



**May 2, 2023**  
Shannon for Morris

1. Cabinet reviewed and commented on the following information items:
  - a. The Chancellor's Office launched its [Success Metrics Dashboard](#) which showcases student progression related to the Success Metrics in the Vision for Success. Mt. SAC's [data](#) was reviewed. The pictures do not tell the whole story, and it appears that there may be data missing.
  - b. The Chancellor's Office student survey results document, [Top 10 Strategies to Better Serve Californians](#), is an interesting report. The high-impact, high-return practices identified in the report are 1) eliminating student fees/forgiving student debt; 2) course and class re-engineering; 3) expanded dual enrollment; 4) outreach; 5) persistence strategies; 6) investments in technology; 7) faculty professional development for teaching in multiple modalities; 8) expanding Promise programs; 9) re-energized student support; and 10) meeting students' basic needs. It is unclear what the Chancellor's Office is doing with this report other than sharing it for colleges to implement effective practices or for those who are trying to recover. The devil is in the details—how do you implement these effective practices?
  - c. The [Vacant Positions Under Active Search Log](#) was reviewed.
2. The following position was approved to proceed with recruitment:
  - [Administrative Specialist II](#) (Associated Students)
3. The following job descriptions were reviewed and approved:
  - [Director, Accessibility Resource Centers for Students](#) (New)
  - [Manager, Maintenance and Operations](#) (Revised)
  - [Director, EOPS, CARE, CalWORKs, and NextUp Guardian Scholars](#) (Revised)
4. Cabinet was joined by Tami Pearson, Dean of Continuing Education and Workforce Development, and Shannon Rider, Manager of Noncredit Workforce, for a quarterly update on [Noncredit Support of SCFF and Multiple Measures](#). Highlights:
  - They have worked with Full Capacity Marketing on a revamp of the SCE website. Each area will be able to have its separate sections that contain all of the information for that area. There are lots of resource pages with student support services and counseling and advising.
  - Enrollment is exceeding pre-pandemic numbers, and has increased approximately 4,000 in headcount, with 8,331 FTES.
  - All programs are growing, with the largest increases in High School Referral and Short-Term Vocational.
  - Demographic enrollment growth is in Asian Males, Asian Females, Latinos, and Latinas.
  - A 1,481 student cohort from 2018-2019 (54% reside in the district) that transitioned to credit by 2021-22 has seen the following outcomes: 18% have earned Associate Degrees, 6% have earned ADTs, and 9% have earned certificates.
  - Of noncredit students who have transitioned to credit, there is a 90% success rate in courses (from 16,264 students).
  - The CTE Outcomes Survey related to positive employment outcomes. Of this cohort of 890, 95% were satisfied or very satisfied with the education and training; 66% were employed in their field of study; 67% found a job within 3 months; and the change in hourly wages averaged \$6.00/hour.
  - New curriculum and programs: registered behavioral technician, ownership clerk, AWD courses, sustainability certificate, and bilingual education.

5. Cabinet was joined by Gary Nellesen, Executive Director of Facilities, Planning, and Management; Meghan Chen, Associate Vice President of Instruction; Kevin Owen, Director of Technical Services; Brandin Bowman, Assistant Director of Technical Services, for a quarterly update on Room Utilization/Cap Load Ratio. Highlights:
  - They continue to monitor enrollment and continue to see more than 50% of enrollment in face-to-face classes.
  - The team continues to analyze the Banner data with the data in 25Live to ensure accuracy.
  - A Space Change Request form has been established if a project changes the use of space.
  - The data that we have on our room-by-room utilization report will need to be updated and used to feed into the EFMP work that is upcoming. It looks like we will have some very competitive projects for state funding.
  - The long-range wish forecast from the Chancellor's Office is 1.7% year-over-year growth in weekly student contact hours for the last 4-5 years. The feeling is that this number is a little low. We do not have enough data yet to challenge that number this year, however, we will keep this on our radar.
  
6. Cabinet was joined by George Bradshaw, Dean of Enrollment Management, and Chris Dickson, Director of International Students, for a quarterly update on [International Student Program](#). Highlights:
  - The annual national NAFSA conference is coming up at the end of the month in Washington, DC.
  - As a result of a Dear Colleague Letter, third-party service providers that are not based in the United States cannot be contracted to perform any aspects of an institution's Title IV program, which includes recruitment. This would devastate international recruitment, and various organizations have expressed their concern to Secretary Cardona.
  - The Student Exchange Visitor Program (SEVP) COVID-19 policy guidance will expire end of Spring 2023.
  - The Biden Administration will no longer require vaccination proof for those entering the United States from China, Hong Kong, or Macau.
  - LowerMark onboarded 230 students for Spring 2023 health insurance. The premium for 2023-24 will increase by 5.5%. The LowerMark annual scholarship was marketed to students.
  - Spring admissions had 140 applications received, 110 admitted, and 55 enrolled (yield 50%). This is the highest yield rate since 2019.
  - Summer admissions has 59 applications received and 31 admitted.
  - Fall admissions has 43 applications received and 20 admitted. The Fall application deadline is June 15.
  - International recruiting events continue, both in person and virtually.
  - Keystone Academic Solutions continues to recruit students. The College is promoted on over 400 websites around the world in over 30 languages. The touchpoint yield was 25%. The ISP continues to look at the service to increase both application and yield.
  
7. Cabinet approved the [Request to Fill log](#) for the following positions:
  - [Administrative Specialist III](#) (Student Services)
  - [Administrative Specialist IV](#) (School of Continuing Education)
  - [Dean, Continuing Education Programs and Services](#)
  
8. Tom reported:
  - The AANAPISI Grant kickoff meeting will be held on Wednesday, May 10.
  - Student Health Services space has had some water damage, and will temporarily close the 67A location to deal with repairs.
  - Proposals went out on California Community Colleges Transfer Guarantee Program. Mt. SAC's proposal was accepted. This is a caravan through HBCUs.

9. Madelyn reported:

- The El Clasificado nonprofit organization is holding a job fair on campus this Thursday in Heritage Hall. Companies are Spanish speaking/friendly employers. Over 400 people have registered to attend, including some students.
- HS Referral has experienced growth for the past two years in online summer credit recovery, which contributes to high school completion, college pathways, and enrollment growth. There are 1,455 students enrolled with 365 additional students waiting to enroll. Last year's headcount was just over 1,000.
- College for Kids enrollment is also growing, and there are already over 300 summer enrolments, which is a 22% increase over last year. We've included a DEISAA lens when scheduling classes. There are two new art classes this summer and one focuses on the deconstruction and misconception of what "real" art is and the inclusion of other areas of art, and another explores local POC artists who are inspired by their culture and heritage in their work.

10. Sokha reported:

- HR is working to reconcile a clarification related to out-of-class positions and the PERS 960-hour cap requirement that is affecting some positions that are currently in recruitment.
- He participated in an APAHE presentation on DEI evaluations that was well attended.

11. Kelly reported:

- Registration starts tomorrow and the Instruction Leadership Team will begin watching enrollment, waitlists, and growth areas.
- We want to celebrate how your daily work is an important contribution to accreditation. Within the *Standards at a Glance Guide* (attached), you can explore how your role aligns with the accreditation standards. The first step is to [download an ISER Section](#) that interests you, review what you and your colleagues have written, and use the [ISER Draft Comment Form](#). Final Listening Sessions: May 3, 2-4 p.m., Founders Hall Dining Room; May 4, 3-5 p.m., Founders Hall Dining Room; May 5, 1-2 p.m., Zoom ID: 863 0327 8050.
- Many thanks to everyone who was involved and to Sylvia Ruano for leading the Guided Pathways retreat. The retreat focused on workgroups (enrollment, persistence, transfer-level English and math, transfer, and completion) and different presentations on DEISAA and data-literacy to develop the Guided Pathways Plan.
- Another successful visit with the IEPI PRT team to focus on goals and objectives focused on outcomes and assessment. The Institutional Innovation and Effectiveness Plan will be drafted in the next weeks with a review by Academic Senate before final submission. Once the IEPI leadership receives our plan, Mt. SAC will be awarded IEPI grant funding up to \$200,000.
- The Interp Showcase is scheduled tonight at 7 p.m. in Building 13 where the nationally recognized Duo Interpretations and Reader's Theater will be showcased.
- Michelle Shear and the dance students are hosting a DANCE flash mob with the Continuing Education's Campaign against AGEISM.

12. Shannon reported:

- The Bookstore transition email has been sent out, and they are working on onboarding Follett. The timeline is being worked on, and the Bookstore will be shut down for approximately a week for transition. Doors will reopen on July 5.

13. 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 7/25)
2. Center for Black Cultural and Student Success, MMI, Arise, and El Centro (Leads: Clarence Banks, Gio Rodriguez, and Aida Cuenza, 7/25)
3. Student Center Coordination (Leads: Kevin Owen, Koji Uesugi, and John Vitullo, 7/25)

4. Technology Loan Program (Leads: Michael Carr, Romelia Salinas, Tami Pearson, and Eric Lara, 7/25)
- 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, 8/1)
  2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 6/6)

#### 14. Quarterly Reports to Cabinet:

- Emergency Response Plan Quarterly Report (Shannon and Sayeed, 7/18)
- Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Brandin, and Kevin, 8/1)
- Faculty Position Control Quarterly Report (Rosa and Meghan, 7/11)
- Construction Project/Scheduled Maintenance Quarterly Report (Gary, 5/23)
- IT Projects Quarterly Report (Anthony, 5/23)
- Grants Quarterly Update (Adrienne, 7/18)
- International Student Quarterly Report (Chris, George, and Paty, 8/1)
- Academic Support Coordination Project Quarterly Report (Romelia, 7/11)
- Guided Pathways Quarterly Report (Meghan, Elmer Rodriguez, and Michelle Nava, TBD)
- Dual Enrollment Quarterly Report (Meghan, Marlyn, and Lina, 6/20)
- Title V Quarterly Report (Lisa and Lizette, 6/20)
- Accreditation Core Group Update (Lianne, Barbara, Allie, Patty, Michelle, and Laura, 6/20)
- Financial Aid Update (Manuel, 7/11)
- [MESA Program Implementation](#) (Pending, TBD)
- [Research on Enrollment: Wait Lists, Evening Student Loss](#) (Quinones, TBD)
- [Apple Resources: App Design, Apple eBooks Online](#) (Pending, TBD)
- Student Equity Plan (Pending, TBD)