Instructional Advisory Council Retreat

August 18, 2014

10:00 am – 11:50 am

I. Updating the Strategic Plan (Barry Gribbons)
   a. Academic Program Review and Strategic Plan are perfectly in sync
   b. Nothing goes in the Strategic Plan that is not in the Academic Program Review
   c. Accomplishments for 3 years and department objectives (for next 3 years) were pulled into one document. Then, Department Chairs, Deans, CPT, etc. are able to view this document to determine if anything is missing.
   d. Academic Program Review will now be due at the end of the fall semester, with Budget Review due in the spring.
   e. Only department chairs can enter goals/objectives through the Academic Program Review, which will then be uploaded to the Strategic Highlights document. Barry will then amass these goals/objectives via a “Highlights” document for department chairs, deans, CPT, etc. to view.

II. Accreditation Update (Jerry Buckley)
   a. Self-evaluation is 415 pages
   b. There are 1,073 unique pieces of evidence
   c. 126 people contributed to four primary writing teams
   d. 6 people were dedicated to evidence identification and cataloging
   e. 24 people served on the steering committee
   f. There were 25 total Actionable Improvement Plans
   g. A question was posed about interviews while on campus. Jerry noted that a list of campus constituencies to be interviewed will be initially submitted by the external visiting team, although additional requests to view campus members may be forthcoming
   h. Resource room at CCC will also be made available to the external visiting team (in addition to the Library second floor at Valencia)
   i. Jerry noted that the Academic Senate will be working on standardizing expectations for what will appear on faculty syllabi
   j. Site visit is Sep 29 – Oct 2
   k. 14 Peer evaluations will be present
   l. Commission meets in December to review the site team’s report
   m. Commission report is issued Jan 2015

III. Three-year Instructional Plan (Jerry Buckley)
   a. To be led by Carmen Dominguez
   b. Work with other faculty and administrative workgroups for consideration
   c. Examine enrollment statistics to see what is growing, stable, requires attention, etc.
   d. Need to figure out how to strategize and plan with respect to current enrollments

IV. Legislative Update (Jerry Buckley)
a. Title 5 changes – asynchronous delivery of distance education courses for public safety agencies; complexities with hiring qualified staff; anticipating a 25% increase in FTES generation for ISAs once this legislation is changed (as classes will no longer necessarily be through positive attendance)

b. AB-86 – a comprehensive regional plan is due for adult education in March 2015; a study of the valley was conducted to see who is involved with adult education; how can we better educate our community to better serve our adult population? We do not have very much in terms of noncredit and other occupation educational areas. For example, Castaic has little adult education opportunities currently present. Also looking at a relationship with Pitchess Detention Center, working with prisoners (in a low stakes security environment) to provide distance education, perhaps via teleconferencing. Also participating in a pilot with LACCD. International Brotherhood of Electrical Workers (union-based) potential partnership through apprenticeships.

c. Student Success Act (Deb Rio) – impact on enrollments and District apportionment (as we are only 85% full enrolled currently as a District); planning a staff-to-staff meeting with the Hart District in an effort to gain greater familiarity with our counterparts when working with our students; once the education plans are developed for our students, then we will have a better idea of what classes we need to offer moving forward; instruction is also trying to find ways to add additional classes based on current waitlists.

d. Equity Plan (Ryan Theule and Deb Rio) – due Nov 2014; different plans that the State has put together to crosswalk three different plans, analyze data, and was previously funded in 2009. Currently, we have State funding (was $100 million but now $70 million), which equates to approximately $700,000 for COC. Plan attempts to identify and address any potential existing disproportionate impact and curricular bottlenecks. Set up time for MATH/ENGL departments as well as other large departments across campus to discuss and address disproportionate impact. Jerry also mentioned that the CCCCO will be recommending 2.5% improvement in success/retention/completion over the next 5 years; we are already 10% above average via Scorecard compared to the rest of the State, and thus improving by 10% over the next 5 years will probably be difficult. A faculty concern was raised about how to track our students; Jerry noted that we need to be looking at tracking from a State level, as many times, students are taking classes at multiple colleges and potentially completing. Jerry reminded the group of LaunchBoard for CTE areas.

V. Accreditation Standards (Jerry Buckley)
   a. There is a great deal of repetition in the older standards, and the Commission has tried to minimize the redundancy (e.g., SLOs as appearing throughout the Standards).

VI. Enrollment Update
   a. Current status of fill rates varies from division to division
   b. When we hit Census, let’s try to make sure the class is at the max.
   c. The College will try to keep classes open with low enrollments, but the number depends on the type of class (capstone, gatekeeper, etc.)
d. Now that students can graduate with multiple majors and multiple goals, we may probably see more completers

VII. Department Chair Workload
   a. Workload assessment – trying to provide resources to support department chairs and all the work that they do (e.g., Scheduling, SLOs, etc.).
   b. Approved pilot project - $95,000 has been allocated to Instruction for department chair workload assistance; eventually we want to convert the temporary part-time classified to permanent full time classified positions to support chairs and divisions. Jerry will also follow up with Chad Estrella regarding scheduling software that is currently used by ENGL and MATH (to help other department chairs schedule)
   c. Division and Department Structure – interactive activity is planned with department chair input next time, looking at potentially remodeling the various divisions across campus by department

VIII. Questions & Answers
   a. Miriam Golbert shared that “Life as Art” prints were hung around the various BIOSCI labs
   b. Gary Sornborger and Chris Blakey expressed support for the partnership with Pitchess
   c. Jerry shared he is now a local resident in Castaic
   d. Jerry gave his thanks to the group; now that he has been here for 1 year, he continues to be even more proud of the College and what it represents