CITRUS COMMUNITY COLLEGE DISTRICT

Steering Committee Minutes
September 22, 2008

PRESENT:

Leigh Buchwald for Linda Welz, Info Tech
Jack Call, Faculty
Roberta Eisel, Faculty
Joshua Gaglia, ASCC
Paula Green, External Relations
Jeanne Hamilton, Student Services
Dana Hester, Faculty
Mike Hillman, Faculty
Carol Horton, Financial/Physical Resources
Lari Kirby, Supervisors/Confidential
Bruce Langford, Faculty
Irene Malmgren, Educational Programs
Mike Merandi, Faculty
Cathy Napoli, Classified
Peggy Olson, Classified
Geraldine M. Perri, Ph.D., Superintendent/President
Robert Sammis, Interim Human Resources
John Vaughan, Academic Senate

ABSENT:

Kathy Bakhit, Faculty
Maia Greenwell-Cunningham, Faculty
Tom Gerfen, Adjunct Faculty
Dennis Korn, Faculty
Gailynn White, Faculty

GUEST:

Dr. Lan Hao, Director of Institutional Research

CALL TO ORDER

Geraldine M. Perri, Ph.D. called the meeting to order at 2:54 p.m. in the Louis E. Zellers, Center for Innovation Community Room. Introductions were made.

Minutes

Recommended by Mr. Bruce Langford and seconded by Mrs. Carol Horton to approve the minutes from the June 9, 2008 Steering Committee meeting as submitted.

Reports and Quick Updates

Jeanne Hamilton – Student Services

Dr. Hamilton stated the Student Services Committee has not met. There is a meeting scheduled for Thursday, September 25th. Dr. Hamilton announced that the Annual Student Services Planning meeting was held on Friday, September 19th at her home. Dr. Hamilton shared a binder that was used at the planning meeting by each of the departments to document their goals for this year and it also included a page for the progress that was completed on last year's goals.

Dr. Hamilton stated there was a conference call on Friday from the Substantive Changes Committee of the Accrediting Commission for Community Colleges with a few questions regarding the three substantive change requests that were submitted for Distance Education, the ADN program, and the Emergency Management of Homeland Security proposals. Dr. Hamilton stated all of the credit should be extended to Dr. Maureen Estrada, Dr. Kim Holland, Mr. Bruce Langford, and Mr. Eric Rabitoy for all of their hard work in preparing these proposals.

Irene Malmgren – Educational Programs
Ms. Malmgren stated that Educational Programs Committee met and approved the Counseling Program Review that has been submitted to Steering for approval. Ms. Malmgren added the EPC Committee continues to review the program review process and agreed that there will be an annual process and also a four to six year process. Ms. Malmgren announced Senate will take the lead for the new program review process training. Ms. Malmgren stated that the Dean's and their assistants are working like crazy to complete the winter/spring schedule by Friday, September 26th.

Carol Horton – Physical/Financial Resources
Mrs. Horton stated that the Financial Resources Committee met to evaluate the adopted budget in preparation for the presentation to the Board on October 7th. Mrs. Horton added as far as the state budget goes the senate and assembly passed a compromise budget on Friday with the Governor to sign today. Mrs. Horton stated what this means for community colleges is a .68 percent COLA and 2% growth, which is a bit of an improvement. Mrs. Horton stated that categorical programs will be funded at last year's levels instead of reduced levels and there are no improvements on revenue economically. Mrs. Horton added the next few years do not look good. Mrs. Horton announced that the Financial Resources Committee is conducting a College-Wide Budget Forum on Tuesday, September 23rd from 4:00 – 5:00 p.m. in the Louis E. Zellers Center for Innovation, Room CI-159.

Mrs. Horton gave an update on Physical Resources stating that the Facilities area has three major projects in process; the Voc Tech building is now in the completion phase for the first building with occupancy in February. Mrs. Horton added that phase two is the automotive area that will take nine to twelve months to complete. In February or March demolition will begin for Tech A and B. The field house is looking really good and access has been created for athletic events in the stadium. The softball field has been completed and is beautiful, but the restroom facility is still under construction. The construction fence will be removed tomorrow and paving will begin for approximately 50 to 70 additional student parking spots that will be ready by Monday, September 29th. Mrs. Horton stated that the Student Service building is in the excavation process.

John Vaughan – Academic Senate
Mr. Vaughan stated Senate met and at the last meeting Mr. Levi Richard presented an idea requesting faculty support on a new bookstore scholarship for current and ongoing students. The Bright Futures Scholarship is actually for incoming students not continuing. This was enthusiastically endorsed and there was good response for forming a committee with the first meeting to be held on Tuesday, September 23rd. Senate also discussed the annual program review and implementation. Mr. Vaughan will work with Ms. Malmgren to begin the training for program reviews this semester. At the next Senate meeting action will be taken on the prerequisite challenge process and a new and improved academic renewal process. Senate continues to work on the grievance textbook policy and regulation. Mr. Vaughan added under new business the HotShots team will make a recommendation to set specific goals for completion of SLO's and assessment. Senate also discussed the accreditation themes beginning with dialogue and organization.

Robert Sammis – Interim Human Resources
Mr. Sammis stated the Human Resources Committee has not met but there is a meeting scheduled for October. The Human Resources Committee will be reviewing policies and procedures.

Leigh Buchwald – TeCS
Mr. Buchwald stated ConnectEd is moving forward and TeCS Services will be working with Ms. Paula Green to finalize the "*Citrus Alert*" advertising schedule. The actual product name is "*Connect Ed"* and the company name is "*Blackboard Connect"*. Mr. Buchwald stated when students register through the Wingspan system they are requested to input emergency contact information to the "*Citrus Alert*" system. This information will be used for college wide alerts when necessary. The "*Citrus Alert*" Committee will meet and begin training for those that will have access to the system.

Mr. Buchwald stated the system will allow organization of information, assist with sign ups, placement of ads, includes graphics, and press releases. The advertising campaign will begin this week and will be distributed through the Clarion. Mr. Vaughan stated that faculty could also assist with distribution of this information. Mr. Buchwald announced through the ConnectEd system there was 87 percent valid student emails during the earthquake emergency process, which was a very good figure.

Paula Green – External Relations
Ms. Green stated that External Relations is very involved in "*Citrus Alert*" and continuing the daily duties of the winter/spring schedule that will go to the printer on October 5th. The media coverage during the summer months was slighter but we did have notable coverage on a few items, one of which was the coverage of the first pinning ceremony for our nursing program that was featured in "*Nurseweek's Magazine"*. The other was the local newspaper *San Gabriel Valley Tribune's* coverage of Mr. Richard Ghidella's vaccine website. Ms. Green stated that they also received word from the National Council for Marketing and Public Relations (NCMPR) that External Relations won a silver medal for the design of the invitation for the June foundation fundraiser "*Watercolor Alive*". Ms. Green announced that the media preference survey began today via email.

Stefano Saltalamacchia– ASCC
Mr. Saltalamacchia stated the students are adapting to their classes and preparing for shared governance and accreditation meetings. Mr. Saltalamacchia stated ASCC will adopt their goals at tomorrow's ASCC meeting. Mr. Saltalamacchia stated that ASCC is dedicated to improving textbook prices. ASCC is also collaborating with the rest of the campus on emergency preparedness. ASCC would like to expand Citrus College's definition of diversity by holding diversity events. The first diversity event will be in collaboration with the Latina Leadership Network featuring Mr. Sal Castro, Educator and Activist on October 2, 2008 from 11:00 a.m. – 1:00 p.m. in the Campus Center.

Mr. Saltalamacchia stated that ASCC will be advocating on parking issues, there have been many calls and concerns.

Mr. Saltalamacchia stated ASCC is also supporting "*Rock the Vote*" to make sure that students are informed voters and active citizens. ASCC will host a debate night in the Campus Center. ASCC will also support and promote getting students registered to vote on "*Voter Registration Date*", which is scheduled for October 8-9, 2008. Other ASCC events are CAP Disability Awareness Day and Homecoming. The homecoming game is scheduled for October 25th against Chaffey.

Mr. Saltalamacchia stated that ASCC has been working on the graduation regale resolution and Mr. Josh Gaglia, Vice President is working with the academic renewal sub committee.

Cathy Napoli – Classified
No report.

Lari Kirby– Supervisors/Confidential
Ms. Kirby stated the Supervisors/Confidential manned the information booths again this semester and they were extremely busy in the morning hours. Ms. Kirby stated that the Supervisors/Confidential group held a meet and greet with Dr. Perri. Ms. Kirby added that the "*Student Worker of the Year*" nominations will begin soon.

Geraldine M. Perri, Ph.D. – Superintendent/President
Dr. Perri announced there have been several complaints received on parking. Dr. Perri stated that the Physical Resources Committee, chaired by Mrs. Horton will activate a discussion on parking and look at additional strategies to initiate. They will also explore how other institutions are handling this issue and take a look at fiscal implications that may facilitate the parking situation. The District has done well in responding to this issue. Dr. Perri stated that she just met with the Mayor of Glendora who has also received complaints from residents regarding the parking and was very impressed on the many items that Citrus has done to mitigate the parking issue. The District has rented space from APU for remote parking in Azusa, several parking lots have been re-striped to increase parking spots, and emails have been sent requesting students to car pool, and/or use public transportation. Citrus has approximately 900 additional students, plus the construction which has caused quite an issue. Dr. Perri thanked Mrs. Horton and her committee for their hard working in trying to alleviate this issue. Dr. Perri invited everyone to submit any parking recommendations to the Facilities committee.

Dr. Perri stated that the Boards main goal for this year is to update the Board policies and regulations. There are 35 board policies that are mandated by the accreditation commission and these will be the policies that will be addressed first. The California Community College League (CCLC) defines each chapter's relationship such as; Chapter 1 relates to the Institution, Chapter 2 to the Board of Trustees, and Chapter 3 to Instruction, Student Services, Finance, and Facilities. The District will begin with the chapters that are mandated by the commission and the thirty-five policies the accreditation commission requires. The Board has made their chapter a top priority with the goal to complete their chapter before the Accreditation Commission visit. The

board has formed a sub-committee of Trustee Joanne Montgomery and Trustee Patricia Rasmussen. The sub-committee will be working with Dr. Jane Wright, the CCLC consultant, Ms. Pam Sewell, and I to draft the policies that relate to the Board. These policies will be distributed to the shared governance groups as information only items non action. As well, we will identify the hundreds of policies recommended by the state that are relevant to federal law, state law, Ed code, or Title 5. Dr. Perri stated that this is a time consuming process and takes about three to four years to complete. The Board's policies should be submitted to Steering in late October.

Dr. Perri announced that the Board of Trustees held a special work session and set goals for 2008-2009 year. These have been aligned with the strategic plan and all revert back to one of the four items on the strategic plan. Once the Board adopts these goals, they will be released to the college. In terms of the Strategic Plan, it has four major goals and there were four committees that worked on these goals who did a wonderful job designing various activities. The next step is to prepare a timeframe of activities for each strategic plan. Dr. Hao and Dr. Perri will meet with each strategic planning committee to identify the activities set in the goals and which activities will be completed in year one, two, and three. The goals will use similar language and accountability for measurement for the annual implementation plan and periodic updates throughout the year.

Dr. Perri stated that an "*Emergency Preparedness Plan"* is moving forward with preparation for practice drills. Dr. Perri added college wide information will be distributed. The formal training will be actual courses that are required by the Governor's office for emergency services. We are working from a state directive that was sent to us with all the courses that need to be completed. Dr. Perri thanked Mrs. Horton who has been working with Mr. Mike Harrington, Director of Facilities and Construction to produce a plan for emergency preparedness.

The Educational Master Plan is eight years old and needs to be updated. This project will begin this semester for the entire college and will also include the external community. The committee will basically look at Citrus College now and where it should be in the future. This will also relate back to different things such as program review, strategic plan, and slo's. The Educational Master Plan will be a blue print for the future. This plan will align with the current facilities and evaluate campus space, will also look at full time equivalent (ftes), weekly student contact hours (wsch) generation, and what areas are producing and how much, how it aligns with the space and demographics, and industry trends. Dr. Perri announced that a consultant has been hired to assist Citrus with this college wide process.

Roberta Eisel – Student Learning Outcomes Assessment Committee

Ms. Eisel stated that at Convocation she was able to highlight the activities that will move forward on student learning outcomes and assessment. Ms. Eisel stated that we are ready to move forward on our recommendation to purchase augmentation to the Curricunet system. This will serve as that repository for all things related to student learning outcomes and assessment from the course, to the program, to general education, to instructional support services, and student services, etc. Along with the recommendation to buy this resource will be a recommendation for in house staff support to maintain, analysis, and process materials in that location.

We are ready to move forward to improve the web service center and forward a recommendation from the HotShots to set completion markers with five questions that relate to course level student learning outcomes.

Ms. Eisel stated Citrus does have an educational associate arts/general education philosophy statement that is in the graduation requirements policy. Ms. Eisel stated with this we can look at general education, student learning outcomes, and can create a system that will assess and build general educational courses that already have SLO's.

OTHERS

Mrs. Carol Horton announced that Mr. Mike Hillman, Art is working with Mr. Bob Bradshaw, Construction Supervisor to complete decorative tile work on the field house steps due to some concrete damage. This will be very nice and decorative.

Mr. Bruce Langford stated distance education is doing well. The fall 2008 total number of students (unduplicated) is 3,153 (roughly 25 percent of enrollment) with a total enrollment figure of 4,780. Mr. Langford added of the 3,153 students, 957 are taking distance education courses only (roughly 8 percent of enrollment). There are 2,196 taking both distance education and traditional courses. Of the 957 taking distance education, only 479 are taking 5 units or less, 356 are taking 6 to 11 units, 122 are taking 12 units or more. Mr. Langford stated that virtually all of those taking DE classes are "local." Mr. Langford shared his appreciation for the staff in the DE being increased over the summer. Mr. Langford wanted to thank Dr. Hao for supplying this information.

Mr. Langford added that contract negotiations are going well with Blackboard.

OLD BUSINESS:

None

NEW BUSINESS:

ACTION

A. Request to Establish Two Programs – Ms. Irene Malmgren

Ms. Malmgren stated our astronomy program operates within Earth Sciences. One of the astronomy courses, stellar astronomy, has almost no connection to the more traditional Earth Sciences such as geology and oceanography. The other course, planetary astronomy, is a mixture of astrophysics, physics, chemistry, and earth sciences. In both cases, students frequently comment that labeling these courses as Earth Science gives them a misleading impression of what the courses are about.

In addition, in actual practice, the Earth Science and astronomy components of these two programs operate independently for all practical purposes. All of the regular activities of the program, such as curriculum development, scheduling,

SLO review, etc. are handled separately. This year we even did two separate program reviews.

Finally, the current trend in many academic departments nationally has been to treat Astronomy as separate from Earth Science, rather than a part of it. This reflects the strong sense among members of the astronomy community that their work is based more directly on subjects like physics than on geology.

For these reasons, we have proposed in program review that we create an "Astronomy" program separate from Earth Science within the physical sciences. This would be similar to the status Astronomy has at several other local college, including Chaffey College, Pasadena City College, Glendale Community College, and Cerritos College. This should avoid some of the confusion students currently feel about the content of the astronomy courses, and better reflect astronomy's role in the wider academic world.

Moved by Mr. John Vaughan and seconded by Mr. Stefano Saltalamacchia to approve splitting the Earth Science and Astronomy programs.

B. Board Policy and Regulation 5126 – Course Repetition – Dr. Jeanne Hamilton

The proposed policy on course repetition has been modified to move most detail language into a new regulation.

Recent changes in Title 5 also require modification of our policy and regulation on course repetition. The addition of "P/NP" and "FW" grade designations are reflected in the language, as well as clarifications about the repetition of courses that are legally mandated training requirements and the repetition of special classes for students with disabilities.

Moved by Ms. Lari Kirby and seconded by Ms. Irene Malmgren to approve Board Policy and Regulation 5126 Course Repetition as submitted. MSP

C. Board Policy and Regulation 5127 – Probation and Dismissal – Dr. Jeanne Hamilton

The proposed policy on probation and dismissal has been modified to move most detail language into a new regulation.

The proposed regulation increases the number of semesters required for dismissal from two to three, and establishes an appeals committee to review requests to appeal dismissal from the college.

Moved by Ms. Dana Hester and seconded by Mr. Stefano Saltalamacchia to approve Board Policy and Regulation 5127 Probation and Dismissal as submitted. MSP

INFORMATION

D. Accreditation Themes Dialogue and Organization – Ms. Roberta Eisel

Ms Eisel stated in 2008-09, Citrus College will write its accreditation self-study report. This process involves consideration of six themes that thread themselves throughout the four accreditation standards. Careful consideration of these themes can provide guidance and structure to the self-reflective evaluation of institutional effectiveness. The six themes are: Dialogue, Student Learning Outcomes, Institutional Commitments, Evaluation, Planning, and Improvement, Organization, and Institutional Integrity.

Since the Steering Committee is the primary vehicle for college-wide attention to important matters, it can lead institutional consideration of the accreditation themes. The Accreditation Liaison Officer, Jeanne Hamilton, the faculty accreditation co-chair, Roberta Eisel, and the accreditation theme team chairs, John Vaughan and Jim McClain, recommend that the Steering Committee spearhead campus-wide discussions of these themes throughout the fall 2008 semester.

The first two themes for discussion at the September 22, 2008 meeting are Dialogue and Organization.

Mr. John Vaughan stated that Mr. Jim McClain took the explanation of each of themes and created a list of questions to help be a guide for each constituent group each of the themes will be done two at a time. Mr. Vaughan stated that Senate will begin on Wednesday and hope to take two at a time to write these essays. These are not long about two-three pages especially will institutional wise flow with the strategic plan. Dr. Perri asked that the questions be released before the meetings and Dr. Perri will send out for prepared examples. Dr. Perri stated the Steering and Senate Committee will have the opportunity and the constituent groups and different representatives to dialogue with your areas for feedback and write these up as the institutions response to that theme. The members are Mr. Carsten Dau, Ms. Gloria Ramos, and Mr. Mike Harrington. They will decide how to author the theme essay and hoping the Steering Committee will carry this information forward to their areas. The two themes to address first are dialogue and organization. Dr. Hao stated that the Employee and CASHEE survey results will assistance with information and evidence for these themes.

Meeting adjourned at 4:10 p.m.