

APPROVED
CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee Minutes
December 9, 2013

Present:

Jackie Boxley, Linda Chan, Robert Coutts, Roberta Eisel, Patty Glover, Paula Green, Lan Hao, Tyler Hernandez, Dennis Korn, Bruce Langford, Eric Magallon, Alejandra Morales, Cathy Napoli, Geraldine Perri, Robert Sammis, Beverly Van Citters, Lisa Villa, Linda Welz, and Patricia Robidoux, Recording Secretary

Absent:

Patrick Borja, Michael Hillman, Carol Horton, Patricia Lawrence, Arvid Spor, John Vaughan, Gailynn White, Stephanie Yee

Guests:

Rosalinda Buchwald, Dana Hester

Call to Order

Dr. Perri called the meeting to order at 2:46 p.m. in the Center for Innovation Community Room.

Minutes

Linda Chan moved that the minutes of November 25, 2013 be approved as submitted. The motion was seconded by Dr. Beverly Van Citters. The motion was unanimously approved.

Old Business

None.

New Business – Action Items

None.

New Business – Informational Items

Dr. Dana Hester presented Administrative Procedure 4227- Repeatable Courses for informational review.

Roberta Eisel reviewed the supplemental report submitted to the Accrediting Commission for Community and Junior Colleges along with an annual fiscal report last spring. Beyond enrollment patterns and institutional information, the new report required responses to questions pertaining to institution-set standards in student achievement areas. The standards were developed by a work group that consisted of representation from faculty and managers and was regularly reported on at Steering. Dr. Lan Hao joined Ms. Eisel in explaining the data reported in categories such as the rate of course completion; retention percentage; degree completion; transfer to 4-year colleges/universities; and certificate completion.

Roberta Eisel led the committee through the literature review of “Accountability and Institutional Effectiveness in the Community College” by Peter Ewell. The article gave a history of developments related to institutional effectiveness, accountability, assessment, and comparison data within the community college sector. Ms. Eisel outlined the external accountability players, discussed challenges to community colleges, and described emerging remedies.

Some of the challenges in addressing institutional effectiveness in community colleges arise from the unique characteristics of the institution, such as each serving its own mission; distinctive and diverse attendance patterns; and a broad range of student characteristics. Not only do community colleges differ from other higher education institutions, they vary within the sector.

Emerging remedies include the use and modification of long-standing practices, fresh thinking, and technical advances. Institutional benchmarking, the comparing of colleges on a range of input and output indicators, is another of the remedies showing some promise. Ewell claims, "Community colleges should embrace these measures [emerging effectiveness and accountability measures], adapt them to their own circumstances to meet legitimate calls for accountability, and use the resulting information to get even better."

Committee Reports

Educational Programs Committee

In Dr. Spor's absence, Dr. Hester reported that at its last meeting, the EPC approved Administrative Procedure 4227- Repeatable Courses to be submitted to Steering.

Student Services Committee

No report.

Financial Resources Committee

Reporting for Carol Horton, Rosalinda Buchwald stated the committee reviewed the updated state and district budgets. Ms. Buchwald also advised that the FRC had been requested to act as the committee for accreditation standard 3D.

Physical Resources Committee

Ms. Buchwald reported that Fred Diamond updated the PRC on bond construction and the activity of the sustainability committee. The PRC committee was designated as the committee for accreditation standard 3B by Carol Horton.

Human Resources Advisory/Staff Development Committee

Robert Sammis announced that the advisory committee had begun discussions on the HR Plan, which is to be part of the Integrated Planning Manual.

College Information Technology Committee

Linda Welz reported that CITC was unable to meet, but was planning on continuing work on board policies and administrative procedures online over winter to be ready for review the next time the committee convenes.

Institutional Research and Planning Committee

Dr. Hao reported that the IRPC met and discussed the 8 Principles of Redesign from the RP Group Inquiry Guide. Dr. Hao was asked to report on the 8 principles once the IRPC was done with its review.

Institutional Effectiveness Committee

Dr. Hao stated the IEC was planning to review the student service annual program review survey results at its next meeting today following Steering.

Other Reports

Accreditation

Ms. Eisel announced that college wide co-leaders for accreditation would be meeting later in the week to review online resources available to the group, update accreditation calendars, and discuss institute-set standards.

External Relations

Paula Green stated that the Superintendent/President's Holiday Social was a big success and thanked Stacy Armstrong for all her work in coordinating the event. Additionally, the fall issue of news magazine was in final edit, and the framed Nelson Mandela election ballot and literature donated to the college by Dr. John Baker had received a lot of attention. An article in the San Gabriel Valley Tribune was expected soon. Dr. Perri added that the piece was presented to the Board the previous week and was currently on display in the library.

Academic Senate

Lisa Villa reported that although the Senate would not be meeting until February, review of BPs and APs would continue through the winter session. Also, preparations for the upcoming Flex Day were continuing.

Associated Students of Citrus College

Tyler Hernandez reported that the revised ASCC Constitution was passed at the last meeting and would be voted on in the spring. ASCC also voted to endorse Gabriel Nadales as statewide Board of Governor's Student Representative. Mr. Hernandez announced the results of the student government elections and report on the highest student election turnout in the last five years.

California Schools Employees Association

Robert Coutts announced that CSEA would be meeting to prepare its Chapter Plan and budget for 2014. Mr. Coutts reminded everyone to make their reservations for the upcoming holiday buffet.

Supervisor/Confidential Team

Eric Magallon announced that two students had been chosen as Student Worker of the fall semester and awards would be presented at the upcoming January Board meeting.

HotShots Committee

No report.

Superintendent/President

Dr. Perri thanked Stacy Armstrong, managers, the Supervisor/Confidential Team, and everyone involved in the preparations for the holiday event. She took the opportunity to thank everyone for a productive semester and wish a restful, renewing, holiday break to all.

Adjournment

There being no further business before the committee, the meeting was adjourned at 3:48 p.m.