

SAN DIEGO CONTINUING EDUCATION
EXECUTIVE GOVERNANCE COUNCIL

ACTION NOTES

September 22, 2010

Members Present:

1. Brian E. Ellison, Ed.D., Vice President, Instruction and Student Services
2. Bob Parker, Vice President, Administrative Services
3. Esther Matthew, President, Academic Senate
4. Ingrid Geenberg, Vice President, Academic Senate
5. Gretchen Bitterlin, Chair of Program Chairs, Academic Senate
6. Rita Avila, President, Classified Senate
7. Pat Fernandez, Past President, Classified Senate

Members Absent: Anthony E. Beebe, Ed.D., President, Continuing Education

Guests: Bill Borinski, CTE Program Chair

Action Notes: Action Notes from May 26, 2010 meeting were tabled until the next meeting.

Reports and Recommendations

President's Report:

No report.

Administrative Governance Council Report:

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

Recommendation:

Modification of BSI Committee Membership

The BSI Committee membership is to be modified in order to clarify that faculty serving on this committee. Specific reference is made to instructional programs and faculty leadership positions. The Administrative Governance Council (AGC) met, reviewed, and approved the modification of the BSI Committee Membership for recommendation to EGC. The document has been vetted through the Academic and Classified Senates.

Disposition of Recommendation:

It was moved to accept the Modification of the BSI Committee Membership as submitted. *M/S/P Bitterlin/Matthew*

Academic Senate Report:

Bill Borinski, Program Chair for Career Technical Education (CTE) provided a report on the CTE program for which he is responsible, including the ECC campus, Mid-City and classes at City College (Electronic Program, Machine Shop). Gathering information was made difficult because Continuing Education does not have a centralized data storage system. Some data is kept at the individual campuses with other information held in different systems. This report reflects formation from Fall 2008 to Fall 2009, and Spring 2009 to Spring 2010. From Fall 2008 to Fall 2009, CTE's enrollment decreased 24% and teaching hours decreased 10%. Fall of 2009 was when the impact of the budget crisis became noticeable.

From Spring 2009 to Spring 2010 teaching hours decreased by 8%, and attendance hours decreased by 18%. From Fall 2009 to Spring 2010 there was a gain of 7%. From year to year the program saw a decrease; from semester to semester an increase was reflected. The program was handling more students with the same amount of teaching hours. 49 people completed the program and received certificates at ECC during Fall and Spring. Completion information was not readily available for the other campuses. It was noted that when comparing these semesters nothing was "stable" during this time. Fall of 2008 to Fall of 2009, the Skills Center moved into a new facility at ECC; Spring of 2009 to Spring 2010 programs were suspended due to budgetary constraints.

A brief discussion ensued regarding the collection of data, specifically completion data collection and tracking the student after completion. It is very important to work with the District Research Committee as they are also exploring ways to track this information for accountability.

Gretchen Bitterlin, Program Chair of ESL distributed an ESL Program Statistics Summary and provided a data report on the program:

- Enrollment was almost the same as the previous year because of the freeze on adding classes. While there was declining enrollment from Mexico, Korea, United States, and Guatemala, there was an increase of students from China, Burma, Ethiopia and Russia. Miramar campus showed the largest increase in enrollment and ECC showed the largest decline. Waiting lists for students to enroll were consistent at Miramar, Mid-City and ECC.
- Citizenship enrollments increased at Mid-City, Miramar, Centre City and Cesar Chavez. 132 students passed the naturalization exam to become United States citizens.
- Attendance hours for ESL decreased by 8%.
- Attendance hours for CBET classes increased 6%.
- 6% fewer students were tested for CASAS; total pay points increased by 1%.
- Student Learning Outcomes for ESL Students:
Fall 2009: 10 ESL classes were assessed with 241 students. 185 students passed with 70% or better (77%)
Spring 2010: 13 classes were assessed with 293 students. 206 students passed with 70% or better (70%).

Emeritus/OA Assessment, a handout from the Emeritus program, was distributed. The document provided information on the program that summarized that although not every class was assessed, it is believed that the cross-section that was is a fair representation of all class offerings. Results of the assessment reinforced that students 55+ are achieving their goals to be lifelong learners.

Bill Borinski and Gretchen Bitterlin were thanked for their reports.

Esther Matthew reported the first academic Senate meeting of the semester was held on Tuesday, September 21, 2010 and reported the following:

- The Senate Agenda was changed to have committee reports first. Many faculty are taking a stronger leadership role with more information being shared; Reports are provided by Flex, Curriculum, Program Chairs/Assistant Program Chairs, Basic Skills, Online, Professional Development, Special Staff Development Fund, Student Services, and CE Research;
- Esther Matthew is now a member of the Counselor and Library Issues Committee at the Statewide Academic Senate, and on an advisory committee to the State Chancellor;
- John Lindem and Marne Foster are members of the State wide Academic Senate Noncredit Committee;
- Accreditation Visit: A schedule has been prepared for the set up of the evidence rooms. October 1 is the deadline for items being requested from the Public Information Office. October 5 is the deadline for all evidence collection. A preview of the evidence rooms will be available the week prior to the visit by the team, on October 6-7.
- Esther Matthew reported that noncredit accountability and the need to document student success is becoming more of an issue across the state. A noncredit pilot project has been created by the Statewide Academic Senate with support from California noncredit practitioners. Roma Weaver and Mari Doerner will be participating on the Noncredit Pilot Committee.
- A motion was made and carried that *"CE support the Noncredit Pilot by developing progress indicators for some CE programs, with support from the Continuing Education Research Committee. To explore options for collecting, storing and reporting data, with caution as indicators must be relevant to learners. Additionally, as SB361 (enhanced funded programs) also have accountability measures, such as certificate completions, it is important that they be included in CE's efforts to document student success."*

Dr. Ellison noted that there may be a workload issue with the Pilot Program to explore alternative symbols for assessing student progress. The Pilot Program would be in addition to current practice. With this knowledge, faculty will be more cautious to participate as it would involve additional work. Dr. Ellison said this subject is important and would be pursued. Continuing Education may need to start small.

Classified Senate Report:

Rita Avila reported Holly Leahy resigned from her position as Vice President with the Classified Senate. A search for her replacement is being conducted. A Senate meeting will be scheduled for the following week.

Instruction & Student Services

No report.

Continuing Education Board Agenda Items

Vice President Ellison announced the next Board of Trustee Meeting is scheduled for Thursday, October 14, 2010. There are no agenda items from Continuing Education for this meeting.

Finance & Operations

No report.

Human Resources & Contract Concerns

No report

Facilities & Police

National, State, Regional & Community Issues

No report.

Conferences, Events & Information

Vice President Ellison announced SDCCD and Grossmont/Cuyamaca Community College District are hosting the League for Innovations Conference scheduled for February 27, 2011 to March 2, 2011 in San Diego. Several teams have been created to assist with the planning and coordination of the event. President Beebe sent out a call for volunteers in his most recent Monday Message. Some of the details regarding expectations of volunteers are still under discussion at Chancellor's Cabinet and will be made available as soon as they have been confirmed. In the meantime a list is being kept of interested faculty and staff.

Legal

No report.

Roundtable

Dr. Ellison will send out the Fall 2010 Ancillary Form with guidelines next week.

Ingrid Greenberg was welcomed to EGC.