

SAN DIEGO MESA COLLEGE

President's Cabinet

September 3, 2024 | 2:15 – 3:45 p.m. | MC 211 A

1) CALL TO ORDER:

2) PRESIDENT'S REPORT

a) Welcome and Introductions: Lorenze Legaspi, Vice President of Administrative Services, called the meeting to order on behalf of President Hands. Introductions were held for all attendees.

b) President's Cabinet 101: VPA Legaspi shared the information from the President's Cabinet webpage which states: *President's Cabinet is comprised of members from all participatory bodies on the campus and serves as the major recommending body of the College and the centralized hub for recommendations including integrated resource planning and institutional effectiveness. At each President's Cabinet meeting, the President gets the data and input to make informed decisions and then these outcomes are communicated back to all participatory governance bodies.*

The President's Cabinet holds a retreat each semester to evaluate where the College is with respect to institutional effectiveness. In the Fall, the group typically looks at how we do what we do, and in the Spring, it assesses outcomes of all of our processes and the status of key performance indicators. Based on these discussions, college processes and policies are reviewed and revised if needed.

VPA Legaspi shared the list of Governance Committees that share reports to President's Cabinet once a semester/year.

c) District and Campus Updates: VPA Legaspi shared the following updates:

1) Election-related disruptions: As we gear up for the November election, those from Mesa College and Districtwide are mindful of the excitement and potential stress that election season may cause. We are looking to be proactive and communicating the services and resources available for students, including what is our free speech policy and the free speech areas. Students will be receiving a notification in email and text about the "get out the vote campaign" to make sure to register to vote and then, as we get closer to November, a reminder to vote.

2) The SDCCD is hosting the event "SDCCD Community" which is election preparedness undocumented students' workshop. The District will send additional information – this is specifically for undocumented students who are concerned about the upcoming election and will address awareness of their rights, emergency preparedness, and important information for those who engage in protests. This will be held October 9, 2024 via Zoom format.

Lorenze Legaspi, VPA

President's Cabinet:

Governance 101 and Shared Governance at Mesa:

<https://www.sdmesa.edu/about-mesa/governance/index.shtml>

Governance and Operational Committees:

<https://www.sdmesa.edu/about-mesa/committees/index.shtml>

<p>3) Barrio Logan will be hosting a small business resource fair and Mesa College will be looking for participants from our College as well as District and SDCCD colleges. A suggestion for participation in this fair is the Mesa College Small Incubator Program. This fair will be held September 26, 2024.</p> <p>4) The Promise fundraising will continue – Promise Day is October 29, 2024. The California Promise is for full-time students; our local Promise is for part-time students to assist with books and other items.</p> <p>5) Last year the District pilot for testing and licensing certification fees raised some funds to be able to help pay for those student fees. As of last year, the district-wide total raised was \$383,000 for fees that students would normally have to pay once they graduated from a program in the Allied Health areas.</p> <p>6) An emerging technology survey will be sent by the District in late September.</p>	
3) STANDING REPORTS – GOVERNANCE	
<p>a) Associated Students: Associated Student President, Zora Williams, gave the following updates:</p> <p>1) AS met last week and discussed Welcome Week.</p> <p>2) AS is finalizing plans for the Pep Rally, Spirit Week and Homecoming (September 23 – 28, 2024).</p> <p>3) AS is preparing for voter registration and tabling.</p> <p>4) Free speech policy – AS is posting signs so students are aware of third-parties on campus and how they can be safe.</p>	Zora Williams, President
<p>b) Classified Senate: Classified Senate President, Ayana Woods, shared that this morning the Classified Senate held a meeting to fill the vacant positions for CS officers – the appointed positions are:</p> <p>Ayana Woods, President Alison Mona, Vice President Rose Mejia, Treasurer Eileen Hayward, Senate Manager</p> <p>Thieny Trinh will continue in her role as Classified Senate Member-at-large.</p>	Ayana Woods, CS President
<p>c) Academic Senate: Academic Senate President, Andrew Hoffman, gave the following updates:</p> <p>1) Andrew welcomed Mary Gwin as the AS president-elect.</p> <p>2) AS will hold their first meeting next Monday, September 9, 2024.</p> <p>3) AS held a retreat on August 14, 2024 and discussed several issues:</p> <p>a) Impact of AB 1705 and following up what is happening on the statewide level. This was one of the items that was brought to the spring plenary and was embraced by the statewide Senate.</p>	Andrew Hoffman, President

<ul style="list-style-type: none"> b) Accreditation / Outcomes & Assessment c) Adjunct faculty issues d) Artificial intelligence (both inside the classroom as we use it and outside as it may affect our working conditions) e) Campus safety f) Decorum at Academic Senate meetings g) Transparency in the hiring process, in particular, the District's attempt to change the hiring process including what are our expectations. 	
4) Institutional Reports	
<p>a) Principles of Community: VPSS Larry Maxey shared some background on the Principles of Community – some years ago there was a President's Cabinet Committee that was asked to develop ideas and principles on how we engage each other within our community. These are not policy or rules, but strictly guided by our commitment in communicating with each in ways that are beneficial, uplifting, and encouraging so that we can have a foundation of engagement that allows all of us to move forward in a positive direction. We are very close to completing the posters and rack cards for the Principles of Community and those will be rolled out at the next meeting. These will be a general framework in terms of the principles that the committee settled on: 1) Dignity, 2) Campus Commitment, 3) Empowerment, 4) Accountability, and 5) Living the Principles of Community.</p> <p>VPSS Maxey stated he plans to use the Principles of Community in Student Services by opening up meetings by highlighting one of the principles and getting feedback on how we might employ this principle in our engagement with one another. The Principles of Community lays a foundation for us to be able to ask if the way we are currently dialoging is following the principles of engagement that we had all agreed to.</p>	<p>Larry Maxey, VPSS</p>
5) OPERATIONS	

a) Instructional Updates: Vice President of Instruction, Isabel O'Connor, gave the following updates:

- 1) Today is census day for the 16-week courses.
- 2) The numbers are pretty good with 5,848 FTES; our target for the semester was 5,715; we exceeded our enrollment target by 102%. The challenge is we continue to have had enrollment fraud – it is occurring across the state.
- 3) Headcount: for the past semesters we have been closet to 20,000; we are now at 20,400 headcount and the goal is to retain these students.
- 4) Efficiency: to break even you have to be at 15; Mesa College is 15.61% efficiency which is due to the great work at Mesa, especially the Deans and Chairs.
- 5) Fraud Enrollment: We are working very closely with the District Office and Larry Maxey's area with Admissions and Records. The District has one person designated to sweep the rosters; both the actual rosters and the wait lists. They do a sweep on Wednesday and then give those students a week to certify in person that they are not fraudulent enrollments. For the students who did not certify and remain enrolled in classes that already started, Isabel receives and shares this information with the Deans who then talk to faculty to drop those students. Another list is sent by Susan Topham's office to Ivonne Alvarez for students who did not certify and are enrolled in classes that have not started. Isabel stated that she and the Chairs are hesitant when they open a new section and are working hard to ensure that the students are legitimate. The faculty have been working very closely with their Deans and Ivonne Alvarez.

Our District is signed up for a pilot called Lexis Nexis. VPSS Larry Maxey shared that this is an effort to try to mitigate the fraud; Ivonne Alvarez will serve as the contact point for Mesa College.

- 6) A complication this semester is that some students had a challenge with the single sign-on access to Canvas. Faculty members were asked that before they drop students from rosters, to be sure it is not related to students having issues with Canvas sign-on access.
- 7) Associate Dean Alex Berry shared a Faculty Institute will be held for 25 faculty members who will have the opportunity to review course-level data and engage in professional learning. It will be six months long and kickoff is on October 18, 2024. An email will be sent to the campus.
- 8) September is Common Course Numbering month; every Wednesday the steering committee will hold a webinar from 12-1 p.m. Tomorrow's webinar will be on curriculum. Isabel shared that they are about to finalize phase 1 which included 6 courses. Faculty from every college in the state participated and generated a template which is now at the Chancellor's Office and will be posted soon on their website. They are waiting to make it ADA compliant. These templates (except for

Isabel O'Connor, VPI

Comm Studies due to CalGETC) do not need to be submitted as new courses – they are course revisions – and do not need to be resubmitted for articulation. By August 2025, these six courses will be out and need to be shared with students. By December, we are moving to phase 2 which will be 20 courses.

9) Mesa Pathways Committee Updates: There will not be a separate report from Mesa Pathways; it will now be included as part of the instruction operations report at each President's Cabinet meeting. Howard Eskew provided the following report for Mesa Pathways: This year Mesa Pathways is concentrating on two primary projects. The first is to finish mapping the remainder of the award programs that are offered and the second is get the mapper up and running.

Maps and Mapper

Our team of counselors are continuing to develop tentative maps for the remaining programs that were not included in the first round of maps. Once these are completed the team will be sending the completed maps to the Chairs and Deans for review and approval. A big "THANK YOU" goes out to Cynthia Rico, Marisa Alioto, and Kari Parker for all of their efforts in continuing this important work.

The Mapper templates have been completed and sent to the CCC Foundation for review. We have received the templates back and are now working on scrubbing the data to resend. We anticipate this work to be completed mid-September. A big "THANK YOU" to Desiree Payne from District Instructional Services for her support in this project

Mesa Success Coaches

This year there are 22 coaches serving 83 students. Coaches have contacted students primarily via text message. The first communication focused on encouraging students to become full-time (12 or more units) and enroll in transfer-level MATH and ENGL. Ian Duckles has been regularly recruiting students via email since July. The students have been recruited from a list of about 800 students generated by Institutional Effectiveness meeting the following criteria:

- Mesa Students
- First Term was SU23, FA23, or SP23
- Last enrolled at Mesa in SP24, SU24, or FA24
- Educational Goal of Associate/Transfer/Undecided
- Self-Identified as Black/African American, Latinx, or AAPI
- Have not completed transfer level Math and English
- Excluded members of Kapwa, Puente, or Umoja
- Excluded Athletes, Veterans, Former Foster Youth, EOPS

- Excluded students who already have AA or higher degree

Thank you to Nancy Cortés for helping to prepare this list for us.

b) Student Services Updates: Vice President of Student Services, Larry Maxey, gave the following updates:

1) Larry acknowledged Dr. Cynthia Rico who will serve as the Acting Dean of Student Development for the fall semester. The hiring for this position will begin mid-semester with the goal of having this position filled the beginning of the spring semester.

2) Fraudulent enrollment – the State is requiring that certain programs report specific program student engagement data and they are looking at what vehicles they are going to use to report that information.

Throughout the District we are not in alignment so there is a great deal of work we need to initiate in order to get into alignment to support this reporting that is not required.

3) An 18-month academy that the RP Group is going to lead for 10 colleges – the colleges will be announced in January 2025 when we will find out if Mesa College will be selected as part of this pilot.

4) The A2MEND onboarding meeting was held last week and looking forward to the development of the program that supports African American Males within our campus and community. Michael Temple is going to be serving as the program coordinator and will be working in collaboration with the Black Studies Department.

5) Student, Success and Equity will be offering transportation and housing grants of \$500 to up to 200 students as a result of the FAFSA application fallout/rollout issues. Any students who have been negatively impacted can apply for this grant.

c) Institutional Effectiveness: Acting Associate Dean of IE, Nancy Cortés, shared that a kickoff will be held on September 6, 2024, 11:00 a.m. – 1:00 p.m., for Program Review and Outcomes and Assessment, in BT-206. It will be in hybrid format where you can attend in person or via Zoom format.

d) Administrative Services Updates: Vice President of Administrative Services, Lorenze Legaspi, shared the following updates:

1) Lorenze thanked Director David Fierro and his team for helping set up the triage area to give students assistance with single sign-on for those affected by the Canvas issue.

2) Effective October 1, 2025, the State Chancellor's Office mandates that all the Zoom recordings created before July 1, 2024 are going to be deleted. Please save any of your Zoom recordings locally on your computers/drives. This information will be sent to the DL.

3) Safety Fair:

Larry Maxey, VPSS

Nancy Cortés, Acting Associate Dean, IE

Lorenze Legaspi, VPA

- Director Jacqueline Collins shared that an update was shared at Convocation and the Team deployed training for about 1 ½ hours during Convocation. Additional training sessions will be deployed throughout this semester.
- RAD training is scheduled for October 13, 2024, 9:00 a.m. – 1:00 p.m., in MC 211 (open to students). This training will include 2 hours of instruction and 2 hours of hands-on demonstration.
- A Safety Fair is scheduled for October 17, 2024 which is also the Great California Shakeout Day where we practice our earthquake drill skills. The Safety Fair will be held on the quad and will include CPR training and search/rescue dogs.
- C-CERT training or recertified: Regardless of previous C-CERT training, please take the course; about 60 staff have been trained / retrained. Johanna Aleman is the C-CERT official leader who will hold some sharpening of skills sessions.
- Incident Command Systems (ICS): This includes the executive team and others that will attend a training on October 31, 2024.
- Mesa is 95% on completion of the building evacuation plans; thank you to all that submitted your plans. These plans will not be publicly displayed. A Teams channel so that the campus can access these plans.

4) There is a bond measure on the November ballot for our District – \$3.5 billion. The Bond Measure letters are HH – the website is at:

<https://www.sdforcommunitycolleges.org/> that has additional information. SDCCD webpage for the Bond measure is located at:
<https://www.sdccd.edu/departments/operations/bond2024/>

Lorenze Legaspi, VPA

All-Campus Events:

9/24/24: Chancellor's Forum, 2:30 – 4:00 p.m., MC 211 A/B

9/19/24: Proposed SD Mesa College 60th Anniversary Faculty Panel, MC 211A

9 23-28, 2024: Homecoming Spirit Week, Pep Rally 9/25/24, Football Game 9/28/24

10/25/24: SD Mesa College – Spirit of Mesa Celebrating 60 Years of Impact, 4:30 – 8:00 p.m., MC 211 A/B

11/7/24: BOT meeting at SD Mesa College, 4:00 p.m. Mesa Presentation; 5:00 Regular Business Meeting, MC 211 A/B

12/4/24: Holiday Reception, 11:00 a.m. – 1:00 p.m., MC 211 A/B

Fall 2024 Semester Pcab Meetings: 9/3, 9/17, 10/1, 10/15, 11/5, 11/19 (Pcab Retreat), 12/3

*Institutional Committees / Special Reports / Spotlight:

9/3/24: Principles of Community (L. Maxey)

9/17/24: Common Course Numbering (I. O'Connor), Spotlight AANAPISI (L. Simpliciano)

10/1/24: Dual Enrollment Strategic Plan (L. Hensley)

10/15/24: Library update (L. Burgert); Safety Fair (J. Collins, M. Fay)

11/5/24: First Reading – ESCALA Quince Committee (T. Parsons)

11/19/24: Retreat

12/3/24: Second Reading – ESCALA Quince Committee (T. Parsons)

