



# Minutes

**Date:** November 26, 2018

**Time:** 2:00 – 4:00

**Location:** MB 318

**Present:** Ben Beshwate, Ryan Khamkongsay, Laura Vasquez, Stephanie Brantley, Corey Marvin, Jaime McClure, Cliff Davis, Vivian Baker, Lisa Couch, Jessica Kawelmacher, Heather Ostash, Jill Board

**Absent:**

## 1. Call to Order

Time: 2:15pm by Corey Marvin, Vice President, of Instruction

## 2. Approval of Agenda

Approved- no changes

## 3. Approval of Minutes and Action Items

Minutes from October 22, 2018 – approved, no changes

## 4. Committee / Reports Matrix – 2<sup>nd</sup> Draft

Reporting Documents	IEC	SSSP	OAC	PR	BDC	SSEC	Facilities	TRT	College Council	Faculty	Classified	Admin	How Often	When
Chancellor's Office Scorecard	IEC	SSSP							College Council	Academic Senate		Admin Cabinet	annually	Spring
Nation-wide Scorecard	IEC	SSSP							College Council	Academic Senate			annually	Spring

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Annual Unit Plan Data										Dep't faculty		Deans & VP's	annually	Fall
Elements of Student Success	IEC	SSSP								Faculty Chairs			annually	Fall
Thoyote	IEC	SSSP	* As needed	* As needed	* As needed				College Council	Faculty Chairs	Classified/Academic Senate	Admin Cabinet	annually	Fall
College Council Survey									College Council				annually	Fall
College Planning Survey	IEC		OAC	PR	BDC				College Council				every 2 years	Fall
High School Yield Report		SSSP										Admin Cabinet	annually	Fall
Transfer Velocity		SSSP										Admin Cabinet	annually	Fall
VTEA Reports										CTE Chairs		CTE Dean	annually	Spring
Launchboard Data										CTE Chairs		CTE Dean	annually	Fall/Spring
Program Review Data from IR										Dep't faculty		Deans & VP	annually	Fall
Student Experience Survey	IEC	SSSP				SSEC	Facilities	TRT		Faculty Chairs	Classified Senate	Admin Cabinet	every 2 years	Fall
Climate Survey	IEC								College Council			Admin Cabinet	every 2 years	Fall/Spring
AUP Presentations			OAC		BDC				College Council				annually	Fall
ASP Presentations					BDC				College Council				annually	Fall
Program Review Presentations			OAC						College Council	Academic Senate			annually	Spring
ILO's														
Fast Facts	EVERY EMPLOYEE													



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Thoyote Contains:

- Student Centered Funding Formula
- Institutional-set standards
- Guided Pathways Dashboard Data

*Action Item: Corey to provide constituent groups for ILO's, frequency and when. Corey to also provide frequency and when for Employee Fast Facts.*

*Action Item: Add chart to next participatory governance model handbook*

## 5. ADP Changes

### EXECUTIVE SUMMARY **\*\*NEW\*\***

#### a. Executive Summary

[Write a 350- to 700-word summary of the state of the division, **including progress made (about 75%)** and **actions planned for improvement (25%).**]

### REVIEW AND PLANNING

#### e. Outcomes Assessment – REMOVED

### RESOURCE NEEDS

#### f. Institutional Research – **\*\* NEW\*\*** *Action Item: Add to template*

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## STAFFING REQUESTS NOT ALREADY LISTED IN OTHER PLANS **\*\*NEW\*\***

a. 1000 Category. Please indicate below any requests for temporary or new permanent certificated staff.

**Discipline:**

**Location:**

**Justification:**

1. *Are there too few or too many students enrolling for particular classes or majors?*
2. *Are there too many courses or programs that are under capacity?*
3. *Are courses "core mission"?*
4. *Are courses overscheduled?*
5. *Is there capacity to offer courses or programs at different times and/or locations?*
6. *Is there a workforce shortage in the service area or region?*
7. *What are the costs and/or lost revenue from gaps between student demand and course or program capacity?*
8. *In support of your proposal, provide the following data:*
  - a. *Size of wait lists in the discipline*
  - b. *Department productivity, previous year*
  - c. *Number of faculty currently in the department*
  - d. *Number of adjunct faculty*
  - e. *Number of certificates awarded, previous year*
  - f. *Number of degrees awarded, previous year*
  - g. *Core curriculum classes*
  - h. *CTE classes with workforce data (wage/high demand)*
  - i. *Number of students at first day and census, previous year*
9. *Data – Action Item: add to list*

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b. 2000 Category. Please indicate below any requests for temporary or new permanent classified staff.

<p><b>Position Title:</b></p> <p><b>Location:</b></p> <p><b>Justification:</b></p> <ol style="list-style-type: none"><li>1. <i>Explain why the work of this position cannot be assigned to current staff.</i></li><li>2. <i>Describe the impact on the college if the position is not filled.</i></li><li>3. <i>Is the temporary employee currently performing the work of this position (Y/N?)</i></li><li>4. <i>How is the work assigned to this position presently accomplished?</i></li><li>5. <i>Data- Action Item: add to list</i></li></ol>
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## 6. Possible Change of Dates for AUP's, ASP's and ADP's

AUP's – 10/15

ASP's – 11/15

ADP's – 12/15

## 7. AB 1809

Goals in the Vision for Success are:

- Increasing by 35 percent the number of California community college students transferring annually to a UC or CSU campus.  
The Public Policy Institute of California says this benchmark must be reached if California is to meet future workforce demands for employees with bachelor's degrees. The Vision for Success calls for reaching this goal by mid-2022.

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- Boosting by 2022 the number of students completing career education programs who find a job in their field of study from the current 60 percent to 69 percent.
- Increasing by at least 20 percent the number of students annually who earn associate degrees, credentials, certificates or acquire specific skill sets that prepare them for an in- demand job. This goal, set for 2022, is needed to meet future workforce demand in California, as analyzed by the Centers of Excellence for Labor Market Research.
- Significantly reducing the average number of units accumulated by students who earn an associate degree from approximately 87 to 79. Most associate degree require 60 units, and reducing the average number of units-to-degree will help students reach their educational goals sooner and at less cost.
- Reducing achievement gaps by 40 percent within 5 years and fully closing those achievement gaps for good within 10 years.

## 8. Review of Action Items

## 9. Future Agenda Items

## 10. Future Meeting Dates

## 11. Adjournment

Time: 3:41pm by Corey Marvin, Vice President, of Instruction

Meeting Chair: Corey Marvin

Recorder: Stephanie Brantley