



President's Cabinet

Action Notes

March 27, 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. Audrey Yamagata-Noji provided a status report on the update of DegreeWorks—our system for creating an electronic education plan that assists students in choosing the right courses to complete their goals and enables the college to follow student progress toward their goals. Implementation of DegreeWorks is going well. Evaluators assessing application for graduates seeking associate degrees are using DegreeWorks to do that assessment for students graduating under catalog rights no older than three years. Technical problems with the software have been resolved so that training of counselors on the system is going forward. We continue to work with other community colleges in the state who are DegreeWorks users: LACCD, San Mateo CCD, Foothill-DeAnza, Gavilan, Imperial Valley, and others. The team is looking at various ways to make DegreeWorks available to students including use of the portal. It is expected that students will use the “What If?” function of DegreeWorks to be prepared for counselor appointments. The challenge of keeping academic program data current still remains. We are integrating WebCMS (the software we use to develop curriculum) with Banner, and the data entry of program information into WebCMS is being done now and is complete with the exception of a few of the more complicated program course structures. We do not yet have a way to get program data from Banner into DegreeWorks. Beta testing of the DegreeWorks system is going on this spring and will extend through the summer. Links to the student portal and widespread use of DegreeWorks is anticipated for this fall. The next step will be to set up DegreeWorks to auto-award degrees next year.
2. Cabinet reviewed input from the Academic Mutual Agreement Council (AMAC) on AP 2410, Process for Creation or Revision of Administrative Procedures or Board Policies ([attached](#)). Cabinet accepted this version of AP 2410 with no changes.
3. Cabinet reviewed input from the Academic Mutual Agreement Council (AMAC) on AP 7122, Recruitment and Hiring: Management Employees ([attached](#)). The first issue was the desire of the Academic Senate to require letters of recommendation. Cabinet decided to leave this to the discretion of the screening committee. The second issue was to strike Section H on filling interim positions with contracted professional experts selected by a process as follows:

If the College President/CEO designates that the search be conducted for the temporary reassignment of an existing employee, the application, screening, and interview process described in Section I, Interim Management Position, will be used. If the College President/CEO designates that the temporary assignment be filled by an external contracted professional expert, the College President/CEO will conduct the search and will make the selection. In the case of a vacancy for the position of College President/CEO, the Board of Trustees will designate that the search will be internal or external and will establish its own selection and appointment process.

Cabinet did not agree with striking this section. The process of working with an agency to hire a retired professional does not require and does not lend itself to the full screening process.

4. Cabinet took up the issue of the expansion of the International Student Program from 450 to 1000 F-1 Visa students. A tentative action plan was outlined which will still needs much work ([see attached](#)). The following activities are covered with brief notes on who will be responsible, what resources are needed, the timeline for completion, and notes on the task.
 - Pre-arrival
 - Arrival
 - Follow-up before registration
 - Housing and transportation
 - Outreach & Marketing
 - Assessment, college-readiness, transcript evaluation
 - Counseling
 - Academic & Social Integration of International Students
 - Management
 - Budget plan

5. Items for future agendas:
 - a. [BP and AP 6625 on District Fundraising](#) (Mike, 4/17—with Lisa Sugimoto & Audrey Yamagata-Noji plus a revised BP and AP)
 - b. Centralized Printing and Copying (Mike, 4/17)
 - c. Facilities Use (Mike, 4/17—with Bill Eastham plus revised [BP/AP 6700](#))
 - d. Implementation of Degree Works (Audrey, 5/1)
 - e. Process for prioritizing and funding small renovation and scheduled maintenance projects (Mike, 4/10 with Gary Nellesen plus a new Administrative Procedure on the process)
 - f. Expansion of International Student Program (Audrey, 5/1)