack said we may want to develop a survey now for our staff regarding their knowledge of our governance process. This would be an on-line survey. President's Cab will put develop survey questions as per Tim's request. Carol stated we also have to respond to the district recommendations in our mid-term report.
6. **2011-12 FTES** – Mack said the goal will be 5856 for combined resident and our nonresident resident FTES is 5664. This is about a 500 decrease. Mack said it is a fact that DVC will not make their FTES goal. Mack said there is no provision for dealing with colleges that do not meet their goals. LMC and CCC have exceeded their goals and therefore we will be covering for DVC's loss. Mack said we need something in the formula that will penalize the college that doesn't make their FTES goal and rewards the college that meets their goal. We are hoping for 193 non-resident FTES this year and that may be a bit of a stretch for us.
7. **Biotechnology – Final Recommendations** - President's Cabinet discussed the final recommendations.

Meeting adjourned at 2:10 p.m.
Meeting reconvened at 4:00 p.m.
Meeting adjourned at 4:45 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President