

## CITRUS COMMUNITY COLLEGE DISTRICT

### Steering Committee Minutes

October 24, 2011

#### **PRESENT:**

John Baker, Student Services  
Jackie Boxley, Faculty  
Linda Chan, Adjunct Faculty  
Timothy Durfield, Faculty  
Roberta Eisel, Faculty  
Paula Green, External Relations  
Athanasios Kloutsiniotis, ASCC  
Dennis Korn, Faculty

Irene Malmgren, Educational Programs  
Pam McGuern, Classified  
Geraldine M. Perri, Ph.D., Superintendent/President  
Robert Sammis, Human Resources  
Nicki Shaw, Academic Senate  
Linda Welz, Information Technology  
Andrea Zapata, ASCC

#### **ABSENT:**

Patrick Borja, Faculty  
Carol Cone, Supervisors/Confidential  
Gunnar Eisel, Faculty  
Ken Guttman, Faculty  
Lan Hao, Institutional Research  
Dana Hester, Faculty

Mike Hillman, Faculty  
Carol Horton, Financial/Physical Resources  
Robin McBurney, Faculty  
Cathy Napoli, Classified  
Beverly Van Citters, Faculty

#### **CALL TO ORDER**

Dr. Perri called the meeting to order at 2:50 p.m. in the Louis E. Zellers Center for Innovation Community Room.

#### **Minutes**

Recommended by Ms. Nickawanna Shaw and seconded by Dr. Irene Malmgren to approve the October 10, 2011, Steering Committee meeting minutes as submitted.

#### **OLD BUSINESS**

None.

#### **NEW BUSINESS**

##### **ACTION**

##### **A. Senate 2011-2012 Purpose Statement**

Ms. Shaw stated that the Senate Purpose Statement details the expectations of the committee to ensure democratic participation of the faculty in shared governance. Ms. Shaw added that the underlining of the text in the Senate Purpose Statement is provided for better view and to differentiate between the bullet points.

**Moved by Mr. Dennis Korn and Dr. Robert Sammis to approve the Senate 2011-2012 Purpose Statement with one correction.**

##### **B. HotShots 2011-2012 Purpose Statement**

Mrs. Eisel stated that the committee met last Friday and reviewed and updated the HotShots Purpose Statement. HotShots has a long list of items to focus on this year with the most important being the planning proficiency for next year's accreditation mid-term report. Mrs. Eisel added there are a few corrections to titles on the HotShots Purpose Statement.

Moved by Mrs. Roberta Eisel and seconded by Ms. Nickawanna Shaw to approve the HotShots 2011-2012 Purpose Statements as amended.

**C. Board Policy BP 7501 Recruitment and Selection: Classified Administrator/Manager and Supervisor/Confidential**

Dr. Sammis stated that this is the beginning of the 7500 series of the Board Policies and Administrative Procedures that relate to Classified Administrators/Managers and Supervisor/Confidential. These revisions will be brought forward in sections for better review.

BP 7501 is stated in brief with the Administrative Procedure providing the detail for recruitment and selection for classified administrators/managers and supervisors/confidential. One of the significant changes is that the committee itself after the interviews will provide a recommendation to the Superintendent/President, who will make the final decision on the selection for the position. Dr. Sammis stated this is a change to our current practice.

**D. Board Policy BP 7503 Leaves: Classified Administrator/Manager and Supervisor/Confidential**

Dr. Sammis stated that BP 7503 provides information on the leaves provision set forth in the Administrative Procedure for Classified Administrators/Managers and Supervisor/Confidential. There has not been a written process in the past.

**E. Board Policy BP 7504 Vacation: Classified Administrator/Manager and Supervisor/Confidential**

Dr. Sammis stated BP 7504 discusses the accrual of vacation, the intended purpose of vacation, as well as the use of the vacation in the year earned, and how much vacation can be carried over. It also explains the cap amount and what happens if you exceed this total.

**F. Board Policy BP 7506 Sabbatical Leave: Classified Administrator/Manager**

Dr. Sammis stated that BP 7506 states there are conditions that classified administrators and managers can partake in a sabbatical leave. This information was created from the existing policy and procedure to update the prior language, but the intent has not been changed.

**G. Board Policy BP 7507 Salary Guide: Classified Administrator/Manager and Supervisor/Confidential**

Dr. Sammis stated that BP 7507 is an existing policy and procedure that has been reviewed and clarified. The Administrative Procedure clearly specifies how Classified Administrators/Managers and Supervisor/Confidential receive step increases and what time of year these increases are effective.

Dr. Sammis stated that the goal is to have the entire section of the Human Resources Board Policies and Administrative Procedures completed after the first of the year to meet the requirements for the mid-term accreditation report.

Moved by Mr. Dennis Korn and seconded by Ms. Linda Welz to approve Board Policies and Administrative Procedures BP 7501, BP 7503, BP 7504, BP 7506, and BP 7507 as submitted.

**NEW BUSINESS**

**INFORMATION**

**A. Administrative Procedure AP 7501 Recruitment and Selection: Classified Administrator/Manager and Supervisor/Confidential**

**B. Administrative Procedure AP 7503 Leaves: Classified Administrator/Manager and Supervisor/Confidential**

**C. Administrative Procedure AP 7504 Vacation: Classified Administrator/Manager and Supervisor/Confidential**

**D. Administrative Procedure AP 7506 Sabbatical Leave: Classified Administrator/Manager**

**E. Administrative Procedure AP 7507 Salary Guide: Classified Administrator/Manager and Supervisor/Confidential**

**F. California Community Colleges - Student Success Taskforce  
Geraldine M. Perri, Ph.D./Superintendent/President, Dr. John Baker, Vice President of Student Services and Dr. Irene Malmgren, Vice President of Academic Affairs**

Dr. Perri distributed the Student Success Task Force information that was included in the Steering Agenda. Dr. Perri stated that she, Dr. Malmgren and Dr. Baker would like to review these recommendations with the Steering Committee. There is particular concern on how these recommendations will align with what Citrus College is currently doing and what the plans are through the Strategic Plan and the Educational and Facilities Master Plan. There is an opportunity through the webinar this week to provide feedback to the State Chancellor's Office. This input will be provided to the Board of Governors in November. The date, time and location of the webinar is Thursday, October 27<sup>th</sup> in the Center of Innovation CI 158 from 10:00 a.m. – 12:00 noon.

#### **Increase College and Career Readiness**

- Collaborate with K-12 to jointly develop common core standards for college and career readiness.

Dr. Baker stated that the focus is to have articulation of course curriculum from K-12 level to college level for areas such as math and English. Approximately 50 percent of students that are tested have results in the basics skills level and 10 percent go into basic skills courses. The Cal PASS initiative reviewed the curriculum of English, math and reading in the high schools and aligned each course. This Cal PASS model has gone national. The career programs have the same articulation issues, but do not have the basic skills requirement.

#### **Strengthen Support for Entering Students**

- Develop and implement common centralized diagnostic assessments.
- Require students to participate in diagnostic assessment, orientation and the development of an educational plan.
- Develop and use technology applications to better guide students in educational process.
- Require students showing a lack of college readiness to participate in support resources.
- Require students to declare a program of study early in their academic careers

Dr. Malmgren stated there is a need to align curriculum so that a diagnostic tool can be created that would work for all students at all schools. The Board of Governors has been charged with directing the State Chancellor's Office to develop a common assessment for the system. The Chancellor's Office needs to look at the assessment tool and also review funding. Dr. Malmgren added that there is technology available that will guide students to create their own educational plan, which may help address this issue. The amount of services at each school would be more prescriptive with the caveat that if a student does not have access to electronic resources this needs to be made available. This program works but can also take a lot of responsibility away from the students to be successful.

#### **Incentivize Successful Student Behaviors**

- Adopt system-wide enrollment priorities reflecting core mission of community colleges.
- Require students receiving Board of Governors fee waivers to meet various conditions and requirements.
- Provide students the opportunity to consider attending full time.
- Require students to begin addressing Basic Skills deficiencies in their first year.

This has been defined by transfer, basic skills, and career technical education. This information is from the different reports received from the state on the amount of dollars spent on education and the educational outcomes.

#### **Align Course Offering to Meet Student Needs**

- Focus course offerings and schedules on needs of students.

This data needs to be in place to begin this process and the students need to stay on track.

#### **Improve the Education of Basic Skills Students**

- Support the development of alternatives to traditional basic skills curriculum
- Develop a comprehensive strategy for addressing basic skill education in California.

This has been addressed by the learning communities and the fast track ESL programs.

#### **Revitalize and Re-Envision Professional Development**

- Create a continuum of mandatory professional development opportunities.
- Direct professional development resources toward improving basic skills instruction and support services.

The need would be to create a one-on-one professional development component with a master teacher. The next level would be to have a ranking requirement to complete certain professional development, whether credit, non-credit, certificate and/or publishing or research, etc. In the past there was a state consortium for faculty that could be reinstated.

#### **Enable Efficient Statewide Leadership & Increase Coordination Among Colleges**

- Develop and support a strong community college system office.
- Set local student success goals consistent with statewide goals.
- Implement a student success score card.
- Develop and support a longitudinal student record system.

The ARCC data is used for the scorecard information.

#### **Align Resources with Student Success Recommendations**

- Consolidate select categorical programs.
- Invest in the new Student Support Initiative.
- Promote flexibility and innovation in basic skills through alternative funding mechanism.
- Do not implement outcome-based funding at this time.

Dr. Baker stated that EOPS and DSP&S programs have not been affected. The others such as CARE, Cal WORKS may be affected but we need to remember that this is only a draft recommendation. This was the result of legislation from Senator Carol Liu that recommended incentivized funding.

Dr. Perri reminded everyone to attend the webinar to have the opportunity to provide their input on the Student Success Taskforce recommendations.

## **Reports and Quick Updates**

### **Irene Malmgren – Academic Affairs**

Dr. Malmgren stated that Educational Programs Committee has not met. Dr. Malmgren along with Mrs. Eisel would like to announce that a letter has been received stating that ACCJC has received the Accreditation Follow-Up report and thanked everyone for their assistance. Dr. Malmgren added that she and Mrs. Eisel are working to establish a committee to assist with the planning for the mid-term report.

### **John Baker – Interim Student Services**

Dr. Baker stated that Student Services Committee met on October 20<sup>th</sup> and discussed the following items.

- SB1440 will streamline transfer by establishing associates degrees for students transferring to participating UCs and CSUs. Students will be guaranteed transfer with junior status and priority admission, but not guaranteed admission. There are still a lot of unknowns and conflicting information until the process is all worked out.
- A campus safety forum is planned for Nov. 16, 2011 at 2:45 in CI 159. The presentation will be on personal safety. Glendora Police Department will also debrief the College on how the campus scored on the lockdown drill last month.
- The Parking Sub-Committee is looking into adding more kiosks to purchase one-day parking permits and also looking into the ability to purchase semester permits online.
- The annual Saluting Our Veterans Event is scheduled for November 3<sup>rd</sup> from 10:00 a.m. - 2:30 p.m. in the Campus Center quad. (Flyer to be distributed)
- The Fall College Fair is scheduled for October 27<sup>th</sup> from 10:00 a.m. -1:00 p.m. on the Campus Center Quad with over 40 colleges in attendance.
- On Wednesday, November 2<sup>nd</sup>, ASCC is planning a Dia De Los Muertos celebration around the Fountain with alter displays, entertainment, food and drinks.
- A draft of the recommendations from the Chancellor's Office Task Force on Student Success has been widely distributed and is being discussed at conferences, meetings and town halls all over the state. The Southern California town hall meeting will be in Los Angeles on Thursday, October 27<sup>th</sup>. We will join in the webcast from 10:00 a.m. to 12:00 noon in the Center for Innovation Room CI 158.

Dr. Baker added that a preliminary meeting on the California Dream Act will take place in the next few weeks with discussion to focus on how the law will impact the college.

### **Linda Welz – Information Technology**

Ms. Welz stated that CITC met and began the review cycle on one-third of the TECs Board Policies and Administrative Procedures to verify that everything is updated. CITC will also begin the update and review process on the Annual Technology Plan. Ms. Welz announced that TECs has been very fortunate to hire a Part-Time Technician, his name is Mr. Steven Chu.

### **Nicki Shaw – Academic Senate**

Ms. Shaw stated that at the next Senate meeting on November 9<sup>th</sup>, the committee will take action to approve the Senate By-Laws and Constitution. The committee will also review Title 5 and the name change to program viability instead of program discontinuance.

Ms. Shaw added that Senate will review BP 5055, which is a student services policy, to prepare for the January requirement of priority registration.

**Paula Green – External Relations**

Ms. Green stated that External Relations is gearing up for the Chamber Mixer that will be held on Wednesday, October 26<sup>th</sup> from 5:30 – 7:30 p.m. in the Student Services Building lobby. External Relations continues with the day-to-day activities with the main focus the publication of the Citrus College Magazine.

Ms. Green provided a media update stating that in September, Citrus was featured in 23 articles and so far to date for October there has been 16 articles. This does not include media on athletic events. Ms. Green added that there was tweet on the Chancellor's Office twitter last week to congratulate Citrus College on the STEM grant.

**Robert Sammis – Human Resources**

Dr. Sammis stated that the Human Resources Advisory Committee met last Wednesday and provided an update on the classified hiring process. The committee reviewed what positions are still open, the selection process, the positions that need to be filled, and an update on the ethnicity data related to these positions. Dr. Sammis provided the committee with an explanation of the Faculty Obligation number and how the process works. The discussion at the next meeting will be to determine what the faculty obligation number should be and what the mandatory commitment is in terms of hiring faculty.

**Pam McGuern – Classified**

No report.

**Athanasios Kloutsiniotis, ASCC**

Mr. Kloutsiniotis stated that ASCC is doing great. Today, ASCC held the first recruitment for the Volunteer Corps to promote students becoming more involved in ASCC. There were flyers distributed and there were several returned with interest. Mr. Kloutsiniotis stated that there were ten ASCC members who attended the California Community College Student Affairs Association Annual Student Leadership Conference on October 21-23, 2011. There were several really good workshops that ASCC would like to promote to the leadership classes.

**Roberta Eisel for Dana Hester – Student Learning Outcomes and Assessment Coordinator**

The Hot Shots Committee met on Friday October 21, 2011. The committee reviewed the Citrus College Purpose Philosophy Statement on Student Learning Outcomes and Assessment. The committee recommended forwarding the Philosophy Statement on to the Academic Senate for review and approval with no changes. Through working with The Faculty Learning Institute (FLI), it has been determined that the afternoon of Flex Day in February 2012 will focus on discussion and dialogue about SLO assessment results.

Dr. Dana Hester (SLOAC) and Hot Shots will work together with the FLI to provide guidance on Flex Day, as well as to achieve necessary preparation campus-wide in anticipation of this event. Thank you to the FLI!

The Hot Shots Committee will also be working this fall with the Academic Senate to develop and provide guidelines regarding frequency of assessment and methods of reporting results. The committee will discuss assembly of a "frequently asked questions" document regarding SLO assessment. The committee will also discuss potential short training videos over the next few months.

**Geraldine M. Perri, Ph.D. – Superintendent/President**

Dr. Perri added that the Governor signed several bills into law

- AB 194 Priority Enrollment: Foster Youth
- AB 1056 Electronic Transcripts
- AB 130 Student Financial Aid: Eligibility: California Dream Act of 2011
- AB 131 Student Financial Aid provides that “AB 540 students” are eligible for any student financial aid program.
- AB 844 Student Government: Students Qualifying for Exemption from Nonresident Tuition
- AB 882 Priority Enrollment for Veterans
- AB 743 CA Community Colleges: Common Assessment System
- SB 774 Parking fees
- ABX1 32 Education Finance this legislation delays the fee increase to summer 2011-2012.

Dr. Perri added that she and Trustee Woods, Azusa area representative will co-host a campus tour and luncheon for the Azusa Unified School District’s Superintendent and Board members. The tour and luncheon will take approximately two hours and will include several areas of the campus such as the career technical programs and other support services.

Dr. Perri announced that Wednesday, October 26<sup>th</sup> from 5:30 -7:30 p.m. Citrus will be hosting a Chamber Mixer in the Student Services building. The mixer will include the chambers from the six local cities.

**OTHER**

None.

Meeting adjourned at 3:58 p.m.