

**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  |
|---|---|---|
| 1. Review of Minutes from Dec. 11, 2015, meeting.         | Minutes were approved.  | No action necessary.  |
| 2. Program Review / Validation Reports: Spring 2016 Units | <p>Program Review was discussed and assignments made for the member who will take responsibility to draft the department's final recommendations at the end of the semester:</p> <p><u>Erika Greene:</u></p> <ul style="list-style-type: none"> <li>• Social Science</li> </ul> <p><u>Beth Goehring:</u></p> <ul style="list-style-type: none"> <li>• CNA</li> <li>• Nursing</li> </ul> <p><u>Mariles Magalong:</u></p> <ul style="list-style-type: none"> <li>• Early Childhood Education</li> <li>• Math</li> </ul> <p><u>Mojdeh Mehdizadeh:</u></p> <ul style="list-style-type: none"> <li>• Admissions and Records</li> <li>• Business Services</li> </ul> <p><u>Tammeil Gilkerson:</u></p> <ul style="list-style-type: none"> <li>• Counseling</li> <li>• Puente</li> </ul> <p>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.</p> | <p>Michael to add Program Review to the next agenda of the Planning Committee meeting. - <b>Michael</b></p> |

| ITEM  | DISCUSSION  | ACTION ITEMS   |
|---|---|--|
| 3. Auditing Classes   | <p>Beth Goehring opened discussion about CCC and auditing class with the following points/questions:</p> <ol style="list-style-type: none"> <li>1) Asking for clarification on the CCC audit policy</li> <li>2) Is there a limit to how many times a student can audit a course?</li> <li>3) Are there any potential ACCJC audit problems if students audit a course more than one time?</li> <li>4) Can we find a way to have auditing students show up on our rosters?</li> </ol>   | Mojdeh to investigate cases where students have been denied audit placements in classes. - <b>Mojdeh</b> |
| 4. Review of CCC Enrollment Data  | <p>Mojdeh indicated that a report is due to the Board about each college's enrollment management efforts focusing on:</p> <ol style="list-style-type: none"> <li>1) Recruitment</li> <li>2) Retention</li> <li>3) Completion</li> </ol>   | -Data will be compiled and then sent to the District during the week of Feb. 8.                          |
| 5. 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.                         |
| <p>6. <b>Updates:</b></p> <ul style="list-style-type: none"> <li>-Management Council</li> <li>-Academic Senate</li> <li>-Associated Students</li> <li>-Classified Senate</li> </ul> | <p><u>MC:</u></p> <ul style="list-style-type: none"> <li>• Mojdeh spoke of the managers in MC presenting on their respective departments and how it cross pollinates ideas for each department's good.</li> <li>• Mojdeh spoke of the Hay Group study of job classifications that is currently in the works.</li> <li>• She spoke as well of the sick policy leave for hourly employees.</li> </ul> <p><u>Academic Senate:</u></p> <ul style="list-style-type: none"> <li>• Beth Goehring spoke of the Program Review: Self-Study and Validation Team training that was done on All College Day.</li> <li>• Faculty hiring online test is near completion. It is being tested currently before the roll-out.</li> </ul> | No action necessary.   |

| ITEM                           | DISCUSSION  | ACTION ITEMS         |
|--------------------------------|---|----------------------|
| <i>(Updates, continued)</i>    | <p><u>Classified Senate:</u></p> <ul style="list-style-type: none"> <li>• Erika Greene is working on the EEOP.</li> <li>• Classified trip/conference is being planned for Ventura in June.</li> <li>• Job links will be held the first week of June at DVC.</li> </ul> <p><u>ASU:</u></p> <ul style="list-style-type: none"> <li>• First meeting of the year was held on Jan. 12.</li> <li>• Spring Festival is scheduled for March 15/16.</li> <li>• Budget is being laid out for the semester.</li> <li>• “Coffee with Cops” student/police officer event scheduled for Feb. 16.</li> <li>• Meetings of ASU are being rescheduled to 5:15-6:30 p.m. to allow evening students to attend.</li> </ul> |                      |
| 7. Others Items to share?      | None.   | No action necessary. |
| 8. Next Meeting: March 4, 2016 |   | Information          |