

President's Cabinet Action Notes

Bill Scroggins, *President & CEO* • Kelly Fowler, *VP of Instruction* • Audrey Yamagata-Noji, *VP of Student Services*
Morris Rodrigue, *VP of Administrative Services* • Sokha Song, *VP of Human Resources* • Madelyn Arballo, *Provost of SCE*



December 13, 2022

1. Cabinet reviewed and commented on the following information items:
 - a. The [team](#) has been assigned for the upcoming Partnership Resource visit related to outcomes. It's a good group of education professionals.
 - b. The [LA County Department of Public Health Institutes of Higher Education Telebriefing](#) did not have much new information. Most of the discussion was about the increase in infections and heightened warnings about potential upcoming mask mandates. The County does not anticipate any physical distancing or vaccination mandates.
 - c. The announcement of the recruitment for the President/CEO was sent to the CIO, CEO, and CSSO listserves, as well as posted on online recruitment websites.
2. We have received a legal review of [BP 3900 – Freedom of Expression \(Speech: Time, Place, and Manner\)](#) and [AP 3900 - Freedom of Expression \(Speech: Time, Place, and Manner\)](#). There was a campus workgroup that proposed extensive changes to both the BP and the AP and to ensure that the changes were appropriate, both went through legal review. There are some comments and changes recommended by our attorney. Tom Mauch, as Acting VP of Student Services, will review and work with the attorney for some additional information and coordinate with the campus workgroup to update the language in BP and AP 3900.
3. The Academic Senate has proposed revisions to [AP 4105 – Distance Learning](#). These revisions have been vetted by the DLC and are consistent with our practice. Cabinet added a sentence under the sub-section "Evaluation of Distance Learning Faculty" to read, "When the evaluator is an educational administrator, the equivalent training will be determined by the administration. Training will be completed prior to evaluation." This revised AP 4105 will move to PAC as a first reading for their recommendation.
4. The California Military Articulation Platform (MAP) [Credit for Prior Learning \(CPL\) Resources](#) document links credit for prior learning for military training as the basis for awarding credit within the California Community College Chancellor's Office, California State University, University of California, Association of Community Colleges and Junior Colleges, and others. The document also links California legislation that supports credit for prior learning for military training. It's an interesting concept; we have [AP 4285 – Credit for Prior Learning](#) which includes language on military training. Do we want to make that AP any stronger than it is now or add anything that this information makes clear to us? A presentation at the CCLC Annual Conference, [Maximizing CPL for Veterans and Adult Re-entry Learners](#), discusses the mission and cohort of CPL.
5. The Success Center for California Community Colleges published their [Findings and Recommendations to Expand Credit for Prior Learning as a Vision for Success Strategy](#). Their research indicates that students who earn CPL are roughly twice as likely to complete a degree than those who do not, accumulate more credits through coursework at the institution than their counterparts, and saves an average of 6-10 months to degree completion than their counterparts.
6. Cabinet reviewed the [recommendations](#) from the Canvas Shell and Related Workgroup. Kelly, Sokha, and Bill are working on framing a question for legal opinion around merged canvas shells.

7. The ACCJC provided approval on a substantive change for [Competency Based Education](#) for the School of Continuing Education. This is good work by our SCE team!
8. Human Resources has proposed revisions to [AP 7350 – Resignations](#). Human Resources would like to automate the resignation form so that it is automatically routed to the resigning employee, managers, and others who need to know. This AP is approved to move to PAC as a first reading for their recommendation.
9. Cabinet approved an [Immediate Need Request](#) for Information Technology for accessibility compliance for accreditation evidence for \$140,000 one-time. Cabinet also approved an [Immediate Need Request](#) for Information Technology for updates to Concept3D for wayfinding and online maps update for \$6,750 one-time and \$6,200 ongoing.
10. Cabinet approved an [Immediate Need Request](#) for Maintenance for required Aquatic Center pool service contract for \$88,000 one-time.
11. Cabinet approved an [Immediate Need Request](#) for Technical Services for the commissioning of a multiviewer system for the video production truck for \$1,700 one-time.
12. A revised job description for the [Vice President of Student Services](#) was reviewed and approved. The job is posted with a closing date of January 31, 2023.
13. Cabinet approved a [New Resource Allocation](#) for reclassifications related to the Director, Civil Infrastructure and Energy Management.
14. Cabinet approved a revised [Organizational Chart](#) for Administrative Services.
15. Cabinet approved the recruitment of a Professor, Chemistry to replace a resignation.
16. Cabinet was joined by Lisa Rodriguez, Acting Director of Professional and Organizational Development, and Lizette Henderson, Acting Assistant Director of Professional and Organizational Development, for a quarterly update on [Title V](#). Highlights:
 - They are starting on the second ACUE training cohort. This is a 10-week, 20-hour session. It is supported by our Title V Equity Certification Coordinator who is holding bi-weekly discussions with the faculty. This cohort consists of math and English faculty.
 - Students of those professors participating in the cohort were surveyed to determine if those professors are implementing the strategies learned in the training.
 - There will be an end-of-semester celebration for the ITEL cohort.
 - There are spots for 30 staff and 30 faculty in the Spring and 100 faculty/staff in the Regina Stanback Stroud cohort in Spring.
17. Cabinet was joined by Lianne Greenlee, Acting Assistant Dean of Accreditation; Barbara Mezaki, Accreditation Coordinator; Allie Frickert, Accreditation Coordinator; Patty Quinones, Director of Research and Institutional Effectiveness; and Michelle Sampat, Acting Dean of Arts, for an update on [Accreditation Core Group](#). Highlights:
 - They have conducted presentations for CPD-Day, Flex Day, Academic Senate Executive Board, Associated Students, CSEA 651, CSEA 262, Classified Senate, Board Study Session, and Management Staff meetings.

- There are 13 finishing teams worked on the drafts from the weaving teams. The core team liaisons supported the process and drafts are expected to be completed by December 21.
- They had experts in certain areas look at the drafts as a resource and there was some redrafting completed.
- There were two ACCJC sub-changes approved within a couple of months of each other.
- There are some areas of focus emerging with outcomes, decision-making roles and responsibilities, and the BP/AP cycle of review. There is some work being done in these areas.
- The accreditation team has requested that websites be reviewed and updated with current information.
- The ISER (Institutional Self Evaluation Report) is being designed and work is underway to ensure that all documents are accessible.
- The RSI rubric is being reviewed by the Canvas Shell Workgroup.
- The ISER will be rolled out to the campus community in the Spring 2023 with multiple feedback opportunities.
- They will be working on the Quality Focus Essay (QFE) in Spring 2023.

18. Cabinet was joined by Meghan Chen, Associate Vice President of Instruction; Sylvia Ruano, Dean of Instruction; Marlyn Holt, Acting Associate Dean of Dual Enrollment; and Lina Soto, Associate Dean of Counseling, for a quarterly update on [Dual Enrollment](#). Highlights:

- Recruitment is currently under way for an additional Project/Program Specialist, Dual Enrollment.
- Mt. SAC campus tours have been facilitated for Ganesha, MECA, and the Fremont Academy dual enrollment students. The dual enrollment team will work with additional partnering high schools to conduct more campus tours.
- Workman Early College Academy, class of 2026, has its first cohort of students. The cohort currently has 24 students and they will begin taking college credit courses in Summer 2023. Workman continues to actively recruit for the Early College Academy.
- Bassett Unified School District continues to have ongoing planning meetings to expand dual enrollment opportunities with the Early College Program at Bassett High School. Bassett High School has hired a dedicated counselor who will work with dual enrollment students to provide support and guidance for student success.
- The Dual Enrollment program is currently offering classes at all Pomona Unified School District comprehensive high schools and their continuation school. There continues to be ongoing discussions on expanding Ganesha's dual enrollment program for 2023-24.
- Dual Enrollment Counselors continue to connect and provide support to professors, students, and high school partners.

19. Cabinet was joined by Meghan Chen, Associate Vice President of Instruction; Sylvia Ruano, Dean of Instruction; Marlyn Holt, Acting Associate Dean of Dual Enrollment; Lina Soto, Associate Dean of Counseling; Chuong Tran, Assistant Director of Enterprise Application System; Antonio Bangloy, Director of Enterprise Application System; and George Bradshaw, Dean of Enrollment Management, for a quarterly update on [AB30](#). Highlights:

- AP 5011 – Admission and Concurrent Enrollment of High School and Other Young Students is currently being reviewed for some recommendations of AB30 related to students taking up to four CCAP courses, not to exceed 15 units per term and for credits earned in DE courses to count toward a student's registration date.
- Working closely with IT, the dual enrollment team is incorporating measures to streamline processes and correctly identify student cohort codes based accordingly to the appropriate dual enrollment model that a student is registered in.
- School of Continuing Education worked collaboratively with IT, Admissions and Records, and Fiscal to establish a process to code students who are pursuing a High School Diploma or Equivalency and allow them to enroll and take classes for free as a special admit student.

20. Cabinet approved the following position to proceed with recruitment:

- [Instructional Support Assistant](#) (English as a Second Language)

21. Cabinet approved the [Request to Fill Log](#) for the following positions:

- [Vice President, Student Services](#)
- [Executive Assistant II](#) (President's Office)

22. Sokha reported:

- Screening committee members are being asked to bring electronic devices or will be provided them by HR so that paper documentation is not used during interviews.
- The hourly pay schedule will be coming back for approval due to the increase in minimum wage.

23. Morris reported:

- He has emailed feedback on Emergency Conditions Recovery Plan. This will be brought to Cabinet in time to go to the February Board Meeting.

24. Audrey reported:

- That a proposal has been submitted for the BWT Committee.
- The Student Services Planning Day looked at information and includes strengths and weaknesses.
- As she prepares for retirement, she has been developing a coordinated Student Services strategy for shared performance metrics.

25. Madelyn reported:

- SCE is applying for both of the CCCC apprenticeship grants, planning and implementation. Both grants will be for health careers.
- The LAO report titled "Redesigning the State's Adult Education Funding Model" was released today. <https://lao.ca.gov/Publications/Report/4652>. The content was not unexpected and the impact is unknown. Mt. SAC will stay connected to the discussions, particularly with legislators.
- SCE submitted for a Federal WIOA II, Literacy grant application this week. The Federal reapplication is on a 4-year cycle and it is a performance-based funded grant aimed at improving literacy, increasing citizenship, and integrating vocational and ESL.

26. Kelly reported:

- Enrollment is trending 66% online, 3% hybrid, and 31% face-to-face. In addition, FTES are down (5.1%) from Winter 2020 and up 2.0% from Winter 2022. Deans and Associate Deans will work closely with department chairs and coordinators in schedule adjustments based on enrollment trends and student demand. Winter 2023 sections scheduled: 53% online, 3% hybrid, and 44% face-to-face. Fill rates are face-to-face, 57%; hybrid, 68%; and online, 82%. Overall fill rate is 82% compared to 79% in Winter 2020.
- Mt. SAC Enrollment Management Academy is scheduled for January 30-January 31.
- Instructional Leadership Team DEISA Study Session is scheduled for January 20 with Regina Stanback-Stroud.
- Final Grades are due today, Tuesday, December 13, at 8 p.m.

27. Items for future agendas (items for the next Cabinet meeting are shown in **BOLD**):

a. Return and Recover Initiative:

1. Student Retention and Enrollment Outreach (Leads: Tannia Robles, Laura Sherwood, Denise Bailey, Pedro Suarez, and Sylvia Ruano 1/24)
2. Center for Black Cultural and Student Success, MMI, Arise, and El Centro (Leads: Clarence Banks, Anabel Perez, Lina Soto, and Aida Cuenza, 1/24)
3. Student Center Coordination (Leads: Kevin Owen, Koji Uesugi, and John Vitullo, 1/24)

4. Laptop Loaner Program (Leads: Michael Carr, Romelia Salinas, Tami Pearson, and Eric Lara, 1/24)
- b. Multiple Measures Placement Workgroup (Madelyn, George, Ned, Elizabeth, Maria, and Jimmy, TBD)
- c. Student-Centered Funding Formula—Continued Follow-Up:
 1. Noncredit Support of SCFF & Multiple Measures (Tami and Shannon, 1/31)
 2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 2/28)

28. Quarterly Reports to Cabinet:

- a. Emergency Response Plan Quarterly Report (Duetta and Sayeed, 1/17)
- b. Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Brandin, and Kevin, 2/7)
- c. Faculty Position Control Quarterly Report (Rosa and Meghan, 1/10)
- d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 2/28)
- e. IT Projects Quarterly Report (Anthony, 2/21)
- f. Grants Quarterly Update (Adrienne, 1/17)
- g. International Student Quarterly Report (Chris, George, and Paty 2/7)
- h. Academic Support Coordination Project Quarterly Report (Romelia, 1/3)
- i. Guided Pathways Quarterly Report (Meghan, Elmer Rodriguez, and Michelle Nava, TBD)
- j. Dual Enrollment Quarterly Report (Meghan, Marlyn, and Lina, 3/14)
- k. Title V Quarterly Report (Lisa and Lizette, 3/14)
- l. AB 30 (Dual Enrollment, A&R, and IT, 3/14)
- m. Accreditation Core Group Update (Lianne, Barbara, Allie, Patty, Michelle, and Laura, 3/14)
- n. Financial Aid Update (Manuel, 1/10)
- o. [MESA Program Implementation](#) (Pending, TBD)
- p. [Research on Enrollment: Wait Lists, Evening Student Loss](#) (Quinones, TBD)
- q. [Apple Resources: App Design, Apple eBooks Online](#) (Pending, TBD)
- r. Student Equity Plan (Pending, TBD)