



MT. SAN ANTONIO COLLEGE

PRESIDENT'S ADVISORY COUNCIL

MINUTES

February 8, 2017

Attendance:

<input checked="" type="checkbox"/> Bill Scroggins, Chair	<input checked="" type="checkbox"/> Eric Kaljumagi	<input checked="" type="checkbox"/> Jemma Blake-Judd	<input type="checkbox"/> Marchelle Nairne-Proulx
<input checked="" type="checkbox"/> Ron Bean	<input checked="" type="checkbox"/> Jean Garrett	<input checked="" type="checkbox"/> Bill Rawlings	<input checked="" type="checkbox"/> Brigitte Hebert (notes)
<input checked="" type="checkbox"/> Aneca Nuyda	<input checked="" type="checkbox"/> Gary Nellesen	<input type="checkbox"/> Michelle Sampat	
<input type="checkbox"/> Betty Santos	<input checked="" type="checkbox"/> Jeff Archibald	<input checked="" type="checkbox"/> Joan Sholars	
<input checked="" type="checkbox"/> Dan Smith	<input type="checkbox"/> Ruben Flores	<input type="checkbox"/> Vacant (Ac. Senate)	

Guests: Irene Malmgren and Lianne Greenlee

The meeting was called to order at 3:04 p.m.

1. **Review of January 25, 2017, Meeting Notes**

Approved, as written.

2. **Accreditation Steering Committee Update**

Irene Malmgren reported that this committee has met since the last update.

- The 2017 Institutional Self-Evaluation Report in Support of Reaffirmation of Accreditation was presented to the group. This report was the collaboration of many and took an enormous amount of effort and hard work, with RIE being a vital component.
- We have a solid team of 11 visiting us for the external evaluation, with an excellent chair and supporting individuals.
- All committees that may be involved in the interview process will be asked to schedule their meetings during the week of the visit. Requests to meet with committees will not be known until approximately two weeks before their arrival.
- A reminder of the upcoming accreditation visit will be mentioned during the Flex Day General Session. Two break-out sessions are scheduled for accreditation dress rehearsals. Team Chairs will be asked to participate in a specific breakout session, while others that may just have a general interest in accreditation can attend the other session.
- PAC is invited to go on-line and review the sections that they may be asked about.
- An addendum will be developed in the next week which will contain any new items that have happened since the report was written.

- There is encouraging news that San Francisco Community College was granted seven years of accreditation, along with five other colleges. Seven other colleges received 18 months, which means they will have to make minor adjustments.
- Bill Scroggins mentioned that he is on a state committee that is speaking with the Senior Commission, which accredits four year colleges. They are making progress on the issue of having just one accrediting body for the western region. They have worked through several scenarios and have one together that in a ten year period would result in the possibility of having a scope change giving the opportunity for the Senior Commission to accredit community colleges. It is possible for a period of time there would be some community colleges accredited by ACCJC and some by the Senior Commission. Fifteen community colleges offer baccalaureate degrees. Maui Community College offers baccalaureate degrees and are already accredited by the Senior Commission. Their accreditation liaison officer is part of the committee Bill Scroggins serves and is sharing his expertise.
- Bill Scroggins also stated that there are exciting possibilities coming in the future. It is important for community colleges and universities to be aligned and for both university and community college members to be in discussion about academic standards so a united front could be presented in the western region.
- This committee also developed a "framework", not necessarily an action plan. If the Senior Commission is open to this, the next step would be for community college CEO's to request of the Senior Commission a scope change. The committee would have to initiate it, have it agreed upon, and make the request to the Department of Education to implement it.
- We may be in an interesting position of being accredited when accreditation is about to change.
- With regards to how this could change on a national level, one of the areas that seems to have some commonality is disconnecting accreditation from the eligibility for federal funds. There are already many regulations for community colleges receiving federal funds. This gives the federal government an interest in our accreditation which is not about the quality of education, but about compliance.

3. **Institutional Effectiveness Committee Update**

Irene Malmgren reported that this committee has met since the last update.

- The Institutional PIE pieces are coming together. Looking for themes and major pushes in the gaps is coming to an end, which will result in the opportunity to add to our agenda.
- There are two chores ahead; one is to access and bring to closure the 2016/17 existing plan and the other is to bring forth a recommendation to PAC on how to go about developing a new Strategic Plan.
- IEC is putting together a document that takes a look at the Strategic Plan we have now and assesses our progress and whether items are still in the planning stages or completed.
- Since the Strategic Plan sits above and guides other plans and links to it, it is being proposed to PAC to bring in an expert in education and strategic planning to walk us through the purpose of the how it might be structured to make it successful and how might we tap people's ideas to create a plan to represent the campus. IEC can then put together a day to build the new Strategic Plan based on these guidelines. IEC is looking at the potential of having this event on a Friday in the fall where an outside speaker could participate.

- The College wants to hear again about the purpose and what is the process. There are many things to do, but how do we go about it? In some cases there is not a link between what upper management identifies as a priority vs. lower management. How can it be prioritized in unison? IEC will bring a report forward on what we have done so far and what we currently have. An external expert will not tell us what to do, but rather provide us with a new way to think about our process.
- If this process is focused on how we can get that feedback piece to keep the Strategic Plan current with the strategic objectives, this will reflect to bodies on campus implementing the themes, goals, and objectives with some adjustments about how it actually works. We are just missing the adjustment piece/feedback. Also, it reflects the issue that we don't know just what units are doing and but how they are translating the strategic plan into their vision of where there unit can contribute to the movement forward.
- TracDat is a vital tool to add commentary, data, and particular strategic objectives. We need to understand that these are starting points. IEC is the translator that brings the information back to keep the plan current and updated.
- We need to work closely with the College Goals not just the Strategic plan because sometimes some of the work or connection can be missed.
- The State has bifurcated our mission with the other various missions we now have (i.e. Student Success, Student Equity, Strong Workforce). These all come with restricted funds, state authorized plans, and budget restrictions. These plans can end up being tenuous on our connection to our Strategic Plans.
- The state has asked Bill Scroggins, Irene Malmgren, Barbara McNeice-Stallard, and Madelyn Arballo to be the skilled facilitators, or experts in education, to walk us through our Strategic Plan.

4. **Professional Development Council Update**

Lianne Greenlee reported that this committee has met since the last update.

- An Annual Report will be developed that will include on-going data.
- The website has been updated and was well received.
- Super PDC will be held on March 2, 2017.
- PDC is preparing for the ACCJC visit with a special meeting scheduled for March 8, 2017, to accommodate and interview as needed.
- Bill Rawlings has been elected as Co-Chair of CPDC and they will begin meeting twice a month. One meeting will be for regular business, with the other focusing on the development and certification of on-campus professional growth activities.
- The New Employee Welcome (NEW) for classified staff is being redesigned. An all-day training will include a campus tour to build the understanding of and sense of pride in the programs and services of the college. Four follow-up, one-hour, optional professional learning opportunities will be offered to the NEW cohort and will include topics such as Active Shooter, Equity, Emergency Preparedness, and Shared Governance.
- We will be hearing more about goal outcomes in the next coming months.
- The Great Staff Retreat is being planned for May 2017 at the UCLA Conference Center.
- The Management Retreat was a big success. The focus went beyond operations and the need for coaching, a shared value system, and promoting work/life balance. Those that

missed the retreat will be invited to learn about what was decided on and give their own input during a Management Recap Session.

- We will be seeing more goal outcomes in the upcoming months.
- The Conference and Travel form has been revised. The approval aspect has been streamlined as well as the component to capture the information on what was learned and how it can be taken back to other employees/faculty. This feedback part will be a requirement before reimbursement is processed. This reflection piece can be used as a tool kit to help identify the potential for training on campus. Some of the evaluation pieces will become more important determine what goals to focus on and what employees/faculty want to be engaged.

5. **Flex Day Discussion**

Jeff Archibald reported that this committee has met since the last update. Updates:

Martin Ramey is heading up the majority of the planning.

Classified will be released to attend the General Session portion, which will include an update on Accreditation and the Budget, an overview on the Facilities Master Plan, and a discussion on the college's Safe Haven status.

Relevant Classified staff will be invited to attend the scheduled dress rehearsals to prepare for Accreditation.

To date, they have 150 registered for lunch. However, RSVP's and those that actually attending can vary.

Arrangements will need to be made outside to accommodate the large group that is anticipated (i.e. tents, speakers).

Dr. Scroggins offered to assist with a portion of the funding.

If Classified is invited to also attend the lunch, a conversation with Sandra Bollier will need to occur to discuss who would pay for that portion of it; lunch would have to be completely re-thought out.

It was explained that one of the breakout sessions, "How to Flip Your Class" involves students teaching the class, studying taking place outside the class, and homework being done in the class.

6. **BP and AP 3730 – Text Messaging (NEW)**

This AP was presented for second reading. There was discussion and clarification that "inactivity" means the student didn't not interact with the school's system for two semesters.

Add an "s" to the word "student" and remove the word "recipient" from the first page, paragraph 6, under the Section "Opt In, Opt Out".

This AP was motion, seconded, and carried with corrections. This AP will be presented to the Board for information.

7. **BP/AP Log Review**

The log was reviewed.

AP 7120 was reviewed by AMAC and PC. Irene Malmgren will take to Abe Ali, Human Resources, then to PAC.

AP 7121 "Recruitment and Hiring Classified will be added to the log.

8. **Other**

The meeting adjourned at 4:07 p.m.

**FUTURE MEETINGS: February 22, 2017
March 8, 2017
March 22, 2017**

Typically, meetings are held on the second and fourth Wednesdays of each month, 3:00-4:30 p.m., in the Administration Building, Room 2440.