



President's Advisory Council MINUTES

March 25, 2009
Approved April 22, 2009

MEMBERS: *Chair:* Kathie Hodge *Deans:* Bob Jensen *Managers:* Chris Kiger *Faculty:* Ken Collins, Marcus Wilson, Susan Nack, Ricardo Salas *Classified:* Ericka Adakai, Beverly Pipkin *Associated Students:* Rajan Vaidya, Robin Kim *Absent:*

HOUSEKEEPING

1. **Agenda:** The agenda was approved as presented with the addition of an item on the Five Year Construction Plan and announcements in the Information Items/Announcements Section.
2. **Minutes:** The minutes were approved as presented.
3. **Membership:** President Hodge announced that Chris Kiger will be the Managers' representative through the spring semester.

OLD BUSINESS

1. **CCSSE Survey:** Institutional Researcher Ken Meehan reported that he provided the course master data file to the University of Texas in connection with the student survey to be conducted this spring. The University of Texas will select a sample of 60 sections to be surveyed. The sections selected are to ensure that comparable sections are being surveyed nationally and no online courses will be surveyed. Dr. Meehan also reported that the surveys will be here soon and distributed to the approximately 1,000 students in the 60 sections during the spring semester. The college will send the surveys back to the University of Texas who will analyze the results. The faculty will be asked to administer the surveys during their classes. With respect to the faculty survey, Dr. Meehan reported that right after spring break the University of Texas will contact faculty directly via email to conduct the survey. Vice President Toni DuBois reported that the SENSE survey relating to the first year experience will be administered in fall 2009.
2. **Program Review:** Institutional Researcher Ken Meehan reported that the 2007-2008 data has been distributed to the Deans for their review. While he has met with some divisions, he stated that he is available to meet with other divisions as required. Dr. Meehan further reported that he is in the process of completing executive summaries of the data. Dr. Hodge stated that Program Review is a critical part of the college's processes and faculty involvement in the review of the data is important. Faculty Senate President Ken Collins asked about the old Program Review process. Dr. Meehan explained the evolution of the Program Review process over the past years and stated that it would be good to document in writing the Program Review process.

NEW BUSINESS

1. **Campus Diversity Committee:** Vince White presented revisions made to the mission, composition and general procedural guidelines for the Campus Diversity Committee. Mr. White explained that these revisions were required as a result of the departure of the campus Director of Equity & Diversity and are being recommended by the members of the Committee. Dr. Hodge stated that, based upon agreement with the Faculty Senate, the Campus Diversity Committee is a college wide committee. Discussion of the revisions presented by the Campus Diversity Committee then took place. It was agreed that Mr. White would revise the document as discussed and present for PAC endorsement at the April 22, 2009 PAC meeting.
2. **2009-2010 College Hours:** A.S. President Rajan Vaidya presented the following dates for the 2009-2010 academic year College Hours: November 4, 2009 (alternate date – November 5, 2009) and April 22, 2010 (alternate date – April 29, 2010). The dates were approved unanimously by PAC.

INFORMATIONAL ITEMS/ANNOUNCEMENTS

1. **Budget Update:** Budget Officer Adam O'Connor reported that there were no updates to the State Budget. Further he reported that the DPC Budget Subcommittee had reviewed all 401 budget ideas submitted by district staff. Those ideas have been sent to affected areas for analysis. The Fullerton College Budget Development Committee will be working on those ideas directed to the campus. An email will be distributed district wide to remind all district staff about the ideas submitted having to do with "efficiencies" that each staff member can personally address to assist in the "belt tightening" required during these difficult budget times. Mr. O'Connor also reported that Fullerton College has contributed \$1.5 million already in budget reductions with the 12 faculty positions and 5 classified positions that are not being replaced at this time. In the March 23 DPC meeting it was decided that the Vice Chancellor will put together recommendations for budget cuts at the \$5 million, \$10 million and \$15 million levels. These recommendations will be presented to DPC at a future meeting. Mr. O'Connor also encouraged all to submit additional ideas for cost savings to him for the Budget Development Committee's consideration.
2. **Accreditation Update:** Accreditation Chair Sean Chamberlin provided an update on the activities to-date relating to preparation of the college's self-study and upcoming visit. Dr. Chamberlin reported that a team of Fullerton College faculty and administrators attended a Self-Study Workshop sponsored by the Accrediting Commission for Community and Junior Colleges (ACCJC) on March 20. Further, he presented a timeline relating to the work to be done:
 - Spring 2011 Accreditation Team Visit
 - Fall 2010 College's Self-Study is due to the ACCJC
 - Spring 2010 Rough draft of the Self-Study should be completed
 - Fall 2009 "Heavy lifting" and work on collecting evidence on how college meets standards
 - Spring 2009 Need to get organized on what evidence is going to be required

Dr. Chamberlin expressed how important it was for the college to document what it is doing both inside and outside the classroom. The self-study the college prepares and the accreditation visit team will focus on empirical data to document how it meets the four accreditation standards:

- I – Institutional Mission & Effectiveness
- II – Programs and Services (instructional, student services and library services)
- III – Resources (human, physical, technological and financial)
- IV – Leadership & Governance

In his role as Accreditation Chair, Dr. Chamberlin stated that he would be communicating with the college community on the accreditation effort. He further stated that it was important to present the broadest view possible and a look at the college as a whole in developing the self-study. The goal is to present a fair and balanced view of what the college is doing. In the immediate timeframe Dr. Chamberlin reported that he has put out a call for faculty to become involved in the self-study effort and will soon identify a chair for each of the four standards. A manager will then be assigned as a resource to assist each faculty chair. Dr. Chamberlin reported that he is planning to have a team in place by April 30, 2009.

In relation to the self-study, Dr. Chamberlin stated that the ACCJC will be looking for progress on the college's efforts to meet the standards. The college will be required to describe how and what it is doing. Instead of waiting until the entire document is complete, Dr. Chamberlin proposes to get approval of each section as it is written.

Dr. Hodge expressed appreciation on behalf of the college to Dr. Chamberlin for "stepping up" to assume this important role. Dr. Hodge also stated that the college has an opportunity to begin anew with this self-study, as the self-study prepared last time organized by core values will not be a basis for the work to be done now. The ACCJC accreditation visits now focus on compliance, which provides the college an opportunity to tailor a self-study to meet the ACCJC standards.

3. **Five Year Construction Plan:** Dr. Hodge reported that it is time for the college to send their input on the district's five year construction plan. The college will be sending the plan submitted last year, with the deletion of the word "East" in the description of the Second Parking Structure and no new additions. A handout was distributed of last year's information. The dates will be rolled forward by district staff when it is prepared for this year. Dr. Hodge urged staff who have questions about this or any other

construction project to go to their Dean or Vice President Janet Portolan. All information is available to any staff member who requests it.

4. **Announcements:** Dr. Hodge congratulated Mark Greenhalgh on his appointment as Dean of Mathematics and Computer Science. Student Affairs Director Darlene Jensen announced the selection of History Instructor Dr. Emily Teipe as the 2009 Teacher of the Year. Ms. Jensen reported that 28 nominations were submitted with 16 teachers nominated. The top four finalists included Jeanne Costello, English; Kelly Kant, Foreign Language; Leonor (Maria) Monreal, Anthropology; and Tamara Trujillo, English. Congratulations to all. Budget Director Adam O'Connor announced the All Campus Competition scheduled for May 1 – a Bowling Tournament – and encouraged all to form teams and participate in this event. Mr. O'Connor stated that all funds used for this year's event have been donated.

MEMBER REPORTS

1. **Deans:** Dean Bob Jensen reported that an update on MyGateway will be done over spring break to, among other things, the ability to add a link to Facebook on faculty/class pages.
2. **Managers:** Health Services Director Chris Kiger reported that response to the call to assist students in need has been very good and encouraged all to spread the word and continue their support.
3. **Faculty:** Faculty Senate President Ken Collins announced that, as a part of the seminar series sponsored by the Schilinger Foundation, Dr. Peter Bryant, a noted biologist, would be on campus Thursday, March 26, to speak on the topic "Our Charismatic Fauna – Why Should We Care?" Dr. Collins then read a resolution of the Faculty Senate regarding their involvement in construction projects. A copy of this resolution can be obtained from the President's Office.
4. **Classified:** Classified Senate President Ericka Adakai reported that 38 nominations were received for the Classified Recognition Award and the recipient would be announced soon. Ms. Adakai also encouraged all to attend the Classified Open House on April 30.
5. **Associated Students:** Associated Students Vice President Robin Kim announced that the Festival of Diversity/College Hour will be held on April 23 from 10 am to 1:30 p.m. President Rajan Vaidya reported that A.S. elections were underway and all those wishing to run for election must submit their applications by March 31. Honorariums are given to Associated Students representatives to encourage their involvement in student government and college governance. Mr. Vaidya reported that the Associated Students survey is out and they are eager to receive feedback which will be considered by the Associated Students.
6. **Student Services:** Vice President Toni DuBois announced that the Student Services Division was hosting a Classified Staff Development Day on April 8 and all classified staff who interface with students are invited to attend. Further, at 4 p.m. today (March 25) the team conducting the Categorical Site Review will present its findings and all who are interested are invited to attend. Dr. Hodge reported that a Peace Officer Standards and Training (POST) review team is also on campus this week meeting with the Police Academy faculty and staff. The POST team certifies the police academy program, procedures and courses.
7. **Fine Arts:** Dean Bob Jensen reported that last week the Artist-in-Residence program hosted Sandow Birk who was working on the tiles which will be placed on the Avalon Life Guard station. He encouraged all to view the exhibit which runs through April 2. Mr. Jensen also reported that the Jazz Festival will take place April 3 and 4. The vocal jazz events will be held on April 3 and the instrumental jazz events will be held on April 4.

Adjournment: 3:45 p.m.

Debra Gerard, Recording Secretary