EXECUTIVE COUNCIL MINUTES
Sacramento City College
September 15, 2008  ►  RN 273  ◄  1:00 – 3:00 PM

Note: Executive Council Members, please bring your agenda & attachments to the meeting.

Council Members:  C. Zuercher, D. Luff, K. Irwin, L. Daniels, K. Jeffery
Resource Ex Officio Staff:  M. Poindexter, A. Hamilton
Absent (excused):    D. Travis, B. Martinelli
Guest:     E. Ader, A. Liccardi, C. Seddon, C. Chenu-Campbell

I. INFORMATION ITEMS

A. Academic Senate Update................................................................. C. Zuercher
   • Approved the Distance Education program plan presented by J. Hadsell.
   • D. Travis and M. Poindexter gave an update on hiring timelines. Sub-committee for
     hiring met last spring to possibly propose a change in the way we hear the speeches for
     faculty hires.
   • Upcoming meeting will include an update from Student Learning Outcome from A.
     Keys, email alias and unified authorization issues from District will be discussed.
   • Will share legal opinion from state Chancellor’s office on cheating policy.
   • D. Travis and A. Garcia will present the Educational Master Plan to senate tomorrow.
   • New graduation competency requirements will also be discussed.

B. Classified Senate Update........................................................................K. Irwin
   • Fist meeting will be held Thursday, September 18th.
   • Six new scholarships were awarded and will be recognized at the meeting.
   • Presentations and updates on the Prevention and Intervention Advisory committee and
     Measure M.

C. Associated Student Government Update............................................ L. Daniels
   • Standing committee and Accreditation Standard committees have been assigned
     student representatives.
   • Will vote on support of Measure M at next meeting.
   • Will also attempt to assign student representative to Campus Development Committee
     due to concerns about placement of outside vending machines in locations that may
     detract from vending machines whose revenue goes to students.

D. Senior Leadership Team Update ...................................................... D. Luff
   • Discussed strategic planning timelines, data use and understanding, and accreditation.

E. President’s Cabinet.............................................................................. K. Jeffery
   • Have been working on the strategic planning effort to ensure we are assisting all in
     becoming conversant with the process and terminology, especially leadership at the
     college. Have held training and conversations on this ongoing issue.
   • Accreditation has been discussed at length to look for ways to ensure we are prepared.
Discussed planning and execution of even planning for the Capital City Football Classic on September 13th. In addition to coordinating for the event, the HBCU college fair garnered approximately 800 attendees.

Held meeting on the strategic planning process, including discussions about data, timelines and a potential wrap-up in March or April.

F. Executive Staff Update
- S.O.S event wrapped up and was a success to help students find and access courses.
- Convocation was held and widely attended, with a welcome and presentation by our new President, with remarks regarding continuous quality improvement (a conference on the topic attended by leaders of the college). The event was a success and positive feedback has been received. Color photographs were a new element as part of introduction of new employees, which were widely well received.
- Flex activities were well attended with a wide selection of topics for faculty and staff to participate in.

G. Chancellor’s Cabinet
- Committee Chair for Measure M has been chosen.
- Discussed how we can improve our efforts to inform the community about the facts about Measure M.

H. Personnel
- The position description for Dean of Planning, Research and Institutional Effectiveness has been forwarded to the District. The position had been only very slightly modified by minor additions. Cultural Democracy is still not included in the position, however that job duty is still in the works to be headed by a yet to be determined.
- Position may be announced by the end of the week, with a salary placed at the Dean level.

II. OLD BUSINESS
A. IT Committee name change
- Name change is requested to cover more accurately the charge of the committee and the current work of the committee, which is connected closely way with educational objectives. The new charge of the committee, with the name change, will relate to information technology policies as they relate to funding, resources, planning and implementation.
- Issue #07-08-07 and most current attachments will be sent to constituency leaders and Council members for review and discussion at next Council meeting.
- Enrollment Management Committee will generate a separate issues form for their charge as a new committee.

III. NEW BUSINESS
A. CSPC
- Discussed the process and its effectiveness.
- Issues with timeline of the compressed calendar and goals achieved were discussed.
- Began discussing data from the planning office as well as CCSEE survey. Emphasis was placed on the planning process and being driven by data.
• The idea to bring forth planning goals from last year to this year; at which time the committee pointed out that the goals haven’t been achieved yet so they are appropriate to keep for achievement this year.
• Students requested the same data be given to them for consideration.
• The data review and goals will be reviewed at the next meeting. Student learning outcomes will be discussed as possibly being put into the goals since they aren’t currently explicitly addressed.
• Concerns that Career and Technical education are not mentioned in the goals and that that may indicate a need to change the goals to ensure that all areas in the college are included.
• Concern that the timeline of planning process are in misalignment with meeting times for Executive Council (which decides on the goals) and that a decision may not be reached in time to meet deadlines.
• Concern from department chairs and faculty that they have more input on what the goals are determined to be.

B. Self Study Standard Teams.................................C. Chenu-Campbell, A. Liccardi, K. Irwin
• Touched based with all of the standards groups prior to council meeting.
• Each of the tri-chairs has a group of project teams they communicate with and coordinate/act as a liaison.
• Each standard team is looking to answer the questions that the guide provides, beginning to look for evidence beyond what C. Ing compiled, talking to individuals and groups (interviews), will be meeting with District level staff and a few have begun drafting some descriptive narratives, particularly where it may be more straightforward.
• The tri-chair steering committee meets weekly, now meeting with two students also for student representation and to give a better sense of the status of the Self-Study.
• Faculty and staff survey has been distributed.
• Student survey will be sent out in the next two weeks.
• CCSSE results have been distributed.
• Noel-Levitz preliminary report was distributed by District to the chairs and team leads.
• Some criteria for writing the report is in draft form.
• On track for first draft to be submitted to Steering Committee prior to close of fall.
• Draft will go to the Board as of May 15\textsuperscript{th}.
• District office meetings will take place on Friday, September 19\textsuperscript{th} (Standards one and two) and the 26\textsuperscript{th} (Standards three and four).

C. Accreditation news article .................................................................................... K. Jeffery
• An article was shared with the Council in regards to accreditation warning to community colleges on a visit.
• Student learning outcomes and areas of focus need to be evaluated with diligence.

IV. OTHER
A. Planning Agenda Status Report.................................................................................E. Ader
• No update.

B. Executive Council Minutes, May 7, 2008 ..........................................................A. Hamilton (attachment)
• Approved.
C. Standing Committee Minutes ............................................................................A. Hamilton
  • Sent as an attachment via email for review.

V. FUTURE AGENDA ITEMS
A. President’s Response: #06-07-01: Smoke Free Campus.................................K. Jeffery

Adjourned at 3:00 PM

cc: K. Beyrer
    C. Zuercher
    A. Licciardi
    G. Gessford

Next Meeting: October 6, 2008