



President's Cabinet

Action Notes

June 12, 2012

Bill Scroggins, President/CEO
Virginia Burley, VP of Instruction
Audrey Yamagata-Noji, VP of Student Services
Mike Gregoryk, VP of Administrative Services
Annette Loria, VP of Human Resources

1. Cabinet discussed issues raised in the Academic Mutual Agreement Council. (This and the next 5 items pertain to AMAC.) On faculty recruitment, concern had been expressed by the Academic Senate that many applicants had been rejected before reaching the Screening Committee. Annette commented that applications are rejected either because the applicant does not meet minimum qualifications or because the application packet does not have all the necessary completed documents. Although reasons for rejection are not recorded, Annette will research completed faculty recruitments and report (given the availability of data) on the number of total applications, incomplete applications submitted, and the number of applications forwarded to each Screening Committee.
2. The Academic Senate presented a report entitled [Study Abroad Task Force Recommendations \(April 2012\)](#). Cabinet did not take exception to the elements of the recommendations but noted that no resources were available from the college general fund to support Study Abroad other than the 18 LHE of reassigned time allocated to the coordinator, Tamara Horton, and the 6 LHE for the Assistant Study Abroad Coordinator for the 2012-13 academic year. Beyond that support, each course taught abroad would need to be self-supporting. With guidance from the Instruction Office, Cabinet would like to see 1) the development of a handbook for Study Abroad, 2) guidelines to assure that the course outlines of record are followed, 3) procedures to strengthen behavioral controls for students and faculty, and 4) a process by which students and faculty could provide feedback on their Study Abroad experience (note: not related to course or faculty evaluation). Cabinet noted that, given the emerging picture for financing over the next two or three years, it is likely that Study Abroad will be again put on hiatus beginning in 2013-14.
3. Cabinet discussed the [Academic Senate's Content Review Implementation Plan draft](#) and [AP 4260](#). Cabinet approved of the plan and provided the following feedback.
 - Understandably, discipline faculty have the option of just content review or adding a statistical validation. Given that option, there is a need to clarify what statistical models of validation would be available to faculty and how discipline faculty would participate in the statistical validation process.
 - Related to this point, the fourth bullets in each item on Page 7 seem to require review of data "to determine that evidence exists that the existing prerequisite or corequisite is necessary and appropriate or should be removed." This seems to Cabinet to be contrary to the AP standard that discipline faculty have the option of using a data based process.
 - The requirement for disproportionate impact studies does not seem to be addressed.
 - Cabinet would like to have administrative staff review the related form(s) with accompanying instructions to assure smooth implementation of the plan.

4. Cabinet reviewed [AP 4020—Program and Curriculum Development](#) with no comment.
5. Cabinet reviewed [AP 4105—Distance Learning](#) noting that the section on Evaluation of Distance Learning Faculty is negotiable.
6. Cabinet discussed the Academic Senate’s concern with the review process for proposed new and revised Board Policies and Administrative Procedures. Cabinet acknowledged the challenges with the existing review system. **Mike will work with IT to pursue an Internet based document management system** to better handle the review process for BPs and APs.
7. Karen Saldana, Director of Safety, Health Benefits, and Risk Management, joined Cabinet for a discussion of methods by which the college could encourage healthy behavior on the part of our employees—an Employee Wellness Program. Karen shared suggestions that the work group on this topic be a subgroup of the Insurance Committee and presented a possible membership structure. Cabinet provided input which produced the revised membership of the Employee Wellness Program Work Group ([attached](#)). The group will establish goals, objectives, and timelines. Cabinet asked the work group to research practices at other schools and colleges, mentioning El Monte School District and Monterey Peninsula College.
8. Cabinet discussed updating the vacancy list. We will spend more time on this at our June 26 meeting. Two issues came up that Cabinet asked **Annette to research**.
 - What is the current practice for proposing and approving out-of-class assignments? Is there a need to revise and formalize current practice?
 - What is in place for retraining classified staff for advancement into open positions?
9. Cabinet received the Student Success Plan ([attached](#)) as developed by the Student Preparation and Success Committee and will devote most of the July 10th meeting to discussing the implications.
10. We noted that this time of year is one in which leadership changes are in the offing and wish to extend a welcome to the new Associated Student Body Executive Board Officers:

Ahmad Azzawi—President	Sofia Haq—Senate Chair	Yomari Castuera—ICC Vice Chair
Alvaro Barboza—VP of Business	Amar Elashi—Senate Chair	Ebony Sanders—ICC Secretary
Ujala Batool—VP of Activities	Chinwe Mbiske—ICC Chair	Elisa Marin—Student Trustee
11. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. [Draft BP and AP 6625 on District Fundraising](#) and [Cabinet Notes](#) (Mike, **6/26**—with Lisa Sugimoto & Audrey Yamagata-Noji plus a **revised BP and AP**)
 - b. Centralized Printing and Copying (Mike, 8/21—with Dale Vickers)
 - c. Facilities Use (Mike, **6/26**—with Bill Eastham **plus revised [BP/AP 6700](#)**)
 - d. Facilities Use (Mike & Lisa, **6/26—research options for fundraisers**)
 - e. Implementation of Degree Works (Audrey, 8/21)
 - f. [AP 6610—Facility Project Prioritization](#) (Mike, 8/21—with Gary Nellesen)
 - g. Expansion of International Student Program (Audrey, 7/17-Updated [Draft Plan](#))
 - h. Collaborative [Projects](#) with Cal Poly Pomona (All, 7/10)
 - i. [AP 5075—Course Adds and Drops](#) revision of drop date (Audrey & George Bradshaw, 7/10)

- j. Wellness Program Ideas (Karen Saldana, 8/21)
- k. Review Position Vacancy List (Annette, **6/26**)