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*

MT. SAC
Mt. San Antonio College

May 13, 2014

1. Cabinet reviewed the latest issue of the First Monday newsletter produced by Chancellor Brice Harris. Cabinet discussed AB 1451 (attached) which would expand concurrent enrollment of high school students in community colleges. The bill passed out of the Assembly Higher Ed Committee and has been referred to the Assembly Appropriations Committee. Cabinet discussed the possibility of expanding concurrent enrollment but came to no conclusions.

2. Mt. SAC, with support from the Academic Senate Executive Committee, has applied to be a pilot college for implementation of the Common Assessment Initiative. A description of the Common Assessment Initiative Pilot Project is attached as is the application form.

3. Cabinet was joined by John Buckie of the Education Advisory Board who explained the services provided by his group. Briefly, EAB is a team of consultants and analysts who do best practices research in higher education. The attached membership form explains the services available for the annual fee. Cabinet members will share this possible resource with their teams and return to Cabinet with feedback and recommendations.

4. Audrey shared a response (attached) to Academic Senate Resolution 2013-13 on the International Student Program which was discussed at last week's Cabinet meeting. This response is basically informational, and Cabinet reaffirmed that the study requested by the Senate will be done.

5. Cabinet approved an Immediate Needs Request for a six month extention of the out-of-class assignement of the System Analyst/Programmer working on the conversion of DSPS paper files to an electronic data storage and retrieval system. This is based on the need to complete this project which has been underway for the last year. The request also included approval of a six month temporary position for an Alternate Media Technician. This is based on the additional workload needed to complete the mandated coversion of instructional media to alternative formats.

6. Cabinet discussed the Multiple Measures Survey Automation project. (A history and analysis of this project is attached.) A prototype was designed a year and a half ago but never implemented primarily because of the complex programming needed. IT will continue to prioritize projects such as this and in particular communicate the status of this work. If this work is needed quickly, another programmer would be hired.

7. Bill shared a prototype of a brochure to market regional CTE programs (attached). The LA/OC Regional consortium which Bill co-chairs is working on this project.

8. Irene shared work of the Accreditation Steering Committee. The group is working on a gap analysis assessing current practices against requirements of the Accreditation Standards. Teams have been set up by substandards. (See attached list.)

9. Bill shared a draft of a proposed change to Title 5 §55518. Student Success and Support Funding (attached). This change would allow Chancellor Harris to reduce the currently required 3:1 match for SSSP (formerly Matriculation) funding. Bill reported discussions with Chancellor Harris indicate that the match for the $100 M in new money for SSSP in 2014-15 will require only a 2:1 match, not a problem for Mt. SAC.

10. Cabinet discussed progress on the writing teams for the Student Equity Plan.
    - Bill's group on Future Directions met last Friday (see attached list of attendees) and developed a prioritized list of issues (attached) for future research leading to proposed activities.
    - Irene provided a summary (attached) of the first meeting of the Intervention Writing Team on May 1st as well as a list of members (attached). The second meeting of the Interventions Team was on Friday, May 16th.
    - Audrey's Pathways and Cohorts Writing Team is scheduled for its first meeting on May 29 at 3:00 p.m.   In advance of the meeting, members have been asked to complete the Services Template. This will enable us to move forward quickly in compiling a grid of existing services and programs. We will focus our work on looking at how to improve pathways for students entering and beginning their college careers. We will look at how we can improve what we are currently doing. A list of the members of the Pathways Writing Team is attached.

11. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**:
    a. Degree Works Phase 2: Auto-Award, etc. (**Audrey, 5/20**)
    b. Emergency Response Plan Implementation (**Mark DiMaggio & Karen Saldana, 5/20**)
    c. International Student Initiative (Audrey & Irene, 6/10)
    d. Adult Ed Partnerships (Irene & Donna, 5/27)
    e. Executive Information System (**Vic, Daniel & Irene, 5/20**)
    f. New Reading Competency Assessment (Audrey, 5/27)
    g. Improvements in Request to Fill Process and Form (James, 6/10)
    h. Update on shift differential (James, 6/10)
    i. Room utilization data (**Mike, Irene, 5/20**)
    j. AP 4255, Dismissal and Readmission (Audrey, 5/27)
    k. Implementing Student Feedback Report (Irene, Audrey, 5/27)
    l. EEO Plan and Hiring Process Changes (James, 5/27)
    m. Feedback on Joining the Education Advisory Board (Irene & Audrey, 5/27)
    n. Budget Scenarios for June Tentative Budget (Mike & Rosa, 6/2)