



**June 20, 2023**

Tika sat in for Sokha

1. Cabinet reviewed the following revised Board Policies and Administrative Procedures:
  - [AP 4051 – Course Equivalencies and Variances](#) – Cabinet proposed a revised addition to clarify the language.
  - [AP 4105 – Distance Learning](#) – Cabinet recommended that footnotes be added to clarify the references then move forward for review at PAC. The Instruction office will complete this to move forward to PAC.
  - [AP 5300 – Student Equity](#) – Okay to move forward to PAC.
  - [AP 7135 – Temporary Special Project Administrators](#) – Cabinet recommended a change to the Director level range. The Management Steering group will make this change to move forward to PAC.
  - [AP 3200 – Accreditation](#) – Okay to move forward to PAC.
2. Cabinet continued the discussion related to the Canvas Shell Workgroup and, more specifically, the RSI Rubric. The Workgroup has done some revamping and changed the order around to have it be more inclusive and have a better flow.
3. Cabinet was joined by Lisa Rodriguez, Acting Director of Professional and Organizational Development; and Lizette Henderson, Acting Assistant Director of Professional and Organizational Development, for a quarterly update on Title V. Highlights:
  - Currently we are using three products from ACUE. Those completing earned national credentials from ACUE.
  - Data Coaches are on hiatus for the Summer and have a planned newsletter coming out in Fall.
  - Employee professional development focused on DEISA hosted two workshops, one Fostering a Culture of Belonging, with 19 registrants (16 who were non-teaching staff). Second workshop, Ella (equity, literacy, and leadership academy) is a racial literacy workshop facilitated by Regina Stanback Stroud with 80 registrants that include faculty and staff. Hosted additional workshops on antisemitism and recognizing Chingona. Surveys for both were positive.
  - Student development includes student ambassadors under the leadership of Diana Felix. Focus group led by RIE. The qualitative feedback from the students is that they are shocked at their own capacity to do research. These students are connected with at least one equity program.
  - Workshops on money management have been popular. They are offered during the day in person and in the evening virtually with 58% of participants Latinx.
4. Cabinet was joined by Lianne Greenlee, Assistant Dean of Accreditation; Allie Frickert, Faculty Accreditation Coordinator; and Barbara Mezaki, Faculty Accreditation Coordinator, for a quarterly update on the [Accreditation Core Group](#). Highlights:
  - There has been so much campus participation related to accreditation, with 1,300 pieces of evidence submitted.
  - The ISER themes are DEISAA, Sustainability, Excellence, and Professional Development.
  - Board Policy and Administrative Procedure review and evidence updates are ongoing.
  - Outcomes reporting is improving, with all divisions between 83% and 100%.
  - The IT team made incredible strides in making all evidence accessible.
  - The ISER will be presented to the Board during the Summer with a signing celebration at the June 28 Board Meeting.

5. Cabinet was joined by Sylvia Ruano, Dean of Instruction; Marlyn Holt, Interim Associate Dean of Dual Enrollment; and Lina Soto, Associate Dean of Counseling, for a quarterly update on the Dual Enrollment. Highlights:

- Success rates were 88% for Dual Enrollment classes, with 90% CCAP and non-CCAP 78%.
- The program grew from 119 sections to 153 sections, with 29% growth in DE course offerings, and the program continues to grow for the Fall.
- The team attended the California Dual enrollment equity conference.
- The DE program and special admit team are working together on best practices to streamline practices.
- They hosted a Mt. SAC college academy senior awards night and MECA graduation for the 9 MECA students who are graduating with AS-T.
- WECAN opened up their first classes today.
- They continue to work with school sites for Fall classes and with students to complete the paperwork needed to register.
- They have been meeting regularly with school sites and articulation to see if high school courses could be articulated for college credit.
- They have been working with noncredit on noncredit offerings for school sites.
- Special admit is increasing with 163 students participating in 2020 and this year there were 365 applications. The application period has been extended to allow for more student participation.
- Counseling is working with their adjunct pools to have more counselors available who are experienced with dual enrollment.
- Counseling is looking at how to better serve students at the school sites.

6. Kelly reported:

- The work on the RSI rubric is collaborative with the faculty. It is not intended to be evaluative, but an instrument for improvement that begins with a self-assessment and then a reviewer chosen by the faculty member. Some of the language will still need to be negotiated.
- Today is the first day of Summer and we are up 9.6%.
- A new airplane for the Aviation department is on its way from Texas.
- Accreditation has been an incredible process. The evaluation team will have an easy read.
- A survey will soon go out on the adjunct office hour pilot and participation.
- The Instruction team continues to look at the schedule and shift to students' needs.

7. Madelyn reported:

- SCE's Vocational nursing program is making its way to an official start date. Health careers faculty are nearing the end of the required deliverables to the Board of Vocational Nursing and Psychiatric Technicians. The hoped-for start date is in 2024.
- AB 634 was heavily amended to delete the census-based funding for CDCP classes. Mt. SAC is supporting the amended version which proposes to change the language for CDCP certificates from "sequence of courses" to "complement of courses." The current language around sequencing certificates is outdated.
- Our WASC self-study chapters are being written by group leaders. The goal is to have a full draft for a fall campus review and edits with a planned winter board approval. Submission to the ACS WASC commission is by March 2024 with the 3-day visit in April 2024.
- During emergency conditions, SCE students have received almost a million dollars in HEERF/CARES funds. This [report](#) shows the different noncredit students who received these grants. Fiscal services worked with SCE to distribute the funds directly. During the pandemic this was a huge resource for promoting retention of NC students.

8. Melba reported:

- High School Outreach hosted Mountie Prep Day with over 300 students participating in workshops, campus tours, and a resource fair. They rolled out information on EAB to be sure students are knowledgeable from the front door of EAB.
- There was a kick-off event for Bridge students.
- Upward Bound has their summer program beginning with 56 high school students from Ganesha and la Puente HS.
- Approval of proposals for the ACCT.
- Gio Rodriguez was accepted into the HACU La Academia de Liderazgo.

9. Tika reported:

- HR is moving forward with their internal recruitments, including the onboarding of hourly and permanent recruiter positions.

10. Morris reported:

- There is a big push to get the Bookstore transitioned. Emails will be going out reminding students and employees of the short shutdown of the Bookstore. The bookstore will begin communicating with faculty on course pack copyright processes.

11. Items for future agendas (items for the next Cabinet meeting are shown in **BOLD**):

a. Return and Recover Initiative:

1. Student Retention and Enrollment Outreach (Leads: Tannia Robles, Laura Sherwood, Denise Bailey, Pedro Suarez, and Sylvia Ruano 7/25)
2. Center for Black Cultural and Student Success, MMI, Arise, and El Centro (Leads: Clarence Banks, Gio Rodriguez, and Aida Cuenza, 7/25)
3. Student Center Coordination (Leads: Kevin Owen, Koji Uesugi, and John Vitullo, 7/25)
4. Technology Loan Program (Leads: Michael Carr, Romelia Salinas, Tami Pearson, and Eric Lara, 7/25)

b. Multiple Measures Placement Workgroup (Madelyn, George, Ned, Elizabeth, Maria, and Jimmy, TBD)

c. Student-Centered Funding Formula—Continued Follow-Up:

1. Noncredit Support of SCFF & Multiple Measures (Tami and Shannon, 8/1)
2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 9/12)

12. Quarterly Reports to Cabinet:

- Emergency Response Plan Quarterly Report (Shannon and Sayeed, 7/18)
- Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Brandin, and Kevin, 8/1)
- Faculty Position Control Quarterly Report (Rosa and Meghan, 7/18)
- Construction Project/Scheduled Maintenance Quarterly Report (Gary, 8/22)
- IT Projects Quarterly Report (Anthony, 8/22)
- Grants Quarterly Update (Adrienne, 7/18)
- International Student Quarterly Report (Chris, George, and Paty, 8/1)
- Academic Support Coordination Project Quarterly Report (Romelia, 7/11)
- Guided Pathways Quarterly Report (Meghan, Elmer Rodriguez, and Michelle Nava, TBD)
- Dual Enrollment Quarterly Report (Meghan, Marlyn, and Lina, 10/23)
- Title V Quarterly Report (Lisa and Lizette, 9/26)
- Accreditation Core Group Update (Lianne, Barbara, Allie, Patty, Michelle, and Laura, 9/26)
- Financial Aid Update (Manuel, 7/11)
- [MESA Program Implementation](#) (Pending, TBD)
- [Research on Enrollment: Wait Lists, Evening Student Loss](#) (Quinones, TBD)

- [Apple Resources: App Design, Apple eBooks Online](#) (Pending, TBD)
- Student Equity Plan (Pending, TBD)