

SAN DIEGO CONTINUING EDUCATION
EXECUTIVE GOVERNANCE COUNCIL

ACTION NOTES

December 9, 2009

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. Esther Matthew, President, Academic Senate
5. Paul Richard, Vice President, Academic Senate
6. Gretchen Bitterlin, Chair of Program Chairs, Academic Senate
7. Rita Avila, President, Classified Senate
8. Pat Fernandez, Past President, Classified Senate
9. Holly Leahy, Vice President, Classified Senate

Members Absent:

None

Action Notes: Action Notes from November 9, 2009, were approved with correction *M/S/P Matthew/Avila*.

Reports and Recommendations

President's Report:

No Report.

Administrative Governance Council Report:

No Report:

Academic Senate Report:

Esther Matthew reported the following:

- She and Roma Weaver met with Vice President Ellison to discuss concept and criteria of moving noncredit courses from Continuing Education to Community Education. Faculty will have input via the Curriculum Committee regarding this activity.
- At one of the Senate meetings, the topic of the Diversity Cornerstone was discussed. A request to define clearly the objective and purpose of the Cornerstone was made. In addition, a strategy to achieve this goal was requested. It was decided that before things progressed further, more discussions should be held. It may be beneficial to begin with the basics of diversity and go from there.

Classified Senate Report:

No report.

Instruction & Student Services

Issues with Student Identification

Dr. Ellison reported that at the last meeting the issues of student identification processes were discussed. Knowing this could be problematic for our students, a request was made to clarify and standardize a process at each campus, with the least intrusion to our students' privacy. It was reported at the last meeting that attendance cards with name and CSID number are in the process of being developed for Fall 2010 and may eliminate this issue. In the short term, it was requested that the teacher be the one to identify the student and provide this information to the attendance clerks.

After discussions with Dr. Ellison's office and District Student Services Office, the conclusion is that it is inappropriate for teachers to make determinations relating to student identity. Clarification and guidelines regarding this subject will be sent out shortly.

Faculty and Student Phone Numbers:

Dr. Ellison reported that at the last meeting a request was presented to authorize instructors to obtain students' telephone numbers. A document outlining the guidelines was presented. Dr. Ellison and Gretchen Bitterlin met and revised the document including input from the meeting. A draft "*Authorization for Use of Student Telephone Numbers*" was presented for the Council to review. After a brief discussion the Council approved the document with the following:

- Include the word "*voluntary*" in the title,
- Modify language about withdrawing consent from "verbally" to "in writing," and
- Check the wording of the last sentence to be sure it is consistent.

Dr. Ellison will send this document to Council Members after the changes have been made for final review before it is sent out officially.

Continuing Education Board Agenda Items

The 231 Grant will be receiving an additional \$2,303 added to the budget at the December 12, 2009 Board of Trustee meeting.

Dr. Beebe announced that the Board of Trustees Annual Meeting at Continuing Education is scheduled for April 29, 2010. This year the theme for the presentation will be "The Forgotten Majority." We will focus on the value of Continuing Education's Mission and how it complements what the colleges are doing. We will also want to distinguish our mission from the colleges' and how we are unique. Dr. Beebe requested that Council Members think of three or four programs and students who could testify how the program changed their lives.

Finance & Operations

No report

Human Resources & Contract Concerns

No report

Facilities & Police

Classroom Celebrations

It was reported that there seems to be a lack of consistency on the way classroom celebrations are handled from campus to campus. Guidelines and procedure for classroom activities will be updated and distributed by Dr. Ellison.

District Closures During Winter Break

Dr. Beebe reported that Chancellor Carroll sent out a notice emphasizing that when the District is closed no one is to be on campus. The Chancellor must approve any exception.

Vice President Parker announced that because classified staff work a 4/10 schedule and will be using flex time for December 21 and 22, no classified staff will be working on those days. All campuses, except ECC- HQ, will be closed from December 21, 2009 through January 3, 2010.

Clery Crime Statistics

Dr. Beebe reported the Clery Crime Statistics Report was distributed to all campuses. He pointed out that of all four institutions, Continuing Education is the safest place to be in San Diego.

Issues with Facilities Request Process

Pat Fernandez brought forth that there were several issues with the new Facilities Request Process. North City is experiencing difficulties with a timely response when a request is submitted. This is especially problematic because there are no facilities staff located at North City and when an emergency happens, classified staff has to take on the task. Vice President Parker responded that the call center is an effort to provide coverage with less staff. He will take our issues to the District Facilities meeting. He suggests that we keep track of when the call center fails us. Please let him know when this occurs.

National, State, Regional & Community Issues

AACC Commission

Dr. Beebe reported he attended the AACC Commission in Washington DC on November 11. The meeting's main discussion was all about President Obama's *American Graduation Initiative: Stronger American Skills Through Community Colleges*. Right now there are 11 million students enrolled in the American Community College System (1200 institutions: 950 are public community colleges the rest private community colleges.) Of the 11 million students, 6 million are credit and the remaining 5 million are noncredit students. The Graduation Initiative is the largest, singularly focused initiative a higher education institutional system ever implemented. All focus is on community colleges.

At the present 500,000 degrees are generated every year. The initiative proposes to provide \$12 billion to double the number of degrees to 1 million each year for the next 10 years. More information will follow.

CCLC – Chancellor Scott

A copy of Chancellor Scott's speech from the CCLC Conference on November 19 was distributed. President Beebe reported he was at CCLC when the speech was given to all the CEOs in the State. Chancellor Scott is basically stating that community colleges get their priorities in order.

In response to his speech, we at Continuing Education need to look at our classes and be sure the titles and descriptions represent the content of the class. We need to think about the kinds of classes we're offering now and come up with something that will help guide us forward and in the future. We need to ensure that we're offering the services and classes that meet with our Mission in the right way.

The timing is such that it may be prudent to develop a constitution document that would guide us in the decision making on how we go about offering and funding these classes; a document that would guide and ensure consistency.

Conferences, Events & Information

No report

Legal

No report

Roundtable

Gretchen submitted a petition notating concern with the process of transfer of a classified employee from Mid-City.

Pat Fernandez reminded the Council Members that Classified Senate was holding two food drives, one for the Meals on Wheels program, and one for animals. The food drive for animals is so people on the Meals on Wheels program don't give their own food to their pets. Please donate.