

March 20, 2012

SAN DIEGO MESA COLLEGE

PRESIDENT'S CABINET

Agenda

March 20, 2012, 2 – 3:30, A104

1) GENERAL ITEMS (Pamela Luster, President)

a) Welcome

b) Consent Agenda Approval:

- Lunafest, April 13, 2012, 5 – 9 p.m., G-102, (Dean Charles Zappia)
- Choir Concert, April 13, 2012, 5:30 – 9:30 p.m., LRC Lobby (Dean Jonathan Fohrman)
- Speech & Debate Showcase, April 19, 2012, 5 – 9 p.m., G-101 (Int. Dean Chris Sullivan)
- Classified Development Conference, May 23-24, 2012, 7 a.m. – 4 p.m., G/K/H/LRC rooms (Acting Dean Charlotta Robertson)

Motion to approve events listed in the above consent agenda: Motion: Madeleine Hinkes; Second: Laurie Mackenzie. The motion was approved unanimously.

c) District-Wide Updates: Pam shared that no final decision has been made on the fall 2012 – spring 2013 scheduling, but the focus is still on a 5% level cut. A District-wide update on strategic plans will be done. This will assess how we are measuring progress and using the Mesa scorecard which has been forwarded to the District office.

d) President's Cabinet Retreat: Pam stated that she is making an Executive Summary from the retreat minutes and will send these to members of President's Cabinet and others who attended the retreat to review. This review is for comments on errors only – no grammar/spelling notations are requested. After the final copy of the summary is available, this will be a document submitted as evidence for accreditation. In addition to the summary, Bri Hays has prepared an evaluation survey which will be sent out via Zoomerang software.

e) African American / Latino Male Leadership Summit: Pam congratulated all of the event coordinators on this successful event.

2) COLLEGE-WIDE PLANNING – PIE Committee (Tim McGrath, VPI)

a) Resource Allocation Rubrics - President's Approval: Pam stated that she reviewed the three allocation rubrics submitted at the March 6, 2012 President's Cabinet meeting. These rubrics will now be used for the next academic year's allocation development. The documents will be posted online on the SD Mesa College President's webpage located at <http://www.sdmesa.edu/president/index.cfm>

b) Recommendation from Schools to Allocation Committees – Tim shared that the first portion of

the process was completed and we have met the PIE timeline. These recommendations will now be discussed at next week's Deans' Council as well as by the Budget Committee.

3) INSTRUCTION (Tim McGrath, VPI)

- a) Woodbury University Transfer MOU (Handout): The MOU was forwarded in advance to all members of the President's Cabinet to review before this meeting. A motion to approve was made by Laurie Mackenzie; Second: Angela Liewen. The motion was approved unanimously.
- b) Curriculum Update Report (Handout): Shelly Hess will attend the next Deans' Council to discuss Integrated Curriculum. A handout showed the compliance percentages that are in CurricUNET as of 2-29-12. After discussion which included that these numbers did not reflect current compliance percentages, it was decided to bring this issue back to the May 1, 2012 President's Cabinet meeting.
- c) TaskStream Update Report (Handout): This is the progress report data for course SLO Assessments. Tim will forward this form electronically to Madeleine and Laurie to have for the next Academic Senate and Chairs meetings.
- d) Summer Schedule: Tim shared that this summer's course schedule will be only to provide for the year-round courses, athletics, and a basic skills cohort group. San Diego Mesa College's 2012 summer schedule will be the smallest in the District. There was discussion on if the message sent from the District Office in January notifying students of the summer courses being offered should be repeated.

4) STUDENT SERVICES (Dave Evans, Acting VPSS)

- a) Student Services - Scholarship Update (Maxey): Larry stated that scholarships are currently being evaluated – the deadline is 3-27-12. A Scholarship Gala email will be sent prior to spring break. Re: the baskets for the Gala door prizes – Larry stated this will now be a fundraising opportunity where participants buy tickets which are placed in a drawing cup for each basket. They are still trying to resolve the issue of collecting the money from this fundraiser and arranging for it to be deposited since the event occurs on a Friday evening.
- b) Commencement: Deadline for faculty participating in the processional to reserve a cap/gown is March 27.

5) ADMINISTRATIVE SERVICES (Ron Perez, VPA)

No report.

6) PARTICIPATORY GOVERNANCE REPORTS

- a) Academic Senate (Madeleine Hinkes): Madeleine stated that the Senate Executive officers met yesterday and discussion included grants that involve curriculum where faculty are not consulted. Also, they are starting over on the Academic Senate election process since some names were not included on a distribution list. Five faculty are running for the President-elect position; the new officers will need to be in place by April 16, 2012.
- b) Classified Senate (Angela Liewen) Angela reported the following:
 - 1) General meeting was held on March 16
 - 2) Gayla Pierce, District Food Services, presented and may possibly work with Skyler regarding staffing of new food areas with work-study students
 - 3) Senate voted to support Academic resolution 12.2.1, establishment of grant review board

4) Senate voted to fund up to \$100 for the “Take Our Sons and Daughters to Work Day”

c) Associated Students Governance (Cherie Deogracias) No student representative in attendance. Larry reported the student group just got back from DC where they attended some legislative meetings. ASG will report on “March in March” at the next President's Cabinet meeting.

7) FUTURE PRESIDENT’S CABINET TOPICS

a) Tour of Student Services Building (Tentatively scheduled for May 15, 3:30 p.m.)

b) Emergency Plan (Tim McGrath / Charlotta Robertson)

c) Cherie Deogracias – Pictures from “March in March” (Tentatively scheduled for April 17, 2012.)

d) Lessons Learned: Pam Luster / Bill Craft on their accreditation team service.

8) OTHER

9) ANNOUNCEMENTS

10) ROUNDTABLE

Spring 2012 Meetings of the President’s Cabinet:

(No meeting April 3 due to Spring Break)

April 17, 2012, May 1, 2012, May 15, 2012 (Last day of classes – May 19, 2012)