

SAN DIEGO MESA COLLEGE
PRESIDENT'S CABINET
Agenda with Meeting Notes
May 20, 2014

1) PRESIDENT'S UPDATE:

- a) Welcome: President Pam Luster called the meeting to order and welcomed new staff member Lynn Lasko, Sr. Office Manager in Business Services. She replaces Kathy Wells.
- b) Faculty Hiring Prioritization Approval: President Pam Luster presented the approved 2015 Faculty Hiring Prioritization document . The boxed in positions in green are the positions approved to hire next spring. The eight new faculty positions we have been granted to hire per the Chancellor must be instructional faculty; the positions that were unsuccessful hires this past academic year will maintain their hiring status, and re-open next year. (History, Interior Design, Accounting) The faculty hiring will now go back to the annual schedule where the hiring committees will prep in fall, interview and hire candidates in the spring and the faculty will begin their term the following fall semester. This document can be found at: <http://www.sdmesa.edu/about-mesa/presidents-page/documents/faculty-hiring-priorities-2014-prioritization-list/>
- c) District Updates: President Pam Luster stated that Chancellors Cabinet has approved the opening of student services on the preceding Saturday before the start of the Fall 14 semester. This will provide assistance to students registering by providing an extra day to get all the course information logged into the Reg-E system and to attempt to lessen system overload problems the first Monday of classes. Also discussed at Chancellor's Cabinet was the Baccalaureate degree proposal which is now at the Senate appropriations Committee.
- d) Event Planning: President Pam Luster announced we will be streamlining the process of event approvals this summer. Rachele Agatha and Lina Heil will be working with a revised form, request and calendar process for all events; additionally, there will be an opportunity to pre-populate the calendar with recurring events. This will make it possible for major events to be handled through the administrative structure and will no longer need to be approved through President's Cabinet.

2) COLLEGE-WIDE PLANNING

- a) Education Master Plan (Jill Baker): Institutional Effectiveness
Dean Jill Baker presented the Education Master Plan onscreen and stated it had gone through significant vetting campus-wide. The PIE Committee has reviewed the document and is now submitting it to President's Cabinet for approval. *A motion to accept this document was made by Tim McGrath; Second: Ashanti Hands. The motion was approved unanimously.* This document can be found at: <http://www.sdmesa.edu/about-mesa/presidents-page/documents/educational-master-plan-2012-2013-to-2018-2019/>

A hearty thanks to Jill, Bri and Ginger for their hard work on this, and to the Ed Master Plan Steering Committee for working hard in the spring to review and revise the document. The plan is to insert pictures, charts and create a useable print and online document by August 2014.

- b) Integrated Planning Evaluation Report (Jill Baker):
Dean Jill Baker presented the Integrated Planning Process Evaluation 2013-14 on screen which is the 360 comprehensive evaluation. Jill shared that many of the goals listed in this document have already been completed. This is the colleges opportunity to assess the planning processes through survey and committee feedback on the various integrated planning segments.

c) Program Review Calendar (Jill Baker):

Dean Jill Baker presented the Proposed Calendar and Training Plan for 2014-15 Program Review & Integrated Planning Cycle on screen. The schedule was extended to the first week of spring semester to allow work be done through the winter break, and flex days in January. *This document was reviewed by the PR Committee and is now being submitted to President's Cabinet by the PIE Committee. The document was adopted by vote of acclamation. This document can be found at: <http://www.sdmesa.edu/about-mesa/presidents-page/documents/calendar-and-training-plan-for-2014-15-program-review-integrated-planning-cycle/>*

d) Mission Statement (Madeleine Hinkes):

PIE Committee co-chair Madeleine Hinkes presented the Mission Statement on screen. The suggestions to include updated language in this document came from the President's Cabinet retreat and then were given to the PIE Committee to update and revise. It has now been through all the senates. This updated statement was approved by members of the PIE Committee on May 13, 2014 and is now being submitted to President's Cabinet. *A motion to accept the updated Mission Statement was made by Angela Liewen; Second: Jennifer Cost. The motion was approved unanimously. This document can be found at: <http://www.sdmesa.edu/about-mesa/presidents-page/documents/san-diego-mesa-college-mission-statement-2014/>*

e) Budget and Allocation of Recommending Committee (BARC) Request Form (Madeleine Hinkes): Madeleine Hinkes presented the BARC Request Form on screen which is a simplified request form that is linked with the BARC rubric and Program Review processes. *A motion was made to adopt the BARC Request Form by Tim McGrath; Second: Andy MacNeill. The motion was approved unanimously. This document can be found at: <http://www.sdmesa.edu/about-mesa/presidents-page/documents/barc-request-form/>*

f) CHPC Updates (Madeleine Hinkes): Madeleine Hinkes presented the Classified Staff Prioritization Position Request form on screen which includes the updated rubric. *A motion to accept the updated Classified Staff Prioritization Position Request form and rubric was made by Tim McGrath; Second: Ashanti Hands. The motion was approved unanimously. This document can be found at: <http://www.sdmesa.edu/about-mesa/presidents-page/documents/clasified-staff-prioritization-position-request/>*

g) Accreditation Update (Danene Brown): Dean Danene Brown reported that 16 people have submitted their interest to serve on the 2016 Accreditation team. Today is the last day to forward your interest to be a team chair to Dean Brown or Chris Sullivan; the kick-off meetings will begin in the fall semester.

h) Staff Development (Andy MacNeill): Dean Andy MacNeill distributed the Staff Development Task Force Progress-to-date document which includes the colleges that are being surveyed in relation to their professional development programs as well as a budget proposal for the 2014-15 academic year to provide support for staff development. Kris Clark will be sending a survey to these colleges which will provide the SD Mesa College Staff Development Committee with better knowledge on the release time and staff support needed. This committee will provide an update to a future President's Cabinet meeting.

i) Faculty Hiring Priority (Andy MacNeill): The Faculty Hiring Priority process form and the rubric will remain the same in the next academic year.

3) INSTRUCTION (Tim McGrath, VPI)

a) Approval of Perkins Funding (Margie Fritch): Dean Margie Fritch presented on screen the Perkins Funded Programs 2014-15. She stated that a majority of the items listed on the document are for equipment as well as supplies and software. *A motion was made to accept*

the Perkins Funded Programs document by Tim McGrath; Second: Angele Liewen. The motion was approved unanimously.

b) Enrollment Management (Tim McGrath): Vice President of Instruction Tim McGrath stated that the Enrollment Management Team completed their six training sessions with Pam Deegan and the team will continue to meet on a regular basis in the fall. Tim will chair these meetings initially and then each school will have their Dean and faculty representatives participate in this process. VP McGrath will provide a progress report on these meetings to a future President's Cabinet meeting.

4) STUDENT SERVICES (Julianna Barnes, VPSS)

a) Student Success and Student Equity: Vice President of Student Services Julie Barnes presented on screen the Student Success and Equity Committee document and gave the following updates:

Student Success & Support Program (SSSP) Updates:

The last year was spent scaling and improving upon the "core 3" services outlined in the new regulations including: Assessment, Orientation and Ed Planning. Student Services has returned back to some of the high schools to offer assessment and have included new prep workshops; a new online orientation and advising avatar will be launched this summer. Student Services will also launch an Ed Plan campaign to encourage students to complete an Ed Plan. With regard to technology, the new iMesa mobile app was released and Student Services will be working on an intuitive FAQ system called "Intelliresponse" and will also launch a new student website soon. This summer they will draft the 2014-15 SSSP Plan, with Susan Topham and Ailene Crakes serving as the lead writers for this effort. The counseling faculty will be instrumental in the development of this plan.

Student Equity Updates:

A team will attend the National Conference on Race and Ethnicity (NCORE) next week, with another team attending USC's Center for Urban Education's (CUE) Student Equity Institute. These teams will be instrumental in informing the development of the 2014-15 Student Equity Plan which is due this fall. This writing of the Student Equity Plan will be led by Ashanti Hands and Jill Moreno Ikari.

New Student Success & Equity Committee:

A new Student Success & Equity Committee will be established this fall 2014. The purpose of this committee will be to advise in the development and implementation of the SSSP and Student Equity Plans. The committee will also serve as a platform to promote dialogue and integrate student success and equity efforts campus-wide. The committee will work in collaboration with various committees such as Basic Skills, Academic Affairs, Diversity Committee, Global Awareness Committee, and Student Service Council.

5) ADMINISTRATIVE SERVICES (Rachelle Agatha, VPA)

a) BARC Update: Vice President of Administrative Services Rachelle Agatha stated the purchases for 2013-14 academic year have been finalized – program total was \$152,590; IELM total was \$183,036; technology refresh was \$98,563 for a total of \$434,188. *This document can be found at: <http://www.sdmesa.edu/about-mesa/presidents-page/documents/barc-13-14-purchases-5-21-14/>*

6) PARTICIPATORY GOVERNANCE REPORTS

a) Academic Senate (Terry Kohlenberg): Academic Senate President Terry Kohlenberg reported he and several other faculty attended a webinar on the Online Education Initiative. Due to the June 3rd deadline to report interest in participating in the pilot program, Terry stated he would send an email to the members of Academic Senate to get a vote on the interest of moving forward on this program.

b) Classified Senate (Angela Liewen): Classified Senate President Angela Liewen stated the Classified Services Awards were held last week – there was a tie for Classified Employee of the Year award: Irma Buchin and Tino Alvarez. Angela also shared that today is Monica Romero's last President's Cabinet since she is vacating the Vice President's position in the Classified Senate.

c) Associated Students Governance (Jay Walker): No student report.

7) FUTURE PRESIDENT'S CABINET TOPICS

8) OTHER

a) Calendar:
Classified Development Conference, May 28-29, 2014, Mesa Campus

9) ANNOUNCEMENTS

10) ROUNDTABLE