President's Advisory Council

Meeting Notes – March 17, 2004

Attendance:

√ Christopher O’Hearn, Chair √ Jerry Allen √ Deb Blackmore □ William Chiu
√ Mark Fernandez √ Grace Hanson √ Sheryl Hullings √ Ralph Jagodka
√ Bob Lee □ Phil Maynard √ Terri Smith √ Robertson Wellen

Guests: Kerry Stern and Jemma Blake Judd

President O’Hearn called the meeting to order at 3:05 p.m.

1. March 3, 2004 Meeting Notes

Meeting notes were approved as presented.

2. Accreditation Self-Study

While Ms. Stern and Ms. Judd distributed copies of the first draft of the Accreditation Self Study, Dr. O’Hearn commended them for their work, pointing out that the College is well ahead of schedule in preparing the Self Study. Information shared with PAC members relates to the four standards only. There are additional pages related to themes, abstract, timeline, history of the college, etc., that are still being worked on.

President O’Hearn reminded members that they are the Accreditation Steering Committee and, as such, will sign off on the final draft of the Self Study. PAC members are not being asked to wordsmith or edit the Self Study, but rather to check for accuracy and to make sure that everything that should be included is there. President O’Hearn said the Self Study provides the College with an opportunity to reflect honestly on “where we are.” He said in the many accreditation visitations he has been involved in, he’s found that most colleges are too modest or not thorough enough in their Self Study.

It was decided that the April 7 PAC meeting will be devoted to review of this first draft of the Self Study.

Action: Task Force members will review the first draft of the Self Study and come to the April 7 meeting prepared to discuss any perceived inaccuracies or omissions.

3. Board Policy Revision

Dr. O’Hearn distributed copies of the proposed Chapter 3 (General Institution), which will be taken to the Board of Trustees for first reading and discussion this month. Following that, it will be returned for adoption at the April Board meeting. Normally, this section would include a policy on intellectual property rights; however, the proposed policy doesn’t reflect current contract language. Once a proposed policy is completed, it will be submitted for Board approval.
4. **Mission Statement**  
(Sub-committee Members: Christopher O’Hearn, Deb Blackmore, Ralph Jagodka, and William Chiu)

It was reported that the sub-committee met (minus William Chiu) and reviewed the College’s current mission statement. Following lengthy discussion, the sub-committee is recommending to the President’s Advisory Council that no revisions be made to the mission statement at this time. It is current as it was adopted by the Board of Trustees in 2001. Because there is so much going on at the College right now, it was thought that it might be better to review the mission statement again after many of the changes in the College have been institutionalized so that it more accurately reflects the College.

The President’s Advisory Council recommended to President O’Hearn that the College’s mission statement not be revised at this time.

**Action:** The College’s mission statement will not be revised at this time.

5. **Committee Structure and Membership**  
(Task Force Members: Robertson Wellen, Terri Smith, Bob Lee, and Grace Hanson)

Professor Smith reported that, in follow-up to the last PAC meeting, the task force prepared a cover letter and sent proposed changes to committee chairs asking them to review the proposed revisions as a committee. The task force will be meeting on April 5 to review any input received.

PAC members reviewed the following changes proposed by the task force; however, it was pointed out that any recommended revisions are still tentative until input is received back from the councils/committees:

**Academic Mutual Agreement Council (AMAC)**

**Task Force Recommendations:**
- Remove College President from membership
- Change function #2 --
  - From: To discuss the views of the Academic Senate and the College President related to Academic and Professional Matters.
  - To: To discuss views of the Academic Senate and the Vice President, Instruction related to Academic and Professional Matters.

**Action:** PAC concurred with proposed changes.

**Alternative Calendar**

No information available at this time.

**Appeals Committee**

**Task Force Recommendations:**
- Accept changes in purpose and function recommended by committee.
Following changes in membership as submitted by committee chair:

From: Four faculty, including at least one counselor, appointed by the Academic Senate
To: Three faculty, including at least one counselor, appointed by the Academic Senate

From: Two educational advisors (one from Financial Aid and one from Advising Center)
To: One educational advisor from Financial Aid

From: Two students to be added to the Board when the need arises
To: Two students appointed by the Associated Students

Action: PAC concurred with proposed changes to the mission and purpose statements; however, following discussion, it was determined that it is not appropriate to have students on this committee.

Budget Committee

Task Force Recommendation:

- Change the membership from six administrators to three administrators (one from Administrative Services, one from Student Services, and one from Instruction), and from four faculty to three faculty.

Action: PAC concurred with proposed changes.

Classified Priority Committee

Task Force Recommendation:

- Formation of this committee. Function would be the same as for the Faculty Priority Committee

President O’Hearn explained the function of the Faculty Priority Committee and said he believes the administration would be remiss in giving up responsibility to this committee. He said the President’s Cabinet reviews staffing needs on a regular basis.

Action: PAC did not agree with the formation of this committee.

College Calendar Committee

Task Force Recommendation:

- Change in purpose:
  From: To develop and recommend the College’s official calendar.
  To: To develop and recommend the College’s official calendar based on what is pedagogically sound and beneficial to the education of our students.

President O’Hearn suggested that the Chair should also be changed from the Assistant Dean, Student Learning (a position that no longer exists) to the Vice President, Instruction, or designee.
**Action:** PAC concurred with the recommended change in the purpose statement and the change in committee chair.

**Community Education Committee**

Task Force Recommendation:
- Reclassify as an operational committee that reports to the Office of Instruction.

**Action:** PAC concurred with proposed change.

**Curriculum and Instruction Committee**

Task Force Recommendations:
- The following changes in membership:
  - From: Three faculty, appointed by the Academic Senate
  - To: Three faculty, appointed by the Academic Senate (must have representation from non-credit instruction)
  - From: Vice President of Instruction
  - To: Vice President of Instruction, or designee
  - Add: Assistant Vice President of Community and Non-Credit Education, or designee
  - Eliminate: One manager, appointed by the Vice President, Instruction

**Action:** PAC concurred with proposed changes.

**Distance Learning Committee**

Task Force Recommendations:
- Accept the committee’s recommended revisions to the purpose and membership statements.
- The following changes in membership:
  - From: Three classified employees (appointed by the Classified Senate and the two CSEA units)
  - To: One classified employee, appointed by Information & Educational Technology
  - Eliminate: Two managers appointed by the President and the Webmaster

**Action:** PAC concurred with proposed changes.

**Educational Delivery**

Task Force Recommendations:
• Accept the committee’s recommended revisions to the purpose and membership statements.
• The following change in membership:

  Eliminate: One manager appointed by the President

  **Action:** PAC concurred with proposed changes.

**Educational Design**

**Task Force Recommendations:**

• The following changes in membership:
  
  *From:* Associate Dean, Humanities & Social Sciences  
  *To:* Administrator from Instruction, appointed by the Vice President, Instruction

  *From:* Articulation Officer  
  *To:* Articulation Officer or Specialist

  **Eliminate:** Dean, Assessment and Articulation Specialist

There was confusion on the part of some PAC members as to the difference between the Curriculum & Instruction Council and the Educational Design Committee.

**Action:** The task force was asked to research the possibility of combining the Curriculum & Instruction Council and the Educational Design Committee.

**Educational Progress Committee**

**Task Force Recommendation:**

• Eliminate, as per the committee’s request. (Need to be sure the functions of the committee are taken over by other existing committees.)

**Action:** PAC concurred with proposed change.

**Educational Technology Committee**

This committee no longer exists. It was pointed out that the College does not currently have a technology committee.

**Action:** The task force was asked to take a look at this and see if a Technology Committee needs to be formed.

**Enrollment Management Committee**
Task Force Recommendations: (Although a response is still needed from the Committee Chair)

- Recommend combining with the 320 committee.
- Reduce membership (no need to have Union representation)
- Representation should include Academic Senate, Instruction, and Student Services, but not the Classified Senate.

It was recommended by PAC that the 320 committee be a sub-committee of the Budget Committee.

**Action:** PAC concurred with proposed changes. The 320 committee will become a sub-committee of the Budget Committee.

**Equivalency Committee**

**Task Force Recommendation:**
- Eliminate the Director of Human Resources from the membership

**Action:** PAC concurred with proposed change.

**Faculty Priority Committee**

**Task Force Recommendation:**
- AMAC should review committee membership and recommend changes. The goal would be to significantly reduce the size of the committee.

**Action:** PAC concurred with the task force’s recommendation noting there should be a good balance of both faculty and management.

Because of time constraints, the remaining committees will be reviewed at an upcoming meeting.

There was brief discussion regarding committees that have both an administrator and faculty co-chair. Dr. O’Hearn said he believes the co-chair structure shows a strong working relationship between the Academic Senate and the administration and says a lot about the culture at Mt. SAC.

6. **Other**

- Professor Smith distributed the revised guidelines for appointment and service of classified staff on College committees. This will be reviewed at the next PAC meeting.
- Deb Blackmore reported that the women’s basketball team was successful in its quest for the State championship. Accolades were given to Coach Laura Beeman and team members.

7. **Next Meeting**

The next meeting will be April 7, 3:00-4:30 p.m., Administration Building, Room 205.
The meeting adjourned at 4:30 p.m.

CCO:dc