

**SAN DIEGO CONTINUING EDUCATION  
EXECUTIVE GOVERNANCE COUNCIL**

**ACTION NOTES**

**October 27, 2010**

**Members Present:**

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

**Members Absent:** Bob Parker, Vice President, Administrative Services

**Guests:** None

**Action Notes:** Action Notes from May 26, 2010, and September 22, 2010 were approved.

**Reports and Recommendations**

**President's Report:**

**Safety**

President Beebe reported as a result of the murder at City College that campus security was discussed at Chancellor's Cabinet. Chancellor Carroll requested each President to conduct a safety audit of each institution and report back to Cabinet in three weeks. President Beebe requested campus safety be discussed at each governance meeting at each Continuing Education site. A list of safety issues will be developed by each campus and provided to President Beebe within three weeks (November 17.) The list could include things like unlit areas, stairwells that should be closed off, or lack of security coverage. In addition to this informal audit, a safety expert can be requested who will conduct a formal audit of each campus and provide a report to Chancellor's Cabinet. The results of both the informal and formal audits will be used to make necessary changes to increase campus safety. Reserve funds under Prop S and N can be used to fund safety needs related to facilities. Esther Matthew pointed out that procedural issues need to be addressed as well. For example, what is the procedure when a staff member is alone in an office because of understaffing; or what is the procedure when a police officer or a civilian shows up on campus and asks to see a student. In a recent case, a police officer requests to see a student who is perceived to be armed and dangerous. The current procedure is to contact Vice Chancellor Lynn Neault and obtain permission to release student information under the FERPA guidelines. Because Vice Chancellor Neault may not always be available, this procedure may need to be revised. President Beebe emphasized recommendations to improve campus safety should be sent to their Dean who will forward them to him.

## **Adult Education Strategic Plan**

President Beebe described the new plan from the California Department of Education that proposes the creation of a “new service delivery model for California adult education,” creating a new regional structure of “Academic and Career Education Transition Centers” (ACET Centers). The plan is in reaction to the statewide funding cuts to K-12 adult education programs. While non-credit community college programs, such as ours are not affected by these cuts, the new strategic plan could adversely affect Continuing Education. The plan is viewed by some community college adult education administrators as a threat to current community college services, both credit and non-credit. The ACET Center mission appears to be duplicative of the current Career Development and College Preparation programs (CDCP) that we offer. President Beebe recommended that a position paper be written that states the need for local decision making regarding the provision of adult education services. San Diego has a clear delineation agreement with our unified school district regarding the provision of adult education services, which works well. President Beebe and Vice President Ellison will draft a response which will be shared with EGC.

This discussion led to the discussion of a bigger issue of how the future adult high school diploma program will work. In the coming year, San Diego Unified School District (SDUSD) must cut \$141.6 million from their budget. One of the items that could be discontinued is the adult high school diploma program. If so, more than 1700 students could conceivably come to Continuing Education. Vice President Ellison pointed out that a contingency plan is needed in the event this occurs. One idea was having Continuing Education sponsor a charter high school. Another program that could be cut is the CBET program operated jointly by San Diego Unified and Continuing Education.

## **Career Technical Education Certificates**

President Beebe reported that the number of degrees and certificates awarded by the SDCCD was discussed at Chancellor’s Cabinet. For the colleges, the number of AA degrees awarded is not always very high because many students don’t obtain an AA degree before transferring to a 4-year college. For Continuing Education the number of Career Technical Education (CTE) certificates awarded appears to be low. This may be because the number of hours required for completion of a certificate is so high – 600- 1200 hours. A chart was distributed that showed the number of CTE certificates awarded in the last 4 years; for 2009-2010, 308 certificates were awarded. A program needs 260 hours to qualify for enhanced funding as a program. President Beebe proposed that Continuing Education look at how programs can be divided into smaller portions. For example, instead of having one ESL program with 7 levels, there could be 3 programs – Beginning, Intermediate, and Advanced ESL. Completion of these smaller programs could be reported to the State and reflect more success than what is currently being reported.

Administrative Governance Council Report:

No report.

Academic Senate Report:

Esther Matthew reported the College Academic Senates passed a resolution on “the hiring of new tenured. faculty as prudent planning and to comply with AB 1725.” Although the 75:25 ratio guidelines do not apply to noncredit, Continuing Education Academic Senate recognizes the importance of having more contract faculty and is supporting this college resolution.

## Classified Senate Report:

Libby Valenzuela was introduced as the new representative from Classified Senate joining EGC. Pat Fernandez reported the following:

- Classified Senate will sponsor two projects this year – the Animeals drive this semester and another in Spring for students that hasn't been finalized;
- While CE received a commendation on the reorganization model with program deans, there has not been a similar re-organization for classified staff. Classified staff operations work on a campus by campus basis and there is a lack of consistency. For example, schedules are prepared differently at each campus. There is a need to identify clear internal procedures that are consistent for all campuses. President Beebe will meet with Vice President Bob Parker and Pat Fernandez to discuss this issue.

## Instruction & Student Services

No report.

## Continuing Education Board Agenda Items

President Beebe announced the next Board of Trustee Meeting is scheduled for Thursday, October 28, 2010, and will be held at Mesa College. He also announced the next Board of Trustee Campus Meeting is scheduled for Thursday, April 14, 2011, and requested Council Members to begin to think of potential themes for that presentation.

## Finance & Operations

No report.

## Human Resources & Contract Concerns

No report

## Facilities & Police

## National, State, Regional & Community Issues

No report.

## Conferences, Events & Information

No report.

## Legal

No report.

## Roundtable

No report.