

**SAN DIEGO CONTINUING EDUCATION  
EXECUTIVE GOVERNANCE COUNCIL**

**ACTION NOTES**

**October 12, 2011**

**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. Pat Fernandez, Past President, Classified Senate
8. Libby Valenzuela, Vice President, Classified Senate

**Members Absent:** Rita Avila, President, Classified Senate

**Guests:** None

**Action Notes:** September 14, 2011 Action Notes approved. *MSP Bitterlin/Matthew*

**Reports and Recommendations**

**President's Report**

No report.

**Administrative Governance Council Report**

No report.

**Academic Senate Report**

Esther Matthew reported the next Academic Senate meeting is scheduled Tuesday, October 18 and President Beebe will be a guest speaker. Vice President Parker will be a guest at the November meeting

Gretchen Bitterlin reported that a faculty member in the Academic Senate raised a question about how professional development funds are used. It was noted this is a bargaining agreement item that must be mutually agreed upon by a representative of Administration, (Vice President Brian Ellison) and, a representative of Academic Senate. The Academic Senate representative will follow up with Brian Ellison.

**Classified Senate Report**

Libby Valenzuela reported the Classified Senate meeting scheduled for Monday, October 3, 2011, was rescheduled and held on Monday October 10. Items discussed at the meeting were:

- Review of bylaws
- Ideas for fundraisers for scholarships (restaurant event at several campuses; donations; opportunity drawings, etc.)

## **Instruction & Student Services**

### **National Center for College Readiness Practices**

President Beebe distributed a document provided by the District Office of Institutional Research and Planning, which was handed out at Chancellor Cabinet by Lynn Neault. The page reflects the 2010/2011 awards conferred by colleges in the district. There are approximately 50,000 credit students in the district, many who are not prepared for college. Statistics show approximately 75% of students testing into less than college level reading, writing, and/or math. Accordingly these students may not always be successful in achieving their goals of a certificate or AA degree. The number of AA/AS degrees and various certificates conferred can be much better.

Related to this subject, President Beebe wrote an open letter to the San Diego Continuing Education Academic Senate regarding the possible development of a "*National Center for College Readiness Practices*" he distributed this letter to the group. He will also present on this topic next Tuesday at the Academic Senate. In the letter, President Beebe notes the critical problem of college readiness for high school students and states significant effort has been made in developing national standards for college readiness; however that is missing, and is critical, is a national hub, or center of excellence to assist students in reaching these standards. A place where developing teaching and learning practices can be pulled together and shared to enable students to become successful and be ready to go on to college. President Beebe feels San Diego Continuing Education faculty, counselors and staff are the experts in this area and is requesting from the Academic Senate their advice and feedback in the decision to move forward or not with such a new program. Commitment from the Academic Senate, their oversight and purview, is critical to move forward.

### **Student Success Task Force**

President Beebe reported that the Student Success Task Force recommendations have been published. The process is that the State Chancellor's Office has asked for input from the professional organizations, Academic Senates, Chief Instructional Officers, Chief Student Services Officers, Counselors, etc., and they should voice concerns related to the document via a link on the State Chancellor's website.

## **Continuing Education Board Agenda Items**

The next Board of Trustees meeting is scheduled for Thursday, October 6.

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

### **Microsoft Exchange 2010 Migration**

President Beebe reported that the Microsoft Exchange 2010 Migration second major enhancement is for adjunct faculty is scheduled to roll out for Continuing Education October 26 and 27. This enhancement will enable adjunct faculty to have the ability to forward their district email to their personal email.

Vice President Bob Parker reported the Great California Shakeout will take place on 10-20 at 10:20 am. This exercise is to prepare for what to do in the event of an earthquake. Vice President Parker also reported that this past summer, 10 Continuing Education personnel participated in a College Community Emergency Response Team, C-CERT training. This was training for trainers. These individuals will be gathering at ECC on October 20, to participate in the mock emergency. The emergency paging systems at the campuses will be tested during the Shakeout. Flyers will also be distributed to faculty and staff via email to inform staff and students on what to do when an earthquake occurs. In addition Chief Hogquist and Tony Gutierrez are scheduling C-CERT training for Continuing Education personnel only sometime in January. The training will accommodate thirty people. President Beebe and the deans who were not able to attend the summer training will make up part of the thirty. Representatives from each of the campuses will make up the remaining trainees.

## **Facilities & Police**

### **Smoke Free Campus**

Gretchen Bitterlin reported the Program Chairs received a letter from Dean Jim Vincent formally asking for support to recommend that all campuses move toward being smoke-free. The Program Chairs endorse this request, and will wait until it goes before the Academic Senate and moves forward through the shared governance process.

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

Vice President Parker reported the Stop-the-Hate training may take place in January 2012 here in San Diego. This training is a program of the Campus of Pride organization, best known for climate surveys on how friendly campuses are to LGBT students. The Stop-the-Hate training deals with any issues of violence or hate crime on a campus. This is a two and half day train-the-trainer program that will accommodate 30 people, approximately 5 people from each campus along with students. The training focuses on awareness of what bias is, what evidence of bias is on a campus, when that bias moves to being a hate crime, and responsibilities when this evidence is seen, and more. Vice President Parker will provide more information as it becomes available.

## **Conferences, Events & Information**

President Beebe announced the Joint San Diego Community College District and San Diego Unified School District Board meeting is scheduled for next Tuesday, October 18, at ECC from 5:00 – 8:00 pm. This is an historic event with the boards discussing collaboration efforts for college and career readiness for our students. All are encouraged to attend.

## **Legal/Legislation**

No report

## **Round Table:**

Gretchen Bitterlin announced Continuing Education is hosting the CATESOL conference scheduled this Saturday, October 15 at the San Diego County Office of Education. Mary Thatcher will be the keynote speaker with President Beebe providing the welcoming address.

Ingrid Greenberg announced the Fall Academic Senate Plenary will be held in San Diego November 3-5 at the Sheraton Hotel and Marina, near the airport. President Beebe, Vice President Parker and Vice President Ellison are invited to attend as their schedule permits. In light of the Student Success Task Force, Saturday may be the most important day of the Plenary with an official vote occurring.