



President's Cabinet

Action Notes

October 23, 2012

Bill Scroggins, President/CEO

Virginia Burley, VP of Instruction

Audrey Yamagata-Noji, VP of Student Services

Mike Gregoryk, VP of Administrative Services

1. Audrey provided an update on MAP (Mountie Academic Plan) powered by DegreeWorks software. [The report is attached.](#) Admissions and Records continues to use DegreeWorks as the primary means of issuing degrees and certificates to petitioning students and now includes courses from other community colleges that our faculty have certified as equivalent to those at Mt. SAC. The system has the capability of automatically awarding degrees and certificates, and the college is considering the issues around resuming this process. As of this Fall, counselors and advisors are using MAP in working with students, and MAP will be the primary tool for Education Plans going forward. This scaling up process has been essential in assuring that the system works well. MAP is being piloted this semester for direct use by students. Currently, IT security protocols limit student access for MAP to on-campus computers pending establishment of a more robust firewall that would allow off-campus access. If the piloting and security work go well, a full launch for student access would be done for spring registration. **CB Brown and his crew are working with Heidi Lockhart to get information out to students on the MAP system. Included will be a student friendly guide to the use of MAP. Also planned is a session on MAP for Spring Flex Day.**
2. The Accrediting Commission for Community and Junior Colleges (ACCJC) has received a grant from the Lumina Foundation to pilot a tool called "Degree Qualification Profile" or DQP which is "a framework for defining the student competencies associated with a degree." The invitation letter ([attached](#)) was very general about the process, but we did officially express interest. All this means at this point is that we will receive further information when available from ACCJC. The Academic Senate has been informed of the opportunity and will be asked to concur before the college commits to participation. The Lumina Foundation does have a web site devoted to DQP: <http://degreeprofile.org/>
3. Jim Ocampo, Director of Assessment and Matriculation, joined Cabinet for an update on the task force work on short-term, seasonal, on-call workers, and professional experts. Other members of the task force are Sarah Daum and Bailey Smith. The task force has begun work on a revision of AP 7236, Substitute, Short-Term, and Related Employees. This second draft now has an introduction expressing principles followed by a section on Substitute Employees, a section on Short-Term Hourly Employees which now has subsections on Seasonal Employees and On-Call Employees, then a section on Professional Expert Employees, and finally a section on Student Hourly Employees. Cabinet gave feedback on this second draft. **The task force will incorporate these changes, and Jim will send Cabinet the third draft via email to enable completion of the document.** The task force will next turn its attention to drafting proposed language to propose to CSEA on the sections dealing with Seasonal and On-Call Employees.

4. Cabinet discussed implementation of the [Student Success Plan](#). Audrey will continue to work with Dan Smith, VP of the Academic Senate, in their roles as co-chairs of the Student Preparation and Success Council (SPAS Council). One of the keys in moving forward is the establishment of liaison relationships between SPAS and the groups who have been assigned objectives in the plan. It is expected that these discussions with assigned groups will result in refinement of the Student Success Plan. A spring summit is also being discussed.
5. Cabinet noted the importance of the [Facilities Advisory Committee](#) (FAC) as the college moves into the next phase of construction and renovation. Mike will work with Gary Nellesen to assure that a regular day and time for FAC meetings is established that accommodates the members, particularly faculty.
6. Cabinet discussed the importance of getting students off to a good start in the academic programs of their choice. The possibility of an orientation system for divisions and/or programs was mentioned. Ginny will discuss the possibility division/program orientations with the Instruction Team and will bring back their ideas to Cabinet.
7. Cabinet discussed the [Tutor Hiring Task Force Proposal](#). This Academic Senate task force was charged with creating a plan to improve the process of hiring tutors. Three recommendations emerged:
 - Work with the unions to reach an agreement about short-term hourly (non-student) tutors.
 - Create additional permanent part time tutoring positions.
 - Create a partnership with Mt. SAC's Teacher Prep Institute.The report elaborates on these recommendations and describes the next steps that the task force will take to pursue these recommendations.
8. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Implementation of Degree Works (Audrey, 12/4)
 - b. Employee Wellness Program Ideas (Karen Saldana, 11/27)
 - c. Analysis of Usage of Student Workers (Mike, **10/30**)
 - d. Short-term, Seasonal, On-Call Workers and Professional Experts (Jim Ocampo, 11/20)
Revision of AP 7236 and CSEA contract language based on the [8/31/11 legal opinion letter on employment practices](#): for use of Short-Term Workers meet the a) to g) requirements listed at the top of page 5 in the legal opinion and for hiring Professional Experts put in place the 1) to 6) requirements listed on page 7 of the legal opinion under "Steps to Take When Hiring Professional Experts."
 - e. Transit Pass Project (Audrey, 11/20)
 - f. Study Abroad Future Plans (Jim Jenkins, **10/30**)
 - g. Employee Data Loading into Banner (Mike, **10/30**)
 - h. Chamber of Commerce Training Partnership (Ginny, 11/6)
 - i. Division/Program Orientation (Ginny, 11/14)