



# President's Advisory Council MINUTES

October 23, 2013  
Approved

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**MEMBERS Present:** *Chair:* Rajen Vurdien *Deans:* Ann Hovey *Management:* Darlene Jensen, Olivia Veloz *Faculty:* Robert Byde, Sam Foster, Rolando Sanabria, Alix Plum-Widner *Classified:* Ericka Adakai, April Ramos *Associated Students:* Jose Solano, Alex Trigueros *Resource Members:* Jamail Carter, Toni DuBois, Claudette Dain, Terry Giugni **Absent:** Andrea Hanstein

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## HOUSEKEEPING

1. **Agenda:** Two items were added by President Vurdien to the agenda as New Business: Institutional Research and Effectiveness Committee Letter and Faculty Prioritization – FC Process.
2. **Minutes:** The minutes of October 9, 2013 were approved with the correction of 'Staff Development Committee' title.

## OLD BUSINESS

1. **Action on PAC Recommendations:** There were no recommendations for this agenda item.
2. **Student Learning – Addressing the Needs of Underprepared Students:** VPI Giugni distributed a handout, Fullerton College: A Multifaceted Approach to Eliminating the Achievement Gap, which describes how Fullerton College is addressing the needs of underprepared students. Any questions on the handout should be directed to VP Giugni or brought up at the next PAC meeting. Dr. Vurdien reported on a State of Education address held at Fullerton's Troy High School earlier in the day, which addressed 'common core' curriculum. This move may affect Fullerton College in several ways, including the assessment process and how students from different high school districts might transition into Fullerton College's curriculum (e.g., Fullerton Joint Union High School District will currently retain traditional curriculum while Anaheim Union High School District is moving to common core curriculum).  
**Student Learning - Curriculum:** The Curriculum Committee is working on submission of courses for C-ID (Course Identification numbering system) approval that are contained within the five (5) transfer degrees currently under review at the State Chancellor's Office.  
**Student Learning – SLOs:** The SLOA Committee is discussing obtaining software to track SLOs. Following their discussion, this will move on to Faculty Senate.
3. **Accreditation:** VPSS DuBois had no Accreditation report; however, she did note that the District response deadline was moved from October 15 to October 31.
4. **Enrollment Management:** VPI Giugni reported the original target meeting date was missed since membership was still being recruited. The first meeting is now being planned for some time the second week of November.
5. **Budget:** Vice President Claudette Dain reported no changes to the budget.
6. **Research:** President Vurdien reported that Research Director Jamail Carter is interviewing candidates for the Research Analyst position (yesterday and today) and the committee hopes to have a finalist selected by the end of next week.
7. **Staff Development Committee:** Faculty Senate President Sam Foster reported there will be a call for Staff Development coordinator sometime before January. The new coordinator will serve a five (5) semester term. The first semester will be spent determining what direction, as a college, Staff Development should take. The next four (4) semesters will be spent implementing the plan. Reassigned time will be commensurate to the coordinator duties which will become apparent once a plan is determined.

8. **Campus Diversity Action Plan:** President Vurdien reminded the group that at the last meeting it was decided to take the Campus Diversity Action Plan to constituent groups. This item will be brought back to PAC on December 11, 2013. A digital copy will be sent to PAC members for distribution to constituents.

#### NEW BUSINESS

1. **Student Success Support Program:** VPSS Toni DuBois distributed a handout 'Planning and Implementation Timeline' and presented a PowerPoint presentation titled "Ensuring Equitable Access and Success". She reported that a Student Success Task Force developed a set of 22 recommendations to move students effectively through the Community College system. Dr. DuBois added that Senate Bill 1456 includes requirements for students in regards to registration, educational planning and eligibility for receiving the Board of Governor fee waiver. She discussed 'Disproportionate Impact' which is a condition that affects both students' access to resources and courses and their success as associated with various academic milestones related to persistence and completion (e.g., term-to-term enrollment, courses passed versus courses attempted, and grade point average). VP DuBois also distributed a Fullerton College Registration handout outlining registration priority tiers and the deadline to meet the three Student Success and Support Program requirements. President Vurdien asked PAC members to share this information with their constituents. (The PowerPoint presentation will be sent electronically to PAC members following the meeting.)
2. **Classified Staff Hiring Process:** President Vurdien reported that while the campus has a faculty hiring process in place we are in need of a hiring process for Classified personnel. He has asked VPSS DuBois to put together a transparent process to be presented to PAC. VPAS Claudette Dain stressed the importance of a process, citing the direct impact hiring has to the college budget. (Faculty hires are paid for by the district.) This new process will also include requests for changes in months worked. While all requests should be tied to Program Review, it was noted there will be exceptions due to the three-year cycle of Program Review. The task force will report back to PAC at the November 13 meeting.
3. **Manager, Campus Accounting Services:** VPAS Claudette Dain announced that the position of Manager, Campus Accounting Services, will be presented as a new position at the next Chancellor's Staff. The position is being created as an operational level manager who will handle day-to-day budget and finance issues. She reported the campus is in a 'vulnerable' position with the recent retirement of the Business Office Specialist (in particular since that position is reverting to its original lower level).
4. **Student Equity Committee:** Faculty Senate President Sam Foster reported that Faculty Senate discussed the possibility of combining the Student Equity Committee and the Campus Diversity Committee but they haven't yet come to a decision. They were able to fill the open positions on the Student Equity committee.
5. **Institutional Research and Effectiveness Committee:** President Vurdien distributed a letter from the Institutional Research & Effectiveness Committee (IREC) addressed to PAC members requesting their responses to five (5) questions in order to evaluate the planning process at Fullerton College. Responses are to be written and sent anonymously through campus mail to committee Chair Diana Kyle for receipt no later than December 2, 2013.
6. **Faculty Prioritization – FC Process:** President Vurdien reviewed the Fullerton College process of selecting and prioritizing faculty positions: deans (with input from their department chairs) prepare a ranked list which is then shared with Faculty Senate; Faculty Senate reviews and ranks the list; the President reviews both lists, reviews data provided by the Research office and, considering the long-term outlook for the college, creates one official college list. This year the final list consisted of 28 positions plus one carryover from 2012-13, giving Fullerton College a total of 29 ranked positions. President Vurdien distributed the official list to PAC members. He then recapped the district process in determining the number of openings, including consideration for all retirements between June 1 and March 15 and said the district should have a final number of district openings sometime in November.

## COMMITTEE REPORTS/MEMBER REPORTS/ ANNOUNCEMENTS

1. President Vurdien reported that both the new job description for the Dean, Library/Learning Resources and Instructional Support Programs and Services and the position of Director of Cal Works will be on the November 12 Board agenda. Once approved, these two positions, along with the Dean, Natural Sciences position and faculty positions will be advertised at the same time.
2. VPAS Claudette Dain reported that Planning and Budget Steering Committee is now looking at Non-Instruction Program Review resource requests. She also reported that tomorrow (10/24), some PBSC members will be meeting with the Program Review Committee to discuss bridging the efforts of the two committees.
3. President Vurdien announced the Centennial Committee received \$25,000 for the Futures Conference in January 2014. Dean Jensen announced the Centennial-sponsored Veteran's Day celebration week, November 4-7, which will include the Wall of Remembrance, a barbecue luncheon and a candlelight vigil that will close out the week.
4. Associated Students representatives Jose Solano and Alex Trigueros reported the new AS President Joey Victor and Vice President Joshua Kleinbergs were sworn into office Monday, October 21.
5. Classified Senate President Ericka Adakai announced there is a new vacancy on Classified Senate and that the Classified Senate annual Meet and Greet is scheduled for November 13.
6. Sam Foster expressed concern about faculty vacancies on committees across campus.
7. Darlene Jensen announced various upcoming Associated Students events, including next week's Transfer Awareness Week and Homecoming festivities the week of November 11.
8. Dean Hovey reported the Technology Committee has met and is developing a Technology Plan for the campus.

Adjournment: 4:10 p.m.

Melinda Taylor, Recording Secretary