PRESIDENT’S ADVISORY COUNCIL

MEETING NOTES – April 7, 2004

Attendance:
√ Christopher O’Hearn, Chair  √ Jerry Allen  □ Deb Blackmore  √ William Chiu
√ Mark Fernandez  √ Grace Hanson  □ Sheryl Hullings  √ Ralph Jagodka
√ Bob Lee  √ Phil Maynard (4:15)  √ 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 17, 2004 Meeting Notes

Meeting notes were approved as presented.

2. Accreditation Self-Study

After reviewing the first draft of the College’s Self-Study, PAC members provided input to Kerry Stern and Jemma Blake Judd on areas they thought needed revision. Members commended both Ms. Stern and Ms. Blake Judd for the amount of work that has gone into writing the Self-Study.

Dr. O’Hearn reviewed the process for approving the Self-Study. PAC members will have another opportunity to review the document before it is given to the Board of Trustees for approval. It was determined that a special PAC meeting will be held May 12 to review the Self Study and validate its accuracy.

President O’Hearn said he was very pleased to announce that Dr. E. Jan Kehoe, President of Long Beach City College, has been appointed as the team chair for the Mt. SAC accreditation visit in October. Dr. O’Hearn said that Dr. Kehoe is very well respected and that he is sure she will do an outstanding job in her role as team chair. Dr. O’Hearn added that Dr. Kehoe is also a member of the Accrediting Commission, so she is very familiar with the accreditation process.

Action: A copy of the Self Study will be given to PAC members by May 5. They are asked to review it for discussion at the special May 12 PAC meeting.

3. Crisis Alert Team

President O’Hearn informed PAC that, as previously discussed by this group, he has formed a Crisis Alert Team. The Team consists of the Vice President of Student Services, Director of Public Safety, Director of Student Health, and the Director of Public Information. Upon notification of a campus incident which potentially threatens the safety of students and/or employees, the Crisis Alert Team will immediately assemble to determine an appropriate college response both internally and externally.

From information we have been able to gather, it appears we had a sexual assault crime on campus on March 29; however, the victim has not been willing to discuss the incident. As a
result of the incident, the Crisis Alert Team met this week to determine what action, if any, the College should take. Following that meeting, the Crisis Alert Team is preparing a flyer that will be distributed campuswide, both via e-mail and in staff mail boxes, and posted throughout campus. Dr. O'Hearn distributed a draft copy of the flyer.

Mr. Wellen applauded President O'Hearn for taking this action. He said this is something faculty has seen as a need.

4. **CSEA Letter**

At President O'Hearn’s request, Mark Fernandez explained why he had sent a formal letter to President O'Hearn requesting a meeting to discuss CSEA’s concerns regarding the District’s plan to restructure the college governance committees and the representational participation of classified staff on these committees.

Dr. O'Hearn clarified that neither he nor the President’s Advisory Council are challenging the law (SB 235) as it relates to who makes appointments to committees; he sees that as separate and distinct from what PAC is doing.

Dr. O'Hearn reminded Council members that they agreed to serve as representatives of the entire institution, not their specific constituency group. He voiced concern about receiving a letter from a bargaining group that referenced matters being discussed in PAC when no PAC members should be representing bargaining units or other constituent groups.

Professor Allen suggested that bargaining unit members agree that no action will be taken on behalf of their unit until the President’s Advisory Council has taken a formal action. That allows PAC members the opportunity to engage in meaningful and thoughtful discussion.

PAC members concurred with Professor Allen’s suggestion.

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

Dr. Smith reported that, at PAC’s suggestion, the task force sent another memo/survey out to all committees requesting feedback on proposed revisions. She reviewed the following responses:

**Board of Appeals**

The Board of Appeals members accepted the recommendation from the task force to remove the student membership, to reduce the number of faculty from four to three (one to be a counselor) and to increase the number of educational advisors back to the original two.

**College Calendar Committee**

The Calendar Committee accepted the recommendations of the task force, which were:

- **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.

- 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.

**Health & Safety Committee**

The committee accepted the following recommendations:

- That the committee chair be the Risk Manager
- That the purpose and function statements of the two committees be combined. The new committee will be asked to review the combined statements and recommend changes as deemed appropriate.
- Maintain the task force’s recommended membership:
  - Director of Health Services (Co-chair)
  - Director of Safety and Risk Management
  - Director of Public Safety
  - One faculty member (appointed by the Academic Senate)
  - One classified staff member (appointed by the Classified Senate)
  - One full-time athletic trainer
  - One student (appointed by the Associated Students)

**Information & Educational Technology Governance**

The task force will review the document submitted by IET regarding technology-related committees. A recommendation from the task force will be made at the next PAC meeting regarding the appropriate committee purpose, function, and membership.

**Matriculation and Assessment**

The committee is suggesting that “Assessment” not be added to the committee name; however, the task force maintains that the name of the committee should be “Matriculation and Assessment.”

The committee agreed to maintain the following membership as recommended by the task force with a minor correction in one title:

**Eliminate:**
- One representative appointed by the Vice President, Student Services
- One representative appointed by the Vice President, Student Learning

**Change:**
- From: One representative appointed by the Vice President, Community Education
- To: One representative appointed by the Assistant Vice President, Community & Non-Credit Education

**Research & Institutional Effectiveness**

The task force recommends that the proposal to establish this committee be sent to the Student Learning Outcomes task force to be discussed and included in the proposal for the establishment of an Institutional Effectiveness Committee.
Scholarship Committee

The task force had recommended an expansion in overall membership to include representatives from Students of Distinction and other scholarship awarding groups and an expansion of the committee’s purpose and function statements. The committee accepted the task force’s recommendations.

Student Preparation & Success Council

The task force reported that members of the Student Preparation & Success Council were split as to whether or not it was an Academic Senate committee. The task force believes it is.

Following review of input received from the Student Preparation & Success Council, the task force recommends the following changes to the Council’s function statements:

Function #1 – Remove “shared governance councils and committees.”

Function #2 – Add a second sentence – “Standards or policies regarding student preparation and success are defined as academic and professional matters. (Title 5, Article 2. Section 53200).”

The additional sentence to function #2 is necessary to clarify the role of the Student Preparation & Success Council in the overall committee structure based on Title V requirements (AB 1725). The task force will be making similar recommendations to all Academic Senate committees.

Function #3 – Remove the function entirely.

The task force reviewed membership concerns from the committee and believes that the recommended membership from the task force (listed below) is appropriate. The task force made the recommended changes because the membership appeared to be such that the committee has been transformed into what might be perceived as a staff meeting.

Recommended changes in membership:

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<tr>
<th>From:</th>
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<tr>
<td>Two faculty members</td>
<td>Three faculty members (appointed by the Academic Senate)</td>
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<td>Eliminate:</td>
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<tr>
<td>Dean, Student Services</td>
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<tr>
<td>Director, Assessment &amp; Matriculation</td>
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<td>Director, Student Life</td>
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<td>Director, Admissions &amp; Records</td>
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<td>Dean, Counseling</td>
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Add: Three representatives appointed by the Vice President, Student Services

In response to a concern identified by the council, the task force believes that, according to the revised purpose and function statements, the Council should not be making recommendations that are non-academic in nature. All recommendations from the Student Preparation & Success Council should be forwarded to the Academic Senate.
6. **Classified Staff – Membership on Committees**

   Council members reviewed the March 17, 2004, revised guidelines on appointment and service of classified staff on College committees. Mark Fernandez said he would send his comments directly to task force members. Dr. O'Hearn suggested that the document needed to reference SB 235. The task force will bring a final draft to the next meeting for review.

7. **Other**

   Robertson Wellen suggested that PAC membership terms be added to the next agenda.

8. **Next Meeting**

   The next meeting will be April 21, 3:00-4:30 p.m., Administration Building, Room 205.

The meeting adjourned at 4:25 p.m.