

March 23, 2010

SAN DIEGO MESA COLLEGE

PRESIDENT'S CABINET

Agenda

March 23, 2010, 2 – 3:30, LRC 435

Accreditation Forum - Standard Review, 3:30 – 4:30 p.m.

1) GENERAL ITEMS (Rita Cepeda)

a) Welcome and Introductions: Ashanti Hands serving for Joi Blake.

b) Facilities Report Deb Canning (Handout) The guideline for unlocking doors document form was distributed. Deb shared that the H200 building construction will be finished in about a month – they have finishing the ceiling repairs and are now working on the flooring. Saeid Eidgahy will hold a meeting on Thursday to discuss the move back to the H building.

c) Major Events Approval (Submitted for approval via email on 3-19-10):

- Museum of Tolerance, April 7-8, 2010. 9 a.m. - 2 p.m., Mesa Quad and H 117-118
- An Evening with UCSD, April 14, 2010, 1:30 - 4 p.m., G101
- Spring Fling, April 19 - 22, 2010, 10 a.m. - 5 p.m., Mesa Quad.

Events were approved (Motion: Watkins; Second: Rico-Bravo)

d) Grant Procedure Process: Dr. Cepeda provided a background and overview on the grant procure process and stated the purpose for updating these procedures was needed so that an accurate record was being kept of what grants were being applied for and that the implications of these grants had been weighed against the resources that would be required (such as facilities services and budget requirements.) With feedback from faculty and staff, the task of providing a more stream-lined process was charged to VP McGrath. In the future, this process will also include the SD Mesa Foundation, which has in the past been exclusively focused on scholarships. A “Special Assignment Grant Writer” draft document was distributed which contains the job description and purpose of this position which is to assist in securing grants. Dr. Cepeda stated that this is a transitional process and that this position is not permanent at this time. The “Intent to Apply for a Grant” draft document was distributed. This form is proposed to replace the former five-page form and modeled after the “Major Event Approval” form. This document can be sent electronically for a President Cabinet vote and has a signature line for the Dean/Chair so that they are aware that someone from their department has applied for a grant. Also distributed was a draft document which charts the grant application process through each of the required steps. A motion was made by Donald Abbott to approve these documents; it was seconded by Madeleine Hinkes. 12 voted for approval, 1 abstained who wanted more information on the grant process and was offered assistance by Ashanti Hands. Dr. Cepeda asked that the line “approved by President's Cabinet, March 23, 2010” be added to these forms and then sent electronically to the members.

e) Chancellor's Update; 1) Dr. Cepeda shared that a report by Lynn Neault on productivity showed Mesa College at an all-time high and a 95% fill-rate throughout the SDCCD. 2) It was stated that the Chancellor served on the visiting accreditation team for Glendale and shared comments on what that district did well, including how Glendale provided a comfortable site room for the team.

Dr. Cepeda stated that many at Mesa College had shared concerns on how to educate the campus on the topics such as the planning process, program review and SLO. Providing a “FAQ” which lists specific data was suggested. Dr. Cepeda also commented to Mason Walker that help would be needed from the students – especially the Mesa Press. 3) It was stated at the Chancellor's Cabinet that courses listed at less than 1 unit must be brought to that group for approval. The problem is that courses that are fractions of units make it difficult to collect data. 4) On the agenda for March 25th BOT meeting at Miramar College is Terry Davis presenting the preliminary budget for 2010-11. 5) Dr. Cepeda shared that emails had been received at the District Office by faculty holding fundraising events. It was reiterated that faculty cannot hold fundraisers. 6) Evaluator's Centralization Proposal discussion was held during the Chancellor's Cabinet. The issue is now being researched and the Chancellor has asked for a determination at the April 6th meeting. A discussion was held on how to voice the Classified and Academic Senates' views on this issue, and Dr. Cepeda commented that they should bring this to the DGC meeting, 7) It was noted that the three trustees will run unopposed, which is good for continuity and also can reduce the cost to hold these elections. Marty Block is now the chair of the Higher Education Committee. 8) A policy at the District Office is currently being drafted on textbook affordability.

2) ADMINISTRATIVE SERVICES (Ron Perez)

a) Street Name Change – Ron shared a graphic which showed the street in question that needs a name change to provide direction for the MTS bus drivers. Proposed name is “Olympian Circle” which Mesa can use to promote the school's mascot. Ron asked for members of the President's Cabinet to go out and get feedback on this name change proposal. Note: the address for Mesa College will not be changed from Mesa College Drive.

3) INSTRUCTION (Tim McGrath)

a) Research Planning Agenda (sent electronically on 3-17-10 to PCab voting members) Susan Mun shared the purpose of the document was to restate the Mesa College Mission Statement which now has four goals. Each goal is supported by strategic initiatives and evidence. A formal vote to approve the form was requested. A motion was made by Cynthia Rico-Bravo and seconded by Dave Evans. Vote was unanimous to approve the Research Planning Agenda document.

b) ARCC Report (Yvonne Bergland and Susan Mun) Dr. Cepeda asked if any background information was needed for the ARCC and there was no request for discussion. Yvonne Bergland shared that the purpose of the ARCC Report is to get a birds-eye view of college performance during a six-year cohort tracking period. The report was displayed on the screen while Susan Mun pointed to specific details on ARCC indicators. This report is also used to compare Mesa to other like-colleges and to determine what the college has done to improve on the ARCC indicators. A discussion was held which included that this document and the Research Planning Agenda were both integral parts of Mesa's integrated planning and aligns with the current data/goals in our accreditation self-study on providing a culture of evidence.

4) STUDENT SERVICES (Barbara Kavalier)

a) ASG Update (Mason Walker) Mason Walker, Ashanti Hands and 30 students total from the SDCCD went to Sacramento for the “March in March” rally. Mesa students spoke with aides afterwards to ask questions and the event received good news coverage.

5) OTHER

No additional reports.

6) ANNOUNCEMENTS

- Cesar Chavez Events:

Breakfast: March 26, 7 a.m., Jacobs Center - 404 Euclid Avenue, SD 92113 (table for 5)

Parade and Festival: March 27, 10 a.m., 24th and J Street (Sherman Heights area.)

Festival with Mesa Outreach booth located on Logan Avenue, 10 a.m. – 4 p.m.

Breakfast: March 29, 7:30 – 9 a.m., San Diego Convention Center (SDCCD Table.)

- No President's Cabinet meeting on Tuesday, March 30, 2010 (Spring break week.)
- Chancellor's Open Office Hour, April 5, 2 – 3 p.m., A104a.
- Chancellor Carroll – Special President's Cabinet Meeting, April 6, 2:30 – 3:30 p.m., G101
- Managers/Supervisors Meeting, April 7, 8 – 10 a.m., H117-118.
- Male Leadership Summit, April 9, 9:30 a.m. – 1 p.m., Mesa Campus.
- Student Leadership Recognition Dinner -Service Awards, April 12, 5:30 – 8:30 p.m., H117-118.
- President's Cabinet Retreat, April 30, 9 a – 3 p, Maritime Museum, San Diego Embarcadero
- Faculty Tenure/Promotion Reception, May 5, 5:30 – 8:30 p.m., Mesa Art Gallery.
- Scholarship Gala, May 7, 5:30 p.m., Doubletree Hotel - Mission Valley
- SD Mesa College Commencement, May 15, 4 p.m., USD Jenny Craig Pavilion.

The next President's Cabinet meeting will be a brief business meeting followed by a Forum led by Chancellor Carroll and Executive Vice Chancellor Terry Davis on Tuesday, April 6, 2:30 – 3:30 p.m. in G101. The Accreditation Standard Review will follow at its usual time/location: 3:30 – 4:30 p.m., in LRC 435.