**CONTRA COSTA COLLEGE**

**President’s Cabinet**

**Date:** Friday, February 5, 2015

**Time:** 9:00 – 11:00 a.m.

**Location:** AA-203

| **Item**  | **Discussion** | **action items** |
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| 1. Review of Minutes from Dec. 11, 2015, meeting.
 | Minutes were approved. | No action necessary. |
| 1. Program Review / Validation Reports: Spring 2016 Units
 | Program Review was discussed and assignments made for the member who will take responsibility to draft the department’s final recommendations prior to the end of the term.Erika Greene:* Social Science

Beth Goehring:* CNA
* Nursing

Mariles Magalong:* Early Childhood Education
* Math

Mojdeh Mehdizadeh:* Admissions and Records
* Business Services

Tammeil Gilkerson:* Counseling
* Puente

President Mehdizadeh suggested that Program Review be discussed in detail at the next Planning Committee meeting to assess process for determining what area/units must undergo program review. | Michael to add Program Review to the next agenda of the Planning Committee meeting. - Michael |
| 1. Auditing Classes
 | Beth Goehring opened discussion about CCC and auditing class with the following points/questions:1) Asking for clarification on the CCC audit policy2) Is there a limit to how many times a student can audit a course?3) Are there any potential ACCJC audit problems if students audit a course more than one time?4) Can we find a way to have auditing students show up on our rosters? | Mojdeh to investigate cases where students have been denied audit placements in classes. - Mojdeh |
| 1. Review of CCC Enrollment Data
 | Mojdeh indicated that a report is due to the Board about each college’s enrollment management efforts focusing on:1. Recruitment
2. Retention
3. Completion
 | -Data will be compiled and then sent to the District during the week of Feb. 8.  |
| 1. Draft College Council Agenda Items
 | College Council agenda was drafted, specifically items related to the Measure E presentation and an item related to electronic storage of documents needed for the accreditation process. | Michael to finalized College Council agenda and distribute, post, and publicize. |
| 1. ***Updates:***

-Management Council *-*Academic Senate -Associated Students -Classified Senate***(Updates, continued)*** | MC:* Mojdeh spoke of the managers in MC presenting on their respective departments and how it cross pollinates ideas for each department’s good.
* Mojdeh spoke of the Hay Group study of job classifications that is currently in the works.
* She spoke as well of the sick policy leave for hourly employees.

Academic Senate:* Beth Goehring spoke of the Program Review: Self-Study and Validation Team training that was done on All College Day.
* Faculty hiring online test is near completion. It is being tested currently before the roll-out.

Classified Senate:* Erika Greene is working on the EEOP.
* Classified trip/conference is being planned for Ventura in June.
* Job links will be held the first week of June at DVC.

ASU:* First meeting of the year was held on Jan. 12.
* Spring Festival is scheduled for March 15/16.
* Budget is being laid out for the semester.
* “Coffee with Cops” student/police officer event scheduled for Feb. 16.
* Meetings of ASU are being rescheduled to 5:15-6:30 p.m. to allow evening students to attend.
 | No action necessary. |
| 1. Others Items to share?
 | None. | No action necessary. |
| 1. Next Meeting: March 4, 2016
 |  | Information |