

October 11, 2011
2:00-3:30, AC 108
Minutes

Present: Yolanda Bellisimo, Raemond Bergstrom-Wood, Tom Burke, Mike Dougan, Jon Gudmundsson, Chialin Hsieh, Mike Irvine, Peggy Isozaki, Sara McKinnon (Co-Chair), Ken Meier (Co-Chair), Marshall Northcott (Staff Resource), Lance Reyes, Nanda Schorske, Carol Scialli (Staff Resource), Kathleen Smyth

Absent: Molly Johnson, Michele Martinisi, Norm Pacula

Others Present: Amal Mougharbel (*Assessment Leadership Academy*)

Agenda Review

- Agenda approved.

Minutes

- Minutes of September 27 meeting approved with following edit per Peggy Isozaki: On page 2, the 5th bullet under *Comments, Fiscal's ideas*—there are 2 bullets. Clarify 2d bullet where it says, *Make hard decisions about cutting courses*. Change to *Make hard decisions about cutting courses and reallocating units where they are needed*.

Welcome

- Lance Reyes, student representative and Director of Public Relations, *ASCOM*.
- Mike Dougan, Journalism instructor.

Governance in Action

Kathleen Kirkpatrick

- Hold for future meeting.

ACCJC Updates

Chialin Hsieh; Ken Meier

- Review of excerpt from ACCJC updates document from ALO training Chialin attended on September 23, 2011. (Chialin will forward entire file of full *U.S. Department of Education* regulations via e-mail.) Some highlights:
 - Incentive compensation: disconnects financial compensation from results of recruitment efforts. (Per Ken: New *Director of Community Education, Lifelong Learning & International Education* will be developing a business plan and strategy to address international students.)
 - Must ensure no misrepresentation of information is disseminated to public.
- Gainful Employment (*Nanda*):
 - *GE Disclosure Rule* passed by Congress: any program that represents itself as training for vocational opportunities is required to follow detailed reporting and documentation so accurate data is provided to students regarding labor market, projected cost, projected length of completion time, job placement, post success rate, certificates awarded.
 - Idea is to provide information to students who might be misled.
 - Good for students and good for institution making sure there is a clear pathway and offers program on a 2-year rotation.

- Cleans up ethics and process but is a huge undertaking.
- Credit Hour (Sara):
 - One unit is 16-18 lecture hours and triple if it's a lab class. Need to make sure classes meet for appropriate amount of time. It's a method of assuring students and faculty have correct contact hours.
- State Authorization: institutions offering distance education must meet state authorization in states where institution is not physically located.
- If college does not successfully address the "deficiencies" that ACCJC cited within 2 years, college will lose its accreditation even if college has reaffirmed its accreditation. (Must be proficient in SLOs by fall 2012.)
- Review of pages 4 and 5 and individuals responsible for keeping college on track.
- Student achievement data: we are not currently being asked for our benchmark (percentage that we want to achieve.)
- WASC is coming October 31 and will visit KTD and IVC campuses.

Survey Focus Group

Chialin Hsieh

- *Management Council Survey Focus Group Survey and Chairs Survey Focus Group* distributed.
- Status of process:
 - Planned for 7 focus groups: *Academic Senate, Classified Senate, Student Senate, Management Council, Operations, IVC, Student Services, and Department Chairs.*
 - Have administered to 6 focus groups; will do student focus group today.
 - Review of results.
- These are topic ideas. Suggestion that actual surveys offer prompts.
- At next PRAC meeting, we'll analyze results of all 8 focus groups to see similarities and differences.

Subcommittee Reports

Technology Planning

Mike Irvine

- Interviewed and ranked four firms vying for position of Consultant to write *Tech Plan*. Recommendations were forwarded to *President* and *VP of Operations*.
- Bids ranged from \$70,000 to \$150,000.
- Committee is compiling information in advance to provide to Consultant that is chosen.
- Committee meets tomorrow.
- Would like *Plan* completed by April 2012.

Student Access & Success

Ken Meier

- Nothing to report.

Educational Planning

Chialin Hsieh

- Committee met for second time last Tuesday and reviewed *Ed Master Plan* recommendations as well as *Strategic Plan*. Committee decided to break down categories. Each meeting will focus on one category. Last meeting focused on *Student Success*.

- Next Tuesday's meeting: Angelina Duarte, Ali Klinger, Bob Balestreri have been invited to present their efforts related to Student Access and plans for the future.
- Committee will report back to PRAC in December.

Facilities Planning

Laura McCarty

- Committee met yesterday and were debriefed that, subsequent to selecting *VBN Architects* (to write a *Facilities Master Plan* and *Facilities Maintenance Plan*), the President wanted Cabinet to see a presentation.
- Firms' fees ranged from \$200,000 to \$800,000 and we have only \$70,000 allocated for the task. (WASC needs to see a plan that illustrates a process that uses internal information to plan.)
- We'll get software and planning process that can forecast space, M&O, utilization numbers. We'll get a snapshot of where we are when *Modernization* is completed. Plan will include a snapshot of how our current M&O resources are able to maintain our post-Modernization buildings. We will have data.
- Proposal to approve *VBN* will go before November Board meeting.
- *Austin Science Center* will be retained and initially used for swing space while NAC is under construction. Then, it will house HR, OIM, Police, possibly leased space to Sheriff's Department, maybe more classrooms.
- *Fine Arts* update:
 - Reduced noise annoyance but demo noise still exists.
 - Copper pipes will be replaced.
 - Not ready to file a notice of completion as there are issues with lighting and rolling doors among other things.
- Unstable Redwood tree will be taken down on Sunday. Suggest notifying all.

Instructional Equipment

- Nothing to report

Professional Development

Yolanda Bellisimo

- Meeting this afternoon.

Other Reports & Updates

SLOs Update

Yolanda Bellisimo; Chialin Hsieh

SLOAC Meeting

- *COM Problem Solving Common Rubric Assessment Data* distributed.
- Chialin illustrated what data looks like when she puts into system.
- Page 1 is *Early Assessment*.
- Page 2 is *Late Assessment*.
- Page 3 is *Comparison of Early and Late Assessment Results*.
- Page 4 is movement from pre and post in each category.
- Can compare pre and post assessment data.
- Next round of data will illustrate how many students moved from bottom level to top level.

- Truly tells you at college level are we teaching these skills without identifying people.
- Kudos for a most creative *Assessment* process.

Meeting Wrap Up/Assignments

- Next meeting is October 25