The meeting was called to order at 3:00 p.m.

Guests: Barbara McNeice-Stallard
        Daniel Lamoree
        Don Potter
        Gary Nellesen
        Ginny Burley
        Jill Dolan

1. **Review of December 7, 2011, Meeting Notes**

   Eric Kaljumagi pointed out that the Academic Senate approved the Proposed Revisions to Assessment & Matriculation Committee Function Statements on September 29, 2011. He also pointed out that CSEA 262, the Faculty Association, and the Faculty Senate met to discuss AP 2410 – Process for Revision of Administrative Procedures or Board Policies. Jennifer Galbraith indicated that, “and negotiable” should be added, and it should read, “There was discussion as to whether an item can be an academic, professional, and negotiable matter.” Eric added that, regarding Proposed Revisions to AP 7120, it was pulled at the administration’s request and a new draft is being developed. Meeting notes were approved, as corrected.

2. **Budget Committee Update**

   None.

3. **ITAC Update**

   None.

4. **Facilities Advisory Committee Update**

   The Facilities Advisory Committee has not met since the last PAC meeting. However, Gary Nellesen reported on the Facilities Master Plan, which is close to being finalized. He encouraged all members to attend the March 20 meeting and said that he will be more cognizant of Faculty’s schedules when planning future meetings. Eric Kaljumagi said that
the Faculty Senate will be making recommendations to the Facilities Advisory Committee to expand the scope of seating for considering future planning, which is for Student Preparation and Success purposes.

5. **Current College Goals and Modification to College Goals Proposed by IEC**

Ginny Burley shared wording that was presented to IEC from the Outcomes Committee to revise the current College Goals. It was recommended that No. 13 be struck, and that four more goals be added. Bill Scroggins asked Heidi Lockhart to develop some language for a new No. 13, which was approved by e-mail circulation. Therefore, following are the recommended changes to the College Goals:

13. The College will ensure that curricular, articulation, and counseling efforts are aligned to maximize student’s successful university transfer.

14. The College will utilize assessment data to guide planning, curriculum design, pedagogy, and/or decision-making at the department/unit and institutional levels.

15. The College will utilize existing resources and improve operational processes to maximize efficiency of existing resources and to maintain necessary services and programs.

16. The College will ensure appropriate staffing to maintain necessary services and support critical functions to implement the College Mission.

Recommendations for Process Improvement were also shared.

6. **CCSSE Report**

Barbara McNeice-Stallard and Daniel Lamoree shared the Community College Survey of Student Engagement (CCSSE) report. This report is designed to engage key leadership by illuminating how Mt. SAC measures up to other similar colleges (with 15,000+ enrollment) around the nation across benchmarks defined by CCSSE. The CCSSE benchmarks were 1) Active and Collaborative Learning; 2) Student Effort; 3) Academic Challenge; 4) Student-Faculty Interaction; and 5) Support for Learners. Out of 699 colleges, Mt. SAC was 76th. Besides PAC, Daniel would like to meet with the President’s Cabinet, the Student Preparation and Success Council, the Outcomes Committee, the Instruction Team Managers, the Student Equity Committee, and the Academic Senate to answer any questions that may arise. When dialogue about the results concludes, recommendations from each of the key groups will be incorporated into the report and then posted on the web for the campus community. Some suggested questions to help spark interpretations were 1) How might this data help with Accreditation?; 2) What are our strengths compared to other similar colleges?; 3) Where do we need to improve?; 4) What are high scoring institutions doing?; and 5) What other metrics of success or data points could Mt. SAC use in conjunction with CCSSE? In summary, Mt. SAC is doing above average in some categories and needs improvement in others.
7. **ARCC Data Update**

An Accountability Reporting for the Community Colleges (ARCC) Draft Report was presented by Bill Scroggins and Barbara McNeice-Stallard. Bill also presented the draft 500-word self-assessment that will be published with the ARCC Report being submitted to the Legislature, pursuant to AB 1417.

8. **Commencement Speaker**

Bill Scroggins suggested that the College contact Manish Jain, a Mt. SAC graduate, who went on to Berkeley and then the University of Wisconsin Law School, where he spoke at his graduation. Bill will e-mail information to PAC members regarding Manish. Bill also solicited suggestions for other speakers.

9. **Policies and Procedures Log**

Bill Scroggins called for volunteers to go through the log and update it. Eric Kaljumagi volunteered, and Laura Martinez recommended Bill Rawlings because he’s very familiar with the policies and procedures. Bill will call a meeting in the spring to discuss content and layout.

10. **Proposed BP 3440 – Individuals with Disabilities (NEW)**

This AP was reviewed by a task force and by President’s Cabinet before being submitted to PAC and will be brought back at a later date for further discussion.

11. **Proposed Revisions to BP and AP 5140 – Individuals with Disabilities**

This AP was reviewed by a task force and by President’s Cabinet before being submitted to PAC. Faculty made the point that they are not qualified to determine the accommodation and that the 504 expert needs to do so. Bill Scroggins explained that this needs to be a joint determination between the faculty member and the DSPS expert. For the AP, “Verification” needs rewording, and Don Potter will review this with Grace Hanson to determine legality. Bill asked Jennifer Galbraith if she would help with the wording, and she agreed. This will be brought back to PAC at a later date. Also, this will go to AMAC to determine what is and isn’t required to go through the Senate.

12. **Proposed AP 3450 – Accessibility of Audiovisual Media (NEW)**

This AP was reviewed by a task force and by President’s Cabinet before being submitted to PAC. There was concern regarding the wording of this AP. The need for faculty to sign over ownership in order for the District to do the captioning was challenged. Bill pointed out that we could not spend public funds on privately owned videos. Faculty requested additional language to state that faculty could keep ownership of these videos if they paid for the captioning. This language is, “Otherwise, the cost of captioning will be assumed by the faculty member.” Bill Scroggins asked Jennifer if she would help with the wording, and she agreed. This will be brought back to PAC at a later date. Also, this will go to AMAC to determine if it needs to go through the Academic Senate, or not.
13. **Proposed AP 5141 – Students with Disabilities – Accessibility of Instructional Print Media – Alternate Media (NEW)**

Due to time constraints, this will come back to PAC at a later date. Also, this will go to AMAC to determine if it's required or not to go through the Academic Senate.


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15. **Other**

None.

The meeting adjourned at 4:50 p.m.

**FUTURE MEETINGS:**  March 14, 2012 (second Wednesday)  
April 4, 2012  
May 2, 2012