

APPROVED
CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee Minutes
April 28, 2014

Present:

Patrick Borja, Linda Chan, Robert Coutts, Claudette Dain, Roberta Eisel, Patty Glover, Lan Hao, Tyler Hernandez, Michael Hillman, Dennis Korn, Bruce Langford, Patricia Lawrence, Eric Magallon, Alejandra Morales, Cathy Napoli, Robert Sammis, Arvid Spor, Beverly Van Citters, John Vaughan, Lisa Villa, Linda Welz, Gailynn White, Stephanie Yee, and Patricia Robidoux, Recording Secretary

Absent:

Jackie Boxley, Paula Green, and Geraldine Perri

Call to Order

In Dr. Perri's absence, Dr. Arvid Spor chaired the meeting and called the committee to order at 2:47 p.m. in the Center for Innovation Community Room.

Minutes

Linda Chan moved that the minutes of March 24, 2014 be approved as submitted. The motion was seconded by Patty Glover. The motion was unanimously approved.

Yes Votes

Patrick Borja, Linda Chan, Robert Coutts, Claudette Dain, Roberta Eisel, Patty Glover, Lan Hao, Tyler Hernandez, Michael Hillman, Dennis Korn, Bruce Langford, Patricia Lawrence, Eric Magallon, Alejandra Morales, Cathy Napoli, Robert Sammis, Arvid Spor, Beverly Van Citters, John Vaughan, Lisa Villa, Linda Welz, Gailynn White, and Stephanie Yee

No Votes

None

Abstentions

None

Old Business

None.

New Business – Action Items

Dr. Spor introduced the Academic Calendars for 2014-2015 and 2015-2016 for approval, explaining that the 2014-2015 calendar had been previously approved by the Board of Trustees in December 2012. Dr. Spor explained that the 2014-2015 calendar was revised to due to a change in the census date. The 2015-2016 calendar had not been previously presented for approval.

Cathy Napoli moved approval of both proposed calendars. The motion was seconded by Roberta Eisel. The motion was carried.

Yes Votes

Patrick Borja, Linda Chan, Robert Coutts, Claudette Dain, Roberta Eisel, Patty Glover, Lan Hao, Tyler Hernandez, Michael Hillman, Dennis Korn, Bruce Langford, Patricia Lawrence, Eric Magallon, Alejandra Morales, Cathy Napoli, Robert Sammis, Arvid Spor, Beverly Van Citters, John Vaughan, Lisa Villa, Linda Welz, Gailynn White, and Stephanie Yee

No Votes

None

Abstentions

None

New Business – Informational Items

Dr. Lan Hao presented the California Community Colleges Student Success Scorecard for 2014, which reported on the 2007-2008 cohort.

Dr. Spor postponed the committee discussion of the assigned reading and stated it would be revisited at a later date.

Reports and Updates

Educational Programs Committee

Dr. Spor reported that the PTK had traveled to Sacramento to be recognized and attend a conference. At the EPC meeting they mentioned that Distance Education would be considering three Learning Management Systems, and the Enrollment Management Committee stated that course offerings will increase for next year to include 3% restoration plus a 2% buffer.

Student Services Committee

Dr. Spor stated that the committee had met to review several BPs and APs and discussed plans for the upcoming SpringFest.

Financial Resources Committee

Ms. Dain stated that the committee continues to receive pertinent information for any financial or budgetary matters and that the next key hurdle for budget planning will be the Governor's May revise date. The committee will work on budget assumptions revisions after that time. The committee also began discussions regarding program review and criteria for funding recommendations for the resource requests that come from program review.

Physical Resources Committee

Ms. Dain reported that PRC met and received updates on various projects. She also stated that a bill for the first higher education facilities bond since 2006 is currently working its way through the legislation system, so far without opposition, and that, if passed, would have a modest positive impact on Citrus College for 50% funding of the Hayden Hall project.

Human Resources Advisory/Staff Development Committee

Robert Sammis stated the HR committee had met and reviewed, revised, and approved the HR Plan as well as a new Board Policy 3050 - Institutional Code of Ethics, which had already been distributed to constituency groups for review. He noted that the new BP applied to all employees

other than faculty, as the Academic Senate, as well as the Board of Trustees, had separate ethics policies. He also announced that a desk review had been conducted on BP/AP 7114 - Child Abuse Reporting and BP/AP 3715 – Intellectual Property and that constituency group leaders had been emailed an announcement of the review.

College Information Technology Committee

Ms. Welz, reporting for CITC, stated that work continues on one BP and 7 APs. Financial Aid has a new scholarship application up and running, which helps match students' characteristics with appropriate scholarships, potentially increasing the number of scholarships students may be eligible for. Also, as of today, the non-credit application was operating, making it possible to capture data electronically. Counselors continue to develop and audit the DegreeWorks program and the Implementation Team continues to determine the best way to configure and use the educational planning tool. Lastly, Ms. Welz advised that many of the SSSP regulations that are required for Admissions and Records and Counseling this fall will need to be implemented in June in order to be ready for use in August.

Dr. Spor took the opportunity to announce that the scholarship committee was seeking volunteer readers to evaluate scholarship applications and any interested parties should contact Carol Thomas in Financial Aid.

Institutional Research and Planning Committee

Dr. Hao reported that the IRPC met and discussed accreditation Standard I.B. Institutional Effectiveness. There are three research projects currently in progress: CCSSE Student Surveys in 44 classes; CCFSSSE online faculty survey; and an all-employee survey for accreditation purposes.

Institutional Effectiveness Committee

No report.

Accreditation

Roberta Eisel announced that she and Dr. Spor continued to meet with the leaders of the Standards Teams to discuss items that were identified in the gap analysis as well to identify areas of strength. She also stated that the in-house accreditation schedule was being revised to provide greater detail. Ms. Eisel noted that the ACCJC Spring 2014 Newsletter included an analysis for the reasons institutions are being placed sanction, which now also includes SLO outcomes category.

External Relations

Reporting for Paula Green, Ms. Welz stated that the newspaper group representing the Pasadena Star-News, San Gabriel Valley Tribune, and the Whittier Daily News had announced that Citrus College had been voted the Best Community College in the newspaper group's 2014 Readers' Choice Awards. Citrus will be listed in the full color magazine to be published on May 25, 2014.

Academic Senate

Lisa Villa reported that she and John Vaughan had recently attended the Spring Plenary and stated there has been a significant change in the officers, including a president and Area C representative. Of note was the vote to replace specific reference to ACCJC with neutral language when referring to the accrediting body in Title V, and the vote not to support

baccalaureates degrees in specific community college programs. However, the group voted to support a feasibility study regarding the issue.

Associated Students of Citrus College

Reporting for the ASCC, Tyler Hernandez stated that preparations were underway for the upcoming SpringFest 2014, to be held May 5-8. Alejandra Morales announced that a project was underway to honor transfer students with banners announcing which schools students would be attending in the fall.

California School Employees Association

Robert Coutts stated the Orientation Committee met to discuss ideas related to welcoming new staff members to the college. Citrus CSEA leadership would be coordinating with the state CSEA office conduct a chapter workshop on benefits available to its members. The Negotiation Committee would soon be distributing a contract survey to establish bargaining priorities in preparation for upcoming contract negotiations later this year.

Supervisor/Confidential Team

Eric Magallon reported that the Team was currently working with members of the Management Team to support the Classified Employees' Appreciation Breakfast, which will be held on May 30th.

HotShots Committee

Stephanie Yee reported the 3rd Annual General Education Assessment Dialogue will be held on Thursday May 8th at 2:30 and faculty who teach in the GE areas are being recruited to participate. There is still a need for scribes/notetakers. Ms. Yee, Ms. Eisel and Dr. Hao are in the process of working their way through the instructional divisions for the "Spring 2014 Roadshow" to provide clarity on the key areas of planning, program review and SLOs, and how they all work together to demonstrate institutional effectiveness. Ms. Yee also announces that she would be presenting the new SLO Handbook at the next Steering Committee meeting.

Other Reports

Cathy Napoli announced that Citrus College hosted a successful CCCApply and California Electronic Transcripts Conference during spring break and thanked all the Citrus staff involved in the planning and execution of the conference.

Adjournment

There being no further business before the committee, the meeting was adjourned at 3:53 p.m.