October 6, 2009

SAN DIEGO MESA COLLEGE

PRESIDENT'S CABINET

Agenda

October 6, 2009, 2 – 4 p.m., A102

1) GENERAL ITEMS (Rita Cepeda)

a) Welcome and Introductions

b) Strategic Planning – Rita Cepeda asked for a definitive date be set for the strategic planning documents which are being reviewed by the Academic Senate. It was determined to place strategic planning on the agenda for the next President's Cabinet meeting on October 13.

c) Facilities Services Call Center – Deb Canning distributed a handout which listed the work order priority matrix for completion of requests. This document was also sent via email by Darrell Rogers on 10-2-09. Note – call extension 6422 for all services so that the call center can track the service requests. A discussion followed on the need to update requests for opening locked classrooms and to possibly change the key policy. Rita Cepeda asked all to adhere to the new Call Center policy and acknowledged that we need to address the issue of master keys and classrooms that need to be unlocked after-hours.

2) ADMINISTRATIVE SERVICES

No report.

3) INSTRUCTION (Tim McGrath)

a) Accreditation (Yvonne Bergland) – Rita Cepeda announced that the Accreditation Visiting Team will be at SD Mesa College October 11 -14, 2010. Please place these dates on your calendar and do not schedule meetings/conferences – plan to be on campus during this time.

Yvonne Bergland gave an update on the Standards currently being written. The recent student and employee survey results will be incorporated into the self-study. The deadline for the Standards review is early November; a college forum will be scheduled in early December.

b) Basic Skills Training PPT Presentation (Terrie Teegarden) – Terrie presented a PowerPoint on Basic Skills planning this year. Five Goals were listed: 1) Create an environment where the teaching and learning of basic skills is central to the institution, 2) develop a meaningful research agenda and ensure that the information is disseminated to all faculty, staff, and students, 3) incorporate key student services into instruction, 4) Create environment where professional development is central to teaching and learning basic skills, 5) Institutionalize supplemental instructions and tutoring for basic skill students. Presentation was followed by a discussion on the terminology used in the goals and it was suggested that in goal 1 the word “central” be changed to “supportive” or “critical.” Rita Cepeda commended Terrie for a streamline approach to basic skills. Rita asked for a motion to accept the Basic Skills planning goals with the requested change (Motion: Bill Brothers; Second: Joi Blake.) Approved.

4) STUDENT SERVICES

a) H1N1 Taskforce Update – Suzanne Khambata stated that the District liability coverage will

apply to those giving vaccines. One hundred volunteers will be needed for medical and non-medical work for an estimated 6 hour shift. The biggest need will be those who can perform check-in duties. Communication to students about the vaccination process will be delivered through letters, posters, handouts, and by students who will be given scripts to read as a classroom announcement. Dates for Mesa students in the tier 1 category are tentatively October 29 – November 6. The vaccination date for faculty/staff is tentatively October 26 and is contingent on availability of the vaccine and will only be given to those who meet the tier 1 criteria. Rita Cepeda stated that this was not clear on the handout she received and asked Suzanne to clarify this with Kim Myers.

Suzanne also shared updated information on the disinfectant wipes. Facility Services ill order these wipes – but it is the responsibility of each department to clean their areas. It was suggested that multi-use areas be cleaned every two hours.

b) ASG Update (Mason Walker) – Mason attended the rally held on September 30 at City College. He stated that it was privately sponsored and about 40 people attended. Mason also shared that VP Tim McGrath attended their ASG meeting.

5) BUDGET (Rita Cepeda)

AB540 Amicus Brief was filed by District – this concerns the issue of offering non-resident students an in-state tuition fee rate. Rita Cepeda reiterated that this is not an immigration bill but rather an issue concerning access to education.

6) OTHER

a) Fact Book Briefing (Daniel Miramontez) – Daniel Miramontez distributed copies of the 2009 Mesa College Fact Book. The book has five sections followed by concluding remarks. A copy will be available online or can be requested from the office of Institutional Research.

7) ANNOUNCEMENTS

a) Principal's Breakfast Meeting, Friday, Oct. 9, 8:30-11 a.m., H 117/118

b) Allied Health Grand Opening, Wednesday, Oct. 14, 10 a.m. – Noon

c) Brown Bag Luncheon, Wednesday, Oct. 14, 12-1 p.m., H117/118.

d) BOT Site Meeting at SD Mesa College, Thursday, Oct. 29, Campus meeting in C119.