EXECUTIVE COUNCIL MINUTES
Sacramento City College
March 15, 2010  ▶ RN 273  ◄  1:00PM– 3:00PM

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


Resource Ex Officio Staff: M. Buechner, A. Hamilton, G. Hayman, M. Poindexter

Absent: K. Jeffery, D. Dixon

I. INFORMATION ITEMS
A. Academic Senate Update.................................................................................. C. Zuercher
   • The senate has a union update: have established a faculty workload committee working with VPI, faculty, and deans to start discussion on a schedule building process to help us deal with necessary cuts and ultimately build practices as well. That has been the main focus.
   • The meeting scheduled for tomorrow will include: presentations from M. Buechner and A. Keys to hear the senators’ feedback in regard to student learning outcomes and best practices that some division or departments may have in having the faculty get data for assessing and other activities. M. Turner and A. Barfield coming to report on union workload committee, Marybeth coming to address the accreditation directives we were given and get input from the senate on different surveys and planning agenda items we have identified for ourselves. Ginny may is talking to senate about a catalog addendum to the curriculum since we will be mostly online now. M. Poindexter will discuss student conduct brochures.

B. Classified Senate Update.................................................................................. P. Geary
   • This Thursday the senate meeting will be held at the West Sacramento Center to conduct the meeting and to see and tour the new facility.
   • Donations for the classified senate retreat are welcome.

C. Associated Student Government Update................................. T. Lang (in place of D. Dixon)
   • Student Government had a special meeting today and approved the idea of bringing a non-gender specific self-defense class to SCC. Specifics are forthcoming.
   • The humanitarian award is being revamped, now will include a “Igniting the fire” ceremony will be incorporated to be more inclusive of others who do not always get recognized for their contributions. The nomination form will be emailed to students and employees. T. Lang brought two hardcopy forms to the Council today as well as a copy of the timeline for the ceremony planning. The ceremony will be on April 9 and will be a semiformal event. All who are nominated are recognized.
   • Working on the March in March coming up next week. Senators are working to organize discussions by division to talk about how the budget cuts have affected faculty, students, and staff in those divisions. M. Buechner offered to possibly forward a previously used survey on the topic to T. Lang (with Dr. Jeffery’s approval) for use during the discussions. ASG is hoping to get the discussions done by March 27 so that they are relevant to the events happening at the capital.
Update on the march to the capital on March 4: turnout from SCC was not very large (approximately less than 30); some representatives from Sacramento State came and were vocal, present in the quad to rally students; at the capital the turnout was huge and there were groups from many different institutions and organizations.

D. Senior Leadership Team Update ................................................................. T. Greene
   - Held a meeting on March 8: B. Martinelli presented on emergency preparedness planning; E. Ader presented topics relative to classroom/service counter management and training in those areas; T. Greene gave an overview of accreditation planning agenda items (M. Buechner will present in more detail at a future meeting); M. Poindexter presented the student conduct on campus campaign; overview of Return to Title IV.

E. President’s Cabinet................................................................. M. Turner (in place of K. Jeffery)
   - At the last meeting there were updates on a grant application (BRIC), Return to Title IV, and auto-drop dates changes. Most of the meeting was devoted to hearing program plan presentations and discussing the program planning process. Tomorrow’s meeting will be more program plan presentations.

F. Executive Staff Update................................................................. K. Jeffery
   - Chancellor Harris will be on campus on April 15 from 8:30 a.m. – 10 a.m. in the student center for an open forum and is open to the entire campus. M. Turner will get clarification regarding the attendance of ASG representatives at this event.
   - Discussed the Board’s request for information on achievement gap in basic skills by gender, race, and ethnicity. It is a future agenda item for the Board.
   - There are some District wide work groups being established: one for purchasing and general services, one for ticketing for performing arts and athletics (looking at standardizing ticketing processes for those two areas), and one to address the smoking on campus issue.
   - Discussed RC2020, which is a group of high-level college administrators that will be on our campus on March 26 for about two hours to tour the campus. They were invited by the Chancellor and will visit all four Los Rios campuses throughout the day. We will have an opportunity to highlight activities within the college and District. The Chancellor will be here on Thursday to do a walk-through. C. Zuercher pointed out that due to an event (Area A) faculty leaders will not be available to participate on March 26.

G. Chancellor’s Cabinet ................................................................. M. Turner (in place of K. Jeffery)
   - See Executive Staff Update.

II. Old Business
   A. Feedback from constituencies on draft process for feedback on governance structure ................................................................. M. Buechner
      - The accreditation team noted there was a need to evaluate the process for feedback in our shared governance structure, and also noted that our planning agenda items addresses this need.
      - We have local policy in the Blue Book at the college level to reference for our process.
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- There are also various external benchmarks for the shared governance process that were provided in a research document drafted by M. Buechner that was provided immediately following the last Executive Council meeting. The last two pages of the document are a draft survey regarding the governance structure and processes.

  M. Buechner requests that the constituency leaders bring the survey she drafted back to their groups for feedback regarding content (what questions should we include or not) and distribution (who should we send it to). M. Buechner will present the document and this request for feedback to the Academic Senate at their next meeting and is available to present to other constituency groups in the future.

B. Academic support services and tutoring effectiveness ................................. M. Buechner
- This is a planning agenda item that requests the PRIE Dean work with Academic Senate and deans of areas that provide academic support services to evaluate and report on effectiveness of those programs and to standardize the assessment.
- M. Buechner is already working with some faculty, deans, and classified staff in various areas (i.e. in the Tutoring Center) to pilot some surveys.
- This evaluation/assessment process is being tailored to the needs of the individual service areas as appropriate to meet the needs of each area and standardize a process for each.

III. NEW BUSINESS
A. Campus Issue 09-10-04: Access to restroom in Cosmetology area ............. M. Buechner (attachment)
   - Due to ADA compliance implications, this issue is referred to Campus Development Committee for review and response.

IV. OTHER
A. Minutes from March 1, 2010 Executive Council Meeting............................. A. Hamilton (attachment-1)
   - Minutes were sent today. Please review and provide edits to A. Hamilton by Friday for amendments.

B. Standing Committee Minutes (attachments)......................................................All
   - Council reviewed.

V. FUTURE AGENDA ITEMS
CURRENTLY OPEN CAMPUS ISSUE
THE SELF-STUDY PLANNING AGENDA ITEMS WILL COME BACK

Adjourned at 2:00 p.m.

Next Meeting: April 5, 2010

cc:  K. Beyrer; L. Weathers-Miguel  
D. Styer