President's Cabinet Action Notes

Bill Scroggins, *President & CEO* • Irene Malmgren, *VP of Instruction* • Audrey Yamagata-Noji, *VP of Student Services*
Mike Gregoryk, *VP of Administrative Services* • James Czaja, *VP of Human Resources*

MT. SAC
Mt. San Antonio College

July 29, 2014

George Bradshaw, Dean of Enrollment Management, attended for Audrey Yamagata-Noji who is on vacation.

The next Cabinet meeting will be on August 12th.

1. Cabinet was joined by Vic Belinski, Chief Information Officer, and Bob Hughes, Director of Enterprise Applications Systems, to discuss the prioritization of IT projects. The attached report summarizes how requests for IT services are submitted and prioritized and how information is shared on the progress of those projects. Several future improvements in this process are planned.
   - A software produced called Smartsheet is undergoing trial implementation now. The system allows online tracking of project status. An example of Smartsheet reports can be found under the Projects tab on the IT Help Desk web page. Vic and Bob will proceed with securing an enterprise license for this product. Cabinet noted that Smartsheet might be a good system for tracking the status of other projects on campus.
   - The Datablock Request Forms described in the handout result in Argos Reports to meet the request. These reports are archived by IT, and this archive, along with documentation about each Argos Report, will be made available online with a searchable interface.
   - Institutional IT projects which place a considerable time demand on staff will be included in the web based reporting of IT projects. These include Banner updates, maintenance of cybersecurity, installing newly acquired computers, updating software on existing computers, growing and maintaining the campus wireless network, and maintaining the server farm.
   - IT Trainer Hector Garcia will be widely available to provide training to campus units on the effective use of IT tools. Cabinet noted that some campus units are frustrated with the utility of software products (e.g., TracDat) and also may not be aware of what software productivity tools might be available to assist with their work.

2. Cabinet was joined by Barbara McNeice-Stallard, Director of Research and Institutional Effectiveness, to discuss prioritization of requests for research services. Cabinet agrees with the proposed process (attached) including the continued use of the Internal Research Request Form. Barbara will work with Vic and Bob to utilize the Smartsheet software described above to post online status reports of ongoing research projects. Barbara will also create an online interface so that users can access the results of previous Mt. SAC research projects.

3. The Student Equity Committee has continued meeting during the summer in preparation of an updated Mt. SAC Student Equity Plan due to the Chancellor's Office by November 21st. The first element of the report is data on the relative success of students by gender, ethnicity, age, disability, and economic status. Student outcomes in basic skills, certificates,

degrees, and transfer are compared. Disproportionate impact occurs when the percent of students who are successful is either 1) more than 80% of those in that group who start (called Proportionality Index) or 2) more than 80% of the percent of the most successful group (called 80% Highest Method). Color coded disproportional impact reports are attached for each outcome: 1) Basic Skills Improvement English, 2) Basic Skills Improvement Math, 3) Basic Skills Improvement AmLa, 4) Course Success, 5) Certificate Attainment, 6) Degree Attainment, and 7) Transfer Attainment.

4. The Student Equity Committee is also receiving drafts of the Student Equity Plan from three writing teams: Interventions, Pathways, and Future Directions. The report from the Intervention Team (attached) was accepted at Monday's Student Equity Committee meeting. When complete, the draft report with contributions from all three writing teams will be passed along to the Student Preparation and Success Council. The overall timeline for approving the Student Equity Plan was included in the Cabinet notes from June 10th. The Interventions of highest priority are 1) Creation of a STEM Center, 2) Revival of the CTE Targeted Tutoring Center, 3) Early Alert, 4) an ALEKS Math Preparation Boot Camp, 5) Math Placement Test Workshops, and 6) Expansion of Campuswide Tutoring.

5. The state budget included $50 M in one-time money for enhancement of career technical education (CTE). The money will be distributed to regions (ours is LA and Orange County) on the basis of enrollment (equally on overall FTES and CTE FTES). The funds are split 40% for multicollege regional projects and 60% for individual college projects. Projects will be funded based on competitive applications that address the criteria in the legislation. Attached are two sources of information: a three page summary from the state (attached) and a PowerPoint (attached) being used for regional webinars. Mt. SAC is doing research on two possible multicollege proposals (HVAC and Manufacturing) and two Mt. SAC individual proposals (Hospitality/Restaurant Management and Computer Information Systems).

6. Mike reported that the Classroom Utilization Survey had been completed. His office now has a record of the number of student desks in each classroom and student stations in each laboratory. Next, Irene will verify that each classroom and laboratory has been assigned the appropriate Taxonomy of Program (TOP) Code.[1] Once that is done, Mike will prepare a report for each room with 1) the assignable square feet, 2) TOP Code, 3) number of student stations by Title 5 standards, 4) number of student stations posted in Banner, and 5) actual number of student stations by survey of desks and lab stations. The goal is to reconcile any differences and assure that, to the extent possible, we are adhering to the Title 5 standards for the number of student stations in each room.

7. Cabinet discussed the Bullying Task Force recently created by President's Advisory Council (PAC). Members include Carolyn Keys (Student Services), Cynthia Hoover (HR), Paul Kittle (ITAC), Liesel Reinhart (Academic Senate), Silver Calzada (F/T, Faculty Association), Linda Chan (P/T, Faculty Association, and Katherine Martinez (CSEA 262).

8. Cabinet discussed the need to have complete and current information on College Committees available on the campus webpage (see link). This is an accreditation

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[1] TOP Codes identify the instructional discipline that has primary use of the room, e.g., Chemistry, English.

requirement. PAC, in its role in overseeing the committees, collects progress reports from each committee. A summary (attached) shows that of the 32 committees 1) 10 had not submitted goals, 2) 14 had not submitted outcomes, 3) 17 had not submitted an updated Purpose & Function Statement, 4) 5 had no web page, and 5) the web pages for another 16 were not current. ==Bill will send a message to the management chairs/co-chairs to be sure that their committee information is updated==.

9. PAC also recommended restructuring of the memberships of the Scholarship Committee. Currently, readers of scholarship applications are considered members of the Committee. PAC's recommendation is that readers not be members. Rather, memberships should be 1) three from Financial Aid, 2) three from the Foundation, 3) five faculty appointed by the Academic Senate, 4) two managers, one each appointed by the VPs of Student Services and Instruction, and 5) one student appointed by Associated Students.

10. With the new position of Associate Dean, Arts Division being assigned the responsibility to provide administrative support for Student Learning Outcomes, that position has been recommended to the Academic Senate as Co-Chair of the Outcomes Committee.

11. James shared the latest status update on Request to Fill In Process as of July 29 (attached). Cabinet noted the need for attention to three positions that seemed to be hung up: Database Administrator, Senior Planner, and Student Services Program Specialist.

12. Mt. SAC has been awarded the Technical Assistance Provider for Contract Education Grant for $237,525. The full application is attached. With this grant Mt. SAC will provide guidance and technical assistance at the local, regional, and statewide levels in order to expand and improve contract education for employers and their employees. As the home for expertise on direct training services to business and industry in the state, Mt. SAC will have key resources to improve such services to companies and their employees in our own region.

13. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**:
    a. Emergency Response Plan Implementation (Karen Saldana, 8/26)
    b. International Student Initiative (SEVIS & AmLa - Audrey & Irene, 9/9)
    c. Adult Ed Partnerships (Irene & Donna, 8/26)
    d. Executive Information System (**Vic, Daniel & Irene, 8/12**)
    e. Reading Competency Assessment (Audrey, 8/26)
    f. Classroom Utilization Project (Mike & Irene, 9/30)
    g. AP 4255, Dismissal and Readmission (Audrey, 8/26)
    h. New Report Tracking FT Faculty Position Turnover (Irene, 9/2)
    i. Analysis of SSSP and Student Equity Funding and Expenditures (**ALL, 8/12**)
    j. Financial Literacy follow up (Bill & Tom Mauch, 9/16)
    k. Follow up on time-to-hire reduction (James, 9/16)
    l. Methods to Reduce Student Accounts Receivable Debt (Mike, 9/23)
    m. Expansion Plan for EEO Rep Training (James, 9/23)
    n. POD Process for Dispersing Travel & Conference Funds (James, 9/23)
    o. Possible revisions to AP 7125 Verification of Eligibility for Employment – Immigration Status (James, 9/23)