



## 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*



**September 2, 2014**

1. In a follow up discussion on the draft Student Equity Plan, Cabinet agreed that a narrative introduction would capture the energy, passion, and dedication that Mt. SAC faculty and staff have put into the plan. The introduction would also set the tone for the key strategies of 1) connecting students through learning and support pathways, 2) extending intervention opportunities for student academic needs, and 3) providing staff development opportunities so that all on campus can have a sustained impact on equitable student success. **Audrey and Irene will write the introduction to the Student Equity Plan.**

2. Cabinet continued discussion on reading assessment. With respect to placement tests, the 2014-15 Catalog states the following, all of which Cabinet found to be acceptable practice.

#### **Reading Placement**

The College utilizes the Degrees of Reading Power (DRP) and COMPASS/ESL reading tests to assess student reading skills. Based on the results of the reading test, the student will be placed in an appropriate reading course.

#### **Retest Policy**

Students may repeat a test once every three months. Under certain extenuating circumstances and with approval of the Director of Assessment and Matriculation, a test may be repeated prior to the three-month limit.

#### **Placement Test and Eligibility Time Limits**

Placement test scores are valid for two years from the date the test was taken. Eligibility based on test placement is not valid after the two-year period. Eligibility based on previous coursework does not expire.

#### **Test Scores and Placement from Other Colleges**

Math and reading test scores will be accepted from other colleges if that college uses the same test as Mt. SAC. Test scores from other college English tests are not accepted. Mt. SAC does not accept placement granted at other colleges.

With respect to graduation requirements, AP 4100, Graduation Requirements for Degrees and Certificates ([attached](#)), states:

The Mt. San Antonio College Catalog and Schedules of Classes contain the most recent information on the requirements for the Associate in Science Degrees, Associate in Arts Degrees, military credit, multiple degrees, and certificate programs. These documents are updated annually in consultation with the Academic Senate for currency and correctness.

The 2014-15 College Catalog states:

**Reading Competency:** This requirement is met by completing one of the following with a grade of "C" or better:

READ 90 Preparing for College Reading

AMLA 33R American Language Advanced Reading

or obtaining placement into READ 100 on Reading Placement exam

or obtaining a satisfactory score on the Reading Competency Test.

The Reading Competency Test efficacy has not yet been assessed—which was part of Academic Senate Resolution 04-09 ([attached](#)). The continued use of the Reading Competency Test continues to be under review as meeting the reading competency requirement for graduation. Cabinet noted that a score on the DRP which qualifies the student for placement into READ 100 continues to be available as a testing alternative for the reading graduation requirement.

3. Bill provided an update from Foothill Transit ([attached](#)) regarding the student vote to authorize a Class Pass transit fee. Preliminary discussions on a memorandum of understanding involved a rate of \$10 per semester for full-time students and \$9 per semester for part-time students. At that fee level the Fall Semester Class Pass would extend through the beginning of Spring Semester and the Spring Semester Class Pass would extend through the beginning of Fall Semester. Alternatively, fees of \$9/\$8 would exclude summer. A draft MOU from Foothill Transit is in the works and, based on recent dialog about issues, would also address the following:
  - Foothill Transit will continue to be responsive to student needs and bus capacity issues,
  - The College and Foothill Transit will work together in the future on the possibility of a transit center on campus,
  - We will explore the possibilities of having faculty and staff participation in the Class Pass Program, and
  - Students who attend only summer classes will have a separate discounted fee-based program for the Class Pass.

The last bullet indicates that if Mt. SAC elects the \$9/\$8 option—which does not include summer, a separate reduced fee program would still be available.

4. Cabinet continued to be concerned about class availability for first time students—those who enroll at the end of our registration period. The [attached report](#) provides information on the enrollment of these students. Bottom line: seats were available for new students.
  - There were 897 students in this group. Of these, 190 registered on or before their assigned date and 523 registered after their assigned date. As of August 26<sup>th</sup>, 184 had not registered.
  - At the beginning of new student enrollment on July 22<sup>nd</sup>, there were 1618 seats open in English courses (only 8A was full) and 924 seats open in Math courses (51A, 61, 71A and 160 were full).
  - The report also tallies the English and Math courses into which this group enrolled or joined a wait list.
5. Cabinet reviewed preliminary results ([attached](#)) for the [Pathways to Transfer](#) project. Pathways to Transfer is an accelerated learning communities program for the completion of three courses in two terms (Su/F or W/Sp): Math 50/51/71 and English 67/68/1A. For Winter/Spring 2014, overall successful course completion in Math improved from 47.3% for non-Pathways classes to 74.7% in Pathways classes. Overall successful course completion in English improved from 64.5% in non-Pathways classes to 71.2% in Pathways courses. This work is funded in part by a generous gift to the Mt. SAC Foundation by local Walnut resident Gary Chow.
6. Now that the \$70 K general college conference and travel fund has been transferred from the President's Office to Professional and Organizational Development (POD, under HR), a set of procedures and forms is under development. [Attached](#) is a summary of the criteria used when the fund was in the President's Office along with expectations for the transfer. Also [attached](#) is an initial draft of a procedure and form as shared by James.
7. At the last Board meeting the hourly rate for Emergency Medical Technology professional experts was increased from \$12.48/hour to \$21.00 per hour. As the current year budget was based on the lower rate, an augmentation is needed. Thus Cabinet approved the

[attached](#) Immediate Needs Request to backfill for this increase in professional expert hourly rate for EMT. Also [attached](#) is a thank you note from the EMT Department faculty and staff.

8. Cabinet has been concerned recently that we may have been under-reporting new students (one factor in Student Success and Support Program funding) due to our method of MIS tracking of new student headcount. Bob Hughes, Director of Enterprise Application Systems, i.e., Banner, provided the [attached analysis and solution](#). Bob found that students who initially enroll only in noncredit classes are not counted as new students at Mt. SAC—which follows the state definition. However, when those noncredit students move on to take credit courses, Mt. SAC has been coding them as continuing students rather than new credit students—resulting in an undercount of our new students by 2,180. This correction has now been made, and we should be receiving our fair share of SSSP funding.
9. As reported in previous Cabinet Notes, Mt. SAC will be applying for an allocation under the new state CTE Enhancement Fund. Some initial thinking on a partnership in Advanced Manufacturing with Glendale College and El Camino College is [attached](#), and a schematic of a possible Inland Empire partnership on Building Automation is also [attached](#). Stay tuned.
10. *Community College Week Magazine* annually publishes a list of the Top 100 Associate Degree Producing Colleges ([attached](#)). Mt. SAC is 5<sup>th</sup> in California (out of 112) and 45<sup>th</sup> in the nation (out of 1,655). Way to go Mt. SAC!
11. Cabinet reviewed [BP 3900](#) and [AP 3900](#) on Freedom of Expression noting that the campus is a limited public forum—free speech area—except for “campus offices, classrooms, warehouses, maintenance yards, and locker rooms” which are designated non-public forums. The AP spells out the four limitations for free speech areas. Criticism has been aimed at some colleges which, unlike Mt. SAC, have just a small free speech area.
12. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
  - a. Emergency Response Plan Implementation (Karen Saldana, 11/18)
  - b. International Student Initiative (Support and Services - Audrey, 11/4)
  - c. Adult Ed Partnerships (Irene & Donna, 11/18)
  - d. Classroom Utilization Project (Mike & Irene, 9/30)
  - e. AP 4255, Dismissal and Readmission (Audrey, 10/28)
  - f. New Report Tracking FT Faculty Position Turnover (Irene, 10/7)
  - g. Financial Literacy follow up (Bill & Tom Mauch, 9/16)
  - h. Follow up on time-to-hire reduction (James, 9/16)
  - i. Methods to Reduce Student Accounts Receivable Debt (Mike, 9/23)
  - j. Expansion Plan for EEO Rep Training (James, 9/23)
  - k. POD Process for Dispersing Conference & Travel Funds (James, 9/23)
  - l. Possible revisions to AP 7125 Verification of Eligibility for Employment – Immigration Status (James, 9/23)
  - m. AP 2105 - Election of Student Member (Audrey, 9/30)
  - n. AP 3560 - Alcoholic Beverages (Mike, 9/30)
  - o. Wait Lists (Irene, 10/7)