

**SAN DIEGO CONTINUING EDUCATION  
EXECUTIVE GOVERNANCE COUNCIL**

**ACTION NOTES**

**May 23, 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. Rita Avila, President, Classified Senate
8. Libby Valenzuela, Vice President, Classified Senate
9. Lily Mino, Classified Senate

**Members Absent:**      None

**Guests:**                      None

**Action Notes:** May 9, 2012 Action Notes approved. *MSP Ellison/Matthew*

**Reports and Recommendations**

**President's Report**

No Report.

**Administrative Governance Council Report**

No Report.

**Academic Senate Report**

Ingrid Greenberg reported on a survey regarding the proposed calendar for 2013-14 that will be distributed by June 7. A student survey will be considered in the fall.

Ingrid Greenberg also reported that the Academic Senate did not vote on the proposal Mesa College Academic Senate brought forth to create a District Grant Review Board.

The Academic Senate will review contract and adjunct hiring practices in the fall.

**Classified Senate Report**

Rita Avila reported elections will be held the end of June and a new president will be in office.

## **Instruction & Student Services**

President Beebe proposed a new agenda item, *Systems Review* be added as a standing item to forthcoming agendas. Under this agenda item the following topics will be discussed: Program Review Process, Program Development Process, Program Discontinuance Process, Faculty Hiring Process, and Strategic Planning. The group accepted the proposal to add this agenda item and it was suggested that the Continuing Education Master Plan be added as the document expires in 2012 and will be revised in the coming months.

### **Enrollment Report**

Vice President Ellison distributed the “Overview of Proposed Instructional Program 2012-2013. The document compares Continuing Education FTES from 2008 to the present reflecting a decline (10,025 to current projection of 8307). It was noted that budget cuts were only partially responsible for the decline. The District has set Continuing Education’s target for 2012-2013 at 7892 FTES. The document also outlines the target FTES for each discipline with a rationale for that target. To reach the target FTES of 7892, Vice President Ellison recommends Continuing Education maximize FTES generation in the fall, and cutting in the spring if there is a need.

### **Program Review Policy**

Vice President Ellison distributed copies of the revised Program Review guidelines and a sample of the program review report. He announced a complete program review is due every six years to comply with accreditation requirements with a partial review each year. There hasn’t been a Program Review Committee operational for the past year. Vice President Ellison suggested the Program Chair Committee be utilized to review the Program Review reports every six years. A Program Review Coordinator will facilitate the process of the yearly reviews within each program. It was suggested that since voluntary participation in progress indicators (SP, P, and NP) were passed by the Statewide Academic Senate, that they be added to the program review data collection charts. Vice President Ellison will be sharing the guidelines with all the shared governance groups and the document will be brought back to EGC for approval in the fall.

### **Proposal for Instructional Contracts**

Gretchen Bitterlin presented a chart outlining the need for more contract positions in all programs over the next five years. She reported that due to attrition, 15 faculty contract positions have not been filled over the past six years. With the expectation of more retirements within the next five years, the Program Chairs have been working with faculty to identify contract position needs within each discipline. While the budget climate does not allow for offering more contracts at this time, the chart and justification for additional contracts will assist with future planning.

### **Classroom Technology Survey Results**

Gretchen Bitterlin reported the results of the Continuing Education classroom technology survey reflect that every classroom should have an LCD projector, computer with internet connection, document camera, VCR/DVD, speakers, and a microphone. Out of 95 classrooms surveyed 62% did not have this equipment. 13 classrooms have some equipment but not all. Also noted, 37 classrooms expressed a need for class sets of I-pads. This would be something to discuss in the future. The results of the survey have been given to the Continuing Education Foundation Executive Director to determine if and when Foundation funds can be utilized to obtain the requested equipment.

## **Continuing Education Board Meeting**

The next Board of Trustees meeting is scheduled for Thursday, May 24, 2012. At that meeting the approval for the award to design/build contract for the Cesar Chavez parking structure will be heard.

## **Finance, Grants, & Operations**

No report.

## **Facilities & Police**

### **Evacuation Drill**

Vice President Parker announced that all campuses will have completed scheduled evacuation drills by the end of the semester.

### **Cesar Chavez: Parking Structure & Permits, Program, Sq. Footage Allocations**

Vice President Parker distributed the architectural plans for the garage at the new Cesar Chavez campus. There will be three floors of parking. The proposal for the garage will be heard at the May 24 Board of Trustees' meeting.

## **National, State, Regional & Community Issues**

No report.

## **Conferences, Events & Information**

No report.

## **Legal/Legislation**

No report.

## **Re-Engineering:**

No report.

## **National, State, Regional & Community Issues**

No report.

## **Round Table:**

Gretchen Bitterlin requested extended office hours on August 28 and August 29.

Bob Parker announced this is Stop-the-Hate Week with meetings held one day at each campus.