



Student Success Committee, will gather employees to have a discussion and Kelly will discuss this issue at the Student Success Committee. It was agreed we need to have counselors and Kenyetta involved in the planning of these ideas. Basic Skills and Umoja will need to work together. The event was very worthwhile.

Wayne said it was under the direction of the Student Success Committee to put together a report from the CSSE survey results. Wayne said the student survey is already completed. It is the same survey as last time so we will have comparative data. There was discussion about the student surveys. Denise said we could make this an on-line survey and faculty could help us by directing its completion as an assignment outside of classes.

4. **Budget Update** – Mariles said the district did decide to go on stability this year. Restoration monies, about 191 FTES for the entire district which is about an additional 38 FTES for us, if we met our goal next year. Next year there is a 2% restoration on the table. We want to maximize our FTES for next year. This year our goal which would be flat is 5,774 FTES and next year we will remain the same. If we want to take advantage of the 2% restoration, we need to grow beyond the 5,774 FTES. Denise said we have taken the 5,774 and divided it as follows: 750 for Summer 2,468 for Fall 2013 and 2,556 for Spring 2014. We hope our efforts we are engaged in with the high school principals will generate more FTES with high school students as well as special senior activities such as Super Saturday. We need to increase our opportunities to enroll students who are not currently attending CCC. We also need to concentrate our efforts on the students who are enrolled to take a full load. Denise said we have a task force to help us augment our enrollment. She encouraged everyone to let her know of any ideas we are not currently engaged in to generate enrollment. Wayne asked, where are the conversations taking place to encourage students to take full loads? Denise said those conversations should occur at the time of enrollment. Denise said we have to give students other options for enrolling in classes i.e. get students on a transfer track that enable them to transfer in two years. Even if we don't have a formal PACE program, we can still schedule courses as we did for PACE. We have been asked by some of the high schools to offer summer school classes in the afternoon after their summer classes so their students may gain credit recovery. We hope to alleviate some of our enrollment problems next year. Donna said the district has given us an enrollment tool to help us look at the classes based on FTES generation at a certain percentage fill rate. Based on using this tool, we need do not need to add any more classes to the Fall Schedule. Wayne asked if we have taken into consideration the new repeatability rules. Donna replied affirmatively. Wayne said we probably won't have musical production classes with the new repeatability rules. We can't offer transfer degrees in PE, Music and Drama without having students being able to repeat classes for competency. Repeating classes for students that declare those disciplines as majors will not be viable any longer. Shondra will send Wayne Maria Barno's repeatability regulations that offer a clearer understanding.

5. **Final Recommendations** – Wayne distributed a tracking sheet on Athletics and Culinary Arts program reviews going back to 2009. The tracking sheets included final recommendations, action plans, status and 2012 program action plan. Most departments are reiterating their action plans from 2009 and final recommendations. What this chart reveals is there is no follow through with the final recommendations. Denise said she thinks the program review process can be revised in a way that would allow for better data to be provided for decision-making. Some departments are going to have to be held accountable for meeting the prior recommendations as some have not been held accountable for doing so in the past. In its current design, Denise indicated that program review is not connected to resource allocation in a meaningful way. In some cases, Wayne said he found the validation teams are rubber stamping the box that says the department met the last cycle of recommendations. We need to add something on the validation sheet that asks if they have followed the recommendations from the prior cycle. What type of accountability do we want this process to bring? It was agreed, we need to standardize the self-study template. We could follow the accreditation model and issue sanctions if the

program recommendations are not addressed or if the template is not followed nor the previous recommendations acted upon. In order to continue to receive funding, a department would have to show they have met the standards and completed the process. There was discussion about making the program review process more in line with institutional planning and budgeting. The process is anemic because validation teams are not addressing the areas that were listed in the previous final recommendations. Wayne said that it is not only the validation team but President's Cabinet has also not enforced their recommendations. Wayne said the recommendations from President's Cabinet should be the blueprint that the unit incorporates into their action plan.

President's Cabinet agreed to review the program review handbook, offer training, make revisions and inform the departments. All revisions will be brought to College Council. Wayne said these revisions will be brought back to constituency groups and recommendations will be made to College Council early next fall. There was discussion about the validation forms. We have to convey this is a serious process as prior recommendations need to be addressed. We will recommend that prior recommendations be addressed as a President's Cabinet recommendation if they are not addressed. Next budget cycle, if a department has not submitted their program review in a timely cycle, then the budget request will not be considered.

Final Recommendations were developed for Academic Skills, Automotive, HHS/Medic and CalWORKs,

Meeting adjourned at 11:45 a.m.

Respectfully submitted,

Melody Hanson  
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