

**SAN DIEGO CONTINUING EDUCATION
EXECUTIVE GOVERNANCE COUNCIL**

ACTION NOTES

January 11, 2012

Members Present:

1. Anthony E. Beebe, Ed.D., President, Continuing Education
2. Brian E. Ellison, Ed.D., Vice President, Instruction and Student Services
3. Bob Parker, Vice President, Administrative Services
4. Ingrid Greenberg, President, Academic Senate
5. Esther Matthew, Past President, Academic Senate
6. Gretchen Bitterlin, Chair of Program Chairs, Academic Senate
7. Rita Avila, President, Classified Senate
8. Libby Valenzuela, Vice President, Classified Senate

Members Absent: Lily Mino, Classified Senate

Guests: None

Action Notes: December 14, 2011 Action Notes approved. *MSP Matthew/Avila*

Reports and Recommendations

President's Report

Student Success Task Force Recommendations

President Beebe reported there were many speakers that attended the Board of Governors' meeting where the final Student Success Task Force Recommendations were approved. Several individuals from City College of San Francisco were in attendance and expressed their concerns with many of the recommendations presented. President Beebe commended Continuing Education Instructor, Pat Mosteller and others on their testimonies during the proceedings. President Beebe commented that in Jack Scott's preface to the final recommendations states *"Some people think that the Task force recommended the abolition of all non-credit courses. No that is not true. In fact, there is nothing in there that says enrichment courses for older adults will be eliminated. What it does suggest is that there be a prioritization of registration and those individuals seeking transfer and are there for job-training be enrolled and had the opportunity to enroll before those who are simply taking an enrichment course. That was something that the Legislature has suggested to us on two different occasions. So I just simply say that I want it understood that that is not in the Task Force. So if you think that all non-credit education or all enrichment courses are cut out, that is not in the Task Force recommendation."* A proposed bill package regarding the recommendations may appear as early as February. Now is the time to begin advocacy within the legislature to protect the interests of non-credit.

CE Academic Calendar for 2013/14

President Beebe distributed a draft of a revised Continuing Education Academic Calendar. The primary difference between the proposed calendar and the current CE calendar is that the fall semester would end before winter break. This would also entail the fall semester beginning earlier in August. There is almost a year in which to discuss these changes. It was also noted that this would be an ideal time to discuss changing from a bi-semester to a tri-semester or quarterly schedule to change the length of each semester. These and other ideas will be discussed at Academic Senate, program meetings, and Classified Senate to be brought back to EGC.

Hiring Committee

President Beebe clarified the process for selecting faculty and staff in assembling hiring committees. Recommended individuals put forward by the Academic and Classified Senates may or may not be selected to participate on a committee and will not be confirmed until the committee composition can be reviewed. Final committees will depend upon the composition of the initial committee in terms of diversity and EEO guidelines, etc.

Administrative Governance Council Report

No report.

Academic Senate Report

Ingrid Greenberg reported the Academic Senate is looking at a progress indicator pilot in conjunction with the Statewide Academic Senate to test the use of progress indicators in noncredit. The new system would use indicators reflecting P (passing), SP (satisfactory progress) and NP (not passing or withdrew) to report student success. It was noted that a problem with progress indicators is that the more they are discussed the more they begin to sound like grades. It was suggested that using grades would add some confusion with differentiating between credit and noncredit. Since many of Continuing Education programs focus on competencies to earn a certificate, Vice President Ellison recommended indicators that would reflect the attainment of competencies, for example EC (exceeds competencies) ME (meets competencies) and so forth. It was also noted that regardless of the progress indicators used, it is critical there be clear and concise criteria for passing each course. These and other issues will be discussed further in the spring when the Academic Senate seeks volunteers to participate in the pilot. Classified Senate inquired how the information would be gathered and kept, would it eventually be uploaded to ISIS, and voiced issues yet to be determined regarding transcripts, etc. It was noted that CE transcripts are manually typed. It was strongly suggested that classified personnel be included on the pilot committee. In conclusion, it was requested that a joint letter from the Academic Senate and the Office of Instruction be sent out in support of the pilot, inviting faculty participation.

Classified Senate Report

Rita Avila reported the Classified Senate will be giving out six \$300 scholarships this year, an increase from last year.

Instruction & Student Services

CE FTES Report

Vice President Ellison distributed a FTES and enrollment report for the first four months of 2010/2011 and 2011/2012. The report reflected that Continuing Education FTES was down from last year. Even though still on target for this year, there is still concern regarding the decline in enrollment. Every campus and program is showing a decline in head count. President Beebe stressed the need to develop new services and courses to better serve our community and encouraged faculty to become more involved. He suggested that we need to think beyond what we are doing and providing now and come up with innovated programs. President Beebe stated that funding should not be an obstacle as funding will be found for good ideas. Recommendations should come from faculty through Academic Senate and Program Chairs to the Office of Instruction for consideration.

Continuing Education Board Meeting

The next Board of Trustees meeting is scheduled for Thursday, January 26, 2012. At this time there are no items for Continuing Education.

Finance, Grants, & Operations

State Budget Update

Vice President Bob Parker reported that the District Budget meeting is scheduled for next week. It was noted that the biggest budget issue at this time is the tax increase on the ballot for November. If the tax increase passes, there will be a flat budget for next year with a small summer session again with the coming year similar to this year. The District would continue the hiring freeze, closely monitor reserves and continue to avoid layoffs. We wouldn't receive additional money but it would decrease or eliminate cash flow issues for the coming year. If the tax increase doesn't pass, there will be significant mid-year cuts next year. It is still not known what will play out with the flexibility of categorical funding.

Facilities & Police

No report.

National, State, Regional & Community Issues

No report.

Conferences, Events & Information

President Beebe announced the Annual Martin Luther King Jr., Parade is scheduled for this Sunday, January 15 to begin at 2:00 pm to at the County Administration Center on West Harbor Drive. Continuing Education will have a wonderful float entry this year. All faculty and staff are encouraged to attend and show support!

Legal/Legislation

No report.

Re-Engineering:

No Report.

National, State, Regional & Community Issues

No report.

Round Table:

None.