



## President's Cabinet

### Action Notes

May 15, 2012

Bill Scroggins, President/CEO  
Virginia Burley, VP of Instruction  
Audrey Yamagata-Noji, VP of Student Services  
Mike Gregoryk, VP of Administrative Services  
Annette Loria, VP of Human Resources

1. Cabinet was joined by Linda Baldwin, Associate Vice President of Fiscal Services, who provided an update on preparing the 2012-13 Tentative Budget. One element of the new budget will be limiting the funding of travel to non-general fund dollars except for that in the Faculty Association and CSEA contracts, that connected with students, and that needed by the Academic Senate. Mileage for in-district travel will continue to be funded as well as travel for essential training. Cabinet discussed an operational definition of "training." **Annette and Linda will bring a draft definition of training to the next Cabinet meeting.**
2. A demonstration of our new Mountie Academic Plan or "MAP," based on DegreeWorks software, was provided by George Bradshaw, Dean of Enrollment Management, Tom Mauch, Dean of Counseling, and Heidi Lockhart, Director of Career and Transfer Services. ([See the attached document.](#)) The group showed the Internet pages that provide the operational information and input for the three basic elements of MAP: the Education Plan, the What If? function, and the Degree Audit function.
  - The Education Plan element pulls information from the student's record in Banner. For input, it allows both drag-and-drop and direct typing to construct the plan. There is a Counselor Notes feature. The college course schedule for the next term is available for class planning and selection. Open sections are displayed. The student's selections go into a Worksheet that the student can use when registering online. MAP allows the production of several Ed Plans each of which carry distinct names and time stamps. When the student meets with a counselor, the counselor can "lock in" an Active Plan. Counselors are developing protocols for this process.
  - The What If function analyses the result if a student considers changing major: classes already taken that may or may not count for the new major, classes yet to be taken to complete the new major. Currently, only Mt. SAC majors are available for this function.
  - The Degree Audit feature assesses courses still needed for the awarding of a Mt. SAC associate degree or certificate. Recognizing that many Mt. SAC students began college at another institution, MAP allows the entry and recognition of equivalencies for courses taken elsewhere. The goal is to have these equivalencies in our system for the top 20 schools from which students transfer units into Mt. SAC. Faculty in each department have evaluated courses at these top 20 transfer-in schools and the equivalency status (equivalent or not equivalent) has been established for more than 90%. There are still ambiguities and variances that need to be straightened out. **Audrey and Ginny will work with the Student Services Team and the Instruction Team to clarify these issues before the end of Spring Semester.** Until this is done, transfer-in equivalent courses will not be available in MAP for the Education Plan function. The past 3 semesters of catalog requirements for degrees and certificates are currently in the MAP system so that graduation awards based on these catalogs can be made.

MAP is currently available only to counselors. Students will have access to MAP in time for Winter and Spring registration—the middle of November. The development of MAP will enter Phase 2 next spring. Some of the projects currently on the Phase 2 work plan are 1) interfacing

MAP with the student portal, 2) turning on the email function within MAP, 3) developing Ed Plan templates that are like major sheets—this would also make available transfer patterns to the universities to which most Mt. SAC students go, 4) integration with our curriculum software (WebCMS) particularly activating the program/major function and creating an upload to Banner so that we can keep the Mt. SAC catalog requirements current in MAP, and 5) reinstating Auto Award so that degrees and certificates are given out automatically when a student meets requirements—plus even notifying students when they are close to an award and determining if needed course seats are available for degree and certificate completion.

3. George Bradshaw drew our attention to our December 13, 2011 decision to amend our drop dates to be in compliance with changes in Title 5 as specified in the Chancellor’s Office memo of October 12, 2011 ([attached](#)) the salient portion of which is quoted below.

Specifically, under the new apportionment limit for enrollment in credit courses, students that are determined to be actively enrolled as of the census point for purposes of claiming apportionment in Weekly or Daily Census courses, but that end up dropping the course prior to the point where they would be assigned a “W” withdrawal (typically between the 20 and 30 percent point of the course for colleges that start their withdrawal with a “W” period at 30 percent of a term ), will no longer be eligible to be claimed for apportionment because there would be no notation (“W” or other) recorded for those particular students per title 5, section 55024(a)(3).

The [attached memo](#) from George as well as a [timeline](#) explains and illustrates this issue more thoroughly. George indicated that two actions are to be taken to follow through on this issue: 1) AP 5075—Course Adds and Drops ([attached](#)) needs to be amended and 2) an advisory to counselors and others that this change has been made will be distributed. **George will bring a draft revision of AP 5075 to Cabinet to effect this change.**

4. Karen Saldana, Director of Safety, Health Benefits, and Risk Management, joined Cabinet to discuss implementing a wellness program at Mt. SAC. ([See Karen’s attached outline.](#)) Cabinet discussed the merits of encouraging and supporting Mt. SAC employees in pursuing a healthy lifestyle. Karen discussed how we might get started on such an initiative, and Cabinet supported the creation of a planning team. Financial incentives were discussed. Currently, our medical insurance carrier, CalPERS, does not provide premium reductions for wellness activities as they base their price structure on regional data. However, CalPERS is supportive of wellness ([see brochure](#)) with resources and ideas. Karen pointed out several other no-cost tools that are available. Cabinet briefly discussed the role that our Wellness Center and Health Center might play in this initiative. **Karen will report back to Cabinet on ideas generated by a planning team that she will assemble.**
5. Audrey distributed a draft plan for our International Student Program ([see attached](#)). Due to time constraints, Cabinet postponed discussion until next week.
6. In the afternoon at CMPCT, Gary Nellesen presented the latest draft of AP 6610—Facility Project Prioritization ([attached](#)). The only change suggested was a more specific definition of a Repair Project (such as a dollar and/or scope limit). The draft AP will go to Facilities Advisory Committee next Tuesday, 5/22. **Gary will bring the final draft of AP 6610 to Cabinet to initiate the approval process.**

7. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
- a. [Draft BP and AP 6625 on District Fundraising](#) and [Cabinet Notes](#) (**Mike, 5/22**—with Lisa Sugimoto & Audrey Yamagata-Noji plus a revised BP and AP)
  - b. Centralized Printing and Copying (**Mike, 5/22**)
  - c. Facilities Use (Mike, 6/5—with Bill Eastham plus revised [BP/AP 6700](#))
  - d. Implementation of Degree Works (Audrey, 8/21)
  - e. [AP 6610—Facility Project Prioritization](#) (Mike, 8/21—with Gary Nellesen)
  - f. Expansion of International Student Program (Audrey, **5/22-Feedback on [Draft Plan](#)**)
  - g. Collaborative [Projects](#) with Cal Poly Pomona (All, 6/5)
  - h. Initial Review of 2012-13 Tentative Budget (Mike & Linda, 6/5)
  - i. Definition of Training for Budget Purposes (Annette & Linda, **5/22**)
  - j. [AP 5075—Course Adds and Drops](#) revision of drop date (George Bradshaw, 5/29)
  - k. Wellness Program Ideas (Karen Saldana, 6/12)