

**SAN DIEGO CONTINUING EDUCATION
EXECUTIVE GOVERNANCE COUNCIL**

ACTION NOTES

March 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 March 2, 2010, were approved with addition *M/S/P Matthew/Avilla*.

Reports and Recommendations

President's Report:

Institutional Effectiveness Cycle

President Beebe distributed a document which reflects the existing integrated planning model at the district level. The graphic shows the process beginning with District Mission, Vision and Values, followed by District Strategic Planning and Goals, which feeds into a circular process of Board of Trustees and Chancellor's Office; Ongoing Communications and Assessment; District Budget Development and Resource Allocation; and Operational Planning. The process goes back and forth through Shared Governance/District Governance Council. The District's Process, Model 1 will then flow down to the institutions, City, Mesa, and Miramar Colleges, Continuing Education, and District Departments and District-wide Services.

Continuing Education's strategic process is reflected in the Institutional Effectiveness Cycle/ Swirl Diagram. The updated diagram with the revisions discussed at the previous EGC meeting, was distributed. President Beebe requested agreement to the diagram as presented so that it can be taken to Academic Senate and Classified Senate for review and recommendation. Council members are in agreement with the draft Swirl, with *July-August notated* on the diagram. Council members will present the Swirl to their constituencies at their next meeting.

Once the Swirl has been vetted through the shared governance process and finalized, President Beebe will devote a *Monday Message* describing the process with the graphic and links to the Educational Master Plan, Cornerstones, etc.

San Diego Continuing Education's Mission, Vision, Philosophy and Core Values

President Beebe announced it was time to visit Continuing Education's Mission, Vision, Philosophy and Core Value statements to review if they are still relevant or need updating. After a brief discussion, it was decided that:

- To streamline the Mission Statement and use the abstract in lieu of the comprehensive Mission Statement, with the deletion of "...*through good health and personal fulfillment.*"
- The Vision Statement will be wordsmithed to reflect a broader view of Continuing Education's vision. President Beebe will take the suggestions presented by Council and send out another draft for review.

Administrative Governance Council Report:

Vice President Brian Ellison reported one recommendation was being brought to EGC from the Administrative Governance Council for consideration:

Recommendation:

Education Master Plan 2009-2012

The Administrative Governance Council (AGC) met, reviewed and approved the 2009-2012 Education Master Plan. The document has been vetted through the Academic Senate and Classified Senates and includes input from Program Chairs. AGC recommends the Executive Governance Council adopt the plan for use effective immediately.

The Council discussed the possibility of aligning the next Education Master Plan with the Swirl cycle and/or when the Cornerstones changed. It was also suggested that parts of the plan be updated yearly. These suggestions will be taken into consideration in 2012, when the plan is revised.

Disposition of Recommendation:

It was moved to accept the Education Master Plan 2009-2012 as submitted. *M/S/P Matthew/Avilla.*

Academic Senate Report:

Esther Matthew reported Academic Senate will meet on March 16. At the meeting she will present the Institutional Effectiveness Cycle/Swirl, and the Updated Cornerstones and the Program Discontinuance Document. She also reported she attended a meeting with Jim Mahler, college senate presidents and district employees to discuss equivalency procedures.

Classified Senate Report:

No report.

Instruction & Student Services

Enrollment Management

Esther Matthew requested clarification if there was a plan in place that looks at non-credit course offerings and a process in place that sets priorities for enrollment management. Vice

President Ellison responded there is a plan in place and the Deans and Program Chairs are involved in strategically looking at course offerings and setting priorities.

Communications

President Beebe reminded Council members that they are the communication conduit for each of their constituencies. It is important that information being shared at EGC be brought back to the different groups, and vice versa.

Continuing Education Board Agenda Items

The acceptance of the ECC Skills Center will be formally presented at the March 11, 2010 Board of Trustees meeting.

Finance & Operations

No report.

Human Resources & Contract Concerns

No report

Facilities & Police

Friday Operations

Vice President Parker reported there may be a need for office operations on Fridays at one of the Continuing Education campuses, based on the number of classes being held at that campus. At the same time, there have been requests from Classified staff to work a 5/8 schedule because of a hardship. Looking at these two things, Administration is considering opening the office at the campus with the high number of classes on Fridays from 7:30 – 4:00. Classified staff demonstrating a hardship would be transferred to this campus and it would become their home base. This would entail movement and coordination of staff already working at the affected campus. Vice President Parker is requesting feedback only from this group. Because this is a sensitive subject, Vice President Parker will meet with the Classified Senate and individuals who requested a change due to hardship, before the details are made public. Council members are requested to keep the details of this discussion confidential.

National, State, Regional & Community Issues

No report.

Conferences, Events & Information

No report

Legal

No report.

Roundtable

Kim Laramie announced that Chancellor Carroll and Executive Vice Chancellor Davis would not be attending the March 24th EGC Meeting. They will hold their meeting on Tuesday, April 13, at ECC in Room 169.

Pat Fernandez announced a special meeting was called on Tuesday, to conduct strategic planning for the upcoming Classified Senate elections. The Senate is also reviewing classified staff participation on Continuation Education committees. Individuals sitting on these committees are requested to take an active roll with the Senate to ensure communication is being shared.

Paul Richard announced Academic Senate elections are coming soon and requested Continuing Education Academic Officers be aligned with the College Academic Senate Officers in regard to release time. Vice President Parker reported that Continuing Education receives 2 FTEF release time from the District, 1 for AFT and 1 is for Academic Senate.