

SAC COLLEGE COUNCIL MINUTES
December 13, 2017

PRESENT:	Linda Rose Adam O'Connor Carol Comeau Frances Gusman James Kennedy Monica Zarske Elliott Jones Madeline Grant Sean Small Lithia Williams Juan Esqueda, ASG President Pedro Mendez, ASG 2 nd Representative	ABSENT:	Michael Collins
		LIAISON:	Lt. Scott Baker
		GUESTS:	Brenda Estrada Theresa Hagelbarger Janice Love Martha Montoya-Herrera Melissa Utsuki

I. Call to Order

Dr. Rose called the meeting to order at 9:06 a.m. and introduced Adam O'Connor, temporarily the acting Vice President of Administrative Services while Dr. Collins is on leave.

II. Action/Discussion Items

1. Vision Statement

2. Values

3. Planning Workgroup Meeting Schedule

Dr. Rose discussed the meeting schedule for the planning workgroup to begin in January 2018 through May 2018. She expressed the importance and need to complete the review and update of college planning processes. It is essential that the documents are reviewed and updated. It is time for a master document and time to continue the conversation on vision statement and values – the why SAC does what it does. Dr. Rose asked representative constituents to attend and participate in the planning workgroup. This is the beginning of the cycle to include data for the next accreditation visit. Data will provide evidence as improvement is determined.

4. Results Based Accountability Framework

Janice Love distributed the Results Based Accountability Framework document and reviewed the contents focusing on ***How much do we do? How well do we do it? Are students better off (quantity and quality)?*** Janice also discussed mapping out pathways to completion. SAC has over 80 different programs and the research team is working on a project for mapping backwards to discover how students complete their program in two years. This information will be available so that all departments can review their data. A general discussion followed with Dr. Rose sharing how SAC is not prepared to serve students. No student should be able to say they cannot get needed classes to complete a program. Students have been saying this for years now. This is the reason for guided pathways, and all need to right the ship, or SAC will be like the Titanic and sink. There is a lot of data now available for consideration. The schedule of classes needs to be set so that every student can complete their program within 5-7 semesters with a goal of 25% completion – that is the aspiration goal. Dr. Rose discussed at great length the injustice to students due to the lack of a system in place that is of the 21st century. The assessment tools

are very antiquated with an individual in an administrative clerk position determining the placement of students. This injustice has been occurring for years and needs to be solved. Madeline Grant noted that SAC isn't as far behind in pathways development as previously suspected; however, the difference is in the communication with other departments/divisions. Brenda Estrada noted that with multiple measures the ability to assist students has expanded to get students into college level courses. Sean Small shared that previously Valinda had created a professional pathways for the theatre program; therefore it exists. Madeline Grant suggested auto award is beneficial, because students simply do not process the paperwork upon completion of a program. Dr. Rose shared that the Pathways team is focusing on the evaluation and instruction infrastructure right now. Monica Zarske discussed having education plans created through technology not just paper and meeting with counselor. Can we reinvest in ourselves to bring it all up to date? Dr. Rose confirmed IT representative should be at the table from the very beginning. There is money in categorical funds that need to support these things and have not been.

III. Standing/Continuing Business

1. Approval of Minutes – November 8, 2017

It was moved by Dr. Kennedy and seconded by Carol Comeau to approve the minutes of November 8, 2017 meeting as presented. The motion carried unanimously.

2. President

- Classified Report – No report.
- SAC Foundation Report – In the absence of Christina Romero, Dr. Rose discussed upcoming foundation items including the formal opening of the quad in March 2018. She also mentioned working with the foundation to support Scholars Honors program.

3. Academic Affairs

- Faculty Senate Report – Monica Zarske reported the senate met with Enrique Perez and discussed services available through District Operations including grant writing. A topic that generated a lot of discussion at the senate meeting is the parking policy with further consideration when the senate reconvenes. The final topic discussed at the senate meeting relates to FARSCCD and the roles of the union and the senate that in some cases appear to be overlapping. Everyone was encouraged to participate in the upcoming EEO training in January that is required to participate in faculty selection committees in the spring. In concluding her report, Monica discussed her recent attendance at the Guided Pathways Institute #2 in Bakersfield and the accreditation of the Nursing program, which took place December 5-6, highlighting the 95% success rate for students completing their state exams.
- Curriculum and Instruction Report – No report.
- Enrollment Report – Carol Comeau stated enrollment numbers look good with the addition of positive attendance and will continue to increase as information is received from the academies and continuing education. However, SAC still lags behind in comparison to 2015 enrollment numbers.
- Accreditation Report – Dr. Rose announced that a visiting team will be on campus February 28, 2018 to review the Bachelor's Degree Program

for occupational studies. The team will arrive at 9:00 a.m. with many of the details yet to be determined. A special report, approved by the Board and submitted to the ACCJC will be reviewed to evaluate how SAC is meeting the standards as related to the Bachelor's Degree Program. The team will consist of two or three individuals with one ACCJC liaison (Dr. Stephanie Droker) to answer any questions regarding the process. Dr. Rose is working with Bart Hoffman, Michelle Parolise and Kennethia to coordinate the details of the visit including lodging and team meetings. The focus will be on how SAC is working together to support the OS BDP to ensure that students complete the program; how is it different and how are resources provided to support the program. This review is a requirement of ACCJC and the Department of Education. This program will be part of the camps comprehensive visit in spring 2022 with more data to use in comparison. With the program beginning in Fall 2017, SAC does not have much data yet; our students just finished their first semester.

4. Administrative Services

- SAC Safety Report – Lt. Baker discussed safety and increased traffic of transients on campus in the early mornings and the need to ensure campus safety of buildings, staff and students. He also discussed decreased parking stalls in Lot 6 and 7 due to construction effective January through the end of the semester and fencing being installed for the science building construction. Melissa Utsuki, PIO, will work with Maria Cardona to get campus alerts out about upcoming projects.
 - Facility Committee Report – Dr. Jones provided an update on the activities of the Facility Committee that met on November 21 with a discussion focused on construction updates. The biggest highlight was the parking lots as a result of the science building construction. The Johnson Center demolition is postponed to summer 2018. SACTAC recommendations related to overhead projectors and DSA compliance was another topic of discussion. To avoid delay through DSA such projectors should be on carts or affixed to the wall instead of overhead. Dr. Rose suggested the process be in place by Fall 2018.
 - Planning and Budgeting Committee Report – Dr. Kennedy provided a brief report on the activities of the Planning and Budget Committee that met on December 5 with a focus on technology upgrade and computer replacement plan that integrates with the RAR process. If an upgrade is already on the computer replacement plan, there is no need to include in the RAR process. However, if there is a need for a specialized lab, then such must be included in the RAR process. There is a need to move away from purchasing computers through grant funds.
5. Continuing Education – Dr. Kennedy reported that continuing education concludes the semester on December 23. The faculty will return in January with classes to begin on January 9. In the spring, the pilot program for adult English will move into full implementation for all students to be able to see their progress toward completing the high school diploma program. This is similar to guided pathways model. Dr. Kennedy confirmed that enrollment continues to hover at the 2015 numbers with an anticipated conclusion at 7% higher than last year and 4% behind 2015 numbers, which is not far from target.

6. Student Services

- ASG Report - Juan Esqueda reported on the stress free activities for students during finals week. ASG hosted candy-gram fundraiser that brought in \$180 in sales. He also discussed the stress relief stations set up near the C and I buildings for students during finals week including a sound therapy & meditation workshop. ASG is coordinating plans for events next semester. In a future meeting, ASG will review and consider changes to their constitution and bylaws.
- Student Success & Equity Committee Report – Frances Gusman reported on the activities of the Student Success and Equity Committee that met on November 26 with a discussion focused on the membership and the creation of a form for requesting and tracking the use of equity funds. She distributed a draft and asked that questions and feedback be submitted to Frances Gusman, Alicia Kruizenga or student services coordinator, Monica Bustamante.

IV. Other Business

1. Request for Authorization to Apply for Grant

- Education Futures

Frances Gusman commented on the request, noting it is a continuation of a grant to support teacher education program at SAC. This request will extend the grant two years. SAC has had this grant for over 17 years; \$110,000 annually, with an additional \$20,000 for coordination. The grant ties into pathways and CTE transfer and jobs. It was moved by Dr. Kennedy and seconded by Monica Zarske to approve the request for authorization to apply for a grant as presented. The motion carried unanimously.

2. Reorganization

- Strong Workforce Job Developer-Internships – Madeline Grant discussed the need for the position to support the internship program for all CTE programs and fiscally maintained through strong workforce program grant funds. Round 2 request for funding has been requested and unless received, this position will expire at the termination of the grant. There is approximately 171 interns per semester and leading to FTES through cooperative work experience. It was moved by Monica Zarske and seconded by Martha Montoya-Herrera (alternate for student Pedro who had to leave meeting) to approve the reorganization as presented. The motion passed unanimously.

V. Next Meeting and Adjournment

The next meeting is the annual retreat scheduled for January 10 at 9:00 a.m. in S-215. Dr. Rose will bring in refreshments, just let Kennethia know if you're unable to attend. Dr. Rose extended appreciation for the work of the council during this calendar year, getting the mission statement accomplished and look forward to continuing progress in 2018. Enjoy the break. This meeting adjourned at 10:25 a.m.