

**October 25, 2011**

**SAN DIEGO MESA COLLEGE**

**PRESIDENT'S CABINET**

**Agenda**

**October 25, 2011, 2 – 3:30, A104**

**1) GENERAL ITEMS (Pamela Luster, President)**

a) Welcome (Absent members: Rob Fender, John Crocitti)

b) Consent Agenda Approval

1) Major Event: SD4C Fall Meeting, Nov. 5, 2011, 9:30 – 12 Noon, H 117-118

Motion for approval: Madeleine Hinkes; Second: Robin Watkins. Approved unanimously.

c) District-Wide Updates: Pam shared the following, 1) please continue to update personal information via your web advisor – this information will be added to the texting system for emergency communication currently used with students, 2) Democracy Commitment was discussed at Chancellor's Cabinet which is a national effort to celebrate curricular and extra-curricular activities/programs at community colleges to support citizenry, 3) a decision was made to not print summer class schedules – no decision yet on offering summer classes, 4) emergency planning for District and colleges is ongoing.

d) SDCCD Board of Trustees Campus Meeting – San Diego Mesa College: Pam encouraged all to attend the open board session – both staff and students are welcome to meet with the trustees.

e) Administrative Positions: Pam stated that the search for the VPSS and Instructional Dean of Humanities are both active.

**2) COLLEGE-WIDE PLANNING**

a) PIE Committee (Tim McGrath / Donald Abbott) No Report

b) Strategic Planning - No Report

c) Program Review: Jill Baker shared a flyer that the Mesa staff and faculty are submitting for the WASC Accreditation Level II Workshop. The group project is to create a means for reporting out SLO's with assessment and action plans in a manner that generates dialogue across campus and demonstrates how it informs institutional effectiveness. Attending are: Madeleine Hinkes, Laurie Mackenzie, Toni Parsons, Jonathan Fohrman, Chris Sullivan, and Angela Liewen Romeo.

d) Resource Allocation - No Report

**3) INSTRUCTION (Tim McGrath, VPI)**

a) Various Updates: Curriculum: Tim shared that we are in the 6 year instructional and 2 year vocational curriculum scale and we are about 90% updated (approximately 350 not completed.) Tim stated that he would provide an update on SLOs next week.

b) First Year Experience (FYE) - Joi Blake present via the screen a document on FYE which is used to address basic skills and matriculation. The “Accelerated College and Continuing Education English (ACE2)” program have a contract the students sign where they commit to taking specific

courses (including Math and English.) - the students also receive an early registration date.

#### **4) STUDENT SERVICES (Brian Stockert, Interim VPSS)**

a) Veterans Event flyer on the essay contest was distributed. There will also be musical performances that week. Prizes for the essay contest will be bookstore cards.

b) Update – Student Services Building: Brian shared that the Student Services Council toured the building last week. The construction is now back on track to be completed in late August with a projected move-in slated for October 2012.

c) Ashanti Hands shared that there are 25 clubs this semester – three of which are new clubs at San Diego Mesa College.

#### **5) ADMINISTRATIVE SERVICES (Ron Perez, VP Administrative Services)**

a) Quad Design: Ron gave an update on the status of the Quad Design Workshops. Phase 2 of the workshops was just completed and all are encouraged to vote on their design and include comments. In addition, current and projected landscape outside of current buildings and those under construction will also be reviewed so that all integrate well throughout the campus. The Quad Design will be presented to President's Cabinet at a future date.

#### **6) PARTICIPATORY GOVERNANCE REPORTS**

a) Academic Senate (Madeleine Hinkes) Madeleine stated that Cynthia Rico Bravo gave an update to the senate on the Student Success report. The 2011 Fall Plenary Session will be held next week, November 3-5, in San Diego and some of the resolutions from the Student Success Task Force are expected to be presented at this event.

b) Classified Senate (Robin Watkins) Robin shared that the Classified Senate voted to name the Classified Scholarship the Joyce Skaryak Memorial Scholarship. In addition, Robin noted that the Classified Senate support the Academic Senate's resolution on facilities services. Also, Classified Senate has chosen Dudley's bread for this year's fundraiser.

c) Associated Students Governance (Cherie Deogracias) ASG representatives attended the CCCSA (California Community College Student Affairs Association) Conference where they learned about parliamentary procedures and information on the Brown Act. ASG will participate in the “Death Experience” event on campus this week, a “Spare Change” fundraiser on the Quad through October 31st, a Teacher Appreciation Week through November 3 (where they will take nominations for favorite teacher), and Honors will hold a Blood Drive Oct. 31 and Nov. 1 in H 117-118 (appointments are encouraged.)

#### **7) OTHER**

a) Joi Blake distributed Basic Skills folders which are guides for the BSI students.

#### **8) ANNOUNCEMENTS**

a) Mesa College BOT Campus Meeting, Thursday, Oct. 27, 4-5 p.m., Design Center.

b) New schedule for President's Cabinet in effect beginning next week: remaining fall 2011 meetings will be held on November 1, November 15, November 29, and December 13, 2011.

c) Administrator's meetings for the remainder of fall 2011: November 8, 22 (2 – 3:30 p.m.) and

December 6 (2-3:30 p.m.) this is a change from the last published schedule.

d) Next PIE Committee meeting: November 8, 3:30 – 5 p.m.

### **9) ROUNDTABLE**

The next meeting of President's Cabinet is Tuesday, November 1, 2011, 2 – 3:30 p.m. in A-104