



October 20, 2020

Sokha Song for Abe Ali

1. Cabinet reviewed and commented on the following information items:
 - a. The most recent Los Angeles County Department of Public Health [Telebriefing for Institutes for Higher Education](#) shows overall improvement in LA County. The issue continues to be the number of cases per 100,000 people, and there is a slight increase in case numbers compared to last week. As of now, Los Angeles County has 7.6 cases/100,000, with a 10-day delay in metrics. The Daily Positive Test Rate and Health Equity Metrics are moving in the right direction and would put us in Tier 3 and Tier 2, respectively. If we continue to improve the number of cases in respect to our population, we should move forward. Recent changes to higher education protocol are allowing outdoor spaces for students to study for those campuses that already have students—LA County Health does not want colleges to bring additional students to campus. By late November, LA County Public Health should provide more guidance for higher education institutions in the new year.
 - b. Our Dance and Chemistry Departments collaborated on a film project, [Chemical Dynamics: Molecular Motion Through Dance](#), in February 2020, and the video and behind-the-scenes footage is now complete. They are very interesting videos, watching the electron dance and molecular geometry dance. This was a fun creative project!
 - c. Chancellor Eloy Oakley announced the launch of the [Finish Line Scholars Program](#), which stems from a \$100M anonymous gift to the Foundation for California Community Colleges. This program will provide scholarships to community college students who are at least halfway through their program so that they can finish or transfer. The program's first year funding will be used as emergency financial aid to ensure that students are able to stay enrolled during the pandemic. Future years funding will focus on annual grants to support scholarships and emergency financial aid. This program is made available to a select 34 colleges in areas of the state specified by the donor, none of which are in the metropolitan Los Angeles area.
 - d. Our Research Department, in collaboration with Student Services, published a great infographic report of [Spring 2020 Enrollment-Who Withdrew](#), and presents data that is not surprising, but the magnitude of the enrollment loss was more than was anticipated. The assumption is that these students have not come back yet, especially students of color. In addition, a considerable number of students seem to be hyper aware of maintaining their GPAs and may be taking a break until classes resume on campus.
2. The Chancellor's Office issued [Legal Opinion 2020-11: Live Synchronous Online Classes and Real Time Captioning](#). It is clear that captioning is an essential right to those that need it as an accommodation. If an individual student is requesting an accommodation that goes beyond captioning, it's also justifiable as community colleges must give "primary consideration" to the student's choice of accommodation or service.
3. The Chancellor's Office issued [Legal Opinion 2020-12: Online Class Cameras-On Requirement](#). This legal opinion attempts to balance academic freedom of faculty and personal privacy of students. While the legal opinion addresses academic freedom, the right to privacy, FERPA, and ADA and the Rehabilitation Act of 1973, a strong recommendation is that community colleges to adopt clear local policies regarding the use of cameras during online course delivery through Zoom and other video means. The opinion states that, if students are in their homes, then privacy must be protected. Cabinet discussion revolved around a policy that protects student privacy while permitting faculty to create video use practices that work for them, rather than a blanket College policy. Considerable discussion is underway with the Academic Senate on practices that effectively maintain academic integrity in an online learning environment.

4. Richard participated in the Chancellor's Office [Competency-Based Education \(CBE\) Webinar](#), The CBE Collaborative. Competency-based education is an instructional delivery method in which students complete a course based on how soon they master course competencies rather than on a typical course mandated start and end date. The group appears to be at the beginning of the progress for this work. However, the timetable for colleges to submit required information is relatively soon and must involve the CEO and faculty leadership. There is some interest from faculty on campus who have participated in WASC training on CBE.
5. The Classification Committee recommended a revision of the Learning Resources Technician job description which will now be the [Audio Visual Support Technician](#) including a range change. Cabinet approved the Committee's recommendations.
6. Cabinet approved recruitment of a [Temporary Special Projects Coordinator](#) for Human Resources, including defined one-time funding for the position for up to 12 months. Cabinet also approved a [New Resource Allocation Request](#) to fund the position. The attachment includes the recommendation and rationale for the position.
7. The [Request to Fill Log](#) was reviewed.
8. The following Board Policies and Administrative Procedures were reviewed:
 - [BP 2431 CEO Selection](#) – Approved to move forward to PAC.
 - [BP 7160](#) and [AP 7160 Professional Development](#) – In the AP, the College Mission, Vision, and Core Values need to be included in highlighted area. Approved to move forward with change to PAC.
 - [AP 7120 Recruitment and Hiring – Faculty](#) – This AP needs some continued work. Once a final draft is complete, this will need to go to AMAC for joint agreement. **Bill and Sokha to work on revisions.**
 - [AP 7121 Recruitment and Hiring – Classified](#) – Approved to move forward to PAC with some minor changes.
 - [AP 7122 Recruitment and Hiring – Management](#) – Approved to move forward to PAC with some minor changes.
 - [AP 7123 Recruitment and Hiring – Confidential](#) – Approved to move forward to PAC with some minor changes.
 - [AP 7124 Recruitment and Hiring – Executive Management](#) – Approved to move forward to PAC with some minor changes.
9. Cabinet approved an out-of-class appointment related to an employee leave for:
 - [Human Resources Technician](#)
10. Bill and two Board Members met with the new Hacienda La Puente Superintendent, Alfonso Jimenez, and his staff for an exploratory discussion on early college high school and middle college high school. Hacienda La Puente is our second highest feeder district. There may be a couple of areas of interest in further partnerships, but will take some work to make it happen. We will follow up and structure the next couple of meetings to look at some of the priorities they are going to bring.
11. Cabinet was joined by Madelyn Arballo, Associate Vice President of the School of Continuing Education, Meghan Chen, Dean of Library and Learning Resources, and Lester Lawenko, Tutorial Services Specialist, to provide an [Academic Support Quarterly Report](#). Highlights:

- A system that mimics the check in/check out for the Tutoring Centers was implemented to allow data collection in real time in Banner. The system:
 - Allows for instant verification of registered students. This feature of remote check in is what was leveraged in making the direct Zoom link accessible to students so that they could easily connect without jumping through hoops.
 - Uses Mt. SAC credentials and an authentication code for two-factor authentication.
 - Able to remote in to multiple ASAC computers, which allows for lab sign-in.
 - Students can log in with their student ID (virtual swipe).
 - The tutoring CRNs that are related to the lab that the student is registered for are listed.
 - Processes were designed to allow for staff and tutors to communicate to assure that students are checked out and data is accurate. There is a secondary Excel sheet being kept as a backup.
 - Web registration was implemented in the Summer 2020 for all labs and most centers are embracing online registration and moving away from staff manual registration.
 - Those utilizing the labs the most are the Hispanic/Latino population and female students.
 - New reports are being designed to assist labs in interacting with the students who are using their services.
 - Looking at imbedding more tutoring support to increase that kind of intervention in online courses.
 - NetTutor has seen a surge in usage and we most likely will need more funding to continue this service.

12. Morris reported that he is working on a possible property/liability insurance coverage vendor change. Due to the passage of [AB218](#), some policy changes are being made at our current carrier, ASCIP. ASCIP primarily serves K-12 school districts and are seeing an increase in lawsuits under AB218. There is a large JPA in the State that provides property/liability specifically geared toward community colleges.

13. Audrey reported:

- It is Undocumented Student Week of Action statewide, as well as local to Mt. SAC students. Mt. SAC is providing legal updates by a CARENCEN attorney, transfer workshops, meditation session, and other activities.
- El Centro has been very active and sent out an update of October 2020. Activities are scheduled through the Fall semester.
- Ellucian put out a scholarship application and we have submitted for \$20,000. Not sure if we'll qualify, but we turned it in.
- We had a very successful Cash for College event this weekend. We sent out 4,000 postcards to high school seniors.

14. Richard reported:

- Monica Cantu-Chan sent out an email announcing a Banner update. Richard heard frustration from multiple Deans and faculty that the update was scheduled when grades were due. In the past, Banner upgrades have caused some disruptions during grading periods, and there was a feeling that the update should be done at a time when grades weren't due. He communicated with IT and Administrative Services and, unfortunately, there was a pressing institutional need for this update as it is required for financial aid compliance. Due to the pandemic, there was some work delayed and this update is out-of-cycle and would not normally be done during a grading period. Richard asked the question, how do we put something in place to solve the problem of upgrades during important faculty processes? The response was to make sure that, if it is required to occur, that the information is well-communicated to all who may be affected. Morris will meet with IT to implement a process in which a timeline is established for communications to be sent in an appropriate manner.
- Audrey joined the Instruction team meeting last week to participate in the critical faculty needs discussion. Quite a few on the list that are growth or ways of expanding the curriculum, and not as much focus on retirements. A ranked list with input from all divisions is scheduled for tomorrow's Instruction team.
- Discussion about a more nuanced ranked list for the next group of courses that might come back to campus if our work has gone well. A lot of the efforts have been to emphasize to Deans that it would be a modest and incremental growth.

- Richard has drafted a proposal for faculty leadership for what accreditation might look like. It's very much interlinked with the conversation about strategic planning and what that would look like, as well as student learning outcomes assessment. In a meeting with faculty and Deans, there is a lot of agreement that we need to shift the SLO conversation away from what visiting teams may ask for to what real conversations about what student success in the classroom looks like to move the needle.

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

- a. Develop Budget Reports and Monitoring Protocols for Cost Center Managers (Morris, Doug, 12/15)
- b. Adjustments to the 2020-21 budget to Meet State Allocation Reductions (**ALL, as needed each Cabinet**)
 1. Limiting Short-term Hourly and Professional Expert Positions
 2. Manage Overtime Assignments and Costs
- c. Multiple Measures Placement Workgroup (**Joumana, George, and Team, 10/27**)
- d. Management Workgroup for SEAP funds (Audrey, Madelyn, and Rosa , 12/8)
- e. Student Centered Funding Formula—Continued Follow Up
 1. Noncredit Support of SCFF & Multiple Measures (Madelyn, 12/15)
 2. Implementing SCFF Research Agenda and Data Reporting/Analytics (Barbara, 11/3)
 3. Auto Award/Near Completion (Audrey, George, Francisco, Dale, 11/10)
 4. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup-- Francisco, 11/17)

16. Quarterly Reports to Cabinet

- Emergency Response Plan Quarterly Report (Duetta, 1/12)
- Room Utilization/Capacity-Load Ratio Project (Gary, Mika, Joumana, and Kevin, 11/3)
- Faculty Position Control Quarterly Report (Joumana and Rosa, 11/03)
- Construction Project/Scheduled Maintenance Quarterly Report (Gary, 11/17)
- IT Projects Quarterly Report (Dale, 11/10)
- Grants Quarterly Update (Adrienne, 1/5)
- Dual Enrollment at Local High Schools Quarterly Report (**Joumana, Joel, Marlyn, and Lina, 10/27**)
- International Student Quarterly Report (George, 12/8)
- Academic Support Coordination Project Quarterly Report (Madelyn and Meghan, 1/19)
- Title IV Quarterly Report (Lianne and Lisa, 1/19)