



## President's Cabinet

### Action Notes

March 26, 2013

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

1. Mountie Academic Plan (MAP) is now in use by students, and initial reports continue to be positive. Discussions are now moving to “Degree Works Phase 2” which may include auto-award of degrees and certificates and other potential uses of the software. Phase 2 piloting of additional features could begin as soon as Fall 2013.
2. The MOU with Foothill Transit is on the Board of Trustees agenda for tomorrow, March 27. The college had our legal firm review the document and the only point of discussion was the termination clause section. We will now be moving to market to students the opportunity to obtain no-cost transit pass stickers on their student body cards for the next three semesters starting this fall.
3. Cabinet approved the draft Academic Calendar for 2014-15 ([attached](#)).
4. Ginny gave an update on Study Abroad, noting that the program is focusing on courses offered during winter and summer intersessions. Ginny referred to a binder that coordinator Tamra Horton has put together to assist faculty offering courses through Study Abroad. Both Ginny and the Academic Senate will separately review proposed policies and procedures proposed for Study Abroad programs for completeness and accuracy. The Senate will formally present their endorsement of the newly created materials to AMAC. Reassigned time for the future was discussed.
5. Cabinet agreed with the Academic Senate recommendation on AP 5142—Students with Disabilities—Accessibility of Multimedia Instructional Material: Captioning ([attached](#)).
6. [Alumnus of the Year Nomination Forms](#) are now being circulated. Nominations are due by April 8<sup>th</sup>. The [criteria are attached](#).
7. Cabinet discussed the [agenda](#) for the meeting the following morning with a group of Chamber of Commerce Chief Executive Officers. The purpose of the meeting is to develop a plan to expand direct services to employers, particularly training of their employees and placement of Mt. SAC students as interns through work experience or other means. Jill Dolan, Director of Public Affairs, is handling the community outreach portion of the effort, Donna Burns, Dean of Continuing Education, is handling the potential for training, Barbara McNiece-Stallard, Director of Research & Institutional Effectiveness, will be doing the needs assessment survey, and Terri Long, Dean of Instructional Services, will be coordinating the internship portion of the project. Expected to attend are the follow Chamber CEOs:  
Filipino Chamber: Johnny Chua  
Irwindale Chamber: Lisa Bailey  
Pomona Chamber: Frank Garcia  
Regional Chamber-San Gabriel Valley: Steven Ly  
San Dimas Chamber: Karen Gaffney

8. Bill reviewed with Cabinet the discussion at the first meeting of the Governmental Affairs Advisory Committee which was held last Thursday, March 21. [The agenda is attached](#). The group reviewed currently proposed legislation that would affect community colleges as well as some of the major initiatives proposed by the Governor.

9. Mike discussed the customer service initiative he is pursuing with the Administrative Services Team. Cabinet suggested that Mike pull together a small group of managers from the Instruction Team and the Student Services Team to meet with him and discuss their perceptions of service needs and current areas that might be improved. **Ginny and Audrey will send the names of one or two managers to Mike for such a meeting on customer service.**

10. The college is in the process of purchasing software from [Cynosure New Media, Inc.](#) This software will provide online media-based, self-guided student advisement for new student orientation and probation workshops. (Follow this [link](#) for a description of the online student orientation product.) The current budget will support the \$50,000 for the orientation portion of the contract, but \$25,000 is needed for the probation workshop feature of the software. Cabinet approved an [Immediate Needs Request for \\$25,000 to fund the development of an online workshop for students on probation](#).

11. Audrey reported on the work of the Student Preparation & Success (SPAS) Council regarding enrollment priorities and modification of the current [AP 5055](#). This effort is triggered in part by last year's changes in [Title 5 §58108](#). Four alternatives are under consideration: A, B, and C ([attached](#)). All of them conform to §58108 by moving students with over 100 units and those who are on probation to the lowest priorities.

- Proposal A stays closest to current practice.
- Proposal B adds new international students to the list of special groups with priority registration category 2B.
- Proposal C eliminates all special groups except those who have priority established in law or regulation.

As the proposals stand in their current form, Cabinet found Proposal A to be most appropriate as it most closely reflects current priorities. **Audrey will bring the consensus version of AP 5055 directly to Cabinet when SPAS has finalized its recommendation.**

12. What are some of the effects of changing the registration priorities? [The attached table shows how quickly seats fill in 20 of the courses with the highest demand](#). Most of these courses still had seats well into the registration process. Filled after the first day in Fall 2012 were Anatomy 10A, Chemistry 40, and Chemistry 50. These seats were filled mostly by continuing students who had registration priority on day one. Also quick to fill were Math 71, 110, and 130; English 1C; History 1 and Poli Sci 1. The data also show that just 50% or so of students actually enroll on the day of their registration appointment. About half wait until later—meaning that students with later registration appointments have additional opportunities to enroll in open class sections. While we often think of the registration priority system as denying access to those with lower priority, in actuality the system is used loosely enough by high priority students that many seats remain available much later in the enrollment process.

13. Cabinet reviewed data from the Mt. SAC Honors Program ([attached](#)). The data show that the program has a tremendous positive influence on student outcomes such as successful transfer and degree completion. Cabinet discussed a proposal from the Honors Program to be included in the special populations given registration priority 2B. (See the discussion above about the registration priority system.) Cabinet provided feedback on the proposal.
  
14. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
  - a. Degree Works Phase 2: Auto-Award, etc. (Audrey, 5/7)
  - b. Employee Wellness Program (Karen Saldana, 5/14)
  - c. Study Abroad Future Plans (Ginny, 5/7)
  - d. Chamber of Commerce Training Partnership (Ginny & Donna, 5/21)
  - e. Emergency Response Communication System (Mike & Karen Saldana, 5/14)
  - f. AP and budget for substitutes for those on approved extended absences (Mike, 5/7)
  - g. Possible Safety and Security Audit (Mike, 5/14)
  - h. Employee Survey (Ginny, 4/23)
  - i. Procedure for Temporary Special Projects Administrators (Ginny, 4/16)
  - j. Leadership Opportunities for Professional Development (Bill, 4/16)