

**SAN DIEGO CONTINUING EDUCATION
EXECUTIVE GOVERNANCE COUNCIL**

ACTION NOTES

February 8, 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. Libby Valenzuela, Vice President, Classified Senate
8. Lily Mino, Classified Senate

Members Absent: Rita Avila, President, Classified Senate

Guests: None

Action Notes: January 11, 2012 Action Notes approved with correction. *MSP Ellison/Matthew*

Reports and Recommendations

President's Report

President Beebe announced that Continuing Education has been named as a beneficiary in an estate that is currently going through probate. He will provide updates when probate has concluded and the amount of the bequest is finalized.

President Beebe distributed a copy of the Needs Assessment Report conducted by the Continuing Education Foundation last December. The survey was conducted online and covered two areas: the first related to administrative concerns and the second related to educational matters. The administrative concerns are not within the Foundation's purview and will be forwarded to Continuing Education Administration for review and follow-up as necessary. The second category of findings will be reviewed by the Foundation for recommendations and/or action as necessary. Many of the findings related to classroom technology and it was suggested that a rubric be developed to analyze how current each class is and what is needed for classes to become up-to-date and/or smart classrooms. With this information, improvements can be made as funds become available through the Foundation. Gretchen Bitterlin will enlist the help of Program Chairs and Assistant Program Chairs in developing this rubric to evaluate Continuing Education classrooms. An inventory will be developed.

Administrative Governance Council Report

No report.

Academic Senate Report

Ingrid Greenberg distributed draft copies of a proposed 2013/14 academic calendar presented at the January 17 Academic Senate meeting. After a brief discussion the following conclusions were determined;

1. Beginning the fall semester in mid-August would have the semester end in December;
2. Finals and exams would take place in December;

3. Students would be more prepared to take their exams in December instead of waiting until January after the Winter Break;
4. Faculty would have more time to complete paperwork, turn in grades and pursue professional development opportunities between Fall and Spring semesters;
5. The longer break between Fall and Spring semesters would accommodate parents with children attending year-round school;
6. A negative issue may be that students with children attending traditional K-12 may not be able to attend classes in mid-August.

Classified and Academic Senate representatives will take the proposed calendar back to their constituencies for review and feedback. A survey will be developed for student input as well.

Classified Senate Report

Libby Valenzuela announced the next Classified Senate meeting is scheduled for Monday, February 27 where Vice President Parker will be a guest.

Instruction & Student Services

Enrollment Report

Vice President Ellison distributed an enrollment report reflecting the most current FTES attendance numbers: Summer 2011 – 687; Fall 2011 – 3586; projection for Spring 2012 – 4034. The 4034 number projected for Spring is the number needed to achieve Continuing Education's target for the year. The Deans have been requested to review their program areas and add classes for Spring as necessary to ensure we meet our target.

Vice President Ellison announced that Summer session may be similar to last year, with a four week session, beginning in June and ending the first week in July. The schedule will be confirmed in March.

On-line Registration Pilot Update

Vice President Ellison reported the On-line Registration Pilot is proceeding well. North City Campus is the first campus to participate with 20 classes so far. The goal is to have on-line registration at all campuses by summer. Next to participate in the pilot is West City Campus, followed by Mid-City Campus, Centre City Campus and ending with Cesar Chavez Campus. Vice President Ellison thanked his office staff and all campus staff participating in the project for a job well done.

National Center for College Readiness

Ingrid Greenberg and President Beebe announced ten faculty, along with two alternates have been selected to participate in a meeting to develop a draft outline for the National Center for College Readiness Strategic Plan. Foundation Director, Chris Buscher will facilitate the meeting to be held late February or March.

Continuing Education Board Meeting

The next Board of Trustees meeting is scheduled for Thursday, February 9, 2012. Approval to move forward with building plans for a parking garage at the new Cesar Chavez Campus is on the agenda. The new structure will add an additional 300 spaces to the 150 spaces already allocated.

Finance, Grants, & Operations

State Budget Update

Vice President Bob Parker reported that at this time, there is nothing new to report from the last update.

Facilities & Police

No report.

National, State, Regional & Community Issues

No report.

Conferences, Events & Information

President Beebe announced Continuing Education brought home the Grand Marshall Award for float entry in the 32nd Annual Martin Luther King Jr., Parade that took place Sunday, January 15. Everyone had a great time. Dr. Beebe thanked everyone who assisted in making this year's float, especially the Welding students and instructor, George Moore.

Legal/Legislation

No report.

Re-Engineering:

Gretchen Bitterlin shared some concerns of faculty with having offices closed on the first Friday of the semester. Currently offices are open the first Friday of the Fall semester, traditionally a busy time. In an effort to assist and accommodate students, Administration will look into having campus offices open the first Friday of Spring semester as well.

National, State, Regional & Community Issues

No report.

Round Table:

President Beebe shared an article from the Redwood Times in which it was reported that the College of the Redwoods (CR) Board of Trustees voted unanimously to give the college administration the authority to notify the CR Faculty Organization that the college may have to lay off some full-time faculty for the 2012/2013 academic year.