

# SAN DIEGO MESA COLLEGE

## President's Cabinet

March 17, 2020 | 2:15 p.m. | Zoom

### 1) CALL TO ORDER: President Pam Luster

### 2) PRESIDENT'S REPORT

President Pam Luster greeted attendees on Zoom. The President's Cabinet agenda has been reduced to two items: 1) the annual accreditation update which has been through the PIEC process on the goals we are setting for next year to guide our work in terms of student outcomes; 2) an update on where we are with the response to COVID-19 and the plans that are in place.

Pam Luster

### 3) SPECIAL REPORTS

ACCJC Report: Acting Dean of Institutional Effectiveness, Bridget Herrin, stated the spread sheet with the ACCJC Annual Report metrics was sent in advance of today's meeting. This report is due on April 3, 2020. There are five different metrics for review: course success, degree completions, certificate completions, bachelor's degree completions, and transfers. Recommendations were made to the PIE Committee and they are now being brought forward to President's Cabinet. PIEC reviewed the numbers in yellow which are the institution set standards and stretch goals. ACCJC, in relation to those five metrics, requests responses from institutions on what is the minimally accepted number (the institution set standard or ISS), and what does the institution want to set as their aspirational goal for the next year. The institutional set standards that were given last year were carried forward since they were based on fall data. This year, ACCJC has made a change to the data being reported for the full academic year which includes the fall data that was reported. The numbers did not shift very much; especially for the degree/certificate numbers. For the stretch goals, in any area that had a goal that was closely related to a vision for success goal (associate degrees, transfer, certificates), a percent increase was given (which was reviewed last year and vetted by several groups.) The vision for success goals were reviewed by PIEC and then at the President's Cabinet Retreat and were eventually sent to the board for approval. The percent increases were transferred on to the current actuals. PIEC recommended to move forward with the goals and the ISS. It is recommended to keep the goals as is with a plan to explore the option of looking at transfer degrees, certificates, and bachelor's degrees metrics differently next year. Therefore, this year they are being reported based on the volume/count which Mesa has historically done in the past. However, in a state of declining enrollment, the volume and the count will not always reflect improvements in ways that most demonstrate the work being done. These changes

B. Herrin

ACCJC Annual Report:

[http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/ACCJC\\_Annual\\_Report\\_Data.pdf](http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/ACCJC_Annual_Report_Data.pdf)

would include exploring graduation/completion rates that would account for declining enrollments. The recommendation from PIEC was to begin that exploration for next year's report. There were no follow-up questions to Bridget Herrin's report and President Luster asked for a motion.

Action Item: A motion to accept the ACCJC Report was made by Manuel Vélez; Second: Leslie Shimazaki. There was no discussion; the motion was approved unanimously. The report will now be forwarded to President Luster for her review.

Pam Luster thanked the work of the Institutional Effectiveness Committee.

#### 4) CAMPUS AND DISTRICT UPDATES

President Pam Luster provided an update on the COVID-19 response. Dr. Luster asked all to read Chancellor Carroll's email sent this morning – Update #4. We are now moving as quickly as possible to work in a remote environment off the campus. This will be done in a way that provides a continuity for instruction, student services, and all operations of the institution.

Dr. Luster stated she had a Zoom meeting with managers and supervisor's before the President's Cabinet meeting and each of the supervisors and managers are now identifying those individuals in their work areas that can start to work remotely as soon as tomorrow morning. The names and emails of those staff members will be forwarded to President Luster and the classified professionals who are being released to work remotely will get an email from her this afternoon officially stating they are released to work remotely. The expectation is that they are available during work hours and will have a plan for how their work continues and that their supervisor will be talking to them about how they plan to stay in communication with their staff. By Friday, March 20, 2020, 5:00 p.m., everyone will off campus. President Luster will send a DL to the campus today following President's Cabinet.

There will be staff assigned to check telephone lines. Mesa is also working with District IT to potentially give all staff virtual access through VM software to our desktops at work.

All managers and supervisors are considered essential which means they are an emergency worker and on duty. Accommodations are being made for things that need to be maintained on campus. Campus police will be on duty, as well as some facilities staff.

Dr. Luster thanked Taylor Carpenter, Associated Students President, who met with her via Zoom yesterday. They reported what they were hearing from students which included that faculty need to be talking to their students to answer questions about the new format and to socially connect with them – sending “I care” messages.

A thorough set of resources has been created that will be sent through social media, PeopleSoft and other means but faculty should also send messages to connect students with resources on grants for computers and low-cost technology.

These initial plans are for a three-week period of time that will get us through spring break; but this could last for a longer period of time.

President Luster opened the Zoom meeting for questions. Taylor Carpenter shared that the Associated Students are holding a social media campaign - #yougotthis, to let students know that “if we can do it so can you” to share the message that it is hard for everyone but “we can do it so can you” and faculty could use Canvas to encourage their students to show their support. The AS is sending out an Instagram handle that can be posted in classes so students can follow AS on Instagram. They will do daily motivations and challenges. Another idea is “poetry with the Prez” – and possibly “rapping with Robyn.” They are trying to bring the campus community into people’s homes and that is challenging. AS is also pulling funds from their resources to help get technology in the hands of students.

Pam Luster shared that Andy MacNeill and the LRC are taking the lead on prioritizing students with the highest need (regular Stand users, EOPS). But there are students that are not connected to any programs so sending student referrals to Dean MacNeill will help. It is also important for faculty to let their students know there are resources if they need laptops.

President Luster answered a few questions posted on the chat section of Zoom. *After Friday will faculty/staff have access to their office if they need something?* Dr. Luster stated you will not have access and should not be on campus. If something is critical, you have to contact the cabinet member and at Mesa that is President Luster. This remote work should be considered to continue for an undetermined amount of time.

Dr. Luster reminded the group that the LOFT is opened this week to provide support to faculty and staff.

VPSS Ashanti Hands shared that a document has been created by Student Equity and it is posted on several

areas of the website (Student Services and Stand). A follow-up email was sent that had information on technology and wifi for students. They will encourage faculty to put it in the Canvas shells so that students have access to that information. Link to online Student Support Services webpage: <http://sdmesa.edu/student-services/online-student-support-services.shtml>

**5) ACTION ITEMS:** Second reading and vote on the Instructional Council Proposal is postponed until a future meeting.

**Spring 2020 Pcab Meetings: 2/4, 2/18, 3/3, 3/17, 4/7, 4/21, 5/5, 5/19**

**\*INSTITUTIONAL COMMITTEE REPORTS:**

Feb. 4, 2020: BARC (L. Legaspi)

Feb. 18, 2020: No reports

March 3, 2020: BARC List – Allocation Recommendations

March 17, 2020: **POSTPONED** - Safety/Facilities (L. Legaspi, M. Fay); SEA – Student Equity & Achievement Program (A. Crakes, L. Maxey, A. MacNeill, I. Jayne)

April 7, 2020: Strong Workforce Program / Committee (M. Romero); Campus Employee Learning Committee (J. Johnson)

April 21, 2020: MIT (D. Fierro); CDAIE (J. Sundayo); Honors (I. Duckles, V. Gerace, S. Plambek)

May 5, 2020: CHP (E. Engels); FHP (I. O'Connor, M. Velez)

May 19, 2020: End of Year Report approvals; Mesa Pathways Report

**Spring Semester Institution Committee Reports:**

**Strong Workforce Committee / Program** (M. Romero)

**Safety/Facilities** (M. Fay, L. Legaspi)

**SEA, Student Equity & Achievement Program** (L. Maxey, A. Crakes, A. MacNeill, I. Jayne – Basic Skills Coordinator)

**CEL** (A. MacNeill, J. Johnson)

**BARC** (L. Legaspi)

**Honors Program** (S. Plambek, V. Gerace, I. Duckles)

**CDAIE** (J. Sundayo)

**FHP** (I. O'Connor, M. Velez)

**CHP** (Ellen Engels)

**MIT Update** (D. Fierro)

**Board of Trustee Meeting Dates and Deadlines:**

**March 17, 2020 – Joint Board Meeting – no dockets accepted**

March 26, 2020 (Continuing Education), Deadline for Dockets – February 28, 2020

April 9, 2020, Deadline for Dockets – March 13, 2020

May 14, 2020, Deadline for Dockets – April 17, 2020

**June 4, 2020, Board Retreat – no dockets accepted**

June 11, 2020, Deadline for Dockets – May 11, 2020