The meeting was called to order at 3:01 p.m.

Guests: Barbara McNeice-Stallard  
Clarence Brown  
Kai Stearns  
Daniel Lamoree  
Liesel Reinhart

1. **July 7, 2010 Meeting Notes**

   With minor editing, the meeting notes were approved.

2. **Social Media Policy**

   At the July 7 PAC meeting, PAC members were given a proposed social media policy and asked to discuss it with their constituents.

   Clarence Brown, Director of Marketing, and Kai Stearns, Marketing Coordinator, were present to discuss the proposed policy specifically as it relates to the College’s Facebook page (monitored by Kai), currently the College’s only social networking media outlet. The College’s Facebook page has been in operation for about 15 months and has approximately 4,000 friends. Kai said the kind of networking occurring on the page includes a lot of peer-to-peer discussions, questions and answers, and selling of used textbooks. She said there have been very few occasions on which she had to remove a comment.

   Bill Rawlings said he believes it is important that staff members answering questions on behalf of the College identify themselves as staff members.

   There was discussion about what constitutes acceptable social behavior.

   Under “Deleting Facebook Comments,” it was decided to remove the second sentence: “However, when a negative comment is posted, the administrator evaluates whether it’s constructive.”
It was decided to remove the wording “follow acceptable social behaviors” under the section titled “Users must recognize that.” (on the second page).

It was also agreed to change the header to Social Media Guidelines, rather than Social Media Policy, in order to avoid confusion with policies approved by the Board of Trustees.

It was noted that student clubs (and anything sanctioned by the College) would fall under these guidelines.

The proposed guidelines will be revised and returned to PAC for final review.

3. **Accreditation Addendum**

Since most of the work on the accreditation self study was completed months ago, the College published an addendum to the self study that provides an update on things that have happened since the self study was completed. President Nixon thanked Barbara McNeice-Stallard and Kristina Allende for their work on this project.

Professor Allende said that the self study noted two standards – one that the College met partially and one that the College didn’t meet. The addendum illustrates what the College has done to address these two standards. One relates to SLOs for degrees and certificates. The college has begun its work to ensure that it reaches its goal of meeting this standard by the 2012 deadline set by the Commission. A plan for creating student learning outcomes for all degrees and certificates is in progress, and the progress towards meeting the standard will be monitored and will allow for improvements.

The second standard relates to strengthening involvement in planning and governance for classified employees. To strengthen the participation of and to create a more positive environment for classified employees in planning and governance, the College will collaborate with CSEA leaders to develop and implement a more detailed planning agenda that will enable the College to meet the standard fully. This is outlined in the addendum.

On Tuesday, Dr. Brian King, President of Cabrillo College and Chair of our accreditation visiting team, and his assistant (Dominique Hansen) made their pre-visit to the College. They were given a tour of the campus and discussed logistics of the meeting. The Founders Hall Dining Hall will be the team room. Dr. Nixon encouraged everyone to become familiar with the self study. Team members will attend the October 26 PAC meeting and ask questions relating to what we do in relationship to the standards. Two open meetings will be scheduled so everyone will have an opportunity to meet with team members. The exit report is currently scheduled for 1:30 p.m., October 28, in the Feddersen Recital Hall.

4. **Strategic Plan**

Barbara McNeice-Stallard distributed copies of the “Final Report – Mt. SAC Strategic Plan – Strategic Objectives 2009 to 2010.” The report summarized the College’s 2009-10 Strategic Objectives noting the accomplishments of each as well as recommendations for the 2010-11 Strategic Objectives.

Overall, most of the strategic objectives were achieved. The State budget crisis had an impact on the completion of some of the objectives.
As IEC completes its PIE summary review, the committee may recommend edits to the College Goals and/or additional goals.

5. **IEC 2009-10 PIE Summary Report**

Barbara McNeice-Stallard reported that the Vice Presidents' PIE summaries are completed, and, over the summer, IEC worked on those summaries. IEC received the complete documents at today’s meeting. It is hoped that, at the next PAC meeting, the first draft of the 2010-11 PIE process can be shared.

6. **Community College Survey of Student Engagement (CCSSE)**

Daniel Lamorre, Educational Research Assessment Analyst, provided a written and oral report on the Community College Survey of Student Engagement (CCSSE). Mt. SAC participated in a CCSSE survey in 2003, 2006, 2007, and 2009. Mr. Lamorre reviewed some of the questions posed on the survey and the results. There was discussion on how the survey could be modified to better meet Mt. SAC needs. Overall, Mt. SAC has experienced a positive trend over the years in many areas concerning the engagement of students.

The CCSSE report will be posted on the College web site within a week.

7. **2010-11 PAC Goals**

A PAC sub-committee consisting of John Nixon, Diana Casteel, Xavier Padilla, and Bill Rawlings met to draft goals for PAC for 2010-11. It was suggested that the words “and college planning” be added at the end of the first goal. With the proposed addition, PAC accepted the proposed goals as revised.

8. **Administrative Procedures Revisions**

PAC members were asked to review proposed revisions to the following administrative procedures:

- AP 3310 – Records Retention and Destruction
- AP 6600 – Capital Construction

The revisions were approved, as presented.

9. **Next Meeting**

The next meeting will be held October 6, 2010, 3:00-4:30 p.m., in Founders Hall.

The meeting adjourned at 4:11 p.m.

JSN:dc