

APPROVED
CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee Minutes
March 11, 2013

Present:

Patrick Borja, Faculty
Linda Chan, Adjunct Faculty
Fariyah Chowdhury, ASCC
Roberta Eisel, Faculty
Tedd Goldstein, Supervisor/Confidential
Dennis Korn, Faculty
Paula Green, External Relations
Lan Hao, Institutional Research
Mike Hillman, Faculty

Carol Horton, Financial/Physical Resources
Irene Malmgren, Educational Programs
Cathy Napoli, Classified
Andy Navarro, ASCC
Geraldine Perri, Superintendent/President
Arvid Spor, Student Services
Linda Welz, Information Technology
Jim Woolum, Academic Senate
Beverly Van Citters, Faculty

Absent:

Jackie Boxley, Robert Coutts, Gunnar Eisel, John Fincher, Brandi Garcia, Dana Hester, Robert Sammis, Lisa Villa

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

Ms. Chan moved that the minutes of February 25, 2013 be approved as submitted. The motion was seconded by Dr. Malmgren and was unanimously carried.

Old Business

None.

New Business – Action Items

None.

New Business - Informational

1. Update on Annual Report to Accreditation Commission (ACCJC)

Dr. Malmgren reported that she had been working with Roberta Eisel, Lan Hao and Dana Hester to begin preparing the report which is due March 31. Financial Services was in the process of preparing the fiscal report and would be submitted separately. Questions from the report had been reviewed and forward to appropriate teams for responses and data was being gathered. As part of the requirement to establish Institution Set Standards for course completion, retention, and degree completion, three to four years of data was reviewed to arrive at an average and to establish an initial standard. The requirement for providing the data was mandated by the Department of Education through ACCJC and the report pertains primarily to student achievement areas.

Dr. Malmgren and Mrs. Eisel walked the group through the five report questions:

1. Institution Set Standard for student course completion rate (course success rate)
2. Institution Set Standard for student retention percentage

3. Institution Set Standard for degree completion number (Associate degrees awarded)
4. Institution Set Standard for transfer to 4-year colleges
5. Institution Set Standard for student certificate completion

Dr. Malmgren also reported that a team of ten would be attending accreditation training later in the week. Dr. Perri requested that the final report be reviewed at the March 25th Steering Committee meeting.

2. College of Completion Literature Discussion: "*Getting with the Program: Accelerating Community College Students' Entry into and Completion of Programs of Study*". Jenkins & Cho. (2011) by Dr. Arvid Spor was rescheduled to the March 25, 2013 meeting.

Dr. Perri circulated the sign-up sheet for future College of Completion literature reviews, as more presenters were needed.

Reports and Quick Updates

Educational Programs

Dr. Malmgren stated that the EPC had met and:

- Mr. Woolum had presented a review the programs and changes; and
- the group was in the process of reviewing Board Policies and Administrative Procedures

Student Services

Dr. Spor reported that the Student Services Committee recently met and:

- reviewed Board Policies and Administrative Procedures relevant to the department;
- reviewed the meeting schedule and agreed to add additional meeting dates; and
- announced May 17 was established as the last date to file graduation applications

Physical/Financial Services

Mrs. Horton stated that both the Physical Resources and the Financial Resources committees had met in early March. Ms. Horton informed the group that the contract with PacWest for the remodel of the Administration building would be terminated due to the contractor's financial inability to continue. The job would be sent out to bid for a completion contractor. The remodel was 60% complete and it was estimated that completion would take 12-13 months and that the delay would not have a financial impact on the District.

Mrs. Horton reported that the Physical Resource Committee:

- discussed Bond and facilities projects;
- discussed the refinancing of the first series A Bonds; and
- reviewed Board Policies and Administrative Procedures

Mrs. Horton also reported that the Financial Resources Committee:

- reviewed the Governor's anticipated 2013-14 budget;
- started the budgeting process and approved the budget calendar and budget assumptions;
- reviewed P1 data and a letter from the Chancellor's office forecasting the deficit factor for Citrus; and
- reviewed Board Policies and Administrative Procedures

Information Technology

Mrs. Welz informed the committee that the CITC:

- was in the process of completing the SWOT analysis in preparation for developing the four year technology plan which would go into effect in 2014;
- has identified areas of focus as administrative, web, technical support, student services, and training; and
- would establish larger goals and the activities necessary to meet the needs of those areas

Institutional Research and Planning

Dr. Hao report that the IRPC met March 4 and that:

- the first of several planned student focus group had been held and was very successful;
- the meeting also served as a training session for IRPC members who would act as facilitator for future focus groups; and
- 8 more sessions were scheduled, with a goal of meeting with 100-120 total students.

Institutional Effectiveness

Dr. Hao reported that the IEC:

- discussed updates regarding program review in terms of annual core information plus one new element every year for five years; and
- is formalizing the planning manual

External Relations

No report.

Academic Senate

Mr. Woolum reported that the Academic Senate met on February 27, and:

- had completed the nomination of Linda Chan for a scholarship to attend the Academic Senate of the California Community College Spring Plenary in San Francisco; and
- was in the process of reviewing several Board Policies and Administrative Procedures

ASCC

Mr. Navarro informed the committee that the ASCC had met and:

- had redefined the scholarship criteria for the monetary awards that the ASCC distributes annually. Three scholarships were identified: Investing in Tomorrow, which is a need based scholarship requiring a minimum 2.5 GPA; Soaring to Completion, an academic based scholarship for a full-time student with a declared major and at least a 3.25 GPA; and Service Beyond Self, a recognition of a student with a declared major who has been involved in a co-curricular activity for the preceding two semesters and a minimum 2.75 GPA. \$18,000 will be divided among the three scholarships;
- ASCC members will be representing Citrus at the General Assembly for Representatives of California Community Colleges, where the group will present a proposal to create a master equivalency list to enable students to received credit for courses taken during their military service; and
- approved a donation of \$250 to the Justin Eugene Carr Memorial Fund set up in memory of Citrus photography instructor Darrell Carr's son, who recently passed away

Dr. Perri commended the group for their work on the scholarship program and thanked them for the donation.

Classified

No report.

Supervisor/Confidential

Mr. Goldstein announced:

- Job Shadow Day with Azusa High School was coming up on Thursday, March 21, and 24 participants were anticipated

Student Learning Outcomes

Mrs. Eisel reported that the HotShots Committee:

- had reviewed the new plan for learning outcomes recently drafted by Dr. Hester;
- based on that new plan, the college would be working towards continuous sustainable improvement competency levels; and
- has been reviewing the accreditation standards and cross referencing them to the current Citrus learning outcomes practices

Mr. Woolum added that:

- completion will be promoted at the upcoming college fair with a table staffed with faculty to provide information on degrees, especially transfer degrees, and to answer any questions pertaining to the transfer requirements and process; and
- all staff members would be invited to wear their college clothing, hats or items on March 21, the day of the College Fair

Superintendent/President

Dr. Perri reported that:

- she recently spoke at the Duarte State of the City/School District/Citrus College at the City of Hope, and at the City of Glendora state of the city and shared how appreciative the representatives of those cities were to Citrus for our involvement in their communities;
- 70 guests from 15 high schools attended the High School Counselors Breakfast;
- the Foundation is in the process of planning a major drive for the President's Circle, reaching out to more community businesses to support the College of Completion. The program is gaining momentum and is currently up to approximately \$55,000 in donations and pledges;
- plans are being made to recognize President's Circle donors at the Board of Trustee meeting in May;
- Michael Clayton of the Foundation recently worked with members of the Foundation on how to approach potential donors;
- CSEA officers attended an orientation with the Superintendent/President's cabinet to review the shared governance process and major college committees; and
- Citrus will be hosting a dinner for SanFACC on April 4, and Dr. Nancy Shulock, a professor and Executive Director for the Institute for Higher Education Leadership and Policy, will present strategies for college completion.

There being no further business before the committee, the meeting was adjourned at 3:51 p.m.