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

Guest:  Barbara McNeice-Stallard
         Audrey Yamagata-Noji

1. **April 1, 2009 Meeting Notes**
   
   The meeting notes were approved as presented.

2. **June Meeting**
   
   Because schedules are so full in June, it was decided that the June PAC meeting would be canceled. The next meeting will be held July 1, 3:00 p.m.

3. **Budget Committee Update**
   
   Vice President Gregoryk was ill, so no report was given.

4. **Equity for All**
   
   Vice President Yamagata-Noji provided copies of the *Equity for All* Executive Summary. (The full report had previously been emailed to PAC members.) In 2005, the Center for Urban Education at the University of Southern California invited Mt. SAC, upon the recommendation of the Chancellor’s Office, to be one of nine community colleges to participate in a 15-month in-depth study focusing on closing the equity gap in higher education among minority and low-income students. A five-person team of Mt. SAC representatives participated in the study. The project involved examination of ethnicity information about the students as well as their access and success issues. The purpose of the project was to examine the college’s business practices and to determine how things could be changed to increase student success.

   Dr. Yamagata-Noji walked everyone through the executive summary and reviewed each of the tables presented. The *Equity for All* Project evaluated the persistence and success of different ethnic groups based on projected graduation patterns. A lower-than-expected rate
was flagged for further examination. The process allowed for collaborative inquiry into how the college conducts business and evaluates and eliminates barriers to student achievement. It was suggested that results from this project be communicated to the campus community through the Academic Senate, the President’s Advisory Council, the Institutional Effectiveness Committee, and the Student Equity Committee with the intention of those committees to explore approaches to total College distribution and use.

5. **Institutional Effectiveness Committee Update**

Representing the Institutional Effectiveness Committee (IEC), Barbara McNeice-Stallard provided a committee update. She said IEC has been discussing PIE and how it’s going. She pointed out that when the PIE process was created on-line it was set up so that users had to tie an accomplishment to one goal. They want to change that so accomplishments can be tied to multiple goals, although accomplishments don’t have to be tied to goals at all. Also, new this year, IEC has provided report summaries and extracted information for managers. This has proven to be helpful.

Dean Long said it would be helpful to have a means of monitoring where a specific area is related to SLOs. It would help the Deans to know how to better support departments.

IEC has also had discussions about CLASS (California Leadership Alliance for Student Success) and how it might be used to help with a focused College Goal or an Institutional Research Question; the Equity for All Report, the Clarus reports, and other initiatives on campus can be used to create this focus. Ms. Grimes-Hillman indicated a need to meet with Dr. Nixon and the Mt. SAC CLASS Team before the summer workshop to help create a research focus for the project. Ms. McNeice-Stallard indicated that Dr. Maria Tsai is working with CLASS to gather more information so an informed decision can be made. Mt. SAC will be a participant in CLASS with a select group of community college CEOs, trustees, and a faculty representative who will focus attention on key leadership strategies and policies that must be central in California’s effort to increase successful outcomes for community college students. President Nixon said that, as a pilot district, the College’s involvement will be mostly staff development and includes following a cohort (probably incoming freshmen from the high schools).

IEC has also been talking about the College’s strategic objectives and is currently in the process of compiling information on progress toward achieving these objectives. They hope to receive information by June 30. Once this information is compiled, IEC can determine if the objective has been completed or if it needs to be carried forward to next year.

Ms. McNeice-Stallard said she will ask IEC to consider edits to the College’s Strategic Plan (e.g., College Goals and Objectives) so that it is more reflective of such a document. Edits would include adding the College Mission statement and simply re-naming the document to be Mt. SAC Strategic Plan.

6. **Clarus Report**

In June 2007, the Board of Trustees approved an agreement with the Clarus Group to conduct a comprehensive market survey to assess constituent attitudes toward the College and to revise the demographic profile of this ethnically diverse and multilingual region.
The report included information on:

- how Mt. SAC is viewed by the market;
- how well Mt. SAC is reaching its total student market;
- how well Mt. SAC communicates with its multilingual market; and
- how well Mt. SAC responds to the needs of its various markets.

In July 2008, Clarus presented its initial report to the campus, reviewing where the College has done a good job and where improvement is needed. Dr. Nixon reported that the Clarus Corporation has almost completed its work for the College. PAC members were presented with an Executive Summary.

Ms. McNeice-Stallard pointed out that the report is broken down into several sections – there are actually eight larger reports that we need to determine how to best roll out in a meaningful way. Ms. McNeice-Stallard will work with Dr. Nixon on a roll-out and propose it to PAC.

7. **EAS Update**

Professor Grimes-Hillman provided the following EAS Update:

- Today the College began registering students through Banner. Dr. Nixon said he observed the process a little earlier in the day and it appeared to be going well. Mr. Vickers said IT had assigned a Help Desk Technician to Student Services and it has proven to be very beneficial. The goal is to take care of issues as they arise and not bounce students around. He also pointed out that all lab staff know how to assist students who need to claim their accounts. As an additional means of support, Mr. Vickers said the Help Desk hours have been extended until 7:00 p.m. for the next five days.

- The College has agreed to send out “Permits to Register” by mail to students for Summer and Fall 2009. Afterwards, students will be expected to use Banner/Luminis to keep track of their priority registration date. Students will also be expected to bring either their Permit to Register, their Class Schedule/Bill, or their Registration Status page to classes in order to add. After Fall, only the latter two documents will exist, and students will have to print them out through Luminis and bring them to class. Posters and other marketing items informing students of the need to use Banner/Luminis are now being placed on campus, and each student is receiving a letter about the new system.

- The College will be using version 7.5 of Banner for Summer 2009. Version 7.6 is being tested, and is expected to be implemented in Fall 2009. According to the consultants, faculty will not notice much difference between 7.5 and 7.6. Version 8 was released April 27, and the IT Department will begin testing this release later in 2009.

- Faculty focus groups studied the options available in Banner/Luminis on April 29 and 30. For the next few months, the Luminis faculty tab will be fairly Spartan, with boxes (called “channels”) for personalized messages, access to CourseStudio, and access to the Faculty Self-Serve functions. A workshop on CourseStudio will be created within the next few months should faculty wish to use it. (CourseStudio is somewhat similar to BlackBoard, but is neither as complex nor as fully featured.) In Winter 2010, additional “channels” will become available.
• Faculty accounts for Banner/Luminis are now ready. Informational handouts explaining how to log in and use the new system are being created and are expected shortly.

8. **Board Policy 2432 – College President/CEO Succession**

Dr. Nixon said that, as policies are updated, those that are not academic and professional matters need to come to PAC prior to going to the Board; however, BP 2432 has already gone to the Board. This is being provided as an informational item only.

9. **Completion of Goals and Progress Report**

A sub-committee consisting of John Nixon, Dale Vickers, Michelle Grimes-Hillman, and Diana Casteel prepared the outcomes/accomplishments to the PAC goals established earlier in the year. PAC members were asked to review the document and send suggested revisions to Diana within the next week. Items from today’s meeting will be added to the document.

10. **Annual Review of College Committees**

Dr. Nixon conducted the annual review of the President’s Advisory Council. PAC agreed to the IEC-suggested revisions to the function statements. The membership will be updated as appointments are made. Thanks were offered to Sue Long, David McLaughlin, and Brandie White for their service on PAC.

At the next meeting, PAC would like to review the College committee listing to see which committees are governance, Academic Senate, and operational.

11. **Other**

• As PAC receives each Committee Goal and Progress Report for 2008-09, copies will be shared with PAC members. Today, PAC members received reports from the General Education Outcomes Committee and the Developmental Education Team. Committees will be asked to also post this information on their committee web page. IEC will be asked to discuss posting them on the web where they would all be available in one location.

• The Academic Senate has been working for the last few months to merge the Student Learning Outcomes Committee and the General Education Outcomes Committee. PAC members approved the merging of these two committees. PAC members were given copies of the Purpose/Function/Membership of the Outcomes Committee. The Senate will now work on membership appointments so the Outcomes Committee can be functioning this fall.

• Dr. Nixon said two faculty met with him recently to discuss global warming and the need to reduce greenhouse gases. He said this is something he believes the Academic Senate will be reviewing in the fall. Dr. Nixon distributed information he received which is a draft of a resolution to support the President’s Climate Commitment on carbon neutrality. At this time, this is being provided as an informational item.

• Christian Vargas shared some of the recent and upcoming student events, including yesterday’s cross cultural affair with more than 1,000 attending, a talent show next
week, and Saturday’s Educators and Students of Distinction Ceremony. Students will also be meeting on Thursday to further review the AS budget. He reported that the Executive Board vetoed the initial budget.

12. **Next Meeting**

The next meeting will be held July 1, 2009, 3:00-4:30 p.m., in Founders Hall.

The meeting adjourned at 4:36 p.m.

JSN:dc