



THURSDAY, MARCH 22, 2018
3:00- 5:00 PM, GRIFFIN GATE

MEETING SUMMARY

PRESIDENT	Nabil Abu-Ghazaleh		DIVISIONAL REPS (7)	Adelle Schmitt	
VICE PRESIDENT ACADEMIC AFFAIRS	Katrina VanderWoude	√		Evan Wirig	
VICE PRESIDENT STUDENT SERVICES	Marsha Gable	√		TBD	
VICE PRESIDENT ADMINISTRATIVE SERVICES	Lorenze Legaspi	√		Irene Palacios	
SR. DEAN OF COLLEGE PLANNING & INSTITUTIONAL EFFECTIVENESS	Mike Reese (Interim)	√		Liz Barrow	√
DEAN OF CAREER & TECH ED/WORKFORCE DEVELOPMENT	Javier Ayala	√		Jessica Owens	
DEAN, COUNSELING & ENROLLMENT SERVICES	Martha Clavelle			Nadra Farina-Hess	√
DEAN OF ARTS, LANGUAGES AND COMMUNICATION	Bill McGreevy	√	BASIC SKILLS REPRESENTATIVE	Shawn Hicks	√
DEAN, ENGLISH, SOCIAL/BEHAVIORAL SCIENCES	Agustin Albarran		SUPERVISORY REPRESENTATIVES (2)	Genie Montoya	
DEAN, MATH, NATURAL SCIENCES & EXERCISE SCIENCE/WELLNESS	(Interim) Cary Willard	√		Kurt Brauer	
DEAN, LEARNING & TECHNOLOGY RESOURCES	Fabienne Chau		CLASSIFIED SENATE DESIGNEE	Monica Blando	√
SR. DEAN OF ALLIED HEALTH & NURSING	(Interim) Domenica (Dee) Oliveri	√	CLASSIFIED SENATE REPRESENTATIVE	Brian Lam Cindy Emerson	√
ASSOCIATE DEAN OF NURSING/DIRECTOR OF NURSING	Domenica (Dee) Oliveri	√	CSEA REP	Will Pines	
DEAN, ADMISSIONS, RECORDS & ENROLLMENT SERVICES	Aaron Stark		ASGC REPRESENTATIVE	TBD	
ASSOCIATE DEAN, ATHLETICS	Thomas Armstrong	√			
ASSOCIATE DEAN OF STUDENT SUCCESS AND EQUITY	Lida Rafia				
DIRECTOR FACILITIES & OPERATIONS	Loren Holmquist (Interim)				
PRESIDENT, ACADEMIC SENATE	Tate Hurvitz (Co-Chair)	√			



AFT REPRESENTATIVES	Jim Mahler				
	Sara Fergeson	v	Guest		
CHAIRS & COORDINATORS REP	Judd Curran	v	RECORDER:	Patty Sparks	v

Meeting commenced at 3:00 p.m.

Tate informed the Council that the Agenda has a new look. The Strategic Plan Goals of Outreach, Engagement, Retention and Institutional Capacity were added, ensuring we are adhering to the priorities.

I. ENROLLMENT UPDATE – REESE

It was reported we are approximately 3% below in FTES as the same time last year, however fill rates have increased to 81% over the 78% reported last year. We are more efficient and our FTEF is down 5% from last year.

Summer and Fall Schedule

The work being done with Chairs and Coordinators, deans, VPs and the President is complete. We have assembled schedules that are meaningful and efficient. The current cover for the Spring Schedule is a tree but there is consensus to change it.

FTES

There is work still being done to garner FTES and we are looking into 2 sessions of 8 week classes instead of offering classes at the same time.

At the recent AAC Retreat, marketing efforts and ideas were exchanged. The College has an opportunity to see how divisions can partner with other departments to develop pathways/package courses to different audiences in a meaningful way.

No action taken.

II. BUDGET UPDATE - LEGASPI

VPAS, Lorenze Legaspi, provided a handout, *Grossmont College – General Fund Update, Six Months Ended December 31, 2016 and 2017*, for the Council to review.



The December to December numbers indicate that the college has increased spending in academic and classified salaries, employee benefits, other operating expenses (i.e., service contracts, mileage, etc.) capital outlay (i.e., campus projects) and other expense (i.e., building alterations, etc.) . There was a decrease in supplies. The increase in capital outlay is due to Facilities and Operations ability to some catch up on campus projects. The benefits increase is expected. Currently we have spent 51% of our on-going budget.

It was reported that the new funding formula proposed by the Governor has not been finalized. When information is provided, this Council will be updated.

Our on-going budget for 2017/18 was approximately \$2.7 million more than 2016/17, however our one-time funds have significantly decreased. Funding from international and out of state students fall within these funds. International and out of state students bring one-time funds that stay with the college however with the current state of our local and Federal Government, we budgeted \$2.5 million less than last year. Until International Student numbers stabilize we need to be mindful that those funds associated are fluid and cannot be determined accurately.

No action taken.

III. STUDENT SUCCESS & EQUITY TASKFORCE UPDATE (SSETF) - RAFIA

The SSSP Council is working on a “Super Saturday” wherein high school students can come to campus for help with onboarding, including assistance with obtaining their education plans. This is a great opportunity for students who missed onboarding at their high schools. The “Super Saturdays” will be planned for one Saturday in April and one Saturday in June.

The SSETF will focus on Institutional Goals and ongoing efforts for our own improvement. As a reminder the Integrative Planning Goals, they are:

- To increase the number of students by streamlining onboarding, deepening collaborations with high school districts, workforce agencies, and additional community partners, in order to reflect our service populations.
- To reduce the time it takes student to successfully complete college-level coursework from Math, English, & ESL from campus-wide basic skills sequences.
- To improve course success rates and decrease equity gaps in 12 high enrollment, gateway courses.



- To improve identification of and support students at risk for academic or progress probation.

These efforts will be addressed by the SSETF through subgroups which have been established. Those subgroups will update the SSETF on April 5, with their timelines and action plans. A lot of work needs to be accomplished by June 2019. The SSETF subgroups, specifically their leads will reach out to folks for help. A communication plan has been developed and will be shared at this Council and at the both Academic and Classified Senates.

No action taken.

IV. ACCREDITATION UPDATE - REESE

The Accreditation Committee is reviewing evidence and data collection. There are 4 Standards that have 128 sections within, and each section must be addressed. Standards 2, 3 and 4 are currently underway however there are some gaps in the instructional side of the house but we do have time to fix it. Standard team leaders will be requesting help across the campus. The goal is to complete our Self Study in under 100 pages.

The Council expressed their gratitude for the work being done by Mike Reese and Bonnie Ripley. It was reported that Bonnie Ripley developed an informative “slide show” regarding accreditation and will post it on the Accreditation webpage.

No action taken.

V. PLANNING FORUM DEBRIEF – REESE/VANDERWOUDE

Feedback regarding the event has been positive. The combined efforts proved for an involved and thoughtful process that included staff and students. The students that did participate truly helped guide the pathways discussions. The data presentations were concise, easy to follow, most importantly did not manipulate the meeting. The Student Services Council discussed the event and some of their feedback was as follows:

- The data provided was informative
- Everyone had a better understanding of the work that needs to be done
- The focus was on students



The Post-It notes with feedback provided by attendees during the Forum will be typed up by the SSETF and shared with the college. There have been requests to have more of the “Word Cloud” flyer distributed at the Forum, copies are being made and will be available.

Lida Rafia was commended on her work for the Forum and Tate Hurvitz was thanked for stepping in for Lida who was ill and unable to attend. The event was rounded out with the presentations on Outreach, Retention and the Grad Coach Program. The information provided was sincere and well researched.

No action taken.

VI. IEPI TIMELINE - HURVITZ/REESE

The College applied for and received \$200,000 to assist the College with our efforts as follows:

- Streamlining the college participatory governance structure and improving communication about decision-making with constituent members.
- Fully integrating planning and resource allocation processes.
- Better integrating learning outcomes assessments into integrated planning.

We were able to contract with Dr. Helen Benjamin to assist us in the process of shared governance work. Dr. Benjamin will be on Campus, Friday, March 24, 9 a.m. – 2 p.m.

Some initial work to be done:

- Review goals and plans with a steering committee, members to be determined
- Design a district survey
- Review best practices and review other colleges
- Determine strengths and weaknesses based on the above
- Design a proposal

Input from multiple forums and our shared governance councils and committees will enable the college to reach an agreement and develop materials. The goal is to have an agreement on a proposal to be in place before summer starts. We need to move forward with development of materials over the summer to have a full year of our new process before our accreditation visit.



Annual Unit Plans

Our annual unit plans were paused, however the college will implement a “pilot” program over the summer to determine what works and what doesn’t.

No action taken.

VII. MISSION STATEMENT DRAFT/REVISION PLAN - SCHULMEYER

The Vision and Mission statement was presented to the Academic Senate and now here for review and feedback, it reads as follows:

Vision

Transforming lives through education.

Removed “Changing” and replaced it with Transforming.

Mission

Grossmont College’s mission is to provide comprehensive and innovative instructional programs and quality student services through the promotion of equity, diversity, and inclusion in order to prepare students to perform successfully in local and global communities.

Our mission is fulfilled by providing the people of East San Diego County and other communities with:

- Associate/transfer degrees and certificate programs
- Career technical education and workforce development
- Student support services that promote student access and achievement

The Mission Statement is reviewed every five years and it needs to be measurable. This is the first draft for review. The Council was asked to review the Vision and Mission Statements and some suggestions were made, they are:

- Possibly include ...partnerships with community and educational institutions
- Possibly include ... lifelong learning
- Possibly remove technical (Javier explained that “Technical” will be removed from Career Technical Education)



Action Taken: Council to review the Vision and Mission Statements and provide feedback, if any, to Denise Schulmeyer.

VIII. FACILITIES – FPR PROCESS REVIEW – LOREN HOLMQUIST

As discussed previously here, the Facilities Committee implemented a new process for facilities project requests. A Facilities Project Request (FPR) form was developed and departments submitted projects the new form. The FPR(s) are vetted through the deans, vice presidents and then back to Loren Holmquist for analysis. The FPR is then provided to the Facilities Department to be scored and ranked. Once the FPRs are ranked and prioritized, the prioritized list will be presented at this council for recommendation to move forward. The first round of this process will provide for a more successful second round as the dos and don'ts have been discussed. The FPR will be reviewed yearly and edits/changes can be made for constant improvement.

The Council suggested, that when the presenting the prioritized FPR ranking list, send it via email prior to meeting (similar to how the Faculty Staffing sends its prioritized list). The Council commended Loren on the processes being implemented to better serve the college in a more proficient and responsible way.

No action taken.

IX. GUIDED PATHWAY WORK PLAN UPDATE – GABLE

What is Guided Pathways? A Guided Pathway is an integration of instruction, student services and learning support into a coherent, intentional and informed experience for all students leading to success, completion, and career or transfer.

The State Chancellor's Office opened the opportunity to help us with our pathways work. The requirements are:

- Faculty, staff and Administrators (College Team) to participate in a Guided Pathways IEPI Workshop
- Submit a Self-Assessment - completed
- Complete a multi-year Work Plan



Last month, approximately 26 faculty and staff attended the February IEPI Guided Pathways Workshop. Those involved will be tasked with developing structural changes, processes, and implementation strategies with the goal to have established Guided Pathways in place by June 30, 2019.

A Guided Pathways Convening Taskforce was established, and is made up as follows:

- Tri-chair, Katrina VanderWoude, Marsha Gable and Shawn Hicks
- 15 members on the taskforce represent various areas/groups on campus
- Meets monthly

The first-year work plan of a five-year period was due to the CCCCCO on March 30. It was board approved on March 20, 2018. The submission of the plan initiates funding in April for colleges to implement pathways. Grossmont will receive \$1,441,347 over the next five-years.

The work is broken down into 14 areas per the Pathways Self-Assessment, those areas are:

1. Cross-Functional Inquiry
2. Shared Metrics
3. Integrated Planning
4. Inclusive Decision Making Structures
5. Intersegmental Alignment
6. Guided Major and Career Exploration Opportunities
7. Improved Basic Skills
8. Clear Program Requirements
9. Proactive and Integrated Academic and Student Supports
10. Integrated Technology Infrastructure
11. Strategic Professional Development
12. Aligned Learning Outcomes
13. Assessing and Documenting Learning
14. Applied Learning Opportunities

For spring 2018 through summer 2019, first-year goals include: Inquiry, Design and Implementation, as follows:



Inquiry

- Cross-Functional Inquiry
- Shared Metrics

Integrated Planning

Design

- Inclusive Decision Making Structures
- Clear Program Requirements

Implementation

- Proactive and Integrated Student Supports

The work has already started as the college employed Grad Coaches and efforts continue to integrate student support with onboarding, and employing student success related personnel.

No action taken.

X. STRATEGIC HIRES

Athletic Trainer – Gable

This position is vacant due to a retirement. This position is required as the CCCAA Safety Requirement as Athletic Trainers are required at all athletic events. No impact to the budget (position currently budgeted).

Specialty Lab Technician III - VanderWoude

This position is filling a vacancy due to an employee transfer to another department. No impact to the budget (position currently budgeted). This position is currently budgeted. This position is critical to ensure student support in the BOT and OPT departments.

Science Lab Technician II

This position is to fill an unexpected vacancy which has been vacant for months. No impact to the budget (position currently budgeted). This position supports the Earth Science Labs (Physical Geography, Geology, Oceanography and GIS Labs, and numbers Field Course Offerings) and will have a negative impact upon student learning, success and safety.



Health Professions Specialist

This position is vacant due to a resignation. This position performs a variety of technical and specialized duties related to the operation of the Occupational Therapy Assistant and the Cardiovascular Technology Programs (three tracks). No impact to the budget (position currently budgeted).

Tutoring Center Specialist

Tabled

The Council recommended these positions move forward.

Action Taken: The council recommended that the Athletic Trainer, Specialty Lab Technician III, Science Lab Technician II, and Health Professions Specialist positions move forward for hire.

Council Adjourned: 5 p.m.