SAN DIEGO CONTINUING EDUCATION
EXECUTIVE GOVERNANCE COUNCIL

ACTION NOTES

February 10, 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. 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 December 9, 2009, were approved *M/S/P Matthew/Avila.*

Reports and Recommendations

President's Report:

President Beebe reported that the district is mapping our integrated strategic planning approach/process to reflect if the planning budgeting cycle.   The district, colleges, and Continuing Education have a strategic planning approach in place, but it is not mapped out to reflect the process. The district is moving forward to diagram the inclusive integrated strategic planning process. Continuing Education will focus on this topic at the next couple of EGC meetings to develop an internal process and get it on paper.

President Beebe announced Chancellor Carroll and Executive Vice Chancellor Davis will attend the March 24, 2010, EGC meeting to make a presentation on this topic.

President Beebe reminded Council members that they are the communication conduit for each of their constituencies.

Administrative Governance Council Report:

Vice President Ellison reported AGC will meet the following week. On the agenda is review of the Educational Master Plan in the new format. The document will also be presented to Academic and Classified Senates and Program Chairs for review, then brought to EGC for final approval. The final document will notate the Educational Master Plan Council.

`Academic Senate Report`:

Esther Matthew reported the following:

- The next Academic Senate meeting is scheduled for Tuesday, February 16. The following agenda items will be discussed: Review of the Educational Master Plan, a Community Education presentation by Dean Carvajal, an ad hoc Special Staff Development Fund Committee Report, a presentation by Marilyn Biggica on the Los Dos Chef event, and Officer Elections for President Elect and Treasurer.

`Classified Senate Report`:

Rita Avila reported that the Classified Senate meetings had been suspended and will be reinstated next month.

`Instruction & Student Services`

`Enrollment Report: District Information`

President Beebe reported that enrollment information generated by the District is different than the information reflected in Continuing Education reports. Vice President Ellison explained that part of the problem is that the District Student Services office tries to place our data in the same paradigm as the colleges.   Dr Ellison and President Beebe will be meeting with Vice Chancellor Lynn Neault to resolve this issue and develop a format more reflective and accurate of Continuing Education information.

`Credit to Noncredit Migration`

President Beebe distributed the "*Student Migration from Noncredit to Credit*" highlight of findings report. The report reflected students who attended Continuing Education (noncredit) have higher success and retention rates at the colleges (credit) than those who did not attend Continuing Education. It was also noted that prior City College noncredit students earned the largest amount of FTES followed by Mesa and Miramar Colleges (1,569.42, 1,034.34, and 540.75).

`ARCC Noncredit Matrix`

President Beebe distributed a CDCP Progress and Achievement Rate matrix that reflected Continuing Education having the following rates:

2003/04 to 2005/06   4.1%
2004/05 to 2006/07   4.4%
2005/06 to 2007/08   4.2%

The document states: "Percentage of a cohort of first-time students in their initial term at a CCC or their initial term plus the successive term (fall to spring, spring to fall, fall to winter, etc., completed a minimum of 8 attendance hours in any single Career Development and College Preparation (CDCP) course or series of CDCP courses and who did NOT enroll in any credit course(s) in their first term, who are shown to have achieved ANDY of the following outcomes within three years of entry:

- Successfully completed at least one degree-applicable credit course (excluding PD) after the date of CDCP (AKA: Transition to credit).
- Earned a CDCP Certificate (data not yet available as of January 2009 ARCC).

- Achieved "Transfer Directed" (successfully completed both transfer-level Math AND English courses).
- Achieved "Transfer Prepared" (successfully completed 60 UC/CSU TRANSFERALBE UNITES WITH A GPA greater than = 2.0).
- Earned an associate degree (AA,AS) and /or Credit Certificate.
- Transferred to a four-year institution.

For the area we have some control of (*Earned a CDCP Certificate*), we need to make sure Continuing Education is maximizing our certificates. The Deans will review the programs to see how certificate numbers can be increased within the criteria and guidelines of CDCP.

It was also noted that there isn't currently a system in for electronically collecting data on the number of students completing bench mark levels in ESL. Dr. Ellison's office will look into developing a report to collect this information.

Continuing Education Board Agenda Items

President Beebe reported that Vice Chancellor Lynn Neault will make an Accreditation Status Report at the next Board of Trustees Trustee meeting, February 18, 2010.

Finance & Operations

No report

Human Resources & Contract Concerns

No report

Facilities & Police

No report.

National, State, Regional & Community Issues

No report.

Conferences, Events & Information

No report

Legal
No report

Roundtable

Pat Fernandez would like to see going forward the protection of positions in Student Services areas as much as feasible.

Gretchen Bitterlin distributed a statement from the Program Chairs regarding program reduction.