

September 20, 2011

SAN DIEGO MESA COLLEGE

PRESIDENT'S CABINET

Agenda

September 20, 2011, 2 – 3:30, A104

1) GENERAL ITEMS (Pamela Luster, President)

a) Welcome and Introductions

b) District-Wide Updates (formerly Chancellors' Cabinet Update) 1) No changes to adopted budget, mid-year class section cuts are expected for the Spring semester, 2) A Debrief was held at the District Office on the September 8, 2011 electrical outage to discuss communication and how improvements that can be made.

c) President's Cabinet Meetings - Pilot Proposal: Pam Luster suggested that meetings of the President's Cabinet be held twice a month beginning in November 2011. Discussion followed which included that the Executive Staff would continue to meet once a week. The topic will be brought back to President's Cabinet in two weeks (Oct 4.)

d) President's Cabinet Agenda Deadlines: Pam Luster asked the senate committees and other members of the President's Cabinet to send in their agenda items on the Friday before the President's Cabinet meeting where they will present these items. Agenda items should be emailed with accompanying documents to **pluster@sdccd.edu** and copy the email to **scain@sdccd.edu**

2) MAJOR EVENT APPROVAL

a) Consent agenda for major events: Pam Luster stated that she would like for the major events to be sent electronically as a consent agenda and approved together without discussion. Discussion followed where concerns were stated that the event chairperson and/or Dean would need to be sure all of the facility reservations and event budget were done before these forms are sent for electronic review. Pam added that the form could be updated to simplify this process by adding check boxes on the bottom of the form that verify that all facility requirements and budget sign-offs have been completed. The president's office will explore updating the current major event form.

b) Chicano /Latino Heritage Celebration (blanket major events for Fall / Spring semesters) (Charlie Zappia, Manuel Velez)

c) 2011 Annual Transfer Day, Oct. 4, 2011, 10 a.m. – 3 p.m., Mesa Quad (Joi Blake, Chris Kalck)

d) Short Film Program, Oct. 4, 2011, 7 – 8:30 p.m., G101 (Jonathan Fohrman)

e) An Afternoon with UC San Diego, Oct. 10, 2011, 1:30 – 5 p.m., G101 (Joi Blake)

f) CVC / Advanstar Veterinary Healthcare Conference Wet Labs, Oct. 28-30, 2011, 8 a.m. – 6 p.m., P-306 / P-308 / P-304 (Margie Fritch, Peggy Fischer)

All events were approved unanimously.

3) COLLEGE-WIDE PLANNING (Formerly Accreditation) (Tim McGrath, VPI)

Tim McGrath stated that this section of the agenda has been renamed to reflect the planning

currently underway in the following areas by the PIE Committee:

- a) Accreditation: Projects/planning will now be completed every year in preparation for the mid-term report. This area will form a sub-committee.
- b) Strategic Planning: Includes updating the Master Plan – this area will form a sub-committee.
- c) Program Review: this committee will report directly to President's Cabinet. Jill Baker announced a Lead Writers Training on Oct. 7, 11 a.m. – 1 p.m., G101. Video training will also be available by uploading from the website.
- d) Resource Allocation: Includes implementation of the rubric matrix.

4) INSTRUCTION (Tim McGrath, VPI)

- a) Enrollment Report (Tim McGrath): Tim reported that Mesa College is down 43 sections from last year. The fill rate increased from 97% to 98% (online increased from 91% to 92%.) 2011 enrollment is 11,796 which is approximately 600 fewer students than 2010.
- b) Fact Book (District IR): Sam Ballard from the District Institutional Research office presented the 2011 Fact Book which is available online at the District Office website at <http://research.sdccd.edu/pages/152.asp> Hard copies of the Fact Book were distributed to voting members of the President's Cabinet. Jill Baker shared that she will hold a Data Integration workshop soon which will show staff and faculty how to use the data.
- c) Program Review Committee: Jill Baker stated that Program Review is seeking approval to change the composition of their committee by adding two ex-officio members (but who will also be voting members.) The two members are Cathy Palestini and the Campus Based Researcher. In addition, the Curriculum Review Committee (CRC) faculty Co-Chair will be moved from ex-officio to a consultant (non-voting.) Additional consulting members will be added in the future. A motion was made to approve these changes by Robin Watkins; Second: Joi Blake. The motion was approved unanimously.
- d) Addendum: Years 2-5 Report from 2010-2011 (Jill Baker): Jill presented the Addendum Years 2-5 report on the viewing screen. Report was approved unanimously by the voting members of President's Cabinet.

5) STUDENT SERVICES (Brian Stockert, Interim VPSS)

- a) Brian Stockert asked that everyone stay on top of getting their rosters completed – 400 are still out.

6) ADMINISTRATIVE SERVICES (Kathy Wells for Ron Perez)

- a) Parking Update (Tim McGrath): Tim shared that the shuttle service and parking at Ross Elementary ended last week. 135 additional spaces have been added: 50 in A-Lot, 37 in H-lot, 38 in Lot 1, 10 in MV. We are still down 65 student parking spaces from what Ross provided for us; faculty only lost 2 spaces. It is reiterated that faculty can park in student parking spaces. A concern was shared that there are not enough spaces for vans with ramp areas available in the H-lot.
- b) Quad Design Workshops: 10/20, 10/21, 11/17, 11/18 (Kathy Wells): Kathy shared that there are three phases for the Quad Conceptual Design process. Two workshops were held in September, phase two will be held in October and phase three will be in November which will be the presentation of the preferred concepts. Design boards are on display in the LRC atrium as well as the survey report drop-off box.

7) PARTICIPATORY GOVERNANCE REPORTS

- a) Academic Senate (Madeleine Hinkes) Madeleine shared that Pam Luster will attend the Academic Senate meeting on Monday. The Academic Senate Executive staff have met to discuss curriculum balance, scheduling and basic skills – talks need to continue on curriculum verses scheduling.
- b) Classified Senate (Robin Watkins) Robin shared in anticipation of the ex-officio change to the Program Review Committee that Angela Liewen Romeo now fills the open position for Classified.
- c) Associated Students Governance (Cherie Deogracias) Cherie asked if the health fee will be addressed at President's Cabinet. Pam Luster stated she would work with Cherie to present the ASG concerns at a future President's Cabinet meeting.

8) OTHER

No additional reports.

9) ANNOUNCEMENTS

- a) Math+Science Groundbreaking Ceremony, Wednesday, Sept. 28, 10 a.m.
- b) “An Afternoon with UCSD,” (Joi Blake) Monday, Oct. 10, 2011, 1:30 – 4 p.m., G101
- c) Mesa College BOT Campus Meeting, Thursday, Oct. 27, 4-5 p.m., Design Center.

10) ROUNDTABLE

The next meeting of President's Cabinet is Tuesday, September 27, 2011, 2-3:30 p.m., in the A104 conference room.