

To: President's Cabinet From: Denise F. Noldon  
Subject: President's Cabinet Notes Date: April 16, 2014

**President's Cabinet  
Wednesday, April 16, 2014  
9:00 a.m., President's Conference Room**

Present: Tammeil Gilkerson, Erika Greene, Mariles Magalong, Wayne Organ, Denise Noldon  
Absent: Ysrael Condori

1. **Final Recommendations** – Wayne will address Certified Nursing Aide, Erika will address LAVA and Tammeil will address Bookstore. Reports will be given at the April 25, 2014 President's Cabinet meeting.

Wayne proceeded to give his commendations and recommendations for the Nursing Program Review. His report was almost complete and he said he would submit the written conclusions to the cabinet later today via e-mail.

Wayne said the validation team for nursing didn't seem to place enough effort into their report to correspond with the stellar effort put into the self-study. Denise suggested that President's Cabinet meet with the validation teams in the future to ascertain if there is any additional information needed in the self-study reports as President's Cabinet has been replicating the work of the validation team by developing Final Recommendations. The information in the validation reports should be used to commend those who are doing a good job and make recommendations to help the programs that need it albeit ensuring resources are allocated appropriately. Tammeil said after sitting on a validation team for the first time this semester, the questions on the validation report form do not require the validation team to look at the programs in a way that provides constructive and critical feedback. Mariles said the program review reports are referred to either online or the hard copies in the binders while deciding priorities in the budget augmentation process. Mariles continued to say there has been program review training in the past for development of the self-studies and completion of validations. Wayne said we could develop an online training session. Wayne said the dynamic will be different if the validation team has to defend their validation report to President's Cabinet.

Wayne will talk to the chair of the Nursing validation committee to see why so much was missed in their validation report.

There was discussion about the scheduling of the self-study and validation teams as part of the program review process. Denise said we have to emphasize to everyone that this is important work, give them a timeframe, and tell them what work is expected of them. Tammeil suggested we have the validation and self-study teams evaluate the process. How can we make the process useful? It was agreed that President's Cabinet will design an assessment for the fall program review teams. Denise commended Contra Costa College on our steadfastness of completing program review and following a schedule; however, she said we need to make our program review process more robust and connected more to our planning and resource allocation processes.

Mariles said we asked employees to assess the new budgeting process last year which helped tweak the process for this year.

Mariles said she has reviewed Speech's thorough budget augmentation paperwork and, therefore, it is disappointing to see their recent self-study. There are so many areas for improvement. The report says 2010 at the top but it includes data through 2013. Assessments refer to 2009. Mariles is guessing that this is a *cut and paste job*. The validation team did not say anything about the incongruity in dates. There were two new faculty members on the validation team. President's Cabinet will send back the self-study to the Speech Department. Denise said we should talk to the validation and speech chair and have the self-study team re-do the report correctly and then send it back through the validation process. The report does mention that having two full-time faculty members in the speech department is not enough to create a speech major. Denise said we are not making it clear enough that program review is tied into budget augmentation. Mariles said the budget augmentation from Speech was stellar that is why this report is so disappointing. Tammeil said the deans need to be more involved in the program review process. Wayne asked if we shouldn't have the corresponding dean's signature on the self-study.

Helen Kalkstein used to have those departments in her division make presentations of their program review and SLO's at the division meetings. Denise suggested that even though some of the program reviews are on a four year schedule they should be presenting their SLO's on a two year basis. Wayne said the 2008 accreditation response liked our three prong program review process: self-study, validation and final recommendations. We just have to refine it.

2. **Accreditation** – Denise said our team chair is Sylvia Thomas, Vice Chancellor from Riverside Community College District. Denise said we can expect to be looked at differently this time around due to changes in the standards. They (the team) will be looking closely at how we close the loop and how well we are engaged in processes and outcomes for the college. What do we do with the information we garner from program review to improve our programs. We want our processes to be strengthened through assessment. Wayne had some concerns after reading the 3<sup>rd</sup> draft of our report as we may not have enough planning items and we should address that in our report. We want to be evaluated based on our transition as many faculty members have retired. The emphasis is on quality improvement and what has been accomplished in the previous six years and what we hope to accomplish in the next seven years. We want to hone in on the program review process itself.
3. **Constituency Reports** – Classified - Erika said the next classified meeting is on May 2<sup>nd</sup> from 12:00 to 1:00 p.m. She will encourage classified to participate in shared governance by joining campus committees. Erika will inform the Classified Senate they have funds available to help encourage classified to participate in meetings. She will also be working with James on the Classified website. Job links is June 5<sup>th</sup> at San Ramon Center. She will work on instituting vanpool. Tammeil asked Erika if classified have voted on moving graduation next year from Wednesday to Thursday. Erika will send out an e-mail and get back to Tammeil.
 

Faculty - Wayne said the faculty supports SB850 and wrote a letter of support to Marshall. Academic Senate voted and approved Management Council's position to move the commencement date from Wednesday to Thursday next year. They started working on the automatic awarding of degrees and certificates. They also worked on a slight language change for "transition language between classes" at the request of College Council.

Management – Denise said managers have not met since last meeting. Measure E still ongoing. There is an information power point she will send to each constituency as information only. Mariles asked Erika and Wayne to encourage faculty and staff to attend the Employee Appreciate Day on April 25<sup>th</sup>.

Meeting adjourned at 10:03 a.m.

Melody Hanson  
Senior Executive Assistant to the President