

# SAN DIEGO MESA COLLEGE

## President's Cabinet

April 21, 2020 | 2:15 p.m. | Zoom

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

### 2) PRESIDENT'S REPORT

Campus and District Updates: President Pam Luster opened the meeting and stated at the Chancellor's Cabinet this morning the discussions and planning continue regarding COVID-19 in relation to instruction, student services, operations, and financial issues. Dr. Luster, in meeting with the Mesa College Institutional Effectiveness staff, has recommended to suspend Program Review for the 20-21 academic year so that the College can focus on mission critical opportunities.

President Pam Luster reminded everyone that the second Campus Community Forum will be held this Thursday, 1:00 p.m. on the Mesa College YouTube channel; the Forum may be accessed by this link:

SD Mesa College YouTube Channel  
link: [www.youtube.com/sdmesacollege](http://www.youtube.com/sdmesacollege)

Pam Luster

### 3) STANDING REPORTS - GOVERNANCE

a) Associated Students: AS President, Taylor Carpenter, reported that Associated Students elections will be held; application deadline date is this Thursday, April 23, 2020. Taylor asked for faculty to please post information on the AS elections in their class communications. Additional information on the 2020 AS elections may be found at: [https://drive.google.com/file/d/1eklaXd-u06GSYc4yhjZM0FO9VP\\_hNaTE/view](https://drive.google.com/file/d/1eklaXd-u06GSYc4yhjZM0FO9VP_hNaTE/view)

Taylor Carpenter, President

b) Classified Senate: CS President, Charlie Lieu, shared the following items:

- 1) Classified Senate will have an "Appreciation Card" fundraiser to help raise funds for the Mesa Student COVID-19 Emergency Fund and the Joyce Skaryak Classified Staff Senate Scholarship. Charlie Lieu will send a campus email with additional information.
- 2) CS continued to share best practices while using Zoom (be mindful of your lighting, aware of your background, turning off your email during screen sharing, put up signs "do not disturb", and keeping a jacket close by.)
- 3) CS also shared hidden tricks in Zoom: change your background, muting, turning off your camera, beauty filter "Touch up my appearance" tool - smooths out your appearance, create a group chat, take a screenshot, send files, star your favorite contacts.
- 4) CS also talked about the Summary of Changes for the upcoming SDCCD Classified Professionals Contract and thanked the AFT for taking the opportunity to listen to their needs and concerns, and for offering different formats to collect input and being the "voice" during the negotiation period.

Charlie Lieu, President  
Appreciation Card Information:  
[http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/Classified\\_Senate\\_Appreciation\\_Card.pdf](http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/Classified_Senate_Appreciation_Card.pdf)

<p>c) Academic Senate: AS President, Manuel Vélez, reported that AS met last week virtually and passed a resolution on textbook affordability.</p>	<p>Manuel J. Vélez, President</p>
<p><b>4) INSTITUTIONAL COMMITTEE REPORTS*</b></p>	
<p>a) MIT Update: Director of College Technology Services David Fierro presented on the Mesa Information Technology Committee 2020 updates which included classroom and student support, innovation, and trouble calls.</p> <p>b) Committee for Diversity Action, Inclusion &amp; Equity (CDAIE): The CDAIE Chair, Professor Judy Sundayo, presented an update which included the organizational structure, personal and professional learning, the values, mission, vision and goals, marketing, and working list of objectives.</p> <p>c) Honors Program: The Honors Program Co-coordinator, Professor Veronica Gerace, presented an update on the Honors Program and the response to remote learning, the “honors impact” with student awards and accomplishments, and information on Honors Program leadership. A video was shown on student Haja Hidra.</p>	<p>D. Fierro MIT Committee Presentation: <a href="http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/MIT_presentation_4-21-20.pdf">http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/MIT_presentation_4-21-20.pdf</a></p> <p>J. Sundayo CDAIE Presentation: <a href="http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/CDAIE_Presentation_4-21-20.pdf">http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/CDAIE_Presentation_4-21-20.pdf</a></p> <p>V. Gerace Honors Program Presentation: <a href="http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/Honors_Presentation_4-21-20.pdf">http://www.sdmesa.edu/about-mesa/office-of-the-president/presentation-documents/Honors_Presentation_4-21-20.pdf</a></p> <p>Video on Haja Hidra: <a href="https://vimeo.com/377924350">https://vimeo.com/377924350</a></p>
<p><b>5) SPECIAL REPORTS</b></p>	
<p><i>No special reports at this meeting.</i></p>	
<p><b>6) OPERATIONS</b></p>	
<p>a) Mesa 2030: Vice President of Administrative Services, Lorenze Legaspi stated that the <u>Mesa 2030</u> task force will hold its first virtual meeting following President’s Cabinet. The discussion will include updates due to the changes during the remote status. Their original plan to have the planning efforts done before the November 2020 Board of Trustees meeting did not give sufficient amount of time to continue the deep planning work of the college. Therefore an updated timeline and process will be discussed; they will still continue with some of the departmental interviews and they will also look at the online and campus surveys for those who couldn’t be reached in the program interviews. Some department interviews will also be held in the fall semester to be able to capture the work that has been done. Next week <u>the IEPI Peer Resource Team</u> will hold their campus visit virtually on April 29, 2020. The focus will be on how to ensure Mesa College embeds equity and pathways into the master planning process.</p> <p>b) Enrollment: Vice President of Instruction, Isabel O’Connor, presented the <u>enrollment report</u> and stated that Mesa is in the midst of the second, 8-week classes;</p>	<p>L. Legaspi, B. Herrin</p> <p>I. O’Connor</p>

census is completed for all classes. A little more activity has been seen in student drops; the percentage for student drops are still below the percentage of drops for last Spring 2019. VPI O'Connor is working closely with grading policies and has been meeting with Academic Senate presidents across the district discussing topics such as pass/no pass. Summer semester will be mostly online and the next challenge is fall semester planning. Dr. O'Connor stated as we look beyond the uncertainties, one thing of comfort is the idea that no one person can plan this together and Mesa College has the best team and best minds together to do this. This morning, a good conversation with instructional Dean's Council with Manuel Vélez and Terry Kohlenberg present. They brainstormed putting together a group of faculty, deans, and others from across the district to help plan instruction for the fall semester. Brainstorming included criteria – such as what percentage of the classes are online vs. on-campus and how to provide flexibility. Although even with collaborative planning it is difficult to plan against this “beast” – it was suggested to consider book assignments, because faculty may assign different books depending on online or on campus. They are starting with a large group, meeting this Friday, and the idea is to come back with a general idea of some of the scenarios and planning and set up some criteria/parameters and then let the schools review. The deans, chairs, and faculty will meet and examine those parameters and consider if they will work with their programs. Following that, all will come back together to do some shared planning.

In next year planning, as mentioned in the Chancellor's message, the colleges are going to have a FTEF reduction for next academic year. Dr. O'Connor sent an email to the faculty senate leadership, Terry and the chairs to explain how Mesa is approaching this – deans, department chairs with a lot of faculty input from faculty representatives participated and have come up with a plan with how to distribute the FTEF allocation for the academic year by school and then deans and department chairs are working out the details of what to schedule and how much to schedule for fall and spring semesters. They were able to reduce the summer 2020 scheduling because of the current conditions due to COVID-19 and purposely avoided scheduling face-to-face and hard to convert classes. The FTEF allocation was diminished: it started with 75 reduction from Chancellor's Carroll's email and then was lowered by 44 FTEF removed from the Summer schedule. Mesa College is close to 59% FTEF reduction.

c) Mesa Pathways: Mesa Pathways Co-Chair, Toni Parsons, presented the following update on the Mesa Pathways Committee (MPC): MPC has met once remotely and will meet tomorrow. The focus for this semester is to complete a realistic assessment of what

Toni Parsons

can still be done this spring. In the conversation of what needs to be pushed to next year, the discussion will include what a solid foundation looks like to move forward in the fall semester. This would include what structure and resources that Mesa College needs. Mesa Pathways is creating a questionnaire for the workgroups to discuss what projects are coming from the long assessment form and what the workgroup structure needs to look like for next year as well as Pathways as a whole. A more in-depth report will be given to President's Cabinet at the 5-19-20 meeting.

### **Announcements:**

Included in the announcement section of the meeting was an update by Dean Larry Maxey on his meeting with the San Diego Food Bank on ways to re-engage the campus community and arrange food distribution. May 4, 2020 has been set as a proposed date; Dean Maxey will send additional information to the campus.

#### **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 (V. Gerace)

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

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

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

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