CITRUS COMMUNITY COLLEGE DISTRICT

Steering Committee Minutes
September 24, 2007

PRESENT:

David Brown, Faculty
Paula Green, External Relations
Marilyn Gunstream, Faculty
Jeanne Hamilton, Student Services
Dana Hester, Academic Senate
Mike Hillman, Faculty
Carol Horton, Financial/Physical Resources
Lari Kirby, Supervisors/Confidential
Dennis Korn, Faculty
Jim Lancaster, Faculty
Bruce Langford, Faculty
Irene Malmgren, Educational Programs
Cathy Napoli, Classified
Peggy Olsen, Classified
Jesse Sanchez, ASCC
Michael Viera, Superintendent/President
Linda Welz, Information Technology

ABSENT:

Star Dominguez, ASCC
Maia Greenwell-Cunningham, Faculty
Kate Halcrow, Faculty
Greg Johansen, Faculty
Patricia Lawrence, Faculty
Sandra Lindoerfer, Human Resources
Bob Orso, Adjunct Faculty
Gailynn White, Faculty

GUEST:

Roberta Eisel, Student Learning Outcomes Coordinator
Lan Hao, Director of Institutional Research
John Vaughan, Faculty

CALL TO ORDER

Michael J. Viera, Ph.D. called the meeting to order at 2:48 p.m. in the Foundation Conference Room FP100. Dr. Viera welcomed everyone back and hoped they had a great summer. We are back for the 2007-2008 school year. Dr. Viera reminded everyone of the new time and location for the Steering meetings. Dr. Viera also shared information on the Strategic Planning meetings that will begin at 4:00 p.m. following the fall semester Steering meetings.

Minutes

Recommended by Mr. Bruce Langford to approve the minutes of the May 7, 2007 Steering Committee meeting as submitted.

Reports and Quick Updates

Irene Malmgren – Educational Programs

Ms. Malmgren stated that the winter/spring schedule is being updated today. The Deans blocked access to the Banner system on Friday so that updates could begin today to be able to go to the printer on Thursday. Ms. Malmgren participated in Basic Skills Initiative training on Friday. This is basically a self assessment process that will show where we currently are in our basic skills offerings and what the student success has been. Ms. Malmgren stated that the enrollment figures look good.

Ms. Malmgren stated on today's Steering agenda on page 15 there is a list of all of the shared governance committee meetings and times. This information is for reference only. If you see anything that needs to be changed, please contact Jerry Capwell at extension x8881.

Jeanne Hamilton – Student Services

Dr. Hamilton stated that the climate in the Student Service area has changed drastically from the frenzied start of school now that we are in the third week. On Friday, September 28th at Dr. Hamilton's home there will be the Annual Student Services Departments All Day Planning Retreat. Each of the Student Service's areas brings their goals and expectations for this school year and their achievements on last years goals. We then discuss what Student Services as a whole expects to accomplish for the 2007-2008 school year. Dr. Hamilton announced that the first Student Services Committee meeting is scheduled for Thursday, September 27th. On the agenda for this meeting will be the goals for each department and discussion on the major student services activities for the year. The committee will also be evaluating all student services board policies and regulations for currency. There are several very old ones that date back to 1976. Dr. Hamilton stated that the Student Services Committee will also be involved in the Accreditation. Dr. Hamilton announced that enrollment is going well.

Carol Horton, Physical and Financial Resources.

Mrs. Horton stated that the Financial Resources Committee met last week. All of the constituent groups that attended this meeting received information on this year's budget that will be presented to the Board of Trustees on Tuesday, October 2nd. Mrs. Horton stated that the auditors completed their evaluation two days earlier than expected. They finished early because of the clean and concise records and files of the Business Office. There were no findings, but a couple of recommendations.

Mrs. Horton stated that the Physical Resources Committee met this week and there were many projects on the agenda. During the summer months the field house went to bid and the VIP lot was changed into a staging area. The construction has begun on the field and gate house, which is a 15 month project. The Voc Tech building bid opens on October 3rd. The parking lot is due for completion by the end of October and expectation is that the Center for Innovation will be complete in December with possible move in during the spring. Mrs. Horton stated that work is currently being done with the architects to renovate the Liberal Arts/Business building for the four new classrooms. Mrs. Horton also announced that the Physical and Financial Resources meeting minutes are available on the intranet.

Linda Welz – Information Technology

Ms. Welz stated the CITC Committee will meet next month. The committee is working to complete the policies and regulations for this area. The committee will also work on their goals for the year. Ms. Welz stated the semester has started with a lot of change but the changes that effects most people is that we have a new student use tracking system in the computer labs, which is called CI Tracker. Ms. Welz stated that this is the second semester for Banner and the fall reporting issues have been worked out. The reporting and scheduling tool is the current project. These are new tools for counseling and the SARS system.

Ms. Welz also announced that Ms. Joyce Miyabe, TeCS and Ms. Patti Gonsalves, Admissions have been conducting Banner training for faculty. Ms. Glenna Johnson, from TeCS is also scheduling training for Outlook and Excel for all interested staff.

Dana Hester – Academic Senate
Ms. Hester stated Senate held their first meeting and there were several action items. Ms. Hester stated at this week's meeting the committee will take action on the Sexual Assault policy and regulation and will evaluate the Student Learning Outcomes assessment philosophy statement. The Senate's main goal this year is to try and determine a way to assess the impact on student success and changes from the compressed calendar. The committee will also evaluate and make recommendations for changes to the constitution and bylaws. The Senate plans to also provide support to the Student Learning Outcomes position. The Program Review Coordinator position was flown and will close on Friday, September 28th. Ms. Roberta Eisel, the new Student Learning Outcomes Coordinator and the new Program Review Coordinator will work together to identify assessment pieces. At this week's meeting, Ms. Irene Malmgren will present information on enrollment management. Ms. Sylvia Smith and Ms. Marilyn Eng will also present information on the Basic Skills Initiative and College Success. Ms. Hester stated that Senate is currently working to clarify faculty representation for the Steering Committee.

Paula Green – External Relations
Ms. Green reminded everyone of the "Taste of Autumn" event to be held on October 7th. Ms. Green stated that they have received a lot of nice items for the silent auction. This will be held from 4:00 – 8:00 p.m. in the campus center quad.

Ms. Green stated that External Relations is entrenched with the winter/spring schedule. Ms. Green announced that today a photographer from CASE Currents magazine is on campus. CASE represents the Counsel for the Advancement and Support of Education and is a professional organization that we belong to. They are doing a generic article on community colleges and the photographer is taking photos of the new nursing lab.

Dr. Viera thanked Ms. Green for arranging for the billboard on the 605 freeway showcasing Citrus College. This billboard will be up until October 4th.

Cathy Napoli – Classified
No report.

Jesus Sanchez – ASCC
Mr. Sanchez stated that ASCC is very busy and working very hard with a brand new board. There are ten new members. Mr. Sanchez announced that this week is "Club Rush" which is to try to recruit students to be more active. Mr. Sanchez stated that every member on the ASCC Executive Board is volunteering for the "Taste of Autumn". Ms. Linda Bermudez, is leading a voter registration campaign on October 11th. The new Commissioner of Activities is working very hard to promote a Citrus College homecoming event, which is the first in 15 years.

Homecoming week will be October 8th through October 15th.

There will be several different activities with the crowning of the royal court during the homecoming game half time show. There will also be a tailgate party after the game against Bakersfield. Each club has the opportunity to elect a homecoming queen and king.

Mr. Sanchez stated that ASCC student's representatives have been placed on all college committees for representation.

Lari Kirby – Supervisors/Confidential
Ms. Kirby stated that the Supervisors/Confidential all volunteered to man information booths that provided directions, maps, and information to new and returning students. These booths were staffed by 23 volunteer supervisors/confidential team members for the first three days of the fall semester. Three booths were located at entry points on the south, east, and west side of campus and were in operation from 7:00 a.m. to 7:00 p.m. There were seven Student Ambassadors, who added a student perspective and assisted the volunteer supervisors/confidential team members. Mr. Tedd Goldstein, Student Employment Services Supervisor, and Ms. Lari Kirby, Distance Education Supervisor, organized the staffing and information packets for each booth. This was a very successful program.

Dr. Viera – Superintendent/President
Dr. Viera announced that Ms. Roberta Eisel has begun a sixty percent reassignment as the Student Learning Outcomes Coordinator. In her new assignment she will join the Steering Committee, Educational Programs, and Senate meetings.

Dr. Viera announced that today is census reporting day. There are a large number of students that are believed to be technically enrolled but have not attended classes and presumed that they would be rolled out because they have not paid their fees. The District is relying on the faculty to look at their roll sheets and verify that they are correct for students attending your classes. The District will then send these students an invoice to pay their fees. Dr. Hamilton stated that the fees were set up correctly but this did not function correctly with Banner and the roll outs were not completed. Ms. Horton stated that there were 4,000 students with unpaid fees before school started and there are currently 2,665 invoices to be sent to students that had as yet not paid their fees. Dr. Viera states that census is very important to report correctly. Mrs. Horton added that this also generates a student transcript with the student receiving an F if not dropped correctly.

Dr. Viera thanked Mr. Jim Lancaster and CCFA for arranging the "Trustees Candidates Forum" last week. It was not well attended, but the questions were good. Dr. Viera thought the candidates took it very serious. Dr. Viera stated that there are three candidates for the seat that will be vacated by Mr. Michael Bevilacqua, who is retiring after 20 years as the Glendora Trustee.

Dr. Viera announced that the Director of EOPS position has been filled by Mr. Robert Melendez. Mr. Melendez is from Santiago Canyon where he was the Outreach Coordinator for 10 years. He also has been a part time counselor here at Citrus College.

Dr. Viera stated as part of the Community College Initiative that is on the February 5, 2008 ballot, he and Mr. Jim Lancaster are working together to raise funds from Citrus College as part of preparing for the campaign. This is a statewide initiative and will give community colleges their fair share of the Proposition 98 educational funds. Dr. Viera stated that the cost to do a 10 day TV blitz up and down the state of California is approximately $4 million. Every community college has been requested to contribute, in relative terms to the number of students on campus. Dr. Viera also thanked the Citrus College Foundation for their donation.

Dr. Viera stated that as a representative of the primary shared governance Steering Committee it is each representative's responsibility to share information on planning and communication that is discussed here at the Steering meetings to your constituent groups. Dr. Viera also wishes to remind everyone that the Steering Committee agendas and minutes are available on the Citrus College website.

OTHER

Mr. Bruce Langford shared information on Distance Education. There are approximately 100 classes and DE is at approximately 8 percent of the colleges output, which is keeping with the DE figures from last year. Mr. Langford stated that there are also 100 shells on blackboard that administer this program. In addition to the 100 shells there are 300 more shells for traditional classes, which is a total of 400 shells. DE rents server space at five times what the contract states. The contract is up for renewal in December, the usage of space will probably be addressed at that time. Mr. Langford would like to see Blackboard and Wingspan be able to interface. More classes use blackboard for classroom management, because Wingspan does not accommodate classroom management. DE is doing great and the late start classes are full. There are 50 classes for winter and 105 for spring. Ms. Lari Kirby added that a lot of the time is spent on copywrite laws and accessibility.

Dr. Viera asked how Wingspan and Blackboard would work together. Mr. Langford responded that Wingspan does not have the ability for classroom management and Blackboard can do all of this and import from Wingspan to the shell and update. Mr. Langford stated that DE is working with 400 shells, but this has to be done manually each and every time with a very limited staff. There are also 300 classes using the shells that are not Distance Education courses.

OLD BUSINESS:

NONE

NEW BUSINESS:

INFORMATION

A. Accreditation Update – Dr. Jeanne Hamilton

Dr. Hamilton stated the District has a site visit in October or November of 2009; however the Accrediting Commission recommends that you have your structure in place 18 months in advance. In light of this, a training session for several teams was held a week ago at the College of the Canyons. There were 10 of us from Citrus along with three other colleges. The training agenda was from 9:00 a.m. to 3:00 p.m. and covered the purpose, history, and role of accreditation in higher education and the role of the federal government. The current administration has an interest in increased accountability that looks frankly like No Child Left Behind for K-12. The Spellings Commission is working to beef up Accreditation at the higher ed level hoping for accountability and using it in the form of SLO's and getting more prescriptive in data and achievement measurements. The Regional Commission has increased these requirements. These standards were discussed at this training. Citrus was one of the last groups to pass accreditation using the old ten standards. The Commission has reduced the standards to four; however these four standards include the ten from the previous process. We again will be the last group to cycle through the new four. There was a lot of discussion on the cultural of evidence and the pressure to move the college to a cultural of evidence in thinking and reporting. The Commission sent out a rubric on the three key issues of the stages of development and their expectation of where the District should be. In their opinion Program Reviews, Planning, and SLO's are the three issues that receive the most recommendations. Program reviews have been around along time and are expected to be at the highest level of planning. The expectation for SLO's is to be at the development stage. Dr. Hamilton announced that in January the Statewide Academic Senate will conduct training for faculty that will participate on accreditation teams. These trainings are limited to five from each school. Dr. Hamilton recommended that five faculty and a co-chair be appointed soon so that they would be able to attend the January training.

B. Student Learning Outcomes Coordinator – Ms. Roberta Eisel

Ms. Eisel stated the four page job description for this position states that the position will coordinate the college's efforts to make a smooth and effective effort to student learning outcomes and assessment.

Ms. Eisel stated she has been working to identify the work that has been completed since the 2003 Academic Senate Curriculum Institute where the Core Competencies were adopted. This is one of the first steps to move toward emphasis on student learning, rather than the activity and behavior of teaching. There are quite a few pockets of activity of shared assessment tools that are going on among faculty already and many areas of the campus are looking at the impact on student learning.

The first task will be to identify and capture much of what is already going on. Ms. Eisel distributed copies of the new Student Learning Outcomes web page, which includes information and a list of dates of orientation sessions open to everyone.

A draft of the flyer for the orientation meetings was also distributed. At these orientation meetings there will be discussion on what student learning outcomes are such as accreditation, the mission statement, the program review process, and curriculum. These sessions are offered to everyone for common vocabulary and understanding of the process.

Ms. Eisel will distribute a survey to the faculty to identify and capture more of the information such as lab tests, mid terms, and finals to see where we are going as an academic community.

Ms. Eisel thanked Ms. Paula Green, Mr. Rocky Reynolds, Ms. Angie Delgado, and Ms. Christina Kelly for being very supportive in assisting with these materials. Ms. Eisel stated work is currently being done on a logo.

Dr. Viera commended Ms. Eisel on all the work already completed. Just in starting to connect the dots and conceptualize this to bring all of the campus together. This not only goes beyond the instructional side, the student services side, and the support services when you look at the accreditation guidelines. This covers the entire gamut of what we do on campus, all of which is to support student learning. We will be able to identify how in fact every unit of the campus from the President's Office to facilities are working to make things better for our students.

Ms. Eisel shared the web site location it is www.citruscollege.edu/SLOA. Please share any suggestions for the website. Ms. Eisel thanked Ms. Jolie Elman for all of her hard work on the web site.

C. Board Goals – Michael J. Viera, Ph.D.

Dr. Viera distributed copies of the recommended Board goals for 2007-2008. Dr. Viera stated that he is really pleased with what the Board is doing this year. They have much more of an emphasis on what is going on with our students and how the college and what they as Trustees can do to be supportive of our students. Dr. Viera briefly went over the attached proposed Board of Trustee Goals for 2007-2008.

Dr. Viera asked everyone to note the dates and locations for the future Steering meetings. Dr. Viera stated that possibly by the May Steering meeting it may be held in the community room of the new Center for Innovation. Dr. Viera requested two dimensional pieces of art for the walls in the new building. Dr. Viera wanted to acknowledge the art work on loan from Mr. Mike Hillman in the Math building. Also Ms. Elanie Moore has donated a piece of her art that replicates the cave dwellings that she has been studying in Mexico.

Meeting adjourned at 3:58 p.m.