

## **President's Cabinet Action Notes** **August 8, 2023**

1. Cabinet reviewed and commented on the following standing items:
  - a. Public Affairs and Marketing provided an update to Cabinet:
    - A reminder was provided about tomorrow's groundbreaking ceremony for the Technology and Health Building.
  - b. Cabinet approved the [Request to Fill Log](#) for the following positions:
    - [Administrative Specialist I](#) (ACCESS) (Restricted Funds)
    - [Administrative Specialist II](#) (School of Continuing Education)
  - c. Cabinet approved the recommendation from the Reclassification Committee for a Student Services Program Specialist II.
  - d. Cabinet received the following Diversity, Equity, Inclusion, Social Justice, Anti-Racism, and Accessibility updates:
    - Meghan reported that faculty have been working on DEISA in their direct classroom instruction. Two notables are Theater 10, which is emphasizing non-Eurocentric, anti-racist, and anti-colonial perspectives. The class is also providing script analysis focusing on Black, indigenous playwrights. Second is a Photo 9 course which is designed for students who are deaf and hard of hearing.
    - The Instruction team is continuing their Equity and Curriculum Convening. The Convening, which is in year two, will invite 30 new faculty to participate. They will join 35 faculty who participated in year one of the pilot.
    - The School of Continuing Education has hired a Counselor to specifically assist the transition of students from noncredit to credit. SCE has a good record of transition for students who are participating in a special program, but more direct support for other noncredit students is needed that this counselor will provide.
  - e. Cabinet received the following enrollment updates:
    - Credit courses have seen an increase in both full-time and part-time students for Fall 2023. Compared to the same day of Fall 2022, there is a 4.8% increase in full-time headcount and a 3.2% increase in part-time headcount for Fall 2023.
    - There is greater enrollment for full-time male students and greater enrollment for part-time female students.
    - Compared to the same day of enrollment during Fall 2022, Full-Time-Equivalent Students have increased by 548 (6.6% increase).
    - For Fall 2023, modality is trending as follows: 56% face-to-face; 39% online; and 5% hybrid.
    - The Arts Division has seen a 12% increase in enrollments compared to last Fall, which is the greatest increase across all divisions.
    - There have been discussions with Student Services about late start classes. Counseling is experiencing an increase in counseling appointments. It is important to be intentional about adding classes that students truly need.

- Calculation of noncredit enrollment for School of Continuing Education has not yet been completed for Summer.
2. In regard to the Competency Based Education Project, there is considerable work to be completed. Madelyn notes that the Chancellor's Office requires that deliverables be completed between Fall 2023 to Fall 2024. While the Chancellor's Office is assisting with monthly check-in and peer group meetings, most of the work is to be completed by individual districts, including the Department of Education application. Temporary project work needs to be completed in areas such as establishing business processes related to the application, collaborating with Human Resources about staffing, establishing a professional development plan, supporting faculty, integrating technology, coordinating student support, developing outreach and marketing, and supporting research. Madelyn will bring back a plan to accomplish this work and utilize the funding provided within the grant and will bring an RTF for a Special Projects Manager to a future Cabinet meeting.
  3. Cabinet continued discussion regarding the buildings that were impacted by the HVAC flooding. Administrative Services is working to prepare buildings for re-occupancy, as well as continuing to assess damage and procure replacement equipment. Cabinet would like to ensure that focused communication is provided to affected staff. Melba, Meghan, Madelyn, Sokha, and Morris will meet to create a joint communication that focuses on current campus changes and will relay the information to the campus.
  4. The Chancellor's Office sent an email related to [Vision Aligned Reporting](#), a data collection process focusing on how colleges' efforts impact student outcomes. The Chancellor's Office is requesting the name of a representative that will lead the implementation for Mt. SAC. Martha asked Cabinet to consider this request and provide her recommendations for a College representative.
  5. Administrative Services is hosting the Los Angeles County School Threat Assessment Response Team (START) – Workplace Violence Threat Risk Assessment training on campus on Thursday, September 7<sup>th</sup>, from 10:00 a.m. to 12:00 p.m. This training will provide participants with the following: greater situational awareness about work violence; an in-depth understanding of workplace violence/attackers dynamics; learn about strategies designed to stop the path to violence; and provide current best practices regarding assessment and response. Interested participants can register via the POD website.