



President's Cabinet Action Notes

Bill Scroggins, *President & CEO* • Irene Malmgren, *VP of Instruction* • Audrey Yamagata-Noji, *VP of Student Services*
Mike Gregoryk, *VP of Administrative Services* • James Czaja, *VP of Human Resources*



October 1, 2013

1. Cabinet reaffirmed that New Resource Requests would be prioritized and funded. Based on the level of need and the need for caution regarding the uncertain nature of the RDA backfill, not all of the allocated \$1.2 M will be allocated. **Mike will bring the prioritized lists to Cabinet for consideration.**
2. James shared several strategies for implementing timely evaluation of employees. This feedback will be utilized to formulate draft procedures for Cabinet to review next month.
3. Cabinet discussed the status of implementation of revised [AP 5142 \(Captioning\)](#) that was approved last April. Cabinet reiterated that AP 5142 does NOT require captioning to be turned on unless there is a need for accommodation. Cabinet is aware of the requirements of Legal Opinion 02-22 ([attached](#)). Requests for captioning of videos are being prioritized, but DSPS indicates that there have been no requests for captioning from faculty in several courses that use videos and are commonly attended by deaf and hard-of-hearing students. **Bill is planning an email update but is waiting until the college is closer to completing the installation of new classroom media equipment that will allow captioning to be turned on.**
4. Cabinet reviewed the recommendations from the Academic Senate Field Trip Task Force ([attached](#)) and concurred with the points made. It was noted that there are some similar issues with excursions. Specific language for the relevant APs and the specifics of forms and implementation need to be discussed. **Irene and Audrey will discuss these specifics in AMAC and report back with an agreed upon process.**
5. Bill reported on a communication from Lois Ingham who is on the Mt. SAC Foundation Board and also on the Red Cross of Greater LA Board ([memo attached](#)). Karen Saldana has arranged a visit to the West LA Red Cross Emergency Preparedness Center and will explore a partnership in this arena. **Audrey will follow up on the offer for student orientation on safety and the possibility of a Red Cross club.**
6. Bill reminded Cabinet that our Nursing program has exhausted the list of applicants, and a new cycle of application will begin January 1 through March 1, 2014. The President's Office has already received inquiries. There appear to be some issues that need attention before the application period begins.
 - The Nursing Program web page does not display the required courses for the program ([see link](#)) but rather directs students to the College Catalog.
 - The Nursing Program Application Process web page ([see link](#)) correctly lists four program prerequisites (Anatomy, Physiology, Microbiology, and Freshman Comp or

their equivalents). However, the College Catalog lists these as requirements of the major (and lists several specific equivalents to these program prerequisite courses). [The relevant catalog pages are attached](#): 45 units in Nursing and 31-35 “Requirements for the Major” which are actually the four program prerequisite courses plus Psych 1A which is a course prerequisite to Nursing 5.) When consulting the Chancellor’s Office Inventory of Approved Programs ([pages attached](#)), the Nursing Major is listed as 43 units. It appears that the Chancellor’s Office has not yet updated the Inventory to reflect recent unit changes in Nursing Major courses.

- So there is a need to modify the Nursing catalog page to correctly list the Required Major courses, the Program Prerequisite courses, and the prerequisite for Nursing 5. We should be sure that Admissions & Records is using just the 45 units of the major plus GE units to award the AS in Nursing. **Irene and Audrey will work on making these changes.**

7. The above discussion of prerequisites and “equivalent” courses led to a further discussion. How would a student applying to the Nursing Program know if their Anatomy, Physiology, Microbiology, and Freshman Comp classes are “equivalent” if they were taken at another college?

- The Mt. SAC Schedule of Classes has a section called “Challenging Prerequisites and Corequisites ([page attached](#)). It says that a “Petition to Challenge form” is available from the Assessment Center. [That form is attached](#). It has a box to check if the student is petitioning to accept a class at another college as meeting the prerequisite. Required documentation: a transcript and a copy of the course description from the catalog. “A decision will be made within three days...” No explanation of who will make the decision, but the student may appeal the decision to the academic division office, and an answer will be provided in five days.
- The problem with this is that AP 4260 on prerequisites has a completely different process, called a “variance.” However, the documentation required is the same as above (transcript, copy of catalog). A Request for Variance form is online ([link](#)). It implies that the student should also provide a course syllabus and sample work from the equivalent course and notes that “Additional materials may be required.” There is no mention of when a response will be given, although Title 5 §55061(p) requires that the response be “timely.”
- So there is a need to resolve the differences between the Petition to Challenge, the Request for Variance, and AP 4260. **Irene and Audrey will work on making these changes.**

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

- a. Degree Works Phase 2: Auto-Award, etc. (Audrey, 11/19)
- b. Employee Wellness Program (Karen Saldana, TBA)
- c. Employee Wellness Program State Advocacy (Karen Saldana, Jill Dolan, Bill Rawlings, 10/15)
- d. Chamber of Commerce Training Partnership (Irene & Donna, 11/5)
- e. Emergency Response System Mark DiMaggio & Karen Saldana, 10/15)

- f. Update on International Student Initiative (Audrey & Irene, 11/5)
- g. Adult Ed Partnerships (Irene & Donna, 11/5)
- h. Processes to Support Timely Employee Evaluations (James, 11/5)
- i. Executive Information System (**Vic & Mike, 10/8**)
- j. Remodeled Strategic Plan (**Bill, 10/8**)
- k. Interventions Regarding Probation (**All, 10/8**)
- l. EEO Plan Revision/Title 5 Change (James, 11/5)
- m. Retiree Health Benefit Actuarial Study (**Mike, 10/8**)
- n. BP/AP 6530 - Closed Circuit Television Surveillance System (**Mike, 10/8**)