**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 policy  2) 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 |