

CITRUS COMMUNITY COLLEGE DISTRICT

Steering Committee Minutes

November 26, 2012

PRESENT:

Nayiri Baghdassarian, ASCC

Patrick Borja, Faculty

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

Tyler Hernandez, ASCC

Mike Hillman, Faculty

Dennis Korn, Faculty

Pam McGuern, Classified

Cathy Napoli, Classified

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

Robert Sammis, Human Resources

Arvid Spor, Student Services

Beverly Van Citters, Faculty

Lisa Villa, Faculty

Linda Welz, Information Technology

Jim Woolum, Academic Senate

ABSENT:

Dana Hester, Faculty

Carol Horton, Financial/Physical Resources

Irene Malmgren, Educational Programs

GUEST:

Jim Lancaster, Dean of Curriculum, Career, Technical and Continuing Education

Gerald Sequiera, Dean of Admissions and Financial Aid

Robert Slack, Dean of Fine and Performing Arts

CALL TO ORDER

Dr. Perri called the meeting to order at 2:45 p.m. in the Louis E. Zellers Center for Innovation Community Room.

Minutes

Recommended by Dr. Lan Hao and seconded by Dr. Arvid Spor to approve the October 22, 2012, Steering Committee meeting minutes as submitted. MSP

OLD BUSINESS

None.

NEW BUSINESS

ACTION

A. Academic Calendar 2014-2015

Dr. Spor stated that the 2014-2015 Academic Calendar has been approved by all constituent groups and will be submitted to the Board for approval at the December 4th meeting.

Moved by Mr. Dennis Korn and seconded by Ms. Lisa Villa to approve the Academic Calendar 2014-2015 as submitted. MSP

B. Board Policy BP 5030 Fees

Dr. Spor stated this board policy was revised to include two groups of students who are exempt from paying the Health Fee. The language was updated regarding parking fees for BOG students, and the student representation fee approved by the student body last year was added to the list of authorized fees. The Student Services Committee approved the revisions on September 20, 2012 and all campus constituents have reviewed and approved.

Moved by Mr. Dennis Korn and seconded by Ms. Nayiri Baghdassarian to approve Board Policy BP 5030 Fees as submitted. MSP

NEW BUSINESS **INFORMATION**

A. Administrative Procedure AP 5030 Fees

Dr. Spor stated that there were three changes to this procedure that include that the fee amounts will be published in the college class schedule and/or website and that students are exempt from the health fee if they are only taking online or noncredit courses.

B. Administrative Procedure AP 5055 Enrollment Priorities

Dr. Spor stated that the changes to this procedure are to add the new Ed Code section information, to add verified veterans and foster youth students, students in early decision programs, all new and returning students based on application date, and that concurrent enrollment students will be assigned a registration appointment in accordance with Ed Code.

C. Administrative Procedure AP 3200 Accreditation

Mrs. Eisel stated that AP 3200 is a new procedure recommended by CCLC to augment with Board Policy 3200 and provide the details on how each District approaches Accreditation. This procedure also details the responsibilities of the Accreditation Liaison Officer in overseeing the accreditation process.

D. Theatre Arts Instructional Program Review 2011-2012

Mr. Slack, Dean of Fine and Performing Arts stated that the two full-time faculty and eight adjunct faculty in this area work diligently to provide a structured program of collaboration with technical theatre and acting. The strengths of this program are the success of the students and the programs growth. Mr. Slack added that there is a need to upgrade equipment and classroom facilities. (A copy of the Theatre Arts Instructional Program Review 2011-2012 is available through the Academic Affairs Office)

E. Drafting and Design Technology Instructional Program Review 2005-2011

Mr. Lancaster, Dean of Curriculum, Career, Technical and Continuing Education stated that this program has one full-time faculty and five adjunct faculty. This program review was written to align with industry and four-year institutions and also defines the articulation program. This program provides hands-on experience to prepare students for entry-level employment or advancement in occupations that require graphic communications, engineering drawings, and computer-aided design and illustrations. There is a recommendation to develop a six-year replacement budget plan to ensure computer technology is maintained and an additional full-time faculty. (A copy of the Drafting and Design Technology Instructional Program Review 2005-2011 is available from the Academic Affairs office)

F. College of Completion Literature Discussion – Dr. Lan Hao

Dr. Hao introduced Ms. Linda Welz who distributed and provided an overview on the article “*Redesigning Community College Completion: Lessons from Research on High-Performing Organizations*”

Executive Summary

Community colleges provide access to postsecondary education to students who might not have gone to college through the “open-door” policy of admissions and thus will play a key role in meeting national goals for increasing the number of college educated citizens in America. Community colleges have seen increased completion rates in some programs, but these are typically in small pilot programs that are supported by temporary outside funding. In addition, community colleges have fewer resources to spend on education compared to other public higher education institutions and will not be able to count on increased funding to help meet these goals.

To increase the number of students attaining degree and certificates while facing reduced funding, community colleges will have to achieve substantial improvements in productivity-graduate more students with the same or less funding. The author reviews practices of high performing organizations from three sectors (undergraduate institutions, K-12 schools and non-educational organizations), relates these practices to community colleges and makes recommendations that community colleges can implement to improve productivity. Research in all three areas shows that the practices have complimentary effects and the greatest improvements are seen when the practices are implemented in a coordinated and complimentary effort.

Steps for Redesigning Community Colleges for Completion

1. Cultivate leadership to improve student success throughout the college.
2. Empower faculty to establish common learning outcomes and assessments for academic programs.
3. Rethink college policies to help students better negotiate the pathways taken through the institution by creating a cross-functional task force.
4. Engage student’s services staff in developing protocols of recommended practice by creating cross-functional teams of student services staff.
5. Partner with high schools to align curriculum and ensure students are motivated and prepared to succeed in college.

Community colleges are strong in these areas

1. Leadership
2. Focus on customer

Community colleges are generally weaker in these areas

1. Functional alignment
2. Process improvement
3. Use of measurement
4. Employee involvement
5. Employee training and professional development
6. External linkages

Discussion Questions

- Which of the five designs would be the most appropriate for Citrus College to implement and what would be the expected outcomes?
- What can Citrus College do to further the alignment of our current programs?
- How well does the current Citrus College planning process reflect the principles of the continuous process improvement mode?
- Are there any changes that could be made to our planning process?

Dr. Perri recommended forming a sub-committee that can develop a theme derived from all of the recent research articles and discuss how to make the biggest impact for students without funding.

Reports and Quick Updates

Jim Lancaster – Academic Affairs

Mr. Lancaster stated EPC met and reviewed the program reviews that have been submitted to today's Steering agenda.

Arvid Spor - Student Services

Dr. Spor reported that the Student Services Committee has discussed the previous articles and the recommendation was to conduct a gap analysis for the decision-making process. There is a wide variety of options but should be limited to a course taking pattern and to coordinate with Academic Affairs and the ability to make a major institutional impact.

Robert Sammis - Human Resources

Dr. Sammis reported that the Human Resources Advisory Committee met and reviewed and revised the Nepotism policy. The committee continues to review the board policy and administrative procedure for Service Animals.

Lan Hao – Institutional Research Committee

Dr. Hao stated that IRPC met and discussed the assessment plan investigating the CCSSE data to create a focus group that will conduct interviews during the spring semester in areas such as students, faculty and staff. This survey would focus on CCSSE benchmark areas and the low engagement areas. The committee discussed creating groups of 10 and would review the plan in more detail at the next meeting.

Lan Hao – Institutional Effectiveness Committee

Dr. Hao stated that IEC meets today and will review the results from the first Annual Program Review survey.

Linda Welz - Information Technology

Ms. Welz reported that CITC has not met since the last Steering meeting. The committee is currently working on a SWAT analysis for next spring and continues to work on the Technology Plan.

Paula Green - External Relations

Ms. Green stated that the college has had great publicity in four local newspapers that covered "The Bronze Star" the play written by Citrus College faculty, Dr. Bruce Solheim. Dr. Perri's editorial on the success of Prop 30 was also featured in several local newspapers that include the San Gabriel Valley Tribune, Monrovia Weekly, Pasadena Star-News, Claremont Courier and the Glendora, Monrovia and Claremont/La Verne editions of the Patch. Ms. Green stated that the Citrus View will also be distributed today.

Cathy Napoli – Classified

Ms. Napoli stated that CSEA is hosting their annual Holiday Buffet and Table Decorating Contest on Wednesday, December 12th from 12:00 -1:30 pm in the Campus Center. Please purchase your raffle tickets that support CSEA scholarships.

Jim Woolum – Academic Senate

Mr. Woolum stated that at the November 14th Academic Senate meeting 23 employee veterans were honored and presented a resolution to recognize their service to the country and the college. Mr. Woolum thanked Dr. Perri, Trustee Montgomery and Trustee Keith for attending this celebration. Mr. Woolum stated that in November he, Ms. Lisa Villa, Counselor, and Mrs. Roberta Eisel, Language Arts attended the Statewide Academic Senate Fall Plenary Session. Mr. Woolum stated the workshops included the Credit by Examination, the Chancellors Office new standards for the AAT and AST degrees, and CID program linking our courses to the transfer universities. Senate discussed the changes targeting the course repeatability and course "family" guidelines for the Fine and Performing Arts area. Mr. Woolum added that on Flex day there will be a Hot Topics workshop that will focus on information received at the Statewide Academic Senate Fall Plenary and the local Academic Senates.

Roberta Eisel – Student Learning Outcomes Assessment

Mrs. Eisel reported that Hot Shots met on November 16th. The committee discussed the SLOA – related question results from the spring 2012 CCSSE. We are very impressed with the general student awareness of SLOA and feel that it reflects the Committees efforts to promote student learning outcomes and assessment campus wide. One of the results that is not directly related to SLOA at the course-level, but more so at the institution level suggests that students were less aware of the college's support for completion of degrees, certificates, and transfer. The committee thought that in light of this result, they would like to begin planning a spring fair that highlights each education goal (as well as pathways to achieve each goal). The committee also discussed early plans for the spring GE assessment which is planned to occur in May. The committee approved the final version of the Frequently Asked Questions document and production of a brochure advertising this information will begin shortly. The document will also be posted in several locations on the college website. The next Hot Shots meeting will be on December 7th in the ED 135 conference room from 9:00 - 10:30 a.m.

Tedd Goldstein - Supervisors/Confidential

Mr. Goldstein reminded everyone that the Student Worker of the Semester Award nominations are due this Friday, November 30th. Mr. Goldstein added that the Supervisors/Confidential staff development committee is hosting a brown bag lunch to provide a workshop on "Sustainability On Campus."

Nayiri Baghdassarian – ASCC

Ms. Baghdassarian invited everyone to attend the “Rock the Vote” celebration on Tuesday, November 27th at 11:30 a.m. in the Campus Center Quad area. There will be free cake. On Wednesday, November 28th from 10:00 to 11:30 a.m., ASCC will hold the Candidates Forum with elections to be held the following week. Ms. Baghdassarian added that the Annual Toy and Food Drive will also begin next week so watch for the decorated barrels around campus for donations. ASCC is also assisting with the EOPS Adopt an Angel program.

Geraldine M. Perri, Ph.D. - Superintendent/President

Dr. Perri took the opportunity to thank the students for all their efforts and the success of “Rock the Vote” and looks forward to the collegewide celebration on Tuesday, November 27th at 11:30 a.m. in the Campus Center Quad.

Dr. Perri stated that the Campaign for College Opportunity entitled, “*Meeting Compliance But Missing the Mark*” addresses progress on SB 1440 the historic legislation intended to create a clear statewide preferred transfer pathway for students for California community colleges to the CSU system. The report notes that Fullerton College has adopted all 18 initial TMC pathways, and Citrus and Pasadena City Colleges offer 13, making them the strongest leaders across the community college system. These campuses provide students with a myriad of options and opportunities for transfer.

Dr. Perri closed the meeting by wishing everyone a Happy Thanksgiving.

OTHER

None.

Meeting adjourned at 4:07 p.m.