

**SAN DIEGO CONTINUING EDUCATION
EXECUTIVE GOVERNANCE COUNCIL**

April 24, 2013

Members Present:

1. Anthony E. Beebe, Ed.D., President, Continuing Education
2. Bob Parker, Vice President, Administrative Services
3. Ingrid Greenberg, President, Academic Senate
4. Timothy Pawlak, Vice President/President Elect, Academic Senate
5. Marie Doerner, Chair of Program Chairs, Academic Senate
6. Neill Kovrig, President, Classified Senate
7. Mary LeDuc, Vice President, Classified Senate

Members Absent: Brian E. Ellison, Ed.D., Vice President, Instruction and Student Services
Rita Avila, Past President, Classified Senate

Guests: None.

Action Notes: April 10, 2013 Action Notes approved with corrections *Pawlak/LeDuc MSP*.

Reports and Recommendations

President's Report

AACC Annual Convention

President Beebe provided an overview of the AACC Annual Convention he attended the previous week. A handout was distributed reflecting that the overall theme of the convention was "Bridging to Excellence: Reimagining the Community College *"Innovation has always been the hallmark of the community college. Now, these institutions are being challenged as never before to:"*

- Help more students complete;
- Better meet the needs of business and industry;
- Fix dysfunctional remedial programs, and
- Provide a more substantive learning experience for an increasingly diverse student population.

The following tracks/sessions were also reflected on the handout with a couple of topics standing out:

- Advancing the Completion Agenda
- **Improving College Readiness**
- Closing the Skills Gap
- Reinventing the Community College Model
- Collaborating for Progress (philanthropy, government, private sector)
- Incentivizing Institutional and Student Success
- **Promoting Accountability**
- Meeting the Leadership Challenge

Improving college readiness and promoting accountability were key topics. After a brief discussion, it was determined that it would be prudent for Continuing Education (CE) to develop an accountability system, moving from an “input model” (how many people are enrolled) to an “output” model (success rates of students completing). Academic Senate was asked to provide assistance and recommendations for development of this system. Ingrid Greenberg responded there were already some accountability measures in place in many programs. However, the District’s management information system isn’t very efficient in regard to data collection/analysis/assessment for Continuing Education students. This will be brought back to Academic Senate for discussions and action.

President Beebe also announced he and Vice President Bob Parker provided a presentation at the convention on Stop the Hate, which was very well received.

ACTION ITEM: Academic Senate will provide recommendations to President Beebe in regard in-house accountability measures. (*This item was amended Pawlak/Kovrig MSP*)

ACTION ITEM: Competency Based Learning Assessment and Expanding Use of Current Systems will be placed on a future agenda.

Achieving the Dream

President Beebe provided an overview of *Achieving the Dream*. Institutions selected to participate in the *Achieving the Dream* network reaps many benefits, a few of which are:

- Expert coaching – to determine the needs of the institution with data collection/analysis etc.
- Network of community learners
- Access to special grant opportunities
- Benchmarking with similar institutions
- Support for accreditation and fulfillment of state performance standards

The model is comprised of four principals: committed leadership, using evidence to improve programs and services, broad engagement, and systemic institutional improvement. These four principals are achieved by using five steps: commit to change; use data to prioritize actions; engage stakeholders; implement, evaluate, improve; and, establish a culture of continuous improvement.

California will be targeted during the next application period, with applications accepted next year. It might be prudent for CE to consider participating in this organization as the data collection can be developed to fit CE specifications along with all the other benefits mention. President Beebe will research and provide further information for ongoing discussion.

ACTION ITEM: President Beebe will research and provide EGC further information on *Achieving the Dream* via email. This topic will be added to the next agenda for further discussion.

Administrative Governance Council

No report

Academic Senate Report

Ingrid Greenberg reported on the following:

- Spring Plenary – She and Timothy Pawlak attended the Spring Plenary held in Burlingame. A handout was distributed reflecting the three 45th *Spring Session Resolutions* that were adopted on April 20, 2013 related to Continuing Education:
 - 13.01 S13, *Support for Local Control in Noncredit Instruction Programs*. This resolution is a blend of the resolutions written by Continuing Education and North Orange Community College District's noncredit program. Most significant edit/change was instead of describing the "9" or "10" programs, the number was eliminated from the text: "*proposed cutting noncredit instruction...*";
 - 13.04 S13 *College Readiness*. This resolution, submitted by Wheeler North of Miramar College, resolved that "college readiness" and "career readiness" are the same;
 - 18.01 S13 *CCC ESL Assessment for Placement Test*. This resolution urges the State Chancellor's Office to resume field testing for test item development, to provide community colleges with an ESL placement test and, funding for said testing. It is still under consideration if noncredit tests will be developed as well.

President Beebe commented that a significant topic of discussion at the AACC Conference was that placement tests are not enough. There is also a need to incorporate diagnostic testing. Ingrid Greenberg commented diagnostic competencies are provided by CASAS. Marie Doerner also commented that CASAS will develop tests to fit CE's needs if requested. After a brief discussion, it was also noted that instructors need additional information along with test scores. It was further noted there is also a need to learn how to utilize and integrate all available resources.

Classified Senate Report

Neill Kovrig reported the next Classified Senate meeting will be held on Monday, April 29, at CE Mesa College Campus. Vice President Bob Parker will be a guest at that meeting. Agenda items will consist of

- Scholarship review
- Second reading of resolution to support noncredit programs
- Professional development
- Taking a more active role in the annual classified staff professional development day

Mary Leduc reported she attended a health and wellness program sponsored by VEBA. Information from the session will be taken to the Classified Senate meeting for discussion as a possible recommendation for inclusion during professional development day. Timothy Pawlak also had some ideas of activities that might be included.

Neill Kovrig shared a 108 year old student is taking Japanese Brush Painting at Chavez. This speaks to the importance of Older Adult Programs in keeping our older adult population active. This information will be forwarded to Ranessa Ashton, PIO for a future news story.

ACTION ITEM: Neill Kovrig will send Ranessa Ashton the name of the 108 year old student for future media release.

Ongoing Business Items

No report.

Instruction & Student Services

No report.

Board of Trustees Meeting

The next Board of Trustees meeting is scheduled for Thursday, May 9. At that meeting a CE Agenda Item to accept a grant from the Rupe Foundation in the amount of 50, 000 will be presented. The grant will go to the CNA program.

Finance, Grants, & Operations

No report.

Facilities & Police

Safety Committee

Vice President Bob Parker provided an update on safety issues in response to a request by Academic Senate. The next Safety Committee meeting is scheduled for Tuesday, April 30. At that meeting, Sargent Gutierrez will be in attendance to talk about Active Shooter training and Shelter in Place activities. Vice President Parker commented the next step would be to develop a procedure for Shelter in Place just as procedures were developed at each campus for evacuations. The procedure will then need to be tested in the fall semester. Timothy Pawlak suggested it would minimize confusion during an emergency or evacuation drill if faculty and staff were required to wear identification badges and/or vests.

Facilities

The doors on the women's bathrooms at Mid-City Campus were discussed. These doors are propped open and an inquiry was made if automatic door opening/closing mechanisms could be installed. After a brief discussion it was determined the mechanism cannot be installed at this time. The campus is following ADA requirements by having the doors propped open and it was noted the doors are situated in a way that the public does not "look" directly into the bathroom.

ACTION ITEM: Bob Parker will research if and when the women's bathroom doors at the Mid-City campus can be fit with automatic open/closure, and report at a future meeting.

National, State, Regional & Community Issues

No report.

Conferences, Events & Information

No report.

Legal/Legislation

No report.

Re-Engineering:

No report.

National, State, Regional & Community Issues

No report.

Round Table:

Timothy Pawlak announced he graduated from the Classified Leadership Development Academy, (CLDA) the previous day. He is the first faculty member to attend one of the District's Leadership Academies. He shared his speech and provided good feedback from his experience. He also described a short video about leadership he will send via email to Council Members. Congratulations Timothy!

ACTION ITEM: Timothy Pawlak will send Council Members a link to the “*How to Start a Movement*” video.

Ingrid Greenberg shared that at the last Academic Senate meeting she described the Mental Health presentation given at the last Board of Trustees meeting. The Academic Senate showed tremendous interest in this issue. Dean Brian Stockert will be invited to the next Academic Senate meeting to provide a similar presentation and to explore ways of bringing mental health services to ECC to support credit students.

Mary LeDuc announced Classified Senate is pleased the Office Manager and Account Technician positions are being filled. Vice President Parker was thanked for his efforts in this endeavor.

Neill Kovrig commented how refreshing it is that Academic Senate is taking an interest in Classified Senate activities. Discussion is underway for a joint Classified/Academic Senate meeting in the future. Timothy Pawlak shared he had the opportunity to speak to representatives of the Police Officer's Association and they would also be interested in being a part of a joint collaboration.

President Beebe shared Chancellor's Cabinet is in discussions regarding faculty hiring positions. The numbers of positions for each institution has not yet been determined, however President Beebe requested Academic Senate provide realistic priorities for a 1st, 2nd and 3rd round of hires. For the first round President Beebe requested a list of four positions in priority of importance. The list should be strategic with appropriate logic behind the decision. This will be a joint effort, with Deans and Program Chairs also providing information and input.

ACTION ITEM: Academic Senate will provide President Beebe with a recommendation list of four (4) faculty positions, in order of priority, they would like considered for the first round of hires, if and when the hiring freeze is lifted.

Finally, President Beebe announced how proud he is of Continuing Education and all the work that is being done by the institution.