CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee Minutes
October 8, 2012

PRESENT:
Jackie Boxley, Faculty
Linda Chan, Adjunct Faculty
Gunnar Eisel, Faculty
Roberta Eisel, Faculty
John Fincher, Faculty
Brandi Garcia, ASCC
Tedd Goldstein, Supervisor/Confidential
Paula Green, External Relations
Lan Hao, Institutional Research
Mike Hillman, Faculty
Carol Horton, Financial/Physical Resources
Dennis Korn, Faculty
Sam Lee, Educational Programs
Cathy Napoli, Classified
Andres Navarro, ASCC
Geraldine M. Perri, Ph.D., Superintendent/President
Robert Sammis, Human Resources
Arvid Spor, Student Services
Jim Woolum, Academic Senate
Lisa Villa, Faculty
Linda Welz, Information Technology

ABSENT:
Patrick Borja, Faculty
Dana Hester, Faculty
Pam McGuern, Classified
Beverly Van Citters, Faculty

GUEST:
Christina Garcia, Director of Foundation and Alumni Relations
Mark Gutierrez, IT Representative

CALL TO ORDER
Dr. Perri called the meeting to order at 2:46 p.m. in the Louis E. Zellers Center for Innovation Community Room.

Minutes
Recommended by Dr. Arvid Spor and seconded by Ms. Linda Chan to approve the September 24, 2012, Steering Committee meeting minutes as submitted. MSP

OLD BUSINESS
None.

NEW BUSINESS – ACTION

Board Policy BP 3520 Local Law Enforcement
Dr. Spor stated the change to BP 3520 was to add and/or clarify language about reporting procedures for District employees, students, and visitors who are witnesses or victims of a crime while on campus. These changes are to align with the Community College League of California (CCLC). The Student Services Committee approved the revisions on May 17, 2012 and all campus constituents have reviewed and approved.

Moved by Dr. Robert Sammis and seconded by Ms. Linda Chan to approve Board Policy BP 3520 Local Law Enforcement.

Board Policy BP 4020 Program, Curriculum, and Course Development
Dr. Lee stated the change made to BP 4020 was to add the Code of Federal Regulations Section information to the existing board policy. No other changes were made and all constituent groups have reviewed and approved.

Board Policy BP 4040 Library and Other Instructional Support Services
Dr. Lee stated that the change to BP 4040 is to add that the District will comply with the requirements of the Reader Privacy Act that limits the use of data. This board policy change was made in accordance with the updates from CCLC. This has been reviewed and approved by all constituent groups.

Board Policy BP 4280 Final Examinations
Dr. Lee stated the change to BP 4280 is a change in terminology from "semester" to "in all terms" final examinations will be conducted.

Moved by Mr. Dennis Korn and seconded by Mrs. Carol Horton to approve Board Policy 4020 Program, Curriculum, and Course Development, Board Policy 4040 Library and Other Instructional Supports Services, and Board Policy 4280 Final Examinations, as submitted. MSP

Educational Programs Committee Purpose Statement 2012-2013
Dr. Lee stated the Educational Programs Committee Purpose Statement has no actual revisions but includes updates for current year and defines the sub-committees.

Moved by Mr. Andy Navarro and seconded by Mrs. Carol Horton to approve the Educational Programs Committee Purpose Statement as submitted.

NEW BUSINESS – INFORMATION
Administrative Procedure AP 3515 Reporting of Crimes
Dr. Spor stated that the following administrative procedures have been revised to clarify language on reporting procedures for District employees, students, and visitors who are witnesses or victims of a crime while on campus. This terminology also aligns with CCLC.

Administrative Procedure AP 3520 Local Law Enforcement
Dr. Spor stated that AP 3520 states that Citrus College has an agreement that clarifies operational responsibilities with the local law enforcement agency and aligns with CCLC.

Administrative Procedure AP 3540 Sexual and Other Assaults on Campus
Dr. Spor stated that AP 3540 was updated to reflect the new titles for the Department of Campus Safety and Office of the Vice President of Student Services.

Administrative Procedure AP 4080 Instructional Materials and Textbook Adoption and Procurement
Dr. Lee stated that the only change to this procedure was to update the title of Office of Instruction to Office of Academic Affairs. No other changes were made.

Administrative Procedure AP 4250 – Probation
Dr. Lee stated that the term "in at least two consecutive semesters" was added to this procedure. This procedure was tabled for further review on the rational of two consecutive semesters.

Educational Programs Committee Board Policy and Administrative Procedure Desk Review

Dr. Lee stated that the Office of Academic Affairs and the Educational Program Committee conducted a desk audit review of the following Board Policies and Administrative Procedure as outlined in the Citrus College three-year review cycle. These BP/AP's were reviewed and approved by all constituent groups and EPC with no changes made. The list includes BP 3200, BP 4010, AP 4010, AP 4020, BP 4025, BP 4050, AP 4050, BP 4070, BP 4080, B 4110, AP 4110, BP 4232, AP 4232, BP 4250 and AP 4260.

2012 Community College Survey of Student Engagement (CCSSE) Survey Results

Dr. Hao distributed the Community College Survey of Student Engagement (CCSSE) and reviewed and discussed with the committee the key findings, benchmarks of effective educational practices, aspects of highest student engagement, aspects of lowest student engagement, 2012 special focus items, and the Community College Faculty Survey of Student Engagement (CCFSSE.) Dr. Hao stated that this report will be distributed to all faculty for input.

College of Completion Literature Discussion

***Completion by Accident? Completion by Design?* – Ms. Lisa Villa**

Ms. Villa opened the discussion with two questions; *"Where are we losing students?" and "Where are we propelling students?"*

The committee agreed that there needs to be check points along the degree process. Students seem to not do well after a few semesters and there needs to be check points at the 25 percent level and 50 percent level of the process that are not currently in place. There are skill set workshops provided to freshman to move forward but none after the freshman experience. The degree audit program may be able to provide this information.

Dr. Perri recommended that Dr. Spor provide this information to the Student Services Committee for their input and review.

Dr. Hao announced that Mr. Dennis Korn will review and present at the next Steering meeting scheduled for October 22nd on the article "*The Shapeless River - Does a Lack of Structure Inhibit Student's Progress at Community Colleges?"*

<u>Reports and Quick Updates</u>

Arvid Spor - Student Services

Dr. Spor reported that on September 27th, Student Services leaders met for the annual planning retreat to review and discuss program reviews for the 2012 – 2013 planning cycle. Each program leader listed what had been identified as needs for the upcoming year and why these items or staff assignments are necessary. By discussing the information as a group the committee was able to find common items that can be approached as a team and not as individual programs.

Carol Horton - Physical/Financial Services

Mrs. Horton reported that the Financial and Physical Resources Committee have not met since the last Steering meeting.

Robert Sammis - Human Resources
Dr. Sammis reported that the Human Resources Advisory Committee is scheduled to meet on October 17, 2012.

Linda Welz - Information Technology
Ms. Welz reported that CITC is meeting on Monday morning October 8th to begin the development of the new Technology Plan. This is the first of three working meetings which will be devoted to gathering and reviewing data to be used in developing the new plan.

Paula Green - External Relations
Ms. Green provided the following External and Governmental Relations Quick Updates for October 8, 2012.

- In addition to its regular duties, External Relations facilitated two media calls last week. On October 4, a reporter and photographer from the San Gabriel Tribune visited the college to interview the members of the Rocket Owls NASA team and their advisor, Lucia Riderer. On Friday, October 5, the Foundation provided information to the Tribune about its fund raising progress, as part of a story the newspaper is writing about fundraising efforts in the four-year and community college systems.

- The *Claremont Courier* featured an article about Citrus College's Green College Leadership Award and coverage of Interim Chancellor Skinner's telephone press conference on September 26.

- Green Colleges Leadership Award in the *Claremont Courier* September 26, 2012
  https://www.claremont-courier.com/articles/news/t4749-news

- Chancellor stresses urgency of community college crisis," *Claremont Courier,* October 3, 2012
  https://www.claremont-courier.com/articles/news/t4855-jack-scott

- *Facts in Brief* and a *Citrus College Update* are now available online.

- Government Relations is involved in planning SanFACC's (San Gabriel/Foothill Association of Community Colleges) first meeting of the academic year, Friday, October 19th at Citrus College.

Ms. Green distributed a copy of the article regarding the "Rocket Owls" team members featured in the October 8th issue of the San Gabriel Valley Tribune. The Rocket Owls will be participating in NASA rocketry competition.

Tedd Goldstein - Supervisors/Confidential
No report.

Geraldine M. Perri, Ph.D. - Superintendent/President
Dr. Perri reported that on Thursday, September 27th, she was honored to attend the 2012 Leadership Awards where Citrus College was recognized in two categories.

- First category was energy for the sustainability template project that was developed to serve as a road map and toolkit to guide California's Community Colleges toward a sustainable future.

- The second award was for Curriculum Developing Energy Efficiency Professionals Program (DEEP). Dr. Perri thanked Dr. Eric Rabitoy and Mr. Fred Diamond for attending this event and accepting these awards with her.

Dr. Perri was invited to present at the *Glendora Coordinating Council meeting* today. The presentation was titled *"Citrus College – a national leader"* and she was able to share the many successes that Citrus College has achieved.

Dr. Perri announced that the Annual Thanksgiving Buffet has been scheduled for Wednesday, November 14th in the Campus Center. Dr. Perri thanked Dr. Lucinda Over, Dean of Counseling and Dr. Eric Rabitoy, Dean of Library, Natural and Physical Sciences for coordinating this annual event.

OTHER
Mrs. Roberta Eisel was happy to announce that the Mid-term Accreditation report is in the mail and was submitted electronically on Friday, October 5th.

Meeting adjourned at 3.58 p.m.