



September 20, 2022

1. Cabinet reviewed and commented on the following information items:
  - a. [Cash for College](#) is back in person this year, scheduled for Saturday, October 22. Services for students and their families will be available, such as FAFSA and Dream Act application help, admissions and records/AB540/scholarship workshops, Q&A, and a resource fair. Students are encouraged to register for the event. The amount of Cal Grant dollars are really good this year and the deadline to apply has been pushed back. The Feds and State continue to make some good improvements to the availability of funding for students.
  - b. We have received some outreach from Honeywell who has proposed a [Sustainability and Workshop Agenda](#) example for Mt. SAC. The Honeywell Sustainability Institute has developed a workshop to help customers assess their processes and look for meaningful, sustainable options. Morris is looking into this and may set something up.
  - c. The [Vacant Positions Under Active Search log](#) was reviewed.
  - d. An article from CalMatters, [Problems plague California school district data system, putting funding at risk](#), discusses the issues with the California Longitudinal Pupil Achievement Data System, or CALPADS, recent software update, which could jeopardize school district funding. The system stores information on 6 million public school students for over 1,000 K-12 school districts. There seem to have been problems with this system forever.
2. Cabinet approved an [Immediate Need Request](#) from Information Technology for \$16,000 one-time for a consultant to assist with Gmail configuration.
3. The Chancellor's Office issued a Memo, [California Community College COVID-19 Block Grant](#) that outlines the \$650M one-time funding for California community colleges related to the COVID-19 pandemic. The Memo provides information on allocation methodology, allowable expenditures, and reporting requirements. Morris has put out criteria sheets for this funding to all Vice Presidents and the Provost's office. Requests must fit into each of the criteria listed. These lists will be reviewed and prioritized at the October 11 Cabinet meeting. Morris notes that, per the memo, there will be an expectation to report on any expenditures. There was discussion on the Return and Recovery funding uses to be sure we are using the funding most appropriate to the requests. Fiscal is looking at current HEERF funding requests some items could be moved to different funding sources to meet the continuing pandemic needs. Sokha and Morris will continue to assess the current COVID processes on campus.
4. The Chancellor's Office issued a Memo, [Request for Baccalaureate Degree Program Approval Cycle One Applications \(January 2022\)](#), to the Board of Governors, which requests the placement of 10 Baccalaureate degree program applications on the BOG Board Agenda as information. Mt. SAC's application in Histotechnology is one of those 10. This is good news. Kelly is working with the ACCJC on the [substantive change](#).
5. [Meeting Minutes](#) from the ICAS meeting in January and a [webinar](#) presentation from the Academic Senate for California Community Colleges outline the implementation of Assembly Bill 928, the Transfer Achievement Reform Act. This bill substantially changes the general education course requirements for transfer to UC and Cal State. The proposed lower division GE pathway, referred to as CalGETC, will replace the current CSUGE Breadth and IGETC patterns with a 34-unit pattern that meets requirements for

transfer to both UC and Cal State. This change will have a major impact on our curriculum as it eliminates the existing AREA E CSUGE Breadth requirement, Lifelong Learning, and Self-Development. This change will alter the required courses for the Associate Degree for Transfer and also has implications for our local Mt. SAC Associate Degree.

6. The Chancellor's Office had a webinar and presented an [AB1111 Common Course Implementation Timeline](#) which shows completion of the implementation of the project for 2024. The Chancellor's Office has hired a consulting firm for implementation, and there is skepticism about whether or not the AB 1111 common course numbering mandates will survive.
7. Cabinet reviewed [AP 7120 – Recruitment and Hiring: Faculty](#), which has been under discussion for quite a while. A workgroup was developed by the Academic Senate and Administration through AMAC last year, but progress has ground to a halt. Kelly and Bill, working with Sokha, are going to reconvene the workgroup which will have some additional faculty members included.
8. Cabinet revised [AP 5011 – Admission and Concurrent Enrollment of High School and Other Young Students](#), which needs some revisions to include our current practices.
9. Cabinet was joined by Meghan Chen, Associate Vice President of Instruction, and Marlyn Holt, Director of Dual Enrollment, to provide a report on [Dual Enrollment](#). Highlights:
  - Ten classes were offered for Summer with an overall 97% success rate.
  - There was a Fall Dual Enrollment/Counseling gathering to talk about internal processes and coordination of efforts. The team will host another gathering in January to discuss next-term DE courses, share program practices, and stay connected.
  - Enrollment for Fall 2022 is 74 classes, 90% of them have a fill rate over 75%. The program has grown 37% from last Fall.
  - For Winter/Spring, there will be 75 classes offered, which is an increase from last year.
  - There are six counselors assigned to Dual Enrollment and they are assigned by high schools within our region. They are preparing presentations for partners, students, and parents to be sure specific Mt. SAC information is available to all groups.
  - The preliminary findings for all terms for 2021-22 was an overall 84.7% pass rate.
  - The Workman High School Early College Academy is still recruiting and currently has 20 students who have applied and started the first-year cohort in Fall 2022 of high school and noncredit enrichment courses.
  - They are scheduling a Fall Dual Enrollment high school coordinators' meeting to connect and a Spring visit to campus.
10. Cabinet was joined by Meghan Chen, Associate Vice President of Instruction; Marlyn Holt, Director of Dual Enrollment; Antonio Bangloy, Director of Enterprise Application Systems; and Chuong Tran, Assistant Director of Enterprise Application Systems; to provide a report on AB30 Implementation. Highlights:
  - Dual enrollment has worked with IT on CCCApply and SoftDocs for single sign-on for the dual enrollment application process. IT programmed and assigned cohort codes to students and attributes to classes that are being used by both CCAP and non-CCAP students.
  - Research created a data dashboard for dual enrollment students for tracking and reporting purposes.
  - For Fall 2022, there are 1,087 students for CCAP and 1,236 students for non-CCAP. This is raw data and the information still needs to be disaggregated.

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

- [Student Services Outreach Specialist](#)
- [Human Resources Analyst](#)

12. Sokha reported:

- Interpreting services for Deaf and Hard of Hearing employees are increasing. There was discussion about funding for this work.

13. Morris reported:

- A major water repair feeding one of our main water districts was completed and we are back to normal water operations.

14. Audrey reported:

- The Veteran's Resource Center provided some data on services offered to veterans.
- The Student Equity Plan PowerPoint provides information on how it's structured and organized. Faculty leadership has been excellent, putting a lot of time into the Plan.
- Information on Student Services Faculty Funding: General and Categorical was provided.
- Dario has been selected as an award recipient of CACERES for his work with DREAM Centers.

15. Madelyn reported:

- Adult and Family Literacy Week is in full swing this week. SCE programs are situated in Kerr's Corner with displays and about 100 students visited the booth on the first day. There was a counselor present and a few students enrolled in NC programs.
- At the California Adult Education Program (CAEP) Director's Conference opening yesterday it was announced that a workgroup would be established. This would consist of 10 practitioners balanced among K12 adult education and community college noncredit that would act as an advisory to CCCCCO and CDE CAEP on ongoing adult education issues. Mt. SAC has a good chance to be on that advisory group.
- LVN courses are being reviewed in EDC today to be followed by the program. The Nursing faculty provided input to our noncredit vocational faculty. The approval process takes months but we were well-guided by our assigned nursing educational consultant from the State Board of Vocational Nursing and Psychiatric Technicians. If all goes well, the first LVN cohort will be in Fall 2023.
- Next week's SCE quarterly report about the SCFF work will focus all on enrollment and strategies--new and ongoing.

16. Kelly reported:

- Fall 2022 Enrollment: face-to-face, 55%; hybrid, 7%; online, 38%. Winter 2023 schedule, currently, is 45% face-to-face, 51% online, and 4% hybrid sections. Deans and Associate Deans will work closely with department chairs and coordinators in schedule adjustments based on enrollment trends and student demand.
- The Accreditation Core Team hosted a training session on Friday, September 16 for the Finishing Teams. The training session provided information about the work for this semester and a discussion of the standards, evidence, and timeline. In addition, the Substantive Change Application has been submitted to the Commission for review and approval at the September 26 Substantive Change Committee meeting.
- The Faculty Prioritization Forms were shared last week by the Office of Instruction in collaboration with the Academic Senate. Kelly and Roger Willis will host Informational Sessions to assist faculty with completing the forms. The sessions do not require pre-registration and are scheduled (virtually) Monday, September 26, 11:00 a.m. – 12:00 p.m., and Friday, September 30, 9:00 – 10:00 a.m.
- Sabbatical applications for the academic year 2023/24 are due by November 1, 2022. To assist faculty in completing the application and to answer questions, the Salary and Leaves Committee is hosting Fall 2022 Orientations on Tuesday, September 20, 5:00–6:00 pm, Tuesday, September 27, 2:00–3:00 p.m., and Friday, September 30, 8:00–9:00 a.m. via Zoom (<https://mtsac-edu.zoom.us/j/83626021108>).

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

- a. Return and Recover Initiative:
  - 1. Reconnect and Reengage (Leads: Tannia Robles, Shannon Rider, Matt Judd, Pedro Suarez, 10/25)
  - 2. Center for Black Cultural and Student Success, MMI, Arise, and El Centro (Leads: Clarence Banks, Anabel Perez, and Aida Cuenza, 10/25)
  - 3. Student Center Coordination (Leads: Kevin Owen, Koji Uesugi, and John Vitullo, 10/25)
  - 4. Laptop Loaner Program (Leads: Michael Carr, Romelia Salinas, Tami Pearson, and Eric Lara, 10/25)
- 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 (**Madelyn, Tami, and Shannon, 9/27**)
  - 2. EAB Navigate Schedule Building & Data Analytics (Student Support Workgroup—Francisco, 11/23)

18. Quarterly Reports to Cabinet:

- a. Emergency Response Plan Quarterly Report (Duetta and Sayeed, 10/18)
- b. Room Utilization/Capacity-Load Ratio Project (Gary, Meghan, Brandin, and Kevin, 11/1)
- c. Faculty Position Control Quarterly Report (Rosa and Meghan, 10/11)
- d. Construction Project/Scheduled Maintenance Quarterly Report (Gary, 11/16)
- e. IT Projects Quarterly Report (Anthony, 11/16)
- f. Grants Quarterly Update (Adrienne, 10/18)
- g. International Student Quarterly Report (Chris, George, and Paty 11/1)
- h. Academic Support Coordination Project Quarterly Report (**Madelyn and Romelia, 9/27**)
- i. Guided Pathways Quarterly Report (Meghan, Shiloh, and Sarah, TBD)
- j. Dual Enrollment Quarterly Report (Meghan, Marlyn, and Lina, 12/20)
- k. Title V Quarterly Report (Lisa and Lizette, 11/8)
- l. AB 30 (Dual Enrollment, A&R, and IT, 12/20)
- m. Accreditation Core Group Update (Lianne, Barbara, Allie, Patty, Michelle, and Laura, 12/13)