

To: President's Cabinet

From: Daniel W. Henry

Subject: Notes

Date: April 13, 2012

**President's Cabinet Notes
Friday, April 13, 2012
9:00 a.m., President's Conference Room**

Present: Dan Henry; Donna Floyd; Wayne Organ; Jasmine Ramezamzadeh (for Rodney Wilson); Shondra West

Absent: Mariles Magalong

Guests: Pam Rudy, Thomas Murphy, Robert Chan

1. **Constituency Reports** – Jasmine said the ASU elections were completed and she was elected the next ASU President. They are hoping to send students to the student conference in Southern California contingent upon if they can obtain an advisor to accompany the students. The ASU continues to work on the CCC t-shirts for graduation.

2. **Green House Proposal** – Donna reported that we need the Biology Department input on this issue first and then return the issue back to Operations Council. The idea was initially proposed at the Sustainability Committee and then brought to Operations Council. The proposal includes purchasing a greenhouse with the insurance funds from the first greenhouse we lost due to fire. There is a collective effort to place the greenhouse in Parking Lot 12 so biology would have easy access. With part of the insurance money, Culinary would like to continue terracing their garden to enlarge it. Biology is not keen on placing the greenhouse in Parking Lot 12 due to lack of sunlight; they think Parking Lot 16 would be better. But Parking Lot 16 will not be completed until Music Building is completed and that lot will be needed to place a greenhouse on it—a flat pad, drainage, etc. Therefore more money will be needed if we place the greenhouse in Lot 16. Dan suggested that Bruce King meet with Chris Tarp and Nader Sharkes before the next Operations Council to discuss other greenhouse location options.

3. **Final Recommendations** were given to the Fall 2011 Program Reviews:

Certified Nursing Assistant, Early Childhood Education; Humanities/Philosophy; Math; Nursing; LaRaza Studies; Admissions a& Records; Counseling/Puente; Business Office

Dan will compose an invitation to each department to be sent along with the final recommendations should anyone wish to meet with President's Cabinet after reading their final recommendations. Dan and Wayne will meet to ensure that all program review forms and SLOA's are standardized and ensure they include standardized questions.

4. **Meet with the CARE Department from Spring 2011 Final Recommendations:**

Pam explained that in 2010 the four departments: Computer Science, Business Office Technology, Computer and Communications Technology, and Computer Information Systems had just merged and Rick Figuera had just completed his project review the year before in 2009 for CCT. The department had agreed that Rick would include CCT in the next program review, Fall 2012. Computer Science is an academic program and is scheduled every four years and the other departments in the CARE Department are CTE programs and are scheduled every two years. Pam said there has been a benefit in putting together the departments. Everyone is cooperative and they are preparing their Fall 2012 program review. Computer Science will add their section in the department program every four years. Pam said they are considering the recommendations from May 2011 in the upcoming program review.

Pam said Tom had some concerns with the negative comments from the last final recommendations made in May 2011 as the validation meeting was quite favorable. Wayne explained that we will now invite the

departments to meet with President's Cabinet directly after receiving the final recommendations. Tom works directly with UC Berkeley and feeder high schools. Pam said she also is working with high schools.

There was discussion about having each program create their own program review. Dan suggested that each department do their own program review but include a common section that speaks to the programs working together as a department. Pam agreed.

Tom came to the meeting a little late and distributed a rebuttal e-mail he sent on May 3, 2011 after the final recommendations. Dan said that some of the wording on the last final recommendation was unfortunate and said we will now start on the right track with this next program review.

5. College Council Agenda – A few changes were made.

COLLEGE COUNCIL AGENDA

Wednesday, May 2, 2012

2:30 p.m., Fireside Room

1. Call to Order

CONSENT AGENDA – ACTION ITEMS

- 2. Approval of Agenda**
- 3. Approval of Minutes from April 11, 2012**
- 4. Facilities Items – Bruce King**

ACTION ITEMS REMOVED FROM CONSENT AGENDA

NONCONSENT AGENDA – ACTION ITEMS

- 5. Budget Committee Augmentation Recommendations – Mariles Magalong – second read – 15 minutes**
- 6. Governance Process Survey – Planning Committee – second read - 15 minutes**
- 7. Review of College Mission Statement Process – Planning Committee – first read - 15 minutes**
- 8. Proposed Administrative Policy on Program Revitalization, Suspension and Discontinuance – Wayne Organ – third read - 15 minutes**
- 9. Proposed Program Review Changes – Wayne Organ – second read - 15 minutes**
- 10. Basic Skills Initiative – 2012-2013 Budget – Sherry Sharufa – second read – 15 minutes**
- INFORMATION/DISCUSSION**
- 11. Achievement Gap Update – Michael Aldaco – 5 minutes**
- 12. Remodel and Other Measure A Activities – Donna Floyd - 10 minutes**
- 13. Reports from Constituency Groups – 2 minutes each - 10 minutes**
- 14. Announcements – 5 minutes**
- 15. Next Meeting – September 12, 2012**
- 17. Adjournment**

Wayne asked if the Basic Skills Committee used a rubric to get to their allocations. Dan will ask Sherry Sharufa to bring back a rubric to College Council to show how they used to develop their allocations.

6. **Meeting adjourned** at 10:55 a.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President