

**May 3, 2011**

**SAN DIEGO MESA COLLEGE**

**PRESIDENT'S CABINET**

**Agenda**

**May 3, 2011, 2 – 3:30, LRC 435**

1) GENERAL ITEMS (Liz Armstrong, Interim President)

a) Welcome

b) Chancellor's Cabinet Update: Liz shared that the May 16th revised budget is done – an all-cuts budget proposal is expected.

c) SDICCCA Update

d) Approval of Planning and Institutional Effectiveness Committee (PIE) Liz shared that the Strategic Planning Committee will be changed to the PIE Committee and some of the roles and scope will also be changed. This has gone to participatory governance groups and approved by Academic Senate. It was discussed at the Classified Senate and ASG. The PIE will work in tandem with the Program Review Committee to ensure the planning framework is inline with Mesa Colleges's mission/goals. An assessment will be done each year at the March President's Cabinet retreat. Liz commented that the handout of the proposal recommends two co-chairs and that the president should not be the chair of the committee but only reviews the recommendations from these two co-chairs. A motion was made to accept the Planning and Institutional Effectiveness Committee Proposal for 2011-2012. Motion: Rob Fremland; Second: Peter Jacoby. Vote was unanimous. Liz asked each group representative to go back and get nominations to serve on this committee for Sept. 2011. The group will continue to meet after President's Cabinet but only twice a month. Terms of office will also be added next year – Liz suggested 2-3 years because of the learning curve for this committee.

2) MAJOR EVENT APPROVAL

a) Ceramics Sale, May 4-5, 2011, 9a – 6p, Mesa Quad (Nathan Betschart, Jonathan Fohrman)

Motion: Cynthia Rico-Bravo; Second: Michael McLaren. Vote was unanimous.

b) Classified Development Conference, May 25-26, 2011, Varied times/locations (Yvonne Bergland)  
Motion: Cynthia Rico-Bravo; Second: Ashanti Hands. Vote was unanimous. Liz added that the UnSung Hero Award will be presented on May 26th during lunch – the LRC atrium with be the site of the lunch for both days.

3) ACCREDITATION

No Report

4) INSTRUCTION (Tim McGrath, VPI)

a) Program Review Committee Year Two to Five Report (Yvonne Bergland, Susan Mun) Handout was distributed to voting members and shown on the screen to all attendees. All areas of the Year Two Report are marked with “C” for completion (no recommendations.) It was noted on page 8 – year three, that the counseling program / Chicano Studies reviews received commendations and will be used as a model for future reports. A motion was called to approve the Program Review

Committee Year Two to Five Report. Motion: Ashanti Hands; Second: Michael McLaren. Approved unanimously. This report and also the instructional year one report will be posted online at the Program Review website.

b) Faculty Prioritization (Handouts) Tim distributed the Faculty Prioritization List and Criteria forms. It was proposed that this list remain effective through next year. At the end of next year program review will include this faculty prioritization rank list. A motion to accept the Faculty Prioritization Committee Results Rank List effective through May 2012. Motion: Margie Fritch; Second: Cynthia Rico-Bravo. Vote was unanimous. Liz shared that all comments or concerns should be directed to the chair of this sub-committee, Tim McGrath. Discussion was held on the Revised Criteria form. Tim shared that the Criteria list formerly had ten questions and this was reduced to five criteria. Cynthia shared that she sent this form to Academic Senate and asked for comments. Liz stated this form would remain in draft status and sent to all participatory governance groups to report back in Fall 2011. At that time it will be made into a finalized format. Yvonne shared that Susan Mun's feedback and data is needed and available to support each criteria. Department records may also be used in some cases – but no “opinions” can be used as data.

c) SLO / Taskstream Progress Update (Yvonne Bergland, Ed Helscher, Saloua Saidane) – Handout. Ed Helscher reported that mapping is 74% complete and we are on schedule to finish by the 2012 accreditation deadline. Goal is to assess one-third each semester (Fall 2012, Spring 2013, Fall 2013.) Liz shared it is important to keep progressing to meet the Sept. 2012 deadline. Quarterly reports need to be prepared and shared with President's Cabinet and Ed and Saloua should give updates twice a semester to President's Cabinet.

5) STUDENT SERVICES (Brian Stockert, Interim VPSS)

a) Topping Out Ceremony – Student Services Building (Video of event)

6) ADMINISTRATIVE SERVICES (Ron Perez, VPA)

7) PARTICIPATORY GOVERNANCE REPORTS

a) Academic Senate (Cynthia Rico-Bravo) Last meeting of Academic Senate and PIE Committee was approved, development of strategic planning manual will be sent through email for review, a resolution for curriculum balance is being developed for Fall 2011, Senate Executive Retreat is scheduled in June, and carry-over items were given to incoming president Madeleine Hinkes,

b) Classified Senate (Robin Watkins) Elections end on Friday. The president and secretary offices are running unopposed. Terms will begin July 1 with the exception of the president which will take office on January 1, 2012.

c) Associated Students Governance (Shahzeb Naqi) ASG elections ends Friday.

8) OTHER

a) Remaining President's Cabinet Agendas (Handout) A form with remaining meeting agenda issues to be resolved by the final President's Cabinet meeting on May 17 was distributed, including:

May 10:

Acceptance of Mesa Institutional Planning Manual – Liz Armstrong

Annual Accreditation Report to ACCJC – Tim McGrath

MIT Report – Bill Craft

Canyon Day Community Member Recognition – Lina Heil

May 17:

Campus Facilities Master Plan Approvals – Ron Perez

Recognition of Outgoing Leaders – Liz Armstrong

3 p.m. – Cake and Refreshments

#### 9) ANNOUNCEMENTS

- a) District Student Honors Reception, May 4, 2011, 11 a.m., Balboa Park.
- b) STAR Awards for Mesa Athletes, May 5, 12:45 p.m., Mesa Gym.
- c) Faculty Tenure/Promotion Ceremony and Reception, May 5, 5:30 p.m., H 117-118
- d) SD Mesa College Commencement, May 14, 2011, 4 p.m., USD Jenny Craig Pavilion.
- e) Design Center Dedication, May 19, 2011, 10 a.m., guided tours 10:30 a.m. – 12 p.m.
- f) Next Board of Trustees Meeting is May 26, 2011, 4 p.m. (regular business meeting).

#### 10) ROUNDTABLE

- a) Liz shared that the Campus Disaster Drill has been postponed until next semester. An 8-hour ICS training will be held to prepared for this drill – tentative date is June 15. It will be open to all but mandatory for all staff listed on the ICS command team list.
- b) Liz commented on a flier posted in the LRC first-floor men's restroom which stated Mesa would begin to charge for restroom use. The notice was printed on a copy of District letterhead and will be investigated.
- c) Liz shared the news of the student suicide at City College on Sunday a.m. – the student also attended Mesa College. The name was not released but it was a 21 year old male.