

To: President's Cabinet From: Denise F. Noldon  
Subject: President's Cabinet Notes Date: February 1, 2013

President's Cabinet Notes (Continuation from Jan. 25<sup>th</sup> meeting)  
Thursday, January 31, 2013  
4:00 p.m., President's Office

Present: Donna Floyd, Mariles Magalong, Wayne Organ, Jasmine Ramezanzadeh, Shondra West, Ysrael Condori,  
Guest: Joseph DeTorres

**Program Review – Business/Real Estate Department Final Recommendations Review** - Denise thanked Joe for coming to the meeting to review his final recommendations.

In response to the final recommendations, Joe said since he had taken ill a couple of years ago, and as such has not met with an advisory committee but plans on reinstating that process. Further comments by Joe follow:

- since 2008, the real estate market has collapsed and many of the courses became inactive as a result;
- some of the courses that did not meet for the last few years were froze which ultimately adversely affected the real estate program to no longer offer the degrees mentioned in the catalog.
- looking at just offering a certificate and not a degree; however, with the market on the increase, we may lose students to other institutions if the market robustly returns as in the beginning part of this century.
- reinstating the advisory committee will help us in this regard as they can project the rebound of the market.
- we are also trying to reestablish a business club to put together a plan that will keep tabs of our graduates and ask the successful post graduate graduates to become mentors to our current students. Due to lack of classified support, we are not able to currently promote this effort.

Additionally, Joe is working with Rick Ramos to look at State descriptions.

In terms of options, Wayne said we have a suspension process that can place a program on suspension for two years with respect to what to do about Real Estate until the market re-gains steady momentum. Joe will meet with Wayne and Donna to discuss the suspension process. Denise offered that Joe consider submitting an application in the next faculty hiring process as we appreciate that Joe's full-time load may not be meeting the needs of students.

Denise thanked Joe for attending the meeting once again.

Shondra: questioned that if the program is suspended then we do have to notify the State so the State knows we are no longer offering the classes? Donna said we cancelled the real estate class this semester due to low enrollment. She doesn't think it that classes were cancelled last semester. Shondra pointed out that if there is a class listed in the program that is no longer offered, i.e. Real Estate 262 is no longer offered and is inactive, that places the program below the 18 required units. There is the possibility of adding an elective or adding the real estate courses under the Business Department. We will submit an inactivation to the State if these courses are suspended or we will revise the program with other courses.

**Accreditation** – Denise said she wanted to divide some of the tasks in Standard IV that are under the auspice of the President’s Cabinet. We need to write a narrative piece of our governance structure and respond to the previous recommendation given to this standard.

Standard IVA –

Describe the environments that are used for our decision-making process. **Wayne** and **Denise** will develop this piece.

IVA.1. - The second part of IVA declares the institution establish and implement policies which requires pulling our policies together and writing them into our self-evaluation. **Shondra** said she will do the research and **Wayne** will work with her on writing this section.

IVA.2.b – Faculty curriculum committee – **Donna**

IVA.3 – Governance Structure to include governing board – **Mariles**

Jasmine will provide additions to each section as it relates to the student and institutional perspectives.

Denise said she anticipates we will review the specific standard assigned to President’s Cabinet, write up our assignments, bring it back to President’s Cabinet to vet our responses to the questions, and ultimately make any revisions before giving the compilation to Donna. Donna will forward our work to Jason (editor). Denise said we are documenting the processes we are already engaged in and gathering our evidence. If we are not doing something we should be, then we need to document are intention on what we are planning to do. The students as well as the faculty and classified will look at the overall completion of responses. Most of Standard IV is about governance. Denise reminded the Cabinet members that this is not about how much we write but it is about the content of what we write.

Denise said she is available for questions as we proceed with this project.

Everyone will bring back their accreditation efforts to the February 22<sup>nd</sup> President’s Cabinet meeting.

Meeting adjourned at 4:45 p.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President