



THURSDAY, FEBRUARY 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	Javiar 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		Guest Joan Ahrens		√
CHAIRS & COORDINATORS REP	Scott Therkluson for Judd Curran	√	RECORDER:	Patty Sparks	√

Meeting commenced at 3:00 PM.

I. ENROLLMENT UPDATE –VANDERWOUDE

It was reported that fall to spring, we are down 0.1%; however, a significant difference for this spring is we offered fewer sections which speaks to good work by the deans/chairs relating to efficiency efforts. Spring to spring FTES numbers reported are as follows:

	2017	2018
FTES	6145	6019
Resident	5781	5642
Non Resident	364	376

International Students

To date, it appears we are not losing International Students; however, efforts to attract International Students will continue. As a reminder, International Student fees remain with the college and are not a part of the District’s funding allocation formula.

Retention

A report will be provided at the March meeting from the Student Success Liaison, Shardai Zaragoza.

Summer

The summer schedule near complete.

Several hours over several days have been spent with deans and chairs discussing possible summer growth on campus and online. Some classes online do well, some don’t and analysis is being done. It was further discussed that the expansion of summer offerings is easier to accomplish as room constrictions do not apply like they do in the fall.



Dual Enrollment

There are two offers from Helix High School and El Cajon Valley to offer additional classes over summer. Both high schools will survey their students as to need. Courses offered at the high schools are local and convenient for their students, hence should not conflict with our summer enrollment as the college likely would not serve these students anyway.

Dean Albarran reported that communication and planning have been very helpful. High schools are excited to add math, culinary arts, Arabic and ESL classes, and further expressed interest in ASL.

Marketing

A summer marketing campaign is underway. Summer courses in music will be offered and students who in the past have taken short term courses will be targeted.

District has said no to mailing schedules; however, there is discussion to mail schedules to residents within a mile/mile-and-half radius.

Online Pathways

Online Pathway courses will be advertised in the fall. There are challenges to create labs online and this is being addressed. The College is working to schedule more online offerings for all students.

II. BUDGET UPDATE

It was reported that VPAS, Lorenze Legaspi, was unable to provide an update (out of office). President Abu-Ghazaleh provided a brief update as follows:

Currently, the Chancellor is in Sacramento meeting with her peers to discuss the Governor's proposed budget formula. President Abu-Ghazaleh reported he is flying to Sacramento tomorrow, February 23, to meet and discuss this topic as well. There are still many questions regarding the formula itself and how it's measured. There are too many variables to accurately report on how the Governor's proposal will affect our budgets.

III. FACULTY STAFFING (FSC) – THERKALSEN/VANDERWOUDE

Scott Therkalsen and Katrina VanderWoude serve as co-chairs. The *Faculty Staffing Committee's 2018/2019 Recommendations, December 18, 2017*, was sent to this Council via email on February 15, ensuring time for the Council to review findings prior to today's meeting. VanderWoude stated that the recommendations as presented are not just a list, but also includes narratives for



additional understanding as to ranking. She further reminded the Council that this process is very similar to the process utilized by the Classified Staffing Committee.

Therkalsen stated that there was some grumbling regarding the process the last go around. The FSC met last fall, discussed and made changes in the process then vetted those changes with Chairs and Coordinators, and through flex week workshops. Feedback was gathered and changes were made to the form.

The FSC received proposals and were tasked to provide a narrative (spreadsheet provided) for each position, along with their rankings. Proposals were heard before the FSC (four minutes to defend the position, four minutes for questions). Once rankings were compiled, Therkalsen and VanderWoude met, then the FSC met again. The final recommendation along with the narratives provided was thoroughly discussed and agreed upon at the committee level prior to distribution. VanderWoude clarified that the FSC does not consider funding as part of the evaluation.

The Council questioned the ranking of the Cross Culture Studies (CCS) position over Biology position as Biology has a 99% fill rate vs. Cross Culture at 77% fill rate. It was explained that CCS has one full-time instructor and there is no instructor for African Studies. Our student body is made up of 13% African students. Aaron Starck stated that African Studies is a course that would be good for all students.

Dean Ayala stated that in prior years proposals were provided to the deans for their sign off on proposals. Katrina responded that in the past deans were put in a position of having to move forward some positions over others which at times could cause contention. The FSC ensures all proposals are processed uniformly.

Feedback on the process from the Council was good. The Council liked the narrative piece and felt it brought depth to the rankings. VanderWoude stated that any feedback is welcome and to direct them to her.

Action Taken: The Council discussed the recommendations and agreed to move the recommendation forward. Katrina will send the recommendations to those who participated in the process.

IV. ACCREDITATION - VANDERWOUDE

Katrina informed the Council that Mike Reese is currently attending the Accreditation Institute and more staff will attend tomorrow, February 23.



The Accreditation Steering Committee met and an invitation was sent to team members to access the Canvas Course Shell. The committee is now looking at evidence, data collection, and where gaps are. The goal is to be strategic in fine tuning our operations and tending to the work that needs to be done and accomplish it.

V. IEPI – ABU-GHAZALEH

Currently our proposal is being considered, however it is expected to be funded. Areas of focus are:

1. Governance Structure
 - a. Streamline and eliminate redundant processes
 - b. Improve communication between governance groups and their constituent groups
2. Integrated Planning
 - a. Establish a culture of student-centered planning
 - b. Tie resources to uniform planning processes
 - c. Incorporate planned interventions utilizing analysis of student outcomes assessments into unit plans
3. SLOs
 - a. Streamline technology to capture SLOs assessment data and analysis

The college will experience changes, some major, and currently we are asking for assistance to maximize our planning processes specifically related to our areas of focus. CPIE will take the lead on defining integrated planning by developing and utilizing a filtering process to identify which resources are best aligned to projects. Unit plans should drive which resources to procure.

SLOs are documented and supported in TracDat. The IEPI grant funding will allow us to update or replace TracDat. Ahrens was asked to update the Council regarding our technology challenges.

Ahrens responded that the TracDat software we use now is four versions old. We can work with TracDat representatives to update the current system with the goal to implement a system that is user friendly. Ahrens further reported she talked with Nuventive. She stated her discussions included having Nuventive manually go into TracDat and make improvements specific to our reporting needs. The College can continue with TracDat, however collaborating with our sister college and District to standardize our processes would best meet



recommendations and implement uniform reporting. As a note, Cuyamaca College is allocating funds from their IEPI grant to hire a technician to update TracDat, inform users, and be a resource.

The time-line goals are to have an effective planning processes in place by June and implemented in the fall.

VI. SLOs - AHRENS

The Grossmont Outcomes Assessment Taskforce (GOAT) was formed last fall as a continuing body from the Institutional Student Learning Outcomes Taskforce. Joan Ahrens presented a PowerPoint Presentation, *Grossmont College Outcomes Assessment Task Force, Spring 2018*, for the Council to follow.

Ahrens shared that the College uses a six-year SLO assessment plan and we are currently doing this, but we have more to do in the area of “Continuous Improvement.” An audit conducted in the fall of 2017 (Instructional only) was completed to determine whether departments were following their six-year plan *and* to see whether or not departments included a plan for improvement (see Accreditation Standard 1.B.1.) and collecting evidence of on-going continuous improvement.

Standard 1.B.8 reads: “The institution broadly communicates the results of all of its assessment and evaluation activities so that the institution has a shared understanding of its strengths and weaknesses and sets appropriate priorities.” We are doing some of this through program review; however, we will need to do more as we move towards integrated planning. There are challenges as it is much harder to communicate and share results and close the loop without the right kind of technology. As an institution, we have to be able to look at where we are at any given time.

The IEPI Peer Response Team recommended, “Increase confidence in SLO Implementation.” The College needs to engage more faculty in SLO work and provide more training, in reality, the College has a great deal of work to do.



Ahrens stated that there was an AFT sponsored event that talked about the ACCJC being more interested in disaggregating online courses from courses taught on campus. Analyzing the data is difficult to without the right technology.

Grossmont College Outcomes Taskforce Action Plan

Ahrens provided a handout, *Grossmont College Outcomes Assessment Taskforce Action Plan 11-30-17*, for the Council to review. The objectives and status as of February 8 are as follows:

College wide Professional Learning Series on Outcomes Assessment

During the spring 2018 semester the (GOAT) is meeting twice a month with a goal to find SLO liaisons. The liaisons will be provided with resources and training to lead and/or oversee their department's outcomes assessment work. A (GOAT) handbook has been developed and will be provided to faculty and staff.

As of February 8, 2018

- Thirty faculty members/SLO Liaisons attended the SLO 101 Workshop
- A new faculty handbook was distributed at the workshops. Handbooks are available for distribution
- Information on how communities of practice work is still being collected by Ahrens

Populate the Outcomes Assessment Website

The goal is to have a working website in place by January 31, 2018. The website should include plentiful resources on best practices, examples of SLOs and assessment tools.

As of February 8, 2018

- Website development was met with challenges largely due to technology issues with Cascade. The materials to be uploaded have been collected and/or created.
- Relevant materials will be provided to coordinator for the website

Develop an information campaign to keep outcomes assessments at the forefront of teaching and learning

The goal is to distribute college wide bulletins with information highlighting departments/disciplines who are doing good work, design a poster campaign and present



information regularly through division meetings, Chairs & Coordinators meetings, and Academic Senate.

As of February 8, 2018

- The handbook is being revised after receiving faculty input
- Flex week workshops were well attended and sign in sheets were utilized to see which liaisons were present

Host facilitated retreats to provide deeper professional development for faculty, staff and admin
Date and agenda will be determined.

As of February 8, 2018

- Date and agenda will be determined/developed after discussion and assessments of flex week workshops.

Provide TracDat training

Department SLO liaisons will ensure that assessment results include a plan for improvement and are posted in a timely manner.

As of February 8, 2018

- Three TracDat training sessions are scheduled for spring 2018

Explore Canvas LMS feature on feature on collecting outcomes assessment data
Ahrens will explore options and present findings at GOAT when available.

As of February 8, 2018

- To be determined

Work with the Professional Development office and appropriate stakeholders on creating a center for teaching and learning

The goal is to meet with professional development coordinators.

- Denise Schulmeyer will represent GOAT on the College Wide Professional Development Committee



The Council discussed the good work being done and acknowledged the need for more involvement. There was a discussion as to where SLO documentation is prior to 2012, pre TracDat. Ahrens responded she does not know but will try to find the answers.

Council Adjourned: 4:50 p.m.