COLLEGE PLANNING TEAM RETREAT MINUTES
Tuesday—January 22, 2013
8:30am-3pm
Robinson Ranch

The Educational and Facilities Master Plan is complete and will not have to be done again for six years. The strategic plan is done for another year and a half or two. The state is piloting online classes and starting with three remedial math classes. College of the Canyons has been running online classes for approximately 15 years. Hopefully some of the new big ideas that we will be discussing today will be able to be funded with some of the new revenues that will be coming in.

Community Panel: Development in Santa Clarita Valley (Jonas Petersen) –
Provided Updates: (City, EDC, County, Builders)

- The SCVEDC is a public/private partnership. It is made up of the city, county, college, and major corporations who came together about three years ago after determining that it was necessary for these entities to act together as a team in order to achieve economic growth.
- The corporation is about working as a team and moving the team forward as an entity.
  - The number one purpose of the corporation is to attract businesses. Every month between 50 to 60 perspective businesses are pitched on moving to Santa Clarita. Most of these businesses are located in Southern California.
  - The second core function of the corporation is retention and expansion. Interviews are conducted with between 30 and 40 and employers each month in order to determine what resources are needed in order to create an optimal business environment.
  - The third core purpose is community marketing to promote Santa Clarita as an optimal place in which to do business in California.
  - The fourth would be providing economic information and research.
- During the last calendar year they:
  - Worked with 59 businesses representing 2,881 jobs and helped them grow in the Santa Clarita Valley.
  - Helped businesses save about $60 million in taxes.
- The SCVEDC has:
  - Generated about 40 publications.
Earned about $150,000 in earned media through positive articles.

Supported 15 to 20 events

- This is one of the most productive economic development corporations in the state and is still in a rapid growth phase. They focus their efforts on target industries, although they will assist anyone with any type of business.
  - The five areas that they target are:
    - Aerospace and defense
    - Advanced manufacturing
    - Digital media and entertainment
    - Information technology
    - Medical devices
  - Each of these industries is expected to outperform the state over the next five years.

- While cost savings is the number one pitch to businesses to relocate to Santa Clarita, they have found that this advantage has been diminishing over the past few years.
- The cost has been rising and consequently this is not the key reason that companies move to Santa Clarita.
  - Quality of life is a more important reason that companies locate in Santa Clarita.
  - The fact that the community is master-planned and the quality of the educational system are often cited as two of the reasons supporting this.
  - Not having to have their employees commute is another reason that is often cited as to why businesses move to Santa Clarita.
  - Essentially businesses move to Santa Clarita because the employees want a higher quality of life, which the Santa Clarita Valley provides.
  - Santa Clarita is sometimes referred to as the:
    - most business friendly community in Los Angeles
    - best place for industrial development
    - best place to live in California.

- The demographics of Santa Clarita are changing as there has been rapid population growth.
  - The population has increased by 60% over the last 20 years.
  - We're significantly outpacing Los Angeles County.
  - 25 to 44-year-olds make up about 32% of our population right now.
    - This is the single fastest growing segment of the population
    - About 40% of the population growth comes from this demographic
    - This is the most important age group for employers looking for labor.
  - The community is considered to be well-educated, and young.
    - Almost 34% of the population has bachelor degrees.
✓ Depending on the reference source, median income is between $90,000 and $95,000.
✓ This is higher than Los Angeles and San Francisco.
  o Interestingly, some of the jobs coming into the Santa Clarita Valley will pay a higher salary in Santa Clarita than they would in the San Fernando Valley.
  o This indicates that the cost-saving advantage is disappearing. We're still in the ballpark regarding affordability.
  o 52% of the people in Santa Clarita with a bachelor's degree or higher commute out of the Valley each day to go to work.
  o The SCVED is currently working on changing that.
  o For every one person that works in Santa Clarita, eight work somewhere else.
  o They need to do a better job on making sure that those jobs that people are commuting to are brought into the Santa Clarita Valley.
  o The commute times of residents of Santa Clarita are lower than Los Angeles County as a whole.
  o Many of those who are in the Valley or who come into the valley from someplace else state that they would be willing to take a 10% pay cut if they did not have to commute and could live and work in Santa Clarita.
  o Unemployment in Santa Clarita is expected to decrease more than the rest of the state and be down to about 4% by the year 2017.
  o Per capita income is ahead of the state of California as a whole and is expected to continue to grow faster than the state as a whole.
  o Population is expected to be approximately 300,000 by the year 2017.
  o Home values are expected to rise and should be up to $500,000 (median) by the year 2017.

- The annual report was passed out providing further information.
- The latest edition of the SCVEDC Guide was also passed out.
  o This year's guide targets the biomedical industry.
  o In the guide is a map which shows key construction projects that are expected to move forward over the next five years.
  o Santa Clarita will have approximately 6,000,000 square feet of new product coming online over the next three years.
- In addition, Jonas noted that here is an economic and real estate outlook event that the corporation is partnering with College of the Canyons coming up on February 21 and three economists will be present to discuss what will be happening over the next 12 months in the economy.
- While Santa Clarita is much more competitive than the San Fernando Valley by just about every marker for commercial growth, it is felt that there are some issues at the state level which may impair growth.
Chancellor Van Hook noted that the state is changing the length of the incentives in the enterprise zones. This change regarding the incentives may affect the motivation of businesses moving into Santa Clarita.

Newhall Land – Commercial and Residential Development in Valencia - (Marlee Lauffer)

Although Newhall Land was hit recently by the economic downturn, home sales have recently picked up and it looks as if they will continue to pick up.

- New homes are available in River Village just off of Newhall Ranch Road and also the West Hills West Creek area.
- There are a variety of residential choices in each one of the developed communities, for example single-family homes, townhomes, etc.
- This is one of the things that makes Valencia very attractive to new residents.
- West Creek Academy, a K-6 school, was built by Newhall Land and was the first time where the developer actually built the school themselves instead of giving the funds to the school district to build.
- All students must learn to play a musical instrument.
- Newhall Land sees the best way to move forward in developing the community is to build partnerships between the public and private sectors.
  - They have had partnerships with Cal Arts, COC, and the L.A. Philharmonic as it relates to West Creek Academy.
- Newhall Ranch is where most of the jobs discussed in Jonas Peterson's presentation will come from.
- Although there are some other pockets in the Santa Clarita Valley where residential development will take place, the bulk of the residential development in the future will take place west of the 5 Fwy, west of Magic Mountain, over to the Ventura County line.
  - This is where both most of the jobs and most of the residential development will take place.
  - They hope to build about 20,000 homes and create about 60,000 full-time jobs.
  - It is expected that the bulk of the jobs created will be in the:
    ✓ entertainment industry
    ✓ aerospace industry
    ✓ advanced manufacturing biotech industries.
- CEQA, the California Environmental Quality Act, provides citizens with an opportunity to have a legal say in the development process.
  - The problem is that continuous litigation since Newhall Ranch was approved in the year 2000 has delayed the project.
Due to what some see as the abuse of CEQA, some are proposing legislation to modify the act, which would limit the ability to have issues already decided by the courts continuously re-litigated.

Currently, under the present law, legal costs are typically borne by the developer. A proposed change in the law would require that the plaintiffs pay at least part of their own legal fees. The CEQA has prevented more projects than just the Newhall Land development. It has stopped subway, freeway, and educational institution projects. Some of the litigants are environmentalists but the vast majority are individuals who do not want the development built because they are antigrowth.

- Newhall Land hopes to break ground within the next two years.
- It is very important that Newhall Ranch move forward because inventory in the Santa Clarita Valley for residential housing is low.
- Newhall Ranch will be very much like Valencia with the focus on schools, communities, and open spaces.
- Most of Newhall Ranch is within the 30-mile filming zone. There's a tremendous amount of filming that goes on in Newhall Ranch and will be able to continue to occur after the development is completed due to the amount of space that will be dedicated to remain open space.
- At some point Newhall Ranch will expand into the Enterprise Zone.
- There will be about 20,000 homes built in Newhall Ranch.
- About 2,000 more built in Valencia.
- Some development scheduled around Magic Mountain.
- There are between 10,000 and 15,000 pending home sites in the rest of the Santa Clarita Valley in various areas.

**Additional points**

- Jonas Peterson stated that the Economic Development Corporation focuses primarily on bringing nonretail major employers to the Valley, and that although they will work with some major retailers, this is not the primary push for the SCVEDC Corporation. They believe that if other major employers are brought to the Valley, this will result in a benefit to local retailers. Assistance provided to smaller retailers is typically left up to the city. Over the next three years Jonas Peterson would like to see new residential and industrial products go online and would also like to see reform of CEQA.

- Marlee Lauffer stated that there will be mixed-use space in each of the villages of Newhall Ranch, and commercial space in the Commerce Center will also be expanded. They also expect that it may be necessary to subsidize some of the retail space in order to get businesses to initially move into the new space. This was done in the past during the mid-90s with the Valencia Town Center. Over the next three
years Marlee Lauffer would like to see reform of CEQA and that some of the
complacency regarding taxes, lawsuits, etc. by the citizens of the state be removed.

- It was also noted that approximately $85,000 in government fees are attached to
  the price of each new home. (Yikes!)

- Chancellor Van Hook noted the previously issued college construction bonds are
  going to be reissued because the rates have come down and approximately $5
  million is going to be returned to the taxpayers.

Industry Panel | The Largest Employment Growth: Where Will the Jobs Be?-
WorkSource Center, Biomedical Device, Health Care, Aerospace (Keri Aaver,
Pete Bellas, Cynthia Dorroh)

Keri Aaver (Director, WorkSource Center):
- The primary goal of the WorkSource center is to fill the gap between the skills that
  workers need and the skills that they actually have currently.
- The WorkSource center receives over 1,000 visits per month with 30% of the visitors
  being students and 70% of the visitors being from the community.
- They work with employers and job seekers to match job seekers to the jobs that are
  available.
- There are 800 to 100 jobs listed each month.
- Their website is www.worksantaclarita.com
- They currently have over 250 openings listed.
- Manufacturing and healthcare are two very large needs.
- Employers say that they cannot find employees with skills that they need particularly
  due to vocabulary and training.
- 80% of the jobs now listed are manufacturing.
- The WorkSource center is funded by the Workforce Initiative Act and overseen by the
  California WIB (Workforce Investment Board) and the Los Angeles WIB.
- The WIBs want to partner with community colleges.
- They have recently seen funding cuts and currently 25% of the funding is now redirected
  to training.
- There are two main community college areas in which the training takes place.
  - The first area is the ETI
  - The second is the CACT.
- Training is done by virtue of seven-week, 40 hours per week, intensive programs which
  are “I Train” approved.
• Currently the ETI and CACT programs are the CNC machinist and manufacturing assembly technology programs.
• The goal is to get job seekers trained and back to work as quickly as possible.
• 90% of the graduates are still employed after one year on the new jobs.
• The WorkSource center needs more “I Train” approved programs.
• Once a program is “I Train” approved, then the WorkSource is able to pay for the training.
• Employers are very interested in knowing what the job seeker has done in the last three months, especially in information technology.
• Cal Jobs is a very extensive listing of jobs and the WorkSource Center tries to get job seekers listed in that program also.
• The WorkSource center also has recruitment events every month and there have been five in January so far.

Pete Bellas (Dean of Economic Development):
• Their goal of the division is to create job seekers that employers need.
• Aerospace and bio manufacturing are very large in the Santa Clarita Valley.
• Aerospace has openings for:
  o Machinists
  o Manufacturing engineers
  o Design engineers.
  o A typical employee in this field is in their 50s
• In the area of bio manufacturing there is a need for:
  o Precision assemblers
  o Micro fabricators
  o Lab technicians
  o There are also auxiliary fields like inspectors that are also needed
  o Managers in these areas that have experience get promoted.
  o This demonstrates that there is area for career advancement.
• The training that we do is stop gap to retrain jobseekers. The best answer is to have a full-fledged program to train students over two years so that when companies ramp up and get ready to hire for new facilities.
• For example, there is a steady stream of well-qualified employees. The problem is that many employers only want to hire experienced persons. So they hold jobs vacant until they find experienced personnel. They do this by working their current personnel 60 to 70 hours per week.
• One new area in which there is very significant potential growth is electromechanical technicians.
Lee Hilliard and his group are working to set up a Fast Track type program to train people who work in these automated lines.

There are hundreds of these positions in the Santa Clarita Valley but they do not fill because there are not sufficiently experienced personnel.

- The current trend in the marketplace is toward generalist who are considered to be more adaptable than specialists.
- 3-D printing is an example of a new area that is burgeoning.

Cynthia Dorroh (Division Dean, Allied Health (Nursing) & Public Safety):

- The term “medicine” has been replaced by the term “healthcare” to move away from a system focused on illness to one focused on health.
- We also now give greater consideration to the importance of healthcare workers like physical or respiratory therapists.
- There is a large focus on healthy lifestyles.
- There is a large shift from inpatient to ambulatory and other settings.
- Healthcare is shifting to home care.
- We’re waiting to see what will happen with the Affordable Healthcare Act.
- Nursing jobs will not disappear in California
  - There are three sources of nurses in California.
    - 24% of California nurses are obtained through immigration. This costs about $19,000 for training and three years of recruitment effort to get them cleared through immigration.
    - Migration of nurses moving across state lines comprises 21% of California nurses.
    - 55% are obtained through educational capacity.
- There's a lot of elasticity regarding nurses and related healthcare workers.
- These jobs are countercyclical to the economy.
  - For every one percent of unemployment rise there was a 1.2 rise in nursing workforce.
  - This was caused by unemployed nurses returning to the workforce to meet family financial needs.
  - This was made up of part-time nurses working full-time, full-time nurses working overtime, and full-time nurses working two jobs. 70% of nurses are married females that will work these additional hours if needed.
- The nursing jobs get absorbed into the current workforce which expanded their hours.
- The 2.7 million nurses in the US indicates that this is a bubble. For example, while COC has maintained the number of nurses they train, many LA institutions cut back to one half of what they were running in 2008. They felt that the nursing shortage was over.
- During the last five years for the first time, California has become an exporter of nurses.
- The employment level of COC graduates is about 84% to 88% and some are moving out of state.
• 30% of California nurses plan to retire, cut back on their hours, or change professions with the next five years.
• Twenty percent of the 13.3 million students in community colleges nationwide are in California.
• Five million of the 13.3 million are in noncredit.
  o Much of this is Fast Track skill-based training and is not adult basic education.
• The Governor has proposed in his current budget to move $350 million currently allocated to the high schools for adult education to the community colleges, along with apprenticeship funding. It might be a good idea if we can learn how to do this in the framework of credit classes, and in creating new training opportunities. There has to be a collaboration between worksource placement, business, and educational training.

Break

OER, MOOCs, Badges, and More--Developments in Distance Education and Their Implications: What’s Next? How will it affect our students and how we do the business of educating? (James Glapa-Grossklag and John Makevich) [Refer to PowerPoint outline]

• Partnerships are being created between the public and private sectors and between private entities to bring free or low-cost educational experiences to massive audiences.
• Open Educational Resources (OERs) are digital online resources that permit others to use or adapt the resources without first being granted permission.
• A MOOC is a massive open online course. Anyone can register and typically massive online courses are where thousands of students can register.
• Badges are tokens or stickers that indicate the accomplishments of students.
• Some are providing certificates of completion.
• Lifelong learning is also a goal.
• MIT started the OER movement by digitizing their entire undergraduate curriculum online for free for the entire world to view.
• Martha Kanter began the OER movement within the community college system--the MIT model was not seen as being one which would work in the community college system so it had to be adapted.
• COC has an OER repository now where materials may be contributed for online use.
• COC has 5 fully open textbooks and saves students about $250,000 per year.
  o They were developed by:
    ▪ Anne Marenco and her team in Sociology
    ▪ Regina Glasberg
- Mike Algor in Water Technology
- A group in Math using the Carnegie Mellon materials

- There are dozens of faculty using bits and pieces of OER content for their courses.
- OER is mainstream in education now.
- Washington State Community College system is now using an open enrollment model for the top 80 enrolled undergraduate courses—with the entire content available online.
- The British Columbia system is doing essentially the same with their top 40 enrolled courses.
- A transition is starting to occur shifting from content to the online experience.
  - For example: taking elements of the student's experience and awarding a badge for particular sets of accomplishments. These carry some value in the online arena.
- Artificial intelligence algorithms are becoming more important so that student assistance can be given to thousands of students.
- The assistance could not be provided in the traditional manner by an instructor.
- Going one step further and moving OER into a credentialed experience, there is an organization called OER University which is made up of 13 major accredited English speaking institutions.
- They create or curate information needed to complete a general studies bachelor's degree.
- After taking these courses, you can go to the local institution which is a part of this group and receive a degree from that institution.
- MOOCs are done by major universities such as Harvard, Princeton, etc. One you've completed the course then you can obtain a certificate of completion from that institution.
- The Governor proposed spending about $17 million dollars additional for online education and this initiative is prioritizing credit by exam.
- One of the ways in which students will gain the skills to pass these exams is through MOOC providers.
- Three typical ways in which someone can obtain credit for their prior learning:
  - Credit by exam, which our Academic Senate has approved in certain content areas
  - Credit recommendations from the American Council on Education, which permits military experience to be translated in academics
  - Portfolio assessment
- There is research that shows that students who use the prior learning assessment model are more likely to complete and to complete quicker than students who don't use the model.
- See James Glapa-Grossklag if you have questions about utilizing the prior learning assessment.
Canyon Country Campus: 5 Years and Picking Up Steam! (Ryan Theule and Denee Pescarmona) [See PowerPoint presentation on CCC website]

- Nearly 30,000 students have taken classes at CCC since its opening.
- Nearly 3,200 sections and nearly 680 faculty have taught there since its opening.
- 40% of about 5,200 students who took courses at CCC this past semester took classes only at CCC.
- We need to be mindful that for a significant number of students, their entire COC experience is CCC.
- Gradually they have been increasing instructional support and student services hours, along with increasing student gathering spaces, etc., but there is still some progress to be made.
- There was a small dip in the number of sections offered in year two and three because the first year many sections were offered to help incentivize students to attend CCC. Now CCC is operating at full capacity.
- Specific data is only available through fall 2011 but it indicates that there has been a shift from more part-time students to more full-time students up through fall 2011.
- Data from 2007 as compared to 2012 seems to indicate that there has been a shift from out-of-district students from the San Fernando Valley to out-of-district students from the Antelope Valley.
- Regarding campus growth, staff numbers have stayed fairly flat, but as student enrollment grows and spaces continue to develop, there may be some opportunity there to expand.
- There are some dynamic programs in the Educational and Facilities Master Plan for CCC.
  - Some planned structures are:
    - The science building
    - Permanent classroom/student resource center
    - Library space
    - An opportunity for a planetarium/science center
  - There are renderings in the Master Plan regarding some of the planned structures, and videos are available regarding the planetarium/science center.
- There is a lot of activity on the CCC campus from job fairs to resume rallies, etc.
- There is an outdoor research garden that provides opportunities in sustainability and science.
- The next Star Party is expected to be on May 3rd.
- Partnership and outreach continues with partnering with the local school districts.
- Facilities on campus are continuing to improve and expand.
- Canyons Cafe has recently opened and appears to be fairly popular with the students.
Regarding instruction, there is robust planning.
  o They are looking at accelerated learning and learning communities.
  o CCC has a lot of flexibility regarding classroom space—the spaces are adaptable.
  o This lends itself well to cross-disciplinary offerings to students to take courses sequentially, simultaneously, etc.
  o Veterans’ services have expanded to being at the campus for 3 days a week to meet the burgeoning population of veterans at CCC.
  o At any one time there would be up to 200 veterans taking courses at CCC.
  o Retention and student success rates are almost identical on both campuses.
  o They will be revisiting PAL and accelerated learning.
  o This is seen as a growing need for students at CCC.
  o They are also looking at learning communities for veterans.

There are many opportunities to include CCC related activities in department program reviews.

**Collegiate Panel: Best Practices in Student Success: Implementing the SSTF Recommendations. (Mike Wilding and Debbie DiThomas, Vice-President for Student Services at Norco College)**

- Mike Wilding discussed the handout:
  o SSTF came up with 22 recommendations in 8 areas and these are listed on handout.
  o The 8 italicized of the 22 recommendations are the ones that are starting out first.
  o 2.1 requires a common centralized assessment instrument
  o 3.1 is about statewide registration priorities encouraging students to identify their educational objectives
  o 3.2 requires students receiving BOG waivers to meet certain academic standards in the same way that you have to obtain financial aid
  o 7.3 is Student Success Score Card which will debut in Spring.
  o Special attention should also be given to the timeline for implementation contained in the handout.
  o Funding formula should change about 2015-16. To get this done is very challenging.

- Debbie DiThomas is on the SSTF committee at Norco College.
- Her advice is to get started and not to wait even though state guidelines may change on a rolling basis.
- They did a study in 1999 which showed that students who did assessment orientation and counseling, the retention and success rate jumped from 42% to 78%, and when students receive an educational plan the success rate jumped to about 80%.
• She didn’t feel that Title V prohibited a requirement that students perform the orientation and counseling and now it is a requirement.
• There have been no appeals in the 12 years since this happened.
• This is only required of new students.
• Studies have been done regionally and statewide and the results have been consistent with results of the study at Norco College.
• The burden needs to be shared between Student Services and the faculty, not primarily Student Services offices.
• A study was done by ethnicity and found that what students view as being critical to their success varies by ethnicity.
• For African American students, it was someone who demonstrated that they cared about the success of the student--this was different in the Latino community.
• She doesn’t feel that the funding formula will change much, but primarily will still be based on the students in the classroom.
• Some new initiatives are occurring now. For example, students have to be notified this spring that their enrollment priority is being changed.
• With the recent budget cuts, 137,000 high school students were cut out of the system.
• Norco College wanted a demonstration of commitment from incoming students so they created a program called Summer Advantage.
  o If students participated in the Summer Advantage program, then they would receive priority registration after veterans and others that are required to have priority registration.
  o About 160 students went through the program.
  o As part of Summer Advantage, they had academic workshops where students who did not score on EAP or placement exams at the college level had to commit to attend the academic workshops.
  o The workshop is paid for with Basic Skills money and does not generate FTES.
  o Their data showed that of students who started at lower level math and English only 2% and 8% respectively made it through college level math and English.
  o High school visitations are done and the program is explained to high school students.
  o Students are required to make a commitment to attend by May 1st at the same time that they would have to make commitment to attend the universities.
  o Parents can attend on the first day of Summer Advantage.
  o First 4-5 weeks of summer are devoted to workshops.
  o Students can advance up to three levels in math.
    ▪ Of 160 students, they advanced an average of 1 level.
    ▪ Some students advanced 2 or 3 levels
    ▪ Some stayed at the same level, but still needed to go through the workshops.
Then there is a one week Norco Orientation Week and the parents may come to that week.
So far, they've done 3 high school visitations and have had 300 students in Summer Advantage.
There are more high schools to work with and their goal is to have 400 students in the Summer Advantage.

- The registration for the attendees is not called "priority" but "early" registration.
- Students are guaranteed an English class during their freshman year.
- Their studies have shown that students who take English during their first year are more likely to reach their education goals.
- A one semester plan is already done online for everybody at the Orientation Week.
- The counselors run the Orientation Week.
  - They explain to students the offerings, what courses they need to reach their goals, etc.
  - The result is a full comprehensive educational plan.
- There are not sufficient resources to implement full comprehensive educational plans, but it can reach the most at-risk students like the high school entrants, and this will help very significantly.
- This addresses the spirit of the changes in Title V.
- They are looking at their AP registration to see if there are changes needed.
- Priority was given to 4 groups that are required to be given priority.
  - The middle group after the top 2 groups is "everybody else" and it's up to the individual district to decide what to do regarding priority.
  - There is some flexibility in the midlevel group regarding who is given or not given priority registration.
  - Satisfactory academic progress has been included as a requirement in their priority registration program and there have been about 30 appeals out of approximately 30,000 students.
  - This was not implemented in their 4 groups who are required to receive registration priority but they will be included for fall 2013.

**Discussion/Round Table:** Explanation of External Factors, Mandates and Trends on COC- How do we infuse the big ideas into our plans and actions.

- We must focus on, among other things, the assessment of prior learning.
- 57% of all adult learners are between the ages of 40 and 65.
- That number is rising as the business environment changes with layoffs, outsourcing of work to consultants, etc.
- Student success rates on a national basis are relatively low.
Groups were asked to discuss 2 new things that you heard that you didn't realize would impact the college.

What are two things that you feel will affect your department or division that we'll need to be flexible regarding and need to adjust to in the future.

Answer the following questions:

1. Do you think that MOOCs will impact our enrollment during the next 5 years? How and why?

2. In which ways will colleges serve their communities in light of changing dynamics?

3. List 5 current assumptions that exist now for community colleges that could go out of the window. Do not have to answer the questions specifically but think of them in terms of creating the big ideas.

Report out and summary

What Are the Big Ideas from Today’s Session

1. MOOCS will revolutionize higher education and should be an optional avenue for students to use.
2. MOOCS work for some and not others (see optional comment above).
3. Assessment for Prior Learning Assessment (APL).
4. Quality assurance is increasingly important.
5. Don’t wait to respond! Just do it.
6. Tension between innovation and regulation.
7. How do we stay ahead of the curve for our students? Re: access to tech, diversity.
8. At what part of the MOOC process does the college generate revenue?
9. How do we develop faculty to qualify to move to online?
10. Meeting ALL student education plan requirements.
11. OER, short term classes, etc., & packaging and placing in CCC to make it a tech destination.
12. Concerns regarding faculty workload.
13. MOOCS solve the parking problem.
14. APL has powerful positive outcomes for students and who will develop and deliver the assessments.
15. MOOCS = security ~ how do we know who is “taking” the class?
16. How short-term classes may increase access and turning some short term non-credit to credit.
What Big Ideas/Changes will impact your department/division?

A. Concern: students not ready to be fast tracked; one size does not fit all.
B. MOOCS will change on-campus day-to-day population and resulting student services, scheduling, etc.
C. Dollars for the State need to be associated with the mandates.
D. Math dept. wants to offer more online classes in Fall 2013 but not yet prepared for MOOCS.
E. How do we overcome regulatory restrictions and educate those making decisions at the state level.
F. Review new definitions of success and change legal definition; this affects accountability.

What BIG ideas could help the college and our students advance?

I. Meet current facility needs now and not wait for matching funds.

***Program reviews will be due on March 1st at the level one stage. You should have the conversations about these big ideas and document them in the program reviews especially if you decide not to do something—need to document the conversations so that the discussion is not lost. Important to document what we are going to do and what we are not going to do and the reasons. Not doing so will cause a loss of the richness of the conversation. Many of these ideas have implications for many departments—conceivably an impact on all departments on campus.

Jeopardy Game: What did you learn?

Wrap up
Peter Hepburn introduced as the new head librarian. He comes to COC from 12 years at the University of Illinois at Chicago. He came to Chicago from Montreal, QC and is originally from British Columbia.

**Updates on Items in Progress:**

1. Review and small group discussion of CPT Retreat “Big Ideas” (D. Van Hook and B. Gribbons)
   The following were discussed in small groups:
   
   - Massive Open Online Courses
     
     Concerns:
     - Identity verification issues
     - Safety and Security
     - Articulation and transferability issues and how they fit within our institution’s curriculum
     - Quality of instruction
     - Lack of preparation on behalf of students, faculty, and the institution
     - May be a bad learning concept because they do not actively engage students and do other things that we know are important for teaching online
     - May take away FTES; however the following has been learned:

       ✔ The concept is that the student will take the course and then obtain credit for the course by challenging the course and taking an exam and then obtaining credit by exam. This is a supplemental option for students to get their way through courses. A question is how to handle the volume of the challenges to the courses. We could move from challenges in the single digits per year to very large volumes. Content congruity and consistency may be an issue regarding MOOCs because of how a course is laid out in the 2nd or 3rd of a sequence. The sequence may be based upon the initial or introductory course. If a student misses this course then their ability to succeed in higher levels of the subject may be impaired.

       ✔ How faculty will grade this volume of exams and the method through which the test taking is processed at the local campuses are two key concerns.

       ✔ The Washington Post just ran an article regarding the ACE and how they are looking at ways to grant credit (see below) and verify the identity of the person taking the course. The governor’s initiative is however that the person taking the MOOC doesn’t get course credit but prepares them to challenge the course.

       ✔ If the student chooses credit by exam and obtains an “F” then this could cause some students to be placed on probation and this could affect their financial aid eligibility. Consequently, we need to make it very clear to students who challenge the exam that if they fail the exam, this is a failing grade.

       ✔ It might be a good idea for students to take the MOOCs very early on--like 9th grade--and familiarize themselves with the topics and then have a good idea regarding what they want to do by the time they enroll into college and be selective regarding the exams that they take. There still remains much confusion regarding this process. It’s not about articulating these courses with our courses but articulating the content with our courses but not for credit.
Options:
  - T/A support
  - We can borrow from the products created by others

- Tension between innovations and regulation and do we move ahead
  - Proceed cautiously
  - Stay current with all regulations-if regulations prohibit something that we need to do then we may need to change the regulation. An example is how we charge for specialized programs. The current regulations don’t permit us to charge special rates for particular courses unless we do it through contract education. The federal regulations may permit us to charge a higher rate pursuant to a grant etc. but the state regulations will not.
  - Keep dialogue with others who are doing the same thing
  - Run pilots
  - Legislation does not necessarily lead to innovation and there may be “soft spots” where we try to fit innovation into this whole process
  - There is a current proposal that when you reach your 90 units in the community college system then you lose your registration priority; however, the type of units has not been determined. For example, are these general education classes, do they include remedial classes, etc. Additionally, how do you track students who attend multiple colleges and obtain units at varied colleges?
  - Having faculty evaluate content
  - More grant funding to develop online materials, but we need to inspire faculty to want to do this. Answer may be to work across different colleges and collaborate in creating materials.
  - Create a library resource which everyone in the college would share and to do this as a pilot project and encourage interdisciplinary collaboration
  - Give flex credit for creating materials
  - We’re currently saving students $250,000 by the use of open textbooks—biggest bang for your book here would be to do this for courses offered every semester in multiple sections serving a lot of students. We may want to ask students
    - Whether they purchased all of their textbooks and;
    - Whether they used some of the texts in the local OER bank in similar courses at other institutions.
    - A solution might be for the instructor to permit the use of outdated texts which may be very low in costs or using the international editions.

- OER, the Trends and Next Steps
- Assessment of Prior Learning—Next Steps and Ideas
  - Find out what others are doing.
    - We already do this to a certain extent with credit by exam.
    - This will be increasingly important for veterans and people who have worked in an industry for several years.
- Certificates and Short-term Programs
  - Stackable certificates are not transferrable so these certificates don’t count.
    - It’s recommended that this change.
    - Currently, these certificate options don’t count on the accountability side. For example:
      - If someone takes 10 units in a program and then leaves for a well-paying job in the field, this does not count toward completion of the program as far as accountability is concerned.
  - Expedited stackable certificates may require additional resources like dedicated classrooms because the scheduling for those programs cannot be integrated with our current course scheduling.
  - National examinations and how we obtain credit for those CTE courses is another area of concern. For example:
    - There are students who complete their course work but must work in the field for a period of time in order to obtain their certification.
    - We have more students who are completing their certification than we are receiving credit for. It is recommended that this information be forwarded up to the state vice-chancellor’s office.
2. Research Update (B. Gribbons)

- Daylene Meuschke reported that there are three reports coming out. One of which is the Faculty and Staff Survey. Please focus on entire survey—not just your department. Overall, people are satisfied, but there are some areas for improvement.

- Annual student survey is different this year—the instructional component which focuses primarily on instructional issues and the other component which focuses on students services. Again, there is overall high satisfaction but there are some areas for improvement.

- The report will be finalized later this week and then posted. The campus will be notified when the posting occurs.

- Action items will come out of the report after being reviewed by the departments so please contact Institutional Research to let them know what actions you plan to take on the issues that need to be addressed.

3. Subcommittee on Retention and Completion (B. Gribbons)

- There is an accreditation requirement that we use outcome data across the college. The requirement is evolving. It appear to require that we use the indicators of the type in ARCC (Accountability Report for Community Colleges), for example, going from basic skills to degree applicable courses, CTE success rates, success rates in degree applicable courses, and others that we have been looking at for some time.

- There are two new ideas that are being examined coming from the accreditation discussions. One requires that we examine disaggregated data and the other is that we actually set numerical goals. The details are emerging but they want the colleges to look at the data and set goals. The first subcommittee meeting is set for a couple of weeks from now and anybody who is interested should contact Barry Gribbons and you're welcomed to attend. We don't want to have the conversation limited and encourage a broad array of attendees. It should lead to a conversation not only regarding rates for the new areas, but also of developing ways in which to monitor student progress, and tying district-wide number to departmental planning.

- ARCC 2.0 has some excellent resources but it's not automatically connected to the department plans so we need to make a conscious effort to do this. Some connections are fairly obvious such as basic skills to degree applicable courses and disaggregating that data for the Math, English, and ESL departments separately and then what each of those departments will do with the data. Working out these details is being done in the spring.

4. Accreditation Rubric and Department Goals (J. Gerda)

- Accreditation rubric sent out already. The rubric looks specifically at what the accrediting team will look at when they come in. Some are areas where we already have a lot of focus like distance learning and student success.

- It isn't entirely clear at this point what the team will be looking for but hopefully we'll know by April.

- Chancellor has about 10 different questions regarding the specifics of what they'll be looking for. The Accreditation Commission has been contacted and asked to come down to COC and give a presentation regarding what they'll be looking for and the criteria upon which the institution will be monitored. It will probably be a workshop where the Board can attend along with anyone else who is interested in attending. This will help ensure that everyone is in agreement regarding what will be used to assess the College's performance and avoid miscommunication. If you have questions after looking
at the rubric or attending some other workshop, you may want to attend this meeting.

- Ryan Theule will be part of a team visiting Coastline College on March 18th. These types of visits and accompanying training of our personnel can be helpful in understanding the goals of the Accreditation Commission.

- Send any questions to the Chancellor and she will make sure these are addressed by the Commission when they send their team down.

5. Civil Rights Institute (P. Robinson)

- Four students went through the program in the fall. Two are continuing with the program, one of whom is currently applying for a position with the department.

- The second semester recruitment has been done differently. Previously we had quite a few students who were interested in the program but lost them over the summer. This time everything was set in place before the holidays so that when we returned the selections had been made, for a total of 14 students that applied, 8 accepted, and 2 returning.

- Emails were used in recruiting, working with instructors, and communicating with honors students. Nicole Faudree, the CWEE instructor of record, has met with the students and they will be receiving CWEE credit.

- Phyllis Cheng completed her orientation last Friday so the students have already met the administrators with whom they will be working.

- Last semester Mary Bonilla from the Bakersfield office met with John Makevich and together they are working to place a lot of the information that comes out of the Department of Fair Employment and Housing into the OER repository.

- Mary Bonilla and Phyllis Cheng have also met with a couple of divisions to explain the program and Patty Robinson will be working to have them meet with some other divisions.

- Mary Bonilla met with Carmen and Ron and are in the process of creating some training videos which can be placed on the website for the Department.

- A flex activity was also offered in January.

- Last week Phyllis met with some faculty members and discussed opportunities for students and faculty members. She will also be meeting with Diane Fiero to see what kinds of opportunities there may be with Human Resources.

- Phyllis Cheng would like to set up a district office at COC which would involve a fulltime administrator here on the campus Monday-Friday. They would like for us to expand our space a little bit and this would increase the number of internships that we could accommodate. Usually one staff person can train 5 students so this would increase the number of students that we could train to 20 students per semester.

- This afternoon we received a list of new jobs that are available all over the state with the Department and our students would be able to apply for those jobs. Once a student is hired, they will then have significant flexibility to go to different locations across the state.

- Chancellor stated that with the restoration of some of the funding we'll see some opportunities that we haven't seen for awhile but that some of the things that we'll be doing again cannot be restored in the same way. There will be much movement and the same will probably be happening in the workforce.

- We're the only community college that has this opportunity with the Department. The other sites are UC Irvine law school, UC Davis law school, and CSU Bakersfield.
6. Items for future agendas

**Informational Items: (Updates to be provided prior to meeting)**

1. Enrollment Target Update (J. Gerda)
2. Budget Update (S. Coleal)
3. Grants Update (T. Zuzevich)

   - The Grants Office has brought in $3,845,875 for fiscal year 2012/2013.

   o Newly Awarded Grants
     - U.S. Bank Foundation (December 2012)
       - $10,000 for SBDC match
       - Steve Tannehill is project director
     - Chancellor’s Office (January 2013)
       - $120,000 for Teacher Prep Pipeline renewal
       - Renee Marshall is project director

   o Newly Submitted Grants
     - Walter Lantz Foundation (December 13, 2012)
       - $94,104 for Computer Equipment/Software for Animation Lab
       - Carmen Dominguez is project director
     - Toyota Foundation (December 14, 2012)
       - $34,551 for training for Elementary Electronics Initiative
       - Omar Torres is project Director
     - Wells Fargo Foundation (December 17, 2012)
       - $99,659 over 18 months for sustainability projects
       - Jia-Yi Cheng-Levine is project director
     - Arthur Rupe Foundation (January 11, 2013)
       - $65,803 for CNA and Home Health courses
       - Diane Morey is project director
     - Honda Foundation (February 1, 2013)
       - $54,791 for program support for Elementary Electronics Initiative
       - Omar Torres is project Director

   o Upcoming Deadlines
     - Dwight Stuart Youth Foundation (Spring 2013)
       - Upward Bound program
       - Proposal being reviewed
     - National Endowment for the Humanities (March 5, 2013)
       - Amount to be determined for a summer Spanish Institute
       - Claudia Acosta is project director
     - California Arts Council (March 8, 2013)
       - $12,000, with $1 for $1 match, for Lula Washington Residency Partnership through K-12 Arts Education Outreach
       - Carmen Dominguez is project director
     - Chancellor’s Office (March 15, 2013)
       - $500,000 over 5 years for State Closed Captioning Fiscal Agent
       - James Glapa-Grossklag is project director
     - U.S. Department of Education (Spring 2013)
       - Title V
       - Committee is meeting
     - Ahmanson Foundation (Spring 2013)
       - Culinary Capital Campaign - Will apply after 75% of funds have been raised
     - Flora Thornton Foundation (Spring 2013)
       - Amount to be determined for a music program to be determined
     - Weingart Foundation (Spring 2013)
       - MLT
Archstone Foundation (Spring 2013)
- Amount and project to be determined

John Jewett & Helen Chandler Garland Foundation
- On Hold for ECE Renovations – May be a better match for Starr art collection donation

U.S. Department of Labor (Spring 2013)
- TAA grant
- Committee is meeting

Cyber Security (Spring 2013)
- Consortium being led by George Boggs
- Funding through various federal agencies

### Pending Grants

<table>
<thead>
<tr>
<th>Program</th>
<th>Funding Source</th>
<th>Submitted</th>
<th>Activities</th>
<th>Amount</th>
<th>Project Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Accelerator and Innovation Challenge</td>
<td>U.S. Dept. of Commerce</td>
<td>July 5, 2012</td>
<td>Job training as sub-award of West L.A.</td>
<td>TBD if funded</td>
<td>Joe Klocko</td>
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<tr>
<td>Art Works</td>
<td>NEA</td>
<td>August 8, 2012</td>
<td>Arts Education Professional Development</td>
<td>$38,920</td>
<td>Carmen Dominguez</td>
</tr>
<tr>
<td>MESA</td>
<td>S.D. Bechtel Jr. Foundation</td>
<td>September 24, 2012</td>
<td>Two years of support for MESA</td>
<td>$127,230</td>
<td>Susan Crowther</td>
</tr>
<tr>
<td>Song Brown Capitation</td>
<td>State of California</td>
<td>October 8, 2012</td>
<td>Nursing Faculty</td>
<td>$200,000 over 2 years</td>
<td>Diane Morey</td>
</tr>
<tr>
<td>Song Brown Special Programs</td>
<td>State of California</td>
<td>October 8, 2012</td>
<td>Nursing workshops</td>
<td>$124,996 over 2 years</td>
<td>Diane Morey</td>
</tr>
<tr>
<td>ATE Project Program</td>
<td>NSF</td>
<td>October 18, 2012</td>
<td>Create an Advanced Automation Manufacturing program</td>
<td>$664,942 over 3 years</td>
<td>Tim Baber</td>
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<tr>
<td>ECE Outdoor Classroom</td>
<td>Douglas Foundation</td>
<td>November 20, 2012</td>
<td>Finishing outdoor classroom</td>
<td>$25,000</td>
<td>Monica Marshall</td>
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<tr>
<td>SBDC</td>
<td>Wells Fargo Foundation</td>
<td>November 27, 2012</td>
<td>Matching funds for SBDC</td>
<td>$10,000</td>
<td>Steve Tannehill</td>
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<tr>
<td>EOPS</td>
<td>TJX Foundation</td>
<td>December 7, 2012</td>
<td>Book voucher program</td>
<td>$40,000</td>
<td>Pamela Brogdon-Wynne</td>
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<tr>
<td>Walter Lantz Foundation</td>
<td>Walter Lantz Foundation</td>
<td>December 13, 2012</td>
<td>Animation lab computers and software</td>
<td>$94,104</td>
<td>Carmen Dominguez</td>
</tr>
<tr>
<td>K-6 Electronics Partnership</td>
<td>Toyota Foundation</td>
<td>December 14, 2012</td>
<td>Training of teachers</td>
<td>$34,551</td>
<td>Omar Torres</td>
</tr>
<tr>
<td>Sustainability</td>
<td>Wells Fargo Foundation</td>
<td>December 17, 2013</td>
<td>Funding for Sustainability Center and activities on campus</td>
<td>$99,659 over 18 months</td>
<td>Jia-Yi Cheng-Levine</td>
</tr>
<tr>
<td>Allied Health</td>
<td>Arthur Rupe Foundation</td>
<td>January 11, 2013</td>
<td>Instructor salaries, student scholarships, fingerprinting, evaluation and supplies</td>
<td>$65,803</td>
<td>Diane Morey</td>
</tr>
<tr>
<td>K-6 Electronics Partnership</td>
<td>Honda Foundation</td>
<td>February 1, 2013</td>
<td>Program Support</td>
<td>$54,791</td>
<td>Omar Torres</td>
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</table>

### Grants Not Funded

<table>
<thead>
<tr>
<th>Program</th>
<th>Funding Source</th>
<th>Submitted</th>
<th>Activities</th>
<th>Amount</th>
<th>Project Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE Cribs</td>
<td>Macy’s District Grant</td>
<td>September 28, 2012</td>
<td>New cribs for ECE</td>
<td>$5,545</td>
<td>Monica Marshall</td>
</tr>
</tbody>
</table>

- **Not Applied For**
  - N/A
- **Researching**
  - Re-entry
4. Institutional Effectiveness Committee (B. Gribbons) (D. Meuschke)

This discussed in item above.

5. Facilities Update (J. Schrage)

- Culinary Arts Institute
  - We’re probably within $1 million of the goal for the culinary school.
  - The drawings should be finished within the next month or so.
  - Foundation will be conducting a family campaign.
  - We hope to break ground in conjunction with opening day in August.
  - It’s a 12 month construction cycle.

- After this project, we can focus more on the library endowment campaign and the K12 arts initiative (the PAC endowment).

6. Legislative/Advocacy Update (D. Van Hook)

- Eric Harnish will send out an update. There is an advocacy meeting on March 12th.

7. Student Success Task Force (M. Wilding)

- Michael Wilding reports that they are on the Academic Senate calendar to present the policy changes for priority enrollment. From the Academic Senate it will go to the Student Senate, and then on to board.
MOOCs take a step toward college credit (the Washington Post)

By Nick Anderson, February 07, 2013

A major provider of free online courses from elite colleges plans to announce Thursday that students in a handful of classes who pay a modest fee to have their work verified will be eligible for an official recommendation to help them obtain credit toward a degree.

The announcement from Coursera marks another step in the evolution of an experiment known as “massive, open online courses,” or MOOCs. Five courses offered via the California-based company were evaluated recently for creditworthiness by the American Council on Education.

ACE, which represents university presidents, agreed to recommend four courses for college credit provided that the student work is verified through proctoring. The courses are pre-calculus from the University of California at Irvine; introduction to genetics and evolution from Duke University; bioelectricity: a quantitative approach from Duke; and single-variable calculus from the University of Pennsylvania. ACE also recommended, for vocational credit, algebra from UC-Irvine.

This new path to college credit, of potential appeal to students seeking to lower tuition bills, will not be automatic. Students must pay fees to Coursera in the range of $30 to $99 for screening to authenticate their identities and an additional $60 to $90 to take online proctored exams. Those who pass a course would then pay a small fee, estimated at about $20, to obtain a transcript from ACE. Then a student could use the ACE transcript to apply for credit from a higher-education institution of their choice. The decision to grant credit, in the end, is up to those institutions.

“A rigorous evaluation of these courses showed that they meet ACE’s standards for college credit recommendations,” ACE President Molly Corbett Broad said in a statement. “This is an important first step in ACE’s work to examine the long-term potential of MOOCs and whether this innovative new approach can engage students across the country and worldwide while helping raise degree completion, increasing learning productivity and deepening college curricula.”

Andrew Ng, co-founder of Coursera, said: “The possibilities that will come from allowing our students to receive transferable college credit are great, and we look forward to expanding this option to more courses and subjects in the coming months.”

For decades, ACE has given recommendations to help students obtain credit for nontraditional learning experiences, such as specialized military training or corporate professional development. ACE is also evaluating MOOCs from an online provider based in California called Udacity.

Students already get college credit through many online venues. Numerous colleges specialize in online degrees. In addition, a company called StraighterLine offers low-price online classes in undergraduate subjects; students can then obtain credit for that work by transferring to a degree-granting institution.

<http://articles.washingtonpost.com/2013-02-07/local/36958661_1_moocs-coursera-college-credit>
Theresa Zuzevich stated that she will be chairing the Leukemia and Lymphoma Society's Light the Night committee and welcomed volunteers.

Updates on Items in Progress:

1. Online Advising and First Year Educational Plans (G. Hooper and C. Perez)
   - Chelley Maple, Director of Student Success and Support (formerly Matriculation) stated that AB 1456 placed Student Success Task Force recommendations into law.
     - It made the recommendations regulations.
     - They did this based on research which found that students who had
       ✓ an orientation
       ✓ an assessment and,
       ✓ a student educational plan were far more successful than students who did not have one or more of those services.
     - This bill repurposed matriculation to not only emphasize new students but also included a new mandate.
     - Every new student, in order to obtain enrollment priority must have
       ✓ an orientation
       ✓ an assessment and,
       ✓ a new student advising (new student educational plan).
       The new student advising places a very significant demand on the services offered by Student Services. In order to meet this demand a new online counseling program is being tested.
   - Debbie Rio stated that the college in fiscal year 2011-12:
     - Had 8,911 new students
     - Student Services assisted 1,331 of these students
     - 7,580 students left that they did not serve.
     - Forty-one new student advisement sessions which cover a great deal of educational planning were offered.
     - It is not possible to meet the needs of all new students with the current counseling resources.
   - Connie Perez stated that in assessing the online student advising tool they consulted with many other offices including:
     - DSP&S
     - EOPS
     - Career Center
     - Admissions and Records
     - Student Services/Matriculation.
     - They offered 41 workshops during the year but this amount would need to increase to 297 in order to service all of the new students.
       ✓ The workshops are two hours long and facilitated by adjunct or full-time counselors.
       ✓ Sometimes teaching assistants are needed to assist.
       ✓ There may be 25-35 students in a workshop.
       ✓ The workshops are offered during summer and winter during a 3 or 6 week time period depending on the session.
       ✓ 297 workshops would equal 594 counseling hours.
       ✓ An adjunct counselor hired to provide this service would be over $32,000 ($32,295.78) ongoing every year just to provide students with the workshop and develop the one semester educational plan before registration.
       ✓ The solution that they have decided upon is called the Online Advisor created by Cynosure New Media, Inc. the same company which created the online orientation that is currently being used by the College. Some benefits of the program:
• Connects with and is compatible with Datatel.
• Currently being used by Crafton Hills College.
• 100% customizable. The College can decide the content.
• The system is interactive with the student (dynamic in content delivery and requires student participation and engagement.
• This tool is not just an advisement tool but a teaching tool which instructs students regarding what it takes to set up the one-semester educational plan.
• It uploads assessment scores so it helps students determine which courses they place in given their assessment scores.
• Teaches students how to read the Schedule of Classes and how to register for classes.
• Educates students of opportunities at the College to obtain certificates, transfer degrees, learning about IGETC, etc.
• The onetime cost for the program is $28,500 which includes updating the existing Online Orientation system.

• Copy was presented to Institutional Research and MIS so that they could review and connect with institutions that are already using the program and ask questions.
• Garrett Hooper then presented a demonstration of the system. The program will take students about 45 minutes to work through.
• At this point students are not required to have a comprehensive (beyond one semester) educational plan.
• The system probably does not have the capability of helping students develop a comprehensive plan—this should probably be done with a counselor one on one.
• Students must have a comprehensive plan within a reasonable amount of time after declaring an educational goal.
• Student Services will look at the possible utility of online advising in the second phase (comprehensive plan) of this new program.
• Audrey Green requested that Student Services look into granting other departments access to the data. For example:
  o This information would be helpful for Academic Affairs in determining how many sections of a particular course may be needed based on the number of students who are now eligible to take the class.
• The deadline to roll the new program out is fall 2014 (deadline for students to have an educational plan) but it is anticipated that online advising will be in place significantly before that time.
• Chancellor Van Hook passed out copies of reports that came out of the RP group regarding the 6 things that students say that they need to succeed. The first three seemed to address by the online advising program:
  o Need to be directed - they have a goal and know how to go about achieving it.
  o They need to stay focused (on track)
  o They feel that someone wants to help them succeed

2. Highlights of Student and Staff Surveys (B. Gribbons and D. Meuschke)
• Daylene Meuschke reported that the Faculty and Staff Survey Report and Annual Student Report were sent out. There were some highlights regarding the surveys:
  o Two characteristics rated highly by faculty and staff across all departments were that departments are courteous and friendly.
  o Four employee groups, including:
    ▪ Full-time faculty
    ▪ Classified staff
    ▪ Educational administrators
    ▪ Classified administrators
  indicated that they used data and planning to a lesser degree than the other two groups. This is now an action item for Institutional Research to engage full-time faculty and classified staff in data and planning.
  o Latino population of students for fall 2012 was 40% compared with 19% 12 years ago.
  o There is no longer a majority group on campus.
  o Whites make up 41% currently down from 92% in 1988.
  o This is important for the purpose of planning, etc.
20% of students applying to the College are undecided on their educational goals.
  - When students are not given the option of undecided they typically will select transfer as the response to their educational goal.
  - Major is not asked on the Annual Student Survey.

- Despite budget cuts, students remain highly satisfied with the quality of instruction—80% or higher.
- 25% of students prefer to take classes in the afternoon as opposed to 15% in the evening.
- About a third of students indicated in the survey that they were aware of how to get involved in the planning process. Very important to remember that students need to be involved in the planning process, i.e. on committees, etc.
- Admissions and Records turned in action implications and included them in their program review prior to them being requested. This was quicker than any other department.

3. International Education Update (C. Acosta)
- This is an update to the fall presentation of the activities in international education. The International Education Council is now poised to create an advisory board and anyone in CPT who knows of people within the community who have a strong interest in international education is encouraged to forward those names to Claudia Acosta.
- Local businesses with offices abroad will be identified and asked to provide financial support for the international education programs.
- PowerPoint presentation made reiterating the goals of the program with an emphasis on identifying funding sources.
- Efforts to identify work abroad and professional development opportunities are also being made.
- The College is part of the Foothill Consortium led by Citrus College.
  - They are currently promoting a London, England program for fall 2013 and a Salamanca, Spain program for Spring 2014.
  - Students are not permitted to use financial aid for the short-term programs but may for the longer-term semester programs such as the London and Salamanca trips.
  - There will be an information meeting on Thursday, March 14th with a representative from Citrus.
  - It is expected that the College will have 8-9 students who will take the trips (12 units at Citrus College); however, we will not get FTES for those students—we will lose those numbers. Consequently, the Committee is working to create a semester abroad program for the College.
  - The College would retain the FTES for these students.
- Last semester they worked with the ASG to celebrate International Education Week collaboratively. It took place in November.
- The International Education Council is also exploring an interdisciplinary international degree.
- They are continuing to seek collaboration with local partners—particularly those with programs in China and India. These are emerging markets upon which it is important to focus.
- They continue to have conversations with Tecnologico Mexico.
  - They have a lot of interest in working with the College in various ways from an online international business course to sending delegations of students.
  - Their interest is in robotics, graphic design, animation, and hotel and restaurant management.
  - There is still an issue regarding logistics because they are accustomed to the host institution providing lodging and transportation.
  - They have stated that they are fine with a third party handling those arrangements.
  - Claudia Acosta is looking further into this matter.
  - She will also be looking into the possibility of those students working for businesses that currently have programs to bring in international students to work and determining if there is a possibility for partnerships with the College.
- There are a number of workshops that will be offered in April on international education. They are also working on the international portal which will contain all of the information (various components) of international education.
- The International Education Council normally meets once a month but will have an extra meeting this month to work on a strategic plan for international education which should be submitted in May. They would like to be included in the agenda for May to report back.
- There are some faculty members that are interested in leading short trips so they are looking into creating some faculty development opportunities—perhaps FLEX. The International Education Council, Educational Travel, mentoring program, and faculty that would like to offer lectures and
workshops on topics related to international education are current ways in which faculty may be involved.

- Chancellor Van Hook mentioned that we have 3-4 more workshops planned for the Center for International Trade and Development (CITD) in the upcoming months.
  - The Port of Los Angeles which orchestrates these workshops is very pleased with the attendance at the workshops in Santa Clarita.
  - The workshops are bringing in 45-50 individuals at each workshop which exceeds the attendance at virtually any of the other CITDs.
  - This makes a statement regarding what is happening from an international commerce perspective in Santa Clarita.
  - Chancellor Van Hook feels that this valley is uniquely positioned to take advantage of some opportunities that might be particularly difficult for those outside of our community to obtain. She feels that it might be helpful for some of our personnel to visit a couple of the campuses that have a very successful international students program where they combine a variety of strategies and programmatic areas. Santa Barbara City College has a very successful program and so does Santa Monica College; however, the Santa Monica program is very different—each program has unique characteristics. Lassen Community College, which has provided dorms and soccer teams, also has a very vibrant program. Some of the institutions have very effective and clever recruitment strategies.

4. Santa Clarita Valley Economic Development Conference Update (P. Robinson and R. Waldon)

- Economic Outlook Development Conference is now sponsored by the Santa Clarita Valley Economic Development Corporation (located at the University Center) and the College’s Office of Economic Development.
  - This was sponsored by Newhall Land until approximately 3 years ago.
  - The conference took place on February 21, 2013.
  - Economic and Real Estate Outlook reports were disseminated during the meeting.
    - Overall the economy is improving in the state—although some feel that it is a bubble.
- Patty Robinson reiterated that the information co-authored by Kathy Booth and passed out by the Chancellor regarding high impact practices like first year experience, learning cohorts, etc. is very important and should be read by everyone.
- We are technically out of the recession and the nation’s gross domestic product (GDP) is increasing overall but is down per capita. Car sales, for example, are up. The stock market is up and profits for American companies are at record highs; however, unemployment is not going down precipitously because companies are still not hiring. A summary of the presentation made by Mark Schniepp, Ph.D. at the economic conference is incorporated into the minutes below.

- National Economy
  - Showing slow signs of growth, especially as evidenced by increases in--
    - Car Sales
    - Gross Domestic Product
    - GDP up overall but has declined per capita
    - Stock Market
    - Housing Market
- Small business still suffering as a result of--
  - Buying realty which has declined in value
  - Difficulty in gaining access to capital (e.g. credit)
  - Regulatory environment (e.g. regulations not specific)
- Economic Indicators Nationwide
  - Examples of Recovery--
    - Homebuilder optimism is at a 7 year high
    - Corporate profitability is at record highs
    - Construction and manufacturing are usually the primary drivers of the economy
    - Not happening now resulting in a still sluggish economy
  - Where the jobs are--Technology, Biotechnology, and Healthcare!
  - Healthcare and Professional Business Services Will Provide Top 10 Occupations:
    - Nanotechnology
    - Actuaries and Statisticians
    - Biomedical Engineers
• Diagnostic Medical Stenography (ultrasound)
• Marketing Research Analyst
• Dental Hygienist
• Medical Scientist
• Veterinarians
• Physical Therapist
• Optometrist
• Unemployment to remain at or about the current rate

• California Economy
  o 2012 was the second full year of recovery

• State Budget
  o About 2/3 of state budget is from income tax and this is not stable but fluctuates; hence, accurate forecasting for budget purposes is very difficult
  o 10% of budget is personnel cost
  o State is spending at 2006 levels and if you take inflation into consideration we're at 1993-94 spending levels
  o Sectors leading economic recovery include--
    ✓ Healthcare
    ✓ Technology
    ✓ Professional services
    ✓ Construction
    ✓ Tourism
    ✓ Overall unemployment is down
    ✓ Personal income is beginning to rise
    ✓ In addition, home sales are gaining--
    ✓ Median prices are rising, but still 43 percent below the 2007 peak
    ✓ Distressed sales are declining
    ✓ Unsold houses are declining

• Key Points
  o Recovery in the SCV shows accelerated growth in comparison to national growth; and, SCV is doing better than many parts of California.
    ✓ Overall, recovery occurring faster in valley
  o A result of more--
    ✓ Spending
    ✓ Job growth
    ✓ Affordable housing
  o SCV mirrors general state condition; however, depends where in the state you are.
    ✓ Most impressive growth occurring in Southern California, Bay Area, and coastal areas--not necessarily Central Valley
    ✓ San Diego will be the first major city to recover

• Changing Demographics of the SCV
  o Population
    ✓ Since 2000, the population of SCV has grown by 35 percent
    ✓ Since 2000 SCV 35% growth, California 13%, San Fernando Valley 6%
    ✓ 1.3% increase in population from 2011-2012
    ✓ Currently 276, 341 residents
    ✓ 177,000 residents in City of Santa Clarita
    ✓ Projected that the SCV will boast a population of over 300,000 by 2017
  o Racial and Ethnic Composition
    ✓ 65.2% White
    ✓ 30.1% Hispanic
    ✓ 11.5% Asian
    ✓ 4.6 % Black
  o Age
    ✓ Population has aged--those over 55 has grown and those below 35 has declined
    ✓ 30.7% of SCV population is 20 years of age or lower
    ✓ 18.2% is 21-34 years of age
    ✓ 35-54 has declined
    ✓ 55 to 64 is rapidly increasing
    ✓ In fact, the 55-64 age group is the fastest growing cohort in the Valley
    ✓ Numbers will continue to change with the high influx of Hispanics
White households are decreasing in number

- Household Income
  - Median household income in SCV is $87,000—one of the highest in the state
  - Education
  - 4-year degrees by age 25 is 35 percent

- What’s Demonstrating Economic Recovery in the SCV?
  - Homeowner loan defaults and foreclosures are down and home prices are going up
  - Rising mortgage rates are bringing people back into the market
  - Banks are willing to invest

- Private sector jobs are up—primarily in the areas, including—
  - Professional Services and Business
  - Leisure
  - Hospitality
  - Manufacturing
  - Magic Mountain is the valley’s largest employer (4,000) will introduce “Full Throttle” this spring

- Fewer office vacancies
- Construction beginning to move—over 32,000 units in various stages of development (or approval process) in the valley
  - Most being slated for Newhall Ranch
  - More resale of existing homes, and higher new home prices

- 2013 Forecast Highlights for SCV

- So, What about the SVC?

- Job Growth
  - 47 percent of all jobs found in
  - Manufacturing
  - Retail trade
  - Hotels and restaurants
  - Local Government
  - Local government
  - Principle job growth in SVC will take place in the areas of—
    - Construction
    - Professional services
    - Finance
    - Leisure services
    - Wholesale/retail trade
    - Healthcare
    - Retail
  - Job creation to continue but particularly gain momentum in 2014

- Employment
  - Two top leading public sector employers in SCV projected to hire--
    - Magic Mountain and COC
  - Other school districts and City employment will rise
  - Advanced Bionics—largest private sector employer—also showed employment growth
  - In addition--
    - Average salary in SVC up by 1.9 percent
    - Continued job growth is high, especially with expected housing projects
    - Over next three years, estimated 17,100 jobs
    - 2013 rapid job growth in professional services and financial activities sectors
    - Unemployment rate will fall to under 5 percent by 2015

- Residential Housing
  - Home sales up
    - In 2012, more home sales than any year since 2006
    - Median prices will begin to return to 2008-09 levels, while prices appreciate will on average 8.1 percent per year from 2012-2018
    - Home sales will increase in relation to more jobs, population growth and levels of affordability
    - In-migration will rise as a result of jobs housing costs
    - On pace to add 30,000 by 2018

- Commercial Real Estate
- Commercial and residential real estate market will continue to improve
  - Lower office vacancies are expected in the foreseeable future

- The Santa Clarita Valley is Doing Well!

- Chancellor stated that there are about 90,000 residences in the Santa Clarita Valley. Normally, there would be 6 months inventory with about 2,400 homes on the market per month. Currently, there are about 400 with 200 in bad condition. Many of the remaining generate multiple bids.

5. Update on the recent Accreditation Commission Actions (D. Van Hook)

- At January meeting action taken on the basis of whether or not they reaffirmed accreditation as a result of the comprehensive evaluations that they’d done, the follow-up reports with visits, and the show cause reports with visits.
- They reaffirmed accreditation for 2 of the districts that they visited. They reaffirmed for:
  - Bakersfield
  - Cerro Coso
  - and Porterville in the Kern Community College District
  - They also reaffirmed accreditation for the Hawaii community colleges.
- Of those colleges that underwent a comprehensive evaluation, they did not reaffirm for clear accreditation with recommendations Honolulu Community College and Woodland Community College (the new campus for Yuba Community College District)—they issued warnings. They imposed probation on Yuba College. They ordered show cause for College of the Sequoias and Northern Marianas College.
- They also reviewed colleges with which they had taken action within the last cycle.
  - El Camino College was given a warning.
  - Columbia College and Solano Community College were continued on warning.
  - Modesto Junior College and Victor Valley College continued on probation.
- They removed from warning and upgraded
  - Evergreen Valley College
  - Fresno City College, which was placed on warning a year ago
  - Reedley College, which was placed on warning a year ago
  - San Diego Miramar College and the College of Marin were removed from warning.
  - Moorpark and Palo Verde were removed from probation.
- They removed from probation and reaffirmed
  - Oxnard
  - San Jose
  - Shasta College
  - Ventura College.
- They removed from show cause and placed on probation College of the Redwoods.
- They removed from show cause and issued a warning to Cuesta College.
- Since 2009 AACJC has collected data regarding the deficiencies.
  - The main deficiencies for sanction are related to
    - program review
    - lack of planning
    - internal governance
    - governing board practices
    - and financial stability. From January 2009-12 the number of colleges on sanction has not diminished but the reasons for placing colleges on sanctions differ. They also differ from year to year as colleges make improvements.
- Probations of institutions with program review have improved from 71% to 19%.
- Those colleges with deficiencies in planning have gotten better from 92% to 71%.
- Internal governance deficiencies have decreased from 46% to 18%.
- Governing Board practices have gotten worse with an increase from 46% to 71% of the college districts that were on sanction. The accrediting commission has very strict rules about delineating functions and not crossing over into those functions.
- They are working to set up an accreditation workshop for anyone that wants to attend but in particular for those participating on the standards.
- Requirements have changed significantly in the past few years and we have to be made aware of these changes.
- The workshop will be the last week in April or the second week in May.
- The Board of Trustees will be invited so it may be set up as a board workshop.
- The perspective will be from that of those in the field and perhaps even a legal expert who can explain what should be done if you get into difficulty with accreditation.

6. Items for future agendas (All)

**Informational Items:** (Updates to be provided prior to meeting)

1. Enrollment Target Update (J. Gerda)
   - None for this meeting.

2. Budget Update (S. Coleal)
   - Sharlene Coleal will email to Committee.

3. Grants Update (T. Zuzevich)
   - The Grants Office has brought in $3,845,875 for fiscal year 2012/2013.
   - Newly Awarded Grants
     - State of California Song-Brown Capitation (February 2013)
       - $160,000 over 2 years for nursing faculty
       - Diane Morey to be project director
     - State of California Song-Brown Special Programs (February 2013)
       - $124,996 over 2 years for nursing program workshops
       - Diane Morey to be project director
     - Arthur Rupe Foundation (March 2013)
       - $48,275 to help fund CNA and Home Health Care courses
       - Diane Morey to be project director
   - Newly Submitted Grants
     - S. Mark Taper Foundation (February 27, 2013)
       - $50,000 for the EOPS book grant program
       - Pamela Brogdon-Wynne is project director
     - Taco Bell Foundation (March 5, 2013)
       - $32,220 for the 2013 College 2 Career Day
       - Kari Soffa is project director
     - Dwight Stuart Youth Fund (March 6, 2013)
       - $62,311 for Upward Bound summer program
       - Belinda Acuna is project director
     - California Arts Council (March 7, 2013)
       - $12,000, with $1 for $1 match, for Lula Washington Residency
       - Partnership through K-12 Arts Education Outreach
       - Carmen Dominguez is project director
   - Upcoming Deadlines
     - Department of Justice (Spring 2013)
       - Funds to help buy bullet-proof vests for Security – will fund 50% of costs
       - Tammy Castor is project director
     - Chancellor’s Office (March 15, 2013)
       - $500,000 over 5 years for State Closed Captioning Fiscal Agent
       - James Glapa-Grossklag is project director
     - Chancellor’s Office (April 17, 2013)
       - $148,000 for Sector Labor Market Research Center of Excellence
       - Meeting to discuss interest and feasibility
     - Target Foundation (April 30, 2013)
       - $2,000 for Lula Washington artist fees for K-12 Arts Education Outreach
       - Carmen Dominguez is project director
     - Thelma Pearl Howard Foundation (April 2013)
       - Amount and project to be determined for K-12 Arts Education Outreach
       - Carmen Dominguez is project director
     - U.S. Department of Education (Spring 2013)
Title V
Committee is meeting
✓ Ahmanson Foundation (Spring 2013)
  ▪ Culinary Capital Campaign - Will apply after 75% of funds have been raised
✓ Flora Thornton Foundation (Spring 2013)
  ▪ Amount to be determined for a music program to be determined
✓ Weingart Foundation (Spring 2013)
  ▪ MLT
✓ Archstone Foundation (Spring 2013)
  ▪ Amount and project to be determined
✓ John Jewett & Helen Chandler Garland Foundation
  ▪ Possible for Art Gallery
✓ U.S. Department of Labor (Spring 2013)
  ▪ TAA grant
  ▪ Committee is meeting
✓ Cyber Security (Spring 2013)
  ▪ Consortium being led by George Boggs
  ▪ Funding through various federal agencies

### Pending Grants

<table>
<thead>
<tr>
<th>Program</th>
<th>Funding Source</th>
<th>Submitted</th>
<th>Activities</th>
<th>Amount</th>
<th>Project Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Accelerator and Innovation Challenge</td>
<td>U.S. Dept. of Commerce</td>
<td>July 5, 2012</td>
<td>Job training as sub-award of West L.A.</td>
<td>TBD if funded</td>
<td>Joe Klocko</td>
</tr>
<tr>
<td>Art Works</td>
<td>NEA</td>
<td>August 8, 2012</td>
<td>Arts Education Professional Development</td>
<td>$38,920</td>
<td>Carmen Dominguez</td>
</tr>
<tr>
<td>MESA</td>
<td>S.D. Bechtel Jr. Foundation</td>
<td>September 24, 2012</td>
<td>Two years of support for MESA</td>
<td>$127,230</td>
<td>Susan Crowther</td>
</tr>
<tr>
<td>ATE Project Program</td>
<td>NSF</td>
<td>October 18, 2012</td>
<td>Create an Advanced Automation Manufacturing program</td>
<td>$664,942 over 3 years</td>
<td>Tim Baber</td>
</tr>
<tr>
<td>ECE Outdoor Classroom</td>
<td>Douglas Foundation</td>
<td>November 20, 2012</td>
<td>Finishing outdoor classroom</td>
<td>$25,000</td>
<td>Monica Marshall</td>
</tr>
<tr>
<td>SBDC</td>
<td>Wells Fargo Foundation</td>
<td>November 27, 2012</td>
<td>Matching funds for SBDC</td>
<td>$10,000</td>
<td>Steve Tannehill</td>
</tr>
<tr>
<td>EOPS</td>
<td>TJX Foundation</td>
<td>December 7, 2012</td>
<td>Book voucher program</td>
<td>$40,000</td>
<td>Pamela Brogdon-Wynne</td>
</tr>
<tr>
<td>Walter Lantz Foundation</td>
<td>Walter Lantz Foundation</td>
<td>December 13, 2012</td>
<td>Animation lab computers and software</td>
<td>$94,104</td>
<td>Carmen Dominguez</td>
</tr>
<tr>
<td>K-6 Electronics Partnership</td>
<td>Toyota Foundation</td>
<td>December 14, 2012</td>
<td>Training of teachers</td>
<td>$34,551</td>
<td>Omar Torres</td>
</tr>
<tr>
<td>Sustainability</td>
<td>Wells Fargo Foundation</td>
<td>December 17, 2013</td>
<td>Funding for Sustainability Center and activities on campus</td>
<td>$99,659 over 18 months</td>
<td>Jia-Yi Cheng-Levine</td>
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<tr>
<td>K-6 Electronics Partnership</td>
<td>Honda Foundation</td>
<td>February 1, 2013</td>
<td>Program Support</td>
<td>$54,791</td>
<td>Omar Torres</td>
</tr>
<tr>
<td>EOPS Book Grants</td>
<td>S. Mark Taper Foundation</td>
<td>February 27, 2013</td>
<td>Book voucher program</td>
<td>$50,000</td>
<td>Pamela Brogdon-Wynne</td>
</tr>
<tr>
<td>Outreach</td>
<td>Taco Bell Foundation</td>
<td>March 5, 2013</td>
<td>2013 College 2 Career Day</td>
<td>$32,220</td>
<td>Kari Soffa</td>
</tr>
<tr>
<td>Upward Bound</td>
<td>Dwight Stuart Youth Fund</td>
<td>March 6, 2013</td>
<td>Upward Bound Summer program</td>
<td>$62,311</td>
<td>Belinda Acuna</td>
</tr>
<tr>
<td>PAC K-12 Arts Education Outreach</td>
<td>California Arts Council</td>
<td>March 7, 2013</td>
<td>Continued residency with Lula Washington in the elementary schools</td>
<td>$12,000</td>
<td>Carmen Dominguez</td>
</tr>
</tbody>
</table>

- Grants Not Funded
- N/A

- Not Applied For
  - National Endowment for the Humanities (March 5, 2013)
    - Amount to be determined for a summer Spanish Institute
    - Decided not to pursue
  - National Institute of Standards and Technology (March 15, 2013)
    - $50,000 to create curriculum for national standards in STEM course
    - Decided not to pursue

- Researching
  - Re-entry
  - SBDC/Incubator
  - EOPS
  - MESA
  - Veteran's Program
  - Textbooks
  - The Learning Center
  - Gardens of the Canyons
  - Technology
  - Culinary
  - Planetarium
  - Sustainability
  - Skills 4 Success
  - Volunteer Bureau
  - Matriculation
  - Learning to Learn
  - Addiction Counseling
  - Theatre department New American Musicals Festival
  - LVN to RN program
  - Ethics Institute
  - Renovation of the ECE including new cribs
  - MediaScapes Workstations for the Library ($10,000 each)
  - Library Expansion Technology
  - K-6 Electronics Initiative
  - Advanced Manufacturing including ElectroMechanical/Integrated Systems Technology
  - Gamefication – LEAP project
  - Automotive Technology
  - Starr Art Donation
  - Upward Bound
  - MEA
  - Canyon Country Campus – technology, programming, Library and Amphitheatre
  - School Security/Incident Command
  - Service Learning

4. Institutional Effectiveness Committee (B. Gribbons) (D. Meuschke)

- Accreditation is becoming very prescriptive regarding setting numerical targets for 5 specific indicators:
  - Retention
  - Completion
  - Degree Completion
  - Transfer
  - Certificate Completion

- A report will need to be submitted to ACCJC within 2 weeks regarding our
numerical targets on those five indicators.

- The Institutional Effectiveness Committee will be deciding what to do regarding the actual numerical targets.
- It’s possible that there could be additional indicators as well but the aforementioned 5 have to be reported within 2 weeks.
- The results will be shared with the CPT.
- The indicators will not be set at the department level.
- The ACCJC does not set the goals but measures the institution’s success in reaching the goal set for itself by the college (e.g. the actual numbers versus the goal set).

5. Facilities Update (J. Schrage)
- Facilities update sent out campus wide via email.
- Groundbreaking for the Student Services and Administration Building is set for Thursday, March 14th at 3:00p.m.
- The former Administration Building was dedicated to (but not named for) Peter Huntzinger and his son and son’s family will be present for the groundbreaking of the new building.

6. Legislative/Advocacy Update (D. Van Hook)
- AB806 – Wilk
  - Community Colleges: Salaries of Classroom Instructors
  - This bill would define "salaries of classroom instructors" to include the salaries of counselors.
  - This bill would require that, commencing with the 2014-15 fiscal year, 52% of each district's current expense of education be expended for payment of salaries of classroom instructors, replacing the “50% law.”
  - Would also authorize the Board of Governors to establish a committee to review the auditing procedures in order to ensure compliance with the requirement and specify the makeup of the committee.
- AB955 – Williams
  - Community Colleges: Intersession Extension Programs
  - The bill would allow a community college district to maintain an extension program offering credit courses during summer and winter intersessions, which could include any courses that are part of a course of study leading to a certificate, degree, or transfer.
- AB41 - Buchanan
  - Kindergarten-University Public Education Facilities Bond Act of 2014
  - This bill is one of a few "legislative intent bills" to place a statewide education facilities bond on an upcoming election ballot. Details of the bond measure are not yet included in Assembly Bill 41 (and a similar bill, Senate Bill 45 [Corbett, D-San Leandro).

Instruction
- SB 594 - Steinberg
  - Title: California Career Pathways Investment
  - This bill authorizes three new financing tools for K-14 districts to encourage business participation in career pathways programs, which integrate academic and work-based learning to prepare students for both postsecondary education and careers in growing sectors of the economy.
  - The bill would also create a committee chaired by the California Community Colleges Chancellor that would review applications and award credits to business-district partnerships that have the best chance of success and long-term sustainability.
• **AB1306 - Wilk**
  - Title: Public Postsecondary Education: New University of California
  - This bill would establish The New University of California as a 4th segment of public postsecondary education in this state. Under AB 1306, the New University of California would provide no instruction, but issue college credit and baccalaureate and associate degrees to any person capable of passing examinations.

• **AB1348- Perez**
  - Title: Postsecondary Education: California Higher Education Authority
  - This bill would repeal the provisions establishing the California Postsecondary Education Commission, and would establish the California Higher Education Authority.
  - The bill would also set forth the responsibilities of the authority relating to public and private postsecondary education in this state, including developing, presenting, and monitoring postsecondary education goals for the state and making recommendations about how to improve the performance of the postsecondary segments.

• **AB1358- Fong**
  - Title: Student Body Association: Student Representation Fee
  - This bill would allow a student representative fee of $2 per semester (current law is $1 per semester), and would require half of the student representation fee to be expended to establish and support the operations of an independent statewide community college student organization.

**State Budget and Education Finance**

• **AB283 – Bloom**
  - Title: Community Colleges: Property Tax Revenues
  - The bill would provide the California Community Colleges with an automatic property tax backfill when actual property taxes come in below projections. AB 283 would require the annual Budget Act to specify the total local property tax revenue, as defined, for community college districts upon which the General Fund appropriation for community college districts is based.
  - The bill would require the Chancellor to certify to the Controller the actual property tax revenue for the prior year.
  - The bill would require the Controller to transfer funds between the General Fund and Section B of the state school fund, as applicable, based on whether the amount of property tax revenue received plus any previous amount transferred to Section B of the State School Fund is greater than or less than the amount specified in the annual Budget Act.

**State Budget and Education Finance**

• **SCA 3 - Leno**
  - Taxation: Educational Entities: Parcel Tax
  - Would lower approval threshold from 2/3 to 55% of voters for the imposition, extension, or increase of a parcel tax.
  - This has been a Democratic priority for several years, though the attempt has been derailed by the need for a 2/3 vote in both houses. With a Democratic supermajority, passage of this measure is now a possibility.
  - Cosponsored by the (K-12) California School Boards Association.

• There is an Advocacy Team meeting on Tuesday, March 12th at 3:30pm. There is an advocacy trip. Our students have already been up to Sacramento. There is a KHTS trip. A LEAP group will be accompanying Eric Harnish to join the KHTS trip on Monday and Tuesday.
• We still do not know at this time whether the Prop. 30 funds will be coming to us as a one-time allocation, etc. More money was collected than expected. The state was expecting about $350 million for the community colleges but the actual amount came in over $850 million. There have been lawsuits generated due to disputes regarding how the funds will be allocated. Chancellor will send out information regarding Prop. 39 funding. This has to do with energy and things which make campus more sustainable. It also involves adding new curriculum to train people to move into the sustainability field and buying equipment for the labs. We’re supposed to determine how to spend the money this fiscal year but the bill deadline isn’t until July or August.
• Chancellor will also send charts out regarding workforce funding levels. There is a new proposal to take the funding and streamline to target populations and have go through one agency which is workforce investment funding. Pete Bellas will be asked if he can discuss at the next CPT meeting.
• Barry Gribbons will discuss the work of the Institutional Effectiveness Committee and the accreditation standards at the next meeting.

7. Student Success Task Force (M. Wilding)
• Earlier presentation given regarding online advising was this meeting’s presentation.
Updates on Items in Progress:

1. Survey and other Research Updates (D. Meuschke)
   - Highlights of recent research discussed.
   - 10 of the courses that were contained in the Top 20 Historically Difficult Courses Report of spring 2009 were also in the fall 2012 follow-up report showed an increase in the average success rates. These courses had been targeted by the Supplemental Learning program and provided a guideline for structuring the Supplemental Learning workshops.
   - First Year Experience students finish at a rate that is more than 15% higher than other first year students.
   - Top 2 reasons that students indicated that they joined the First Year Experience program are guaranteed units and access to counselors.
   - The Fall 2012 Annual Student Survey showed that more than 20% of students polled indicated that they preferred to:
     - order transcripts (official and unofficial)
     - change their majors
     - view classes to graduate in person.
   Admissions and Records has created an action implication regarding this and integrated it into their program review. They are moving toward having students conduct more services online.

2. Performance Targets and Activities (B. Gribbons) and ACCJC Performance Indicators (B. Gribbons)
   - New ACCJC requirement that college not only use outcome data but use 5 specific measures.
     - Performance Outcome subcommittee met and developed performance outcomes.
     - They were emailed to team.
     - They took the baseline and added 5% and then stated that the increase in the baseline would be met by 2015.
     - It was determined that some of the goals would take more than one year to achieve--so the 2015 date was agreed upon.
     - Note also, that this is a 5% increase of the baseline, not an absolute 5% increase.
   - These measures are from ACCJC:
     - Retention fall to fall--59%,
     - Associate's degree
       - 1,100 students from 1,061
     - Certificate of Achievement
       - 489
     - Number of transfers
       - 1,978
     - Metric for these determined by ACCJC
     - 3 additional indicators were added from ARCC 2.0
     - Progression from basic skills for English to college level English
     - And the same for math and ESL.
   - Team broken into groups to create 5 ideas at each table that the College can do to achieve these goals.

Recommendations

- Implement program to have for faculty advisors for majors
  - Example – School in Texas where the counselors train faculty members to serve as advisors.
- E-Portfolios for students— Businesses like to see what students have done
  - Salt Lake Community College requires E-Portfolios for degrees
Can be done for free or near free

- Add some writing intensive courses to the course offerings
- Expansion of high impact practices like Service Learning and internships
- Expansion of learning communities centered around themes like what the CSU system is moving to
- Improve Enrollment Management so students will know what courses will be offered
  - Create a 2 year schedule
  - Connect planned offerings with the data from the student educational plans
- Increasing student awareness about practices that we know work
  - TLC activities (GLA, Supplemental Learning, etc), Orientation options
- Increasing faculty engagement with those students in their department's major
- Revisit early alert system – What is the current status?
- Promote opportunity for Prior Learning Assessments
- Orientation meetings on their major when students first come to the college or declare their major
- Peer advisors – Help provide mentoring for students
- High Impact Practices – Cohort learning, team teaching
- Incorporating information on the degrees and certificates a student could earn by taking the course in the class syllabus
- Faculty can have a greater discussion with students on degree and certificate opportunities available to them.
- Expanding programs like PAL
- Identify other key people who could play a role in mentoring and advising for things like group discussions – Chairs, deans, etc.
- Conducting queries of system for the course taking patterns of students and targeting those students who show certain behaviors and send them information on available campus resources
  - Example: Contact students who reach milestones (Close to graduation with 45 units, Golden 4, Stop Outs, etc)
- Associate degree could take place of CSU Cert or IGETC. Make it so there is no difference between them
  - Require legislative action but could increase degree holders
  - Students who want to transfer don't pursue the Associate Degree
- Group Counseling – Identify students with certain patterns or who have reached certain goals in their education and giving them counseling appointments rather than waiting for them to make their own appointments.
  - For example: Set up group counseling appointments on Wednesday afternoons.
- Team teaching for two single or double sections
- Providing training for employees on how to understand the metrics
  - Learning outcome professional development workshops
- More in class tutoring to help students going from Basic Skills to Transfer level math
  - Could use volunteers or pay for experience through CWEE or some other options for incentivizing the volunteers.
  - Fullerton college has a TAP program – Participants are paid or receive college credit. The courses are expanded by an hour with the additional curriculum element
  - CSUN Grad students in Sociology come here to help with our sociology classes.
  - Other universities – including UCEN. For volunteers

3. Accreditation Update (J. Gerda) (J. Glapa-Grossklag) (R. Theule)

- Ryan Theule on accreditation team that attended three colleges in Coastline College district. Colleges not only have to abide by standards set by ACCJC but there are 4 eligibility requirements, plus prior recommendations that must be reviewed. Much writing actually takes place by team before the visit.
- James Glapa-Grossklag was on a team that visited Los Angeles Valley College and stated that on his team they were told to read the entire self-study report and then perform a write-up regarding the general impressions of the institution, followed by drafting recommendations. The recommendations were then pulled together by the sub-chairs of the team into a cohesive document. The campus visit is intended to confirm what is in the report. Days were typically from 7:30am/8:00am until 5:00pm/6:00pm each day.
- It is important to provide the required information to the accreditation team in advance and in a timely manner and also to present the information in an easy to read format. Information should be clear and specific so that the team can easily determine whether the standard is met. Partially
meeting a standard is not meeting the standard but a recommendation. Documentation such as meeting minutes is very important.

- The Guide to Evaluating Institutions is on the ACCJC website and can be helpful in educating an institution regarding what the team will be looking for and focusing on when they visit.

4. Student Success Task Force (M. Wilding)
   - The state Chancellor's Office is discussing score cards, BOG waivers, professional development, and other issues in their March 2013 task force newsletter. It is available on the website for the state Chancellor's Office.
   - The state task force does have two recommendations for professional development.
   - Fee waiver rule—state Chancellor's Office is trying to determine how to manage the BOG waivers.
   - Admissions and Records is currently working on how to communicate the changes in priority registration to students. There is a LEAP team working on this and various managers and administrators will meet with the team tomorrow to discuss.

5. Canyon Country Campus Advisory Committee Update (R. Theule)
   - Survey using cell phones and tablets was conducted regarding facts about CCC and upcoming events.
   - Next star party is on Friday, May 3rd. It is being updated to tie to K-12 stem curriculum. The content will speak both to families with young children and science enthusiasts.
   - There is a chamber mixer. They are expecting about 250 attendees. It will be on Wednesday, May 15th. It is $20 for non-members.
   - 923 of expected graduates for May 2013 will have taken at least one class at CCC during their college career. This is about 78%. Last year the number was 890, so we're seeing an increase.

6. LEAP Solutions Team Update (D. Fiero)
   - Update regarding current LEAP team solutions projects handed out. (Need to include copy in minutes). There is also a brief description of each.
   - There are teams for the
     - Visual Arts Resource Center
     - Student Success Task Force
     - Summer workshops for K-12 teachers for
       - Arts
       - Math/Science
       - Technology
       - Basic skills
     - Some contracts now permit the teachers to receive credit for salary advancement for the courses that we're offering.
       - James Glapa-Grossklag is working with the assessment of prior learning group
       - Barry Gribbons is working with SWIFT (strategic website integration facelift team)
       - Lifelong Learners is being broadened to offer a more UCLA type extension course experience
     - Rising Path Developmentally Disabled Adults Skills Training
   - All are working to see if there is something that can be offered through community extension to assist this target population to learn skills needed to successfully enter the workforce.

7. Items for Future Agendas (All)
   - Mission Statement Update

Informational Items: (Updates to be provided prior to meeting)
1. Enrollment Target Update (J. Gerda)
   - Not present.

2. Budget Update (S. Coleal)
   - Not present.

3. Grants Update (T. Zuzevich)
     - Newly Awarded Grants
✓ Chancellor’s Office (March 2013)
  ▪ $500,000 over 5 years for State Closed Captioning Fiscal Agent
  ▪ James Glapa-Grossklag is project director

○ Newly Submitted Grants
  ✓ Chancellor’s Office (March 15, 2013)
    ▪ $500,000 over 5 years for State Closed Captioning Fiscal Agent
    ▪ James Glapa-Grossklag is project director
  ✓ WESTAF (April 1, 2013)
    ▪ $2,500 for artist fees for a 2013/2014 PAC performer
    ▪ Evy Warshawski will be project director
  ✓ WESTAF (April 1, 2013)
    ▪ $2,500 for artist fees for a second 2013/2014 PAC performer
    ▪ Evy Warshawski will be project director
  ✓ Target Foundation (April 3, 2013)
    ▪ $2,000 for Lula Washington artist fees for K-12 Arts Education Outreach
    ▪ Carmen Dominguez is project director

○ Upcoming Deadlines
  ✓ Department of Justice (Spring 2013)
    ▪ Funds to help buy bullet-proof vests for Security – will fund 50% of costs
    ▪ Tammy Castor is project director
  ✓ Thelma Pearl Howard Foundation (April 19, 2013)
    ▪ $25,000 for K-12 Arts Education Outreach for renewal of Tiffany Bong residency
    ▪ Evy Warshawski will be project director
  ✓ In and Out Foundation (April 30, 2013)
    ▪ Amount to be determined for Foster Youth Scholarships
    ▪ Lisa Pavik will be project director
  ✓ Archstone Foundation (April 30, 2013)
    ▪ Amount to be determined to train faculty and develop curriculum on incorporating aging in the program
    ▪ Diane Morey will be project director
  ✓ Leo Buscaglia Foundation (April 30, 2013)
    ▪ $10,000 for adult hourly and supplies for Volunteer Bureau
    ▪ Yasser Issa will be project director
  ✓ Chancellor’s Office (May 3, 2013)
    ▪ $300,000 for Deputy Sector Navigation grants with $1 to $1 match
    ▪ Will submit applications for Advanced Manufacturing and Health Care
  ✓ College Access Foundation of California (May 3, 2013)
    ▪ Amount to be determined for scholarships
    ▪ Murray Wood will be project director
  ✓ American Association of Colleges and Universities (June 15, 2013)
    ▪ $10,000 for SHARP or Civil Rights Clinic
    ▪ Program and match are being identified
    ▪ Patty Robinson will be project director
  ✓ National Endowment for the Humanities (June 27, 2013)
    ▪ Humanities Initiatives at Hispanic-Serving Institutions
    ▪ Interest and ideas being discussed
  ✓ National Endowment for the Humanities (September 12, 2013)
    ▪ Humanities “Enduring Questions” program
    ▪ Interest and ideas being discussed
  ✓ Ahmanson Foundation (Spring 2013)
    ▪ Culinary Capital Campaign - Will apply after 75% of funds have been raised
✓ Flora Thornton Foundation (Spring 2013)
  ▪ Amount to be determined for a music program to be determined
✓ Weingart Foundation (Spring 2013)
  ▪ MLT
✓ John Jewett & Helen Chandler Garland Foundation
  ▪ Possible for Art Gallery
✓ U.S. Department of Labor (Spring 2013)
  ▪ TAA grant
  ▪ Committee is meeting
✓ Cyber Security (Spring 2013)
  ▪ Consortium being led by George Boggs
  ▪ Funding through various federal agencies

Pending Grants

<table>
<thead>
<tr>
<th>Program</th>
<th>Funding Source</th>
<th>Submitted</th>
<th>Activities</th>
<th>Amount</th>
<th>Project Director</th>
</tr>
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<tbody>
<tr>
<td>Job Accelerator and Innovation Challenge</td>
<td>U.S. Dept. of Commerce</td>
<td>July 5, 2012</td>
<td>Job training as sub-award of West L.A.</td>
<td>TBD if funded</td>
<td>Joe Klocko</td>
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<tr>
<td>MESA</td>
<td>S.D. Bechtel Jr. Foundation</td>
<td>September 24, 2012</td>
<td>Two years of support for MESA</td>
<td>$127,230</td>
<td>Susan Crowther</td>
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<tr>
<td>ATE Project Program</td>
<td>NSF</td>
<td>October 18, 2012</td>
<td>Create an Advanced Automation Manufacturing program</td>
<td>$664,942 over 3 years</td>
<td>Tim Baber</td>
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<tr>
<td>ECE Outdoor Classroom</td>
<td>Douglas Foundation</td>
<td>November 20, 2012</td>
<td>Finishing outdoor classroom</td>
<td>$25,000</td>
<td>Monica Marshall</td>
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<tr>
<td>SBDC</td>
<td>Wells Fargo Foundation</td>
<td>November 27, 2012</td>
<td>Matching funds for SBDC</td>
<td>$10,000</td>
<td>Steve Tannehill</td>
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<tr>
<td>EOPS</td>
<td>TJX Foundation</td>
<td>December 7, 2012</td>
<td>Book voucher program</td>
<td>$40,000</td>
<td>Pamela Brogdon-Wynne</td>
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<tr>
<td>Walter Lantz Foundation</td>
<td>Walter Lantz Foundation</td>
<td>December 13, 2012</td>
<td>Animation lab computers and software</td>
<td>$94,104</td>
<td>Carmen Dominguez</td>
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<tr>
<td>K-6 Electronics Partnership</td>
<td>Toyota Foundation</td>
<td>December 14, 2012</td>
<td>Training of teachers</td>
<td>$34,551</td>
<td>Omar Torres</td>
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<tr>
<td>Sustainability</td>
<td>Wells Fargo Foundation</td>
<td>December 17, 2013</td>
<td>Funding for Sustainability Center and activities on campus</td>
<td>$99,659 over 18 months</td>
<td>Jia-Yi Cheng-Levine</td>
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<td>EOPS Book Grants</td>
<td>S. Mark Taper Foundation</td>
<td>February 27, 2013</td>
<td>Book voucher program</td>
<td>$50,000</td>
<td>Pamela Brogdon-Wynne</td>
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<tr>
<td>Outreach</td>
<td>Taco Bell Foundation</td>
<td>March 5, 2013</td>
<td>2013 College 2 Career Day</td>
<td>$32,220</td>
<td>Kari Soffa</td>
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<tr>
<td>PAC K-12 Arts Education Outreach</td>
<td>California Arts Council</td>
<td>March 7, 2013</td>
<td>Continued residency with Lula Washington in the elementary schools</td>
<td>$12,000</td>
<td>Carmen Dominguez</td>
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</table>

Grants Not Funded

<table>
<thead>
<tr>
<th>Program</th>
<th>Funding Source</th>
<th>Submitted</th>
<th>Program Support</th>
<th>Amount</th>
<th>Project Director</th>
</tr>
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<tbody>
<tr>
<td>K-6 Electronics Partnership</td>
<td>Honda Foundation</td>
<td>February 1, 2013</td>
<td>Program Support</td>
<td>$54,791</td>
<td>Omar Torres</td>
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<td>Art Works</td>
<td>NEA</td>
<td>August 8, 2012</td>
<td>Arts Education Professional Development</td>
<td>$38,920</td>
<td>Carmen Dominguez</td>
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<td>Upward Bound</td>
<td>Dwight Stuart Youth Fund</td>
<td>March 6, 2013</td>
<td>Upward Bound Summer program</td>
<td>$62,311</td>
<td>Belinda Acuna</td>
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</table>

☐ Not Applied For
✓ Chancellor’s Office (April 17, 2013)
  ▪ $148,000 for Sector Labor Market Research Center of Excellence
Meeting to discuss interest and feasibility
Decided to focus on Deputy Sector Navigator grants

✔ U.S. Department of Education (Spring 2013)
  ▪ Title V
  ▪ Competition not being held this year

○ Researching
  ✔ Re-entry
  ✔ SBDC/Incubator
  ✔ EOPS
  ✔ MESA
  ✔ Veteran's Program
  ✔ Textbooks
  ✔ The Learning Center
  ✔ Gardens of the Canyons
  ✔ Technology
  ✔ Culinary
  ✔ Planetarium
  ✔ Sustainability
  ✔ Skills 4 Success
  ✔ Volunteer Bureau
  ✔ Matriculation
  ✔ Learning to Learn
  ✔ Addiction Counseling
  ✔ Theatre department New American Musicals Festival
  ✔ LVN to RN program
  ✔ Ethics Institute
  ✔ Renovation of the ECE including new cribs
  ✔ MediaScapes Workstations for the Library ($10,000 each)
  ✔ Library Expansion Technology
  ✔ K-6 Electronics Initiative
  ✔ Advanced Manufacturing including ElectroMechanical/Integrated Systems Technology
  ✔ Gamefication – LEAP project
  ✔ Automotive Technology
  ✔ Starr Art Donation
  ✔ Upward Bound
  ✔ MEA
  ✔ Canyon Country Campus – technology, programming, Library and Amphitheatre
  ✔ School Security/Incident Command
  ✔ Service Learning
  ✔ Pipe Welding
  ✔ Art Gallery

4. Facilities Update (J. Schrage)
   • Update emailed.

5. Legislative/Advocacy Update (B. Gribbons)
   • Public Policy Institute issued an article stating that we're underfunded--funding cut by $1.5 billion over the past few years. Decline is about $1,600 per student (FTE).
   • Assemblyman Scott Wilk has introduced the new 50% legislation. It has been revised during the past week and will go into hearings soon.
   • 955 is the 3rd iteration of a bill to authorize colleges to offer credit courses on a fee basis--possibly through an extension. This bill limits this to summer and winter like the CSUs. Renard Thomas and Eric Harnish will be going up to testify on behalf of the bill. It may provide some opportunities for veterans that are trying to complete their educations.
• A statewide bond is proposed. If passed, it would pay for the science building at CCC.
• CPEC went away but now a proposal to fill the gap with the California Higher Education Authority.
• 1358 permits colleges to raise the student rep. fee to $2 per semester but half of the funds have to go to the statewide organization.
• 283 property tax revenues, K-12 gets an automatic backfill when property taxes fall short, but community colleges do not (although legislature can vote to fill in the backfill), this bill would give us a guaranteed backfill.
• Educational Entities Parcel tax would lower the threshold for us to implement a parcel tax and to collect the revenue with a 55% vote as opposed to 2/3 vote.
Updates on Items in Progress:

I. Accreditation Workshop Key Points, Summary and Next Steps (J. Gerda)
Workshop began with Mary Dial and Matt Jordan. Mary discussed the legal perspective of accreditation. The process has become legalistic with lawsuits in some cases. Matt Jordan expressed the importance of a common dialogue from the institution and key to respond to prior recommendations. They laid out the various potential issues that could arise.
Tomorrow is a steering committee meeting at 2:00pm in the Chancellor's conference room. They will discuss a timeline, collect evidence, and how to store the evidence so that it's available to the writing team. The writing will begin in the fall. Evidence will be collected at the division level.

II. Sustainability Master Plan and Update (C. Ebaugh) (J. Cheng-Levine)
Jia-Yi Cheng-Levine made presentation. This plan provides a paper trail and it is very important to have evidence of what has been accomplished. The presentation will be incorporated into these minutes. The numbers in the spreadsheets will explain in detail how the college is doing. It will show how well the college performs in various ways such as water conservation, energy conservation, etc.
A goal is to have COC become a nationally recognized leader in sustainability. It is very important that they have input from the various constituencies on the campus. Any suggestions should be sent to the group. LEED certification may not be pursued because it is a very expensive certification; however, we can still do those things that are required to receive LEED certification. The board of Trustees passed a green resolution in 2008 and it was also passed by other constituencies on campus like the ASG. This master plan permits documentation of this history and creates a visible paper trail. The policy background is about 10 pages of the plan. The spreadsheet permits us to keep track of our progress with sections/topics created by the BOG for sustainability. The spreadsheet permits the group to coordinate the data and put it into a format that makes the information easily trackable and help them monitor progress toward goals. They would like to input what information they have by June and then continually update the plan. Chancellor said that we're doing well regarding building materials, etc. but we really need to focus on improving the infusion of sustainability into curriculum.
Next week there is an event for the Green Office Initiative. Contact Kim Gurnee for information.

III. Workforce Initiatives (J. Klocko and P. Bellas)
Joe Klocko made presentation. They recently submitted several grant applications. One was for the advanced manufacturing sector which is the successor to the CACT program. They also submitted a grant for the Information and Communication Technology/Digital Media grant, and one for health careers. There are 6 grants for the deputy sector navigator and if we obtain these grants we would have 50% of the deputy sector navigator
roles.
We have two of the longer running fast track programs: fast track manufacturing and assembly test technician and the CNC program. The assembly and test technician graduated 9 students last week. They started a new cohort of CNC machining fast track last Monday so they are in the second week now. There are 15 individuals including 2 veterans in the program. This is his 8th fast track CNC program. Most of the funding came through the North Orange program from the state. This particular grant is from Los Angeles County.

He met with Reiss Robotics and they discussed the College's mechatronics program and are exploring how they might be able to obtain employees from this program who will service robotics once they get to the factory.

He has done some general networking in the industry and met with ITT Aerospace who is interested in setting up a CNC apprentice program within ITT. They are also working with Lincoln Electric to be involved in the Boy Scout merit badge that is now available for welding.

They have had several recent training events: ACT, blueprint reading, safety and OSHA supervisory techniques, and many others.

IV. Status of Accomplishments 2012-13 (D. Van Hook)
Annual report is being comprised by Bruce Battle and will contain the status of accomplishments. All but 2 updates have been received. The report will be posted over the summer.

V. Student Success Task Force and Next Steps (M. Wilding)
Not a lot happening right now. Counseling is working to deal with BOG waivers, ed plans, financial aid issues which are coming together at the same time. They are trying to figure out how to effectively coordinate all of this information in order to meet the new requirements. We’re up to speed for now—the board has approved the policies that were necessary for us to move ahead and we will be ready for fall 2014.
There is also a LEAP team working on this—whatever the requirements are, incoming students must be made aware of them. The LEAP team will be focusing on what we need to teach the counselors at the high school regarding what their students need to be taught to transition to the College.

VI. Institutional Effectiveness Committee (B. Gribbons)
The name of this group was changed to Performance Indicators for this group. They recently discussed ARCC 2.0—what it is and what it isn't and the importance of the indicators.

There is an RP report, Principles of Redesign, which we will use as a framework. Any research done in their office will be matched to the appropriate indicators.

Informational Items: (Updates to be provided prior to meeting)

I. Status of Accreditation Planning Impacts (A. Green)
Very important to monitor the things that you said in accreditation that you would monitor.
Summary sent and will be included within the minutes.
There are 28 planning agenda items and 17 are complete. 6 are in progress with portions complete. There were 5 noted as ongoing and it's important that we actually state why they are ongoing—i.e. what stage they are in. We have almost completed the 28 overall.
Chancellor requests that executive cabinet members contact those with items in progress and ensure that these items are not "ongoing".
Any new status will be included on the first agenda for the fall.

Announcement: A mixer will be held at CCC with the local area Chamber of Commerce.
Contact the Chancellor’s office for information.

II. Enrollment Target Update (J. Gerda)
They rewrote the decision making guide for Enrollment Management. They are looking to the summer to help bring numbers up. The summer numbers look a bit soft right now and we will get the word out and make sure that the community knows that we have classes available.
Chancellor stated that we should use the high school venues when they come on campus and work also through the business network. The information needs to be pushed through our existing networks.

III. Budget Update Prop 30 Funds Disbursement Update (S. Coleal)
The May revise comes up tomorrow at 10a.m. We have not seen any of the funding yet. We were supposed to receive $4.5 million and we received $11.3 million. The state received more funding than they thought. The additional funding went to other areas. We have to monitor the money closely and post on our website how we are using the money. The money that we had in 2011-12 is what we have in 2012-13--$69 million. This would have decreased had it not been for Prop 30 down to about $64.5 million.

IV. Grants Update (T. Zuzevich)
Include report in minutes.

V. Facilities Update (J. Schrage)

VI. Legislative/Advocacy Update (B. Gribbons)
Updates on Items in Progress:

1. Summary of Summer Activities (D. Van Hook)
   - Jerry Buckley introduced as the new Vice President of Instruction along with Ryan Joslin the new student trustee.
   - An update on summer activities was sent out ahead of time.
   - Accreditation:
     - Timeline
     - Evidence Collection
     - Standards Committees Membership (J. Buckley)
     - Self-evaluation timeline document passed out
       - It is in a general format now but the specific dates will be filled in as they begin to arrange the meetings
     - A list of the steering committee members as well as standard committee members is contained in the document.
       - ✓ Student trustee will be contacted this week to ascertain the appropriate student members.
       - ✓ The updated list will then be sent out later this week.
     - This document will be discussed further at the department chairs’ meeting on Friday.
     - Next Tuesday at noon there will be a meeting to kick off accreditation.
     - The accreditation process, standards, what is entailed in authoring the document, putting together the evidence, etc. will be discussed.
     - The self-study is a very complex and detailed document.
       - ✓ It is recommended that we collect the evidence or at least note where the evidence is located as we are writing the self-study.
     - Chancellor made a request of student trustee that students who will be at College the next year be chosen to participate for the purpose of continuity.
     - Jerry Buckley echoed this concern regarding the structure of the committees on campus and discussed the impact that this can have on the writing of the self-study.

2. Review of Mission Statement (M. Wilding)
   - Tabled

3. Performance Indicators and Factbook (B. Gribbons)
   - New fact book is available on the Intranet.
     - Two pages have not been updated and are clearly marked as such.
       - ✓ They will be updated at a later time.
       - ✓ Statistics for the self-study should be pulled from the fact book.
         - This will make revisions, etc. from draft to draft much easier and provide for consistency.
     - The annual faculty and student staff surveys will begin shortly.
     - Some studies were previously done in the spring but they are being moved to the fall to help with the planning process.
     - Some of survey data may be needed for the purpose of writing the self-study.
     - A draft of the studies should be done in early November; however, this will make the timing for coordination with the self-study tight.
     - Members should spend time this week determining if there is any specific information that needs to be included in the faculty, staff, or student surveys and let their office know this week.
     - Copies of the fact book will be printed this Friday.
       - ✓ Additional copies will be printed in October when additional budget, financial
4. SLO Update (Paul Wickline)

Handout passed out with 12 tasks that the committee is working on.

- The newsletter highlights the progress made in ongoing proficiencies and noting that the number of assessments almost doubled from 2012 to 2013.
- Assessments of programs has increased from 74 to 83 over the last year.
- At the bottom of the newsletter, areas of improvement are noted for faculty and deans (documenting outcomes for student learning assessments in program review and soon in the Curricunet assessment module). This is important for the SLO proficiency report where assessment reports and dialogue regarding assessment results taking place on an institutional basis is occurring.
  - Curricunet assessment module is online and available for faculty that wish to use it.
  - Pilot test was run in spring and training will be conducted this fall in October and November.
  - This will replace the SLO tables.
    - It is optional now but will become mandatory in fall of 2014 when the SLO tables will be turned off.
    - The Curricunet model will be much easier to assess and present a cleaner interface.
    - ISLO will probably move from the IGETC model the more core competency model of the Liberal Education in America Promise (LEAP) from the American Association of Colleges and Universities (AACU)
    - They hope to make a decision regarding this issue this fall.
    - Edel Alonso has taken the lead on dealing with the issue of "orphaned" courses--courses which have no lead faculty who are responsible for performing the assessments.
    - They are working on how to divide those courses up and Paul Wickline feels that this issue has been solved.

- Chancellor asked what the SLO committee needed to go to next stage.
  - Paul Wickline responded that faculty attending the training for the new Curricunet process would be a next step. He said faculty should also be encouraged to discuss with the SLO Committee their assessment plans and approaches.
  - The focus is moving to "authentic assessments" which involve "real world" type assessment modules and away from multiple-choice as the primary assessment tools.

- It was noted by Daylene Meuschke that AUOs will stay as they are in the tables and not be transferred to Curricunet.
- Also, the areas in which SLOs have been created for primarily administrative functions as opposed to courses should use AUOs.
- Continuous Quality Improvement is the next step.
- Chancellor stated that concerns have been raised regarding WASC and the accreditation process and there is a group of concerned officials from Northern California that is putting together a list of questions to ask the WASC in a proposed inquiry into their accreditation processes.
- The talking points for this list will be posted on the CPT website. A concern is that the findings of the visiting team appear to be consistently different than the recommendations made by the Commission.

5. Workforce Development Update (D. Van Hook) (P. Bellas)

- They had an event on previous Friday through a new initiative from the state Chancellor's Office called "Doing What Matters for Jobs and the Economy"
- This changed the way that a lot of grants from the Chancellor's Office are distributed.
- The goal of Friday's event was to pull our region together to respond on these changes from the Chancellor's Office.
- We are in Region 6--the southwestern region.
- All of CEO's, CIO's, CTE deans, Economic Development personnel, and deputy sector navigators met to focus on communication and collaboration as a region.
- A number of ideas were discussed on how to operate more effectively regionally.
- They decided as an overall region to meet four times a year and the next meeting will be in
November or December at one of the regular consortium meetings.

- It was determined that there were things that the districts could collaborate on like the sharing of lab facilities and the sharing of curriculum.
- Chancellor recommended that a possibility for the spring meetings is to identify among the eight colleges, four disciplines for each meeting which are workforce training CTE applicable and bring those lead faculty to the meetings so that each college can hear from seven other faculty from the same discipline and collaborate.
- Chancellor is primarily interested in this effort because it is the only venue when for example CIO’s, CTE deans, etc. all get a chance to meet and talk at the same meeting.

6. Greenup Conference (Jia-Yi Cheng-Levine)

- This is the annual signature event for the Sustainability program.
- It will be held on October 12th at the University Center from 9:00am to 3:00pm.
- The topics will be
  - Business
  - Green practices.
  - Vegetable gardening
- Jerry Buckley will open the event.
- Faculty from San Diego City College who are in charge of running the business sustainability program there will be coming to speak.
  - Dr. Geoffrey Chase, the chairman of the board of directors for the Association for the Advancement of Sustainability in Higher Education will be speaking.
- Roughly 100 trees will be given out at the conference.
- The Nature Center will be bringing animals that you can interact with to the conference.
- The chief of sustainability at UCLA will be attending.
- On September 19th, there will be a panel at CCC called Careers in the Green.
  - The panel will discuss existing and emerging careers in the field.
- Chancellor stated that we have completed the process of submitting our sustainability plan to the state Chancellor's Office and we are waiting now to find out when we can start spending funds.

7. Student Success Task Force (M. Wilding)

- Tabled.

8. Canyon Country Campus Update (R. Theule)

- Library hours have increased at CCC
- 44% of the students there, close to 3,000, are only attending CCC.
- Ryan Theule will continue to reach out to programs to encourage further engagement with CCC.
- He will continue to attend department and division meetings to speak regarding increased engagement.
- They have 314 sections at CCC with over 10,000 seats.

**Informational Items:** (Updates to be provided prior to meeting)

1. Status of Accreditation Planning Impacts (A. Green)
   - Update sent out this morning
   - 18 items are completely finished
   - 5 items are in progress
   - 28 are considered ongoing because they are items that need to be reviewed and evaluated regularly (annually)
   - Chancellor stated that it was important that those who are accreditation co-chairs make sure that any partially completed items are followed up on
   - Any updates should be sent to Audrey Green and if any assistance is needed you should see Jerry Buckley.

2. Enrollment Management (J. Buckley)
   - They are looking at some new instruments to assist with enrollment management.
   - They will be looking at some new metrics for what is called a "curriculum map."
   - This will lay out what courses correspond to which degrees.
   - This will also monitor how courses or series of courses within a major are doing.
   - They will be working on this year and next.
• Chancellor stated that the new responsibilities of enrollment management will be incorporated into the Decision Making Guide when it's updated over the next couple of months.
• We are currently at about the maximum number of courses that we can offer given the parking limitations on campus.
• We should continue to receive more revenue over the next four years but can’t offer more courses during the current time periods.
• We have to take another look at the weekend college and the PACE program and offer courses during a time when we have classroom and parking availability.
• Chancellor will be participating in a press conference this Wednesday with the State Chancellor.
• Target FTES for the fall was 5,900 and we achieved 5,921.

3. Institutional Effectiveness Committee (B. Gribbons)
   • They set performance indicators and levels for targets for those indicators.
   • They then evaluated how well we’re doing based on those indicators.
   • They used principles of design from the RP group to help guide the analysis.
   • Throughout the fall they will be looking at other activities that can help them reach the ultimate goals for the indicators.
   • During the fall they’ll be looking at the performance indicators to see if any adjustments are necessary and probably adding a few—there may be some areas that need them that are not being sufficiently addressed now.
   • They will be looking at disaggregated data also.
   • They will be creating a chart to demonstrate how performance indicators
     o Fit in with programs
     o Where the data comes from
     o How it’s used, and
     o Who contributes to the data is probably information that would be useful to the visiting accreditation team.

4. Budget Update (S. Coleal)
   • Copy of PowerPoint presentation to be used at the budget study session and adoption on Wednesday night passed out.
   • State budget passed on time on June 27th
   • The state budget revenue levels are still below the 2008 levels by about $6 billion.
   • There were no cuts in this budget and there was money set aside for a reserve.
   • Our budget is balanced—11.24% fund balance which is about $8.9 million.
   • Revenues are about 3.2% above where they were in 2012-2013 due primarily to increased access.

5. Grants Update (T. Zuzevich)
   • The Grants Office has brought in $3,486,151 for fiscal year 2013/2014.

Newly Awarded Grants
   • SBA (August 2013)
     o $317,000 for SBDC
     o Steve Tannehill is project director
   • National Science Foundation (August 2013)
     o $664,942 for an advanced automated manufacturing program
     o Tim Baber is project director
   • NSF (August 2013)
     o $248,562 for faculty/student exchange with Germany in conjunction with our CREATE grant
     o Kathy Alfano is project director
   • Target Foundation (July 2013)
     o $2,000 for Lula Washington artist fees for K-12 Arts Education Outreach
     o Evy Warshawski is project director
   • Thelma Pearl Howard Foundation (July 2013)
     o $13,307 for K-12 Arts Education Outreach for renewal of Tiffany Bong residency
Evy Warshawski will be project director

California Arts Council (July 2013)
- $7,680 for Lula Washington Residency partnership through K-12 Arts Education Outreach
- Evy Warshawski is project director

Cuesta College (July 2013)
- $15,000 for the YEP program
- Steve Tannehill is project director

Newly Submitted Grants

Vons Foundation (August 30, 2013)
- $10,000 for K-12 Arts Education Outreach program
- Evy Warshawski is project director

National Endowment for the Humanities (August 26, 2013)
- $7,245 for Humanities “Bridging Cultures at Community Colleges” program
- Juan Buriel is project director working with UC Irvine as lead

Clarence E. Heller Foundation (August 1, 2013)
- $30,000 for a summer conference for K-12 Arts Educators
- Evy Warshawski is project director

Albert and Elaine Borchard Foundation (August 1, 2013)
- $10,000 for a K-2 shadow puppetry program for Arts Education Outreach
- Evy Warshawski is project director

In and Out Foundation (August 1, 2013)
- $10,000 for Foster Youth Scholarships
- Lisa Pavik will be project director

National Endowment for the Humanities (June 27, 2013)
- Humanities Initiatives at Hispanic-Serving Institutions
- $100,000 for Humanities events and programs
- Jennifer Brezina is project director

S. Mark Taper Foundation (June 28, 2013)
- Full proposal requested from letter of inquiry
- $50,000 for EOPS book grants
- Pamela Brogdon-Wynne is project director

U.S. Department of Education (June 3, 2013)
- $2,094,218 Title III grant – Strengthening Institutions
- Jim Temple is project director

Upcoming Deadlines

Association of American Colleges & Universities (September 15, 2013)
- $1,000 for creation of a Civic Rights Workshop
- Patty Robinson is project director

Henry Mayo Newhall Foundation (September 30, 2013)
- $100,000 over 2 years for MLT program
- Cindy Dorroh is project director

Proctor and Gamble Foundation (September 30, 2013)
- $10,000 for YEP Program
- Steve Tannehill is project director

Albert and Elaine Borchard Foundation (October 1, 2013)
- Full proposal requested
- $10,000 for a K-2 shadow puppetry program for Arts Education Outreach
- Evy Warshawski is project director

Archstone Foundation (October 1, 2013)
- Amount to be determined to train faculty and develop curriculum on incorporating aging in the program
- Diane Morey will be project director

Chancellor’s Office (October 14, 2013)
- $26.9 million over 2 years (an additional $20 million over 2 years may be possible) for the Online Education Initiative designed to create an online course exchange for online courses to be used by all colleges
- James Glapa-Grossklag will be project director
• Lego Children’s Foundation (October 15, 2013)
  o $6,000 for three additional iPad workstations in the ECE
  o Monica Marshall will be project director

• NSF STEM Talent Expansion Program (December 5, 2013)
  o $400,000/year for 5 years to increase graduates in STEM programs
  o Project director to be identified

• Chancellor’s Office (Fall, 2013)
  o Awaiting RFA
  o $40 million over 5 years for a common assessment program that would evaluate and create/adapt through a process, an assessment program for use by all community colleges
  o Barry Gribbons will be project director

• Ahmanson Foundation (Fall 2013)
  o Culinary Capital Campaign - Will apply after 75% of funds have been raised

**Anticipated Release Dates for Government Grants**

- **September 2013**
  o NSF – Science, Technology, Engineering and Mathematics Talent Expansion Program
  o NSF – Teaching Calculus teachers how to teach Calculus (similar to Associates Program)

- **October 2013**
  o Chancellor’s Office Grants – IDRC, JDIF and RTF
  o State of California Song Brown Nursing Grants

- **November 2013**
  o NSF – S-STEM Scholarships

- **December 2013**
  o U.S. Department of Education TRIO Student Support Services

- **January 2014**
  o U.S. Department of Labor Trade Adjustment Act (Round 4)
  o National Endowment for the Humanities Summer Seminars and Institutes
  o National Endowment for the Arts Art Works

- **February 2014**
  o U.S. Department of Education Title V (Can apply if our Title III application is not funded)

- **March 2014**
  o U.S. Department of Education HSI STEM and Articulation Programs
  o SAMHSA – Campus Suicide Prevention Grant

- **April 2014**
  o U.S. Department of Education Minority Science and Engineering Improvement Program

- **May 2014**
  o U.S. Department of Education Undergraduate International Studies and Foreign Language Program

**Pending Grants**

<table>
<thead>
<tr>
<th>Program</th>
<th>Funding Source</th>
<th>Submitted</th>
<th>Activities</th>
<th>Amount</th>
<th>Project Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBDC</td>
<td>Wells Fargo Foundation</td>
<td>November 27, 2012</td>
<td>Matching funds for SBDC</td>
<td>$10,000</td>
<td>Steve Tannehill</td>
</tr>
<tr>
<td>Volunteer Bureau</td>
<td>Leo Buscaglia Foundation</td>
<td>May 7, 2013</td>
<td>Program Support</td>
<td>$10,000</td>
<td>Yasser Issa</td>
</tr>
<tr>
<td>ECE Renovations</td>
<td>John Jewett &amp; Helen Chandler Garland Foundation</td>
<td>May 7, 2013</td>
<td>ECE Renovations including paint</td>
<td>$30,400</td>
<td>Monica Marshall</td>
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<tr>
<td>MESA</td>
<td>Chancellor’s Office</td>
<td>May 22, 2013</td>
<td>Renewal grant</td>
<td>$50,500</td>
<td>Susan Crowther</td>
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<tr>
<td>Title III</td>
<td>U.S. Dept. of</td>
<td>June 3, 2013</td>
<td>Online student education</td>
<td>$2,094,218</td>
<td>Jim Temple</td>
</tr>
<tr>
<td>Education</td>
<td>plan, two-year scheduling, supplemental instruction</td>
<td></td>
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<tr>
<td>AOC Renewal</td>
<td>Chancellor’s Office</td>
<td>June 6, 2013</td>
<td>Renewal of grant</td>
<td>$99,000</td>
<td>Diane Steward</td>
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<tr>
<td>Foster Youth</td>
<td>In and Out Foundation</td>
<td>June 12, 2013</td>
<td>Scholarships for foster youth students</td>
<td>$10,000</td>
<td>Lisa Pavik</td>
</tr>
<tr>
<td>EOPS Book Grants</td>
<td>S. Mark Taper Foundation</td>
<td>Full proposal submitted June 28, 2013</td>
<td>Book voucher program</td>
<td>$50,000</td>
<td>Pamela Brogdon-Wynne</td>
</tr>
<tr>
<td>K-12 Arts Education Outreach</td>
<td>Clarence E. Heller Foundation</td>
<td>July 31, 2013</td>
<td>Summer conference for K-12 arts educators</td>
<td>$30,000</td>
<td>Evy Warshawski</td>
</tr>
<tr>
<td>K-12 Arts Education Outreach</td>
<td>Albert and Elaine Borchard Foundation</td>
<td>July 31, 2013</td>
<td>K-2 arts integration program with shadow puppets</td>
<td>$10,000</td>
<td>Evy Warshawski</td>
</tr>
<tr>
<td>K-12 Arts Education Outreach</td>
<td>Vons/Safeway Foundation</td>
<td>September 5, 2013</td>
<td>LA Opera program</td>
<td>$10,000</td>
<td>Evy Warshawski</td>
</tr>
</tbody>
</table>

### Grants Not Funded

| MESA | S.D. Bechtel Jr. Foundation | September 24, 2012 | Two years of support for MESA | $127,230 | Susan Crowther |
| ECE Outdoor Classroom | Douglas Foundation | November 20, 2012 | Finishing outdoor classroom | $25,000 | Monica Marshall |
| EOPS | TJX Foundation | December 7, 2012 | Book voucher program | $40,000 | Pamela Brogdon-Wynne |
| Student Scholarships (EOPS and Foster Youth) | College Access Foundation of California | May 2, 2013 | 50 scholarships | $100,000 | Murray Wood |
| Swords to Plowshares | California Wellness Foundation | May 3, 2013 | WorkSource outreach to female veterans | $33,126 | Keri Aaver |

### Researching
- Re-entry
- SBDC/Incubator
- EOPS
- MESA
- Veteran’s Program
- Textbooks
- The Learning Center
- Gardens of the Canyons
- Technology
- Culinary
- Planetarium
- Sustainability
- Skills 4 Success
- Volunteer Bureau
- Matriculation
- Learning to Learn
- Addiction Counseling partnership with Allied Health and Psychology
- LVN to RN program
- Ethics Institute
- Renovation of the ECE
- MediaScapes Workstations for the Library ($10,000 each)
- Library Expansion Technology
- K-6 Electronics Initiative
6. Facilities Update (J. Schrage)
- Planning for secondary effects space due to moves is taking place now and will be ongoing for the next 4-5 months.
- Chancellor stated that the space in the new SSA Building that was set aside for the bookstore will be used for something else.
- They have not yet decided what that will be that space.
- Utilization will be based on a long range plan with an intent to complement offices that are already in there.
- The Chancellor recommended that the committee think conceptually regarding what might go into the space.
- At this time there is no funding to complete the interior so this will have to be planned for the approximately 6,500 square foot space.

7. Legislative/Advocacy Update (E. Harnish)
- Legislative update handed out.
- The legislature meets for about another week.
- The bills are working their way forward.
- Bill 8955 is the reconstituted AB 515 regarding fee based classes that the College was involved in approximately 2 years ago.
  - There will be 6 pilot colleges provided the bill passes.
  - There are some criteria for the fee-based classes.
  - They are fee-based through continuing education on a different fee structure to actually cover the costs—no profit.
  - They may only be offered in winter and summer sessions.
  - They cannot be for certain types of curriculum like basic skills.
  - They can be for transferable degree programs and workforce training.
  - The district has to have met its cap in the prior year in order to be able to participate.
  - To the degree that the district has not met its cap—it cannot participate.
  - It sunsets in 2018.
- The colleges are:
  - College of the Canyons
  - Crafton Hills, Long Beach City
  - Oxnard, Pasadena City, and
  - Solano Community College.
- SB 594 was problematic—
  - It would have limited governing boards in K12 and community colleges from weighing in on any statewide ballot initiative.
  - Community colleges and K12 were amended out this bill—so will not be affected if it moves forward.
Closing

• We'll probably want to do about 20 minutes on accreditation for the October meeting.
• We'll also do something on the Student Success Task Force with Michael Wilding.
• We will also need to have a report on the international student collaboration.
• We will also have some policy discussions at the next meeting.
• There is also an expansion of hours and a Friday added for the Life is Art show in the Art Gallery.
Dr. Gribbons called the meeting to order at 3:00pm.

Present were: DVH, Gribbons, Wickline, Brezina, Devlin, Robinson, Mahn, Glapa-Grossklag, Wilding, Bogna, Foster, Theule, Bellas, Makevich, Carr, Dorroh, Alonso, Schrage, Stewart, Coleal, Meuschke, Temple, Torres, Brogdon-Wynne, Zuzevich, Acosta, Waldon, Harnish, Ritz, Michaelides, ASG representatives

UPDATES ON ITEMS IN PROGRESS

Global Collaborative Project (C. Acosta)
- An update from 3 of the 5 students who traveled to Nicaragua last June for 5 days was given, which included photos and videos showing highlights of the trip to Miravalle. This was a joint project with City of SCV, and included students representing Phi Theta Kappa, Alpha Mu Gamma and ASG.
- The students helped to purchase and install a new water system for the community. Donated T-shirts, flip-flops and new toothbrushes were distributed to them.

Dr. Van Hook suggested that for next year, these students work to establish a college-wide effort, similar to the Book of the Year initiative and work with the Inter-Club Council to involve more students, gather donations and create the care packages well in advance of their departure.

International Education (IE) Council Update (C. Acosta)
Dr. Acosta provided a PowerPoint noting:
- This is an important project which involved energetic students
- TecMilenio University has visited COC, and they are sending students to study ESL next summer for 2 and 4-week programs.
- COC will be visiting SBCC to discuss their involvement in IE at their campus.
- The IE has consortium study abroad meetings scheduled for Spain 2014 and England 2014.
- There are many IE activities coming up on campus, including Film Festival, Foreign Language films, International Poetry reading, Tertulias and Cultural Nights.

Accreditation (J. Buckley)
- All writing teams are under way and meetings being held to pull together the first outcomes for the Accreditation self-study.
- Steering committee meetings will begin Friday, October 25 and will continue every 3 weeks at 8:00am, as this is the time when most committee members are available.
- We are working to upgrade the existing webpage on Accreditation to include backup materials and documents.
- The internet page (public) with historical information from prior Accreditations will also be included.
- Resource documents will be included on the Intranet site for internal use.
Factbook Update (B. Gribbons) (D. Meuschke)
- The next updates will be later this month and will include annual (2012-13) data for degrees/certificates awarded and financial aid.
- Updates in February/March will include Fall 2013 data.
- Dr. Gribbons asked everyone to use the Fact Book data as they’re writing their standards so that the same data are being reported.

Planning Board Policy (B. Gribbons)
- There is a requirement for Accreditation Standards to have a Board Policy on Planning.
- The group was presented with the drafts of BP 1200 (District Mission) and BP 3250 (Institutional Planning) to review and provide feedback. Input was solicited with no comments.
- These will come forward in November to the Board of Trustees.

Institute on Ethics, Law, and Public Policy Update (R. Waldon)
- Patty Robinson has applied for and received a $1,000 grant from AAC&U for the Civil Rights Workshop to be held in the near future.
- A Speaker Series is planned for next semester.
- They have created curriculum through grant funding from Kristin Houser’s department to create two new courses in Hotel & Restaurant Management and the Business Department.
- We will host an Ethics competition headed by Kevin Anthony (Chair, Hotel & Restaurant Management), who has participated as a judge at Loyola Marymount University in the past. It will be open to other regional community colleges in our area.

Student Success Task Force (SSTF) Update (M. Wilding)
- On Sept 26, Jerry Buckley, Debbie Rio, Jasmine Ruys and Chelley Maple attended the SSTF meeting at the state Chancellor’s Office and they gave us the timeline for this effort.
- We have developed our internal timeline to align with that, and he will send out the information and what we have in the queue for fall 2014.
- Debbie Rio has presented an overview of this meeting to Full Cabinet, and everyone can learn about it (if they haven’t already), through a “road show” they are sharing with groups on campus.
- The 3SP (Student Support Services Program) rollover budget and startup money was revealed to get this effort off the ground.

INFORMATIONAL ITEMS – UPDATES WERE PROVIDED AS FOLLOWS:

Status of Accreditation Planning Impacts (J. Buckley)
- We have completed all but the last three of the 21 impacts that were included in the last self-study. One is no longer relevant, and the other two are ongoing items that will continue.

Enrollment Management (J. Buckley)
- A meeting is scheduled for October 15 at noon with outside consultants for Enrollment Management Modeling. We hope to acquire some new ideas to use as to how to use data for Enrollment Management.
Performance Indicators (D. Meuschke)

- There is a need for the college to change the nomenclature from institutional “targets” to institutional “standards” to be in alignment with ACCJC’s language.
- After reviewing the standards and the Feds definitions, it appears that COCs approach was a reasonable interpretation. The committee chose to increase our “floor” which was the baseline average by 5%. Thus, raising our “floor”, or now referred to as the 2015-16 “standard”. The standard should be one that encourages improvement.
- Some next steps for the committee are to:
  - Revisit the completion (success rate) standard as it may be set too high.
  - Add a CTE metric.
  - Continue review of the Principles of Redesign.
  - Identify content of Institutional Effectiveness Report.
  - Disaggregate the data.

Budget Update (S. Coleal)

- This will be the first year since 2007/08 where we might see some restored funding to start to grow back our FTES base, but the state is claiming there is no formula for this effort. It could leave us with no money for growth next year.
- There is ongoing concern about the Redevelopment Agency funding.
- We hope to backfill that shortfall, which equates to approximately $2M for COC.

Grants Update (T. Zuzevich)

- Since the September CPT meeting, we have received the following grants:
  - $10,000 for SBDC match from Wells Fargo
  - $1,000 for Civil Rights Workshop from AAC&U
  - $50,500 for MESA renewal from the State Chancellor’s Office
  - $99,000 for AOC renewal from the State Chancellor’s Office
  - $164,000 for nursing expansion renewal (for nursing salary) from State Chancellor’s Office
- Two new grants have just been submitted:
  - $100,000 over 2 years to Henry Mayo Newhall Foundation to renovate the lab space in Towsley Hall
  - $40 million over 5 years to lead the statewide project of creating a common assessment test. We should hear on this grant in 9 days.
- We are working on grants for a children’s reading corner in the Library, SCEEC, nursing, DSP&S, and Engineering.
- We are forming committees for larger upcoming grants, including TRIO, Title V, TAA and Economic and Workforce Development.

Facilities Update (J. Schrage)

- The recent Construction Update was emailed out.
- We have submitted projects to the state for funding from the passage of Prop 39 (November 2012) in the amount of $511,950 and we will begin once approved by the state.
Legislative/Advocacy Update (E. Harnish)

- The Legislative session ended Oct. 14. Governor Brown signed 800 bills, and 96 were vetoed.
- The Legislature will be in recess until December.
- The Governor signed AB955 (similar to AB515), which is a pilot project to allow 6 campuses (including COC) to offer fee-based credit courses through community extension programs.
  - Thanks to the ASG for their support of this legislation, particularly the support and work by former ASG president Michael Kramer (who traveled to Sacramento and helped to draft the resolution passed by ASG for AB955), and Fernando Vasquez, this year’s ASG president, who has also been very helpful in testifying in Sacramento.
  - Dr. Van Hook added for the purpose of context and completeness, that when we were involved in AB515, a number of steps were taken to share information on this with the staff and community. Specifically, she:
    - Met with the Academic Senate in a meeting held at CCC,
    - Held special meetings to review the topic (open to anyone to attend),
    - Discussed this initiative with fulltime faculty members (80 of whom initiated a letter of support for AB515),
    - Provided Talking Points on the subject, and distributed them at CPT,
    - Discussed it with the Advocacy Team and at All College meetings.
  - Courses can only be offered in winter and summer session, which is consistent with CSUs and UCs.
  - Colleges can only participate if they are overcap, and the earliest we could qualify to participate in this is Summer 2015.
  - When our departments plan their offerings in the fall, and do not want to offer a class in this way or believe there is not a great demand for this, then that is their choice. It is self-determination on the part of departments.
  - A “Q&A” will go out to faculty and staff about the bill and how it affects COC in the next few days. She asked that if anyone has questions to please call her directly.

Mission Statement (B. Gribbons)

- The last time this was updated was at a CPT retreat in 2010. At that time, a sub-committee was developed to address this topic.
- Accreditation standards require that we review the Mission Statement regularly (no definition of it is specified).
- There was a question and answer period and various ideas were shared including the incorporation of new words and phrases, such as “global community”, “global perspectives”, “technology”.
- Drs. Gribbons and Wilding will incorporate these ideas, put a draft together, and send it out to the full committee by Friday, October 25th.

Dr. Van Hook:

- The Mission Statement is an important Policy that a Board of Trustees will review and be asked to adopt. It sets the backdrop for the Strategic Plan and is influenced by all departments on campus.

As the meeting ended some announcements were made:

- Mr. Waldon asked everyone to send him their topics for the next meeting.
  - Dr. Van Hook asked that a status report from each of the Accreditation Standard co-chairs be presented, as well as a walk-through of the new website for Accreditation.
• Dr. Van Hook noted that all committees and chairs have submitted their information for the Decision Making Guide. Eric Harnish will circulate a draft within the next two weeks.

The meeting was adjourned at 4:30 pm.
Dr. Van Hook called the meeting to order at 3:15p.

**UPDATES ON ITEMS IN PROGRESS**

**Status of Transfer Degrees (J. Buckley)**
- SB 440 (Padilla. Public postsecondary education) was discussed at CIO conference. C-ID process is proving to be a limitation of getting transfer degrees approved.
- We have until June 30 to get most of our transfer degrees taken care of.
- 8 of 12 C-ID submissions approved, 5 are still pending
- Currently developing an AD-T tracking system
- Dr. Van Hook asked if the statewide Academic Senate discussed. Edel Alonso indicated that they had, but are trying to get agreement on C-ID with CSU.
- Dr. Van Hook will consult with fellow CEOs at Statewide CEO meeting (November 21)
- C-ID folks don’t have enough resources to deal with these efforts. 1637 transfer degrees need to get through statewide.
- Dr. Buckley indicated that one of our courses has been pending in the C-ID process for 9 months already.
- CEOs from institutions that don’t comply will have to get up in front of BOG to explain why they’re not on target.

**Status Report on Accreditation Standards & Review of Accreditation Website (J. Buckley)**
Accreditation 2014 website is now live; thanks to Jim Temple and John Green for their hard work.

**Mission Statement Update (M. Wilding)**
- Comments received from last CPT meeting; sent to BOT for first reading.
- No additional suggestions received
- Now, it’s BP 1200. The Board will be approving both the policy and the mission statement.
- Second reading scheduled for Dec. 4
- Dr. Van Hook indicated that at the last meeting, we talked about the vision statement and philosophy. Paul Wickline said that if we adopt LEAP outcomes, that they are considered for the vision and philosophy. But right now, we’re not ready to do anything with that.

**Staff Survey (B. Gribbons)**
- Managers sent in questions. Results were compiled and then sent to those managers.
- Alicia LeValley sent frequencies (raw data)
• Dr. Gribbons provided an overview of the charts provided:
  o Highest dissatisfaction is between department objectives and district strategic plan.
  o Very little dissatisfaction with the level of dialogue.
  o Largest dissatisfaction (22 percent) seems to be with full-time faculty and lack of understanding of how objectives connect with strategic plan

• Edel Alonso indicated that though department chairs see the link between department objectives and strategic goals, they want more discussion of the meaningfulness of the connection.

Community Survey (B. Gribbons)
• Will conduct a community survey of those who interact with us; interest in learning how we are perceived and whether or not the community sees us as producing reliable information.
• Goal: get survey to the community very quickly (before Thanksgiving)
• Dr. Van Hook stressed the importance for individuals and entities to be able to ask about training and what the training results in, general awareness of what we spend our bond money on, etc. She requests that those who have advisory committees of community members should get accurate lists of individuals to their office.

Student Success Plan of Action (M. Wilding)
• The Student Success Task Force (SSTF) created 22 recommendations. Some moved on to legislation, others into Title V, and others still being worked on.
• Some legislation goes for FA14. At that time, all incoming students need orientation and assessment test. HR is replacing staff in Assessment Center. More resources and extended hours needed.
• Also, students need a one-semester Ed Plan. 4000 incoming students for FA14, so not enough personnel to help. Therefore, there is a need for an online product (being storyboarded now).
• Students need all those steps done prior to June 30 to register for FA14
• Kari Soffa is out at schools going over new requirements
• Started parent orientation, reminding that without going through those key steps, registration moves to the bottom of the cycle.
• Opening orientation and assessment for Fall on January 1 (far earlier than April in the past)
• Will be compliant with SB 1456 in time
• Division roadshows, FLEX sessions, symposium to get the message out
• Dr. Van Hook requested of Dr. Wilding to put chart that the Chancellor’s Office sent out (approved by BOG in 2012) with status updates on the CPT website.

Policy Changes (D. Van Hook)
• A number of policies have been submitted to the Board, and many have been approved.
• The Board has to have 2 readings, and a 2/3 vote to be approved.
Board responsibilities went for first reading recently, and the second reading will be in February.

Other policies being presented: grants, social media, safety drug testing, weapons, discrimination, harassment, grading, academic renewal, etc.

Our planning as to when to submit these is based on:
  - Mandate or law
  - Ample time for appropriate groups to comment and edit
  - Avoiding putting all on at once. Fifteen or so disconnected policies don’t give enough time and focus at the board level.

Dr. Wilding will mail to CPT updates on this.

**STANDING ITEMS**

**Enrollment Management (J. Buckley)**
- Daylene Meuschke: 170 FTES 3 days in. Target is 720. 178 more sections than last Winter. In a few weeks, we’ll have an idea of how close we can get to target.
- Dr. Van Hook reminded us that summer is useful because we can put FTES in either the previous or the next year. This was enacted 15 or so years ago for flexibility.
- Dr. Buckley is also going to do workshop with department chairs

**Budget Update (S. Coleal)**
- Passed out budget recommendations (what the Chancellor’s Office thinks we need)
- Board of Governors is required to adopt budget request
- COLA is significantly above statuatory, but we’re trying to regain lost ground.
- Restoration of categorical programs
- Access is the new word for growth (suggested funding at 2%)
- Governor wants debt eliminated, so there is a deferral buy down
- Idea being promoted that we should be more like K-12 with continuous funding

**Grants Update (T. Zuzevich)**
- Theresa asked that we all review the list to see if there is something we want funding for. If so, please let them know.
- TRIO grant is delayed until next Fall at the earliest
- We had the first TAA grant meeting, more to follow
- We will be meeting soon about Title V

**Facilities Update (J. Schrage)**
- 7 departments will be moving into the new building
- Soon, Jim Schrage will be meeting with those involved to discuss what will happen to the space and moves.

**Legislative/Advocacy Update (E. Harnish)**
- Board of Governors voted on legislative package for 2014 (just concepts at this point)
- They will find authors to carry forward legislation
• Focus is on concurrent enrollment
• Goal of enhancing professional development and finding a funding stream
• Continuous appropriation and stabilization funding being discussed
• Legislature goes back in session in early December, and will actually get going in January
• Lots more to discuss in Spring

Performance Indicators (B. Gribbons)
• Adding one additional performance outcome measure
• Daylene Meuschke: seeking further disaggregation of data

Dr. Van Hook and Eric Harnish played several minutes of a clip from 60 Minutes about the town of Catoura, Paraguay, and innovative young musicians repurposing local “trash” into musical instruments.

Reminder to the audience that we added language about global awareness to our mission statement.

Meeting Adjourned = 4:43PM
**Informational Items:** (Updates to be provided prior to meeting)

1. **Enrollment Target Update (J. Gerda)**

   We do not yet know how much funding we will receive and the form that it will take but we will be running a winter intersession—all online—of about 100 sections. Registration will begin tomorrow morning.

   We'll be adding sections for the summer but don't know how many sections yet because we are unsure of the funding.

2. **Budget Update (S. Coleal)**

   Hopefully, we'll know something in the next week or two regarding the amount of funding that we will receive.

   Send Chancellor questions by Thursday morning and she'll try to obtain answers at the CEO's meeting.

3. **Grants Update (T. Zuzevich)**

   Theresa Zuzevich's report will be incorporated into the minutes.

4. **Institutional Effectiveness Committee (B. Gribbons) (D. Meuschke)**

   Had meeting with CSUN's Institute for Community Health and Well-Being. This is kind of an umbrella organization that works with the nursing program, kinesiology, and quite a few other organizations. Everything that they do is done here in at least some small measure but at COC it's not connected.

   During the past couple meetings they discussed disaggregating the data by certain subgroups. A subgroup of CPT called institutional effectiveness will be taking a look at this. If you're interested in looking at old or new data related to institutional effectiveness then contact Barry.

   New report regarding the top 20 most difficult courses at COC will be coming out soon.

   Chancellor: BOG met and approved a new rubric for the ARCC report. The fund will not change for next year regardless of the Prop 30 funds. They also approved a rubric for ARCC reporting. They came out with new guidelines for community service operations. The information is available on the BOG website.

   ARCC is now officially called ARCC 2.0.

5. **Facilities Update (J. Schrage)**
Demolishing A Building affects 5 other buildings so at the end of this week we'll be starting the first move. Bonelli will be finished next week. The week after that we'll phase other moves. December 10th will begin the fencing of the A Building. Demolition is going to be 1/3 of cost that we initially planned. No 2014 bond from the state. There will be memorabilia to adopt from the Chancellor's office. There will be a barbeque on Tuesday on the patio and a videographer will be present. You will be able to write on the walls your thoughts, etc.

6. Legislative/Advocacy Update (D. Van Hook)

Eric Harnish: 4 new representatives in the state legislature including Scott Wilk.

7. Student Success Task Force (M. Wilding)

SB 1456 has several components and 4 will be rolled out quite soon. ARCC 2.0 is similar to ARCC but some new criteria are being added. The guidelines will be distributed around March. The student success scorecard is part of ARCC 2.0 and adds additional requirements.

Updates on Items in Progress:

1. Educational and Facilities Master Plan (B. Gribbons)

The draft has been completed. The projections are moderate for the next 10 years. Take a look and read across all of the departments and proposals for the departments. The draft is posted on the website and available for you to look at.

Planetarium planned at CCC.
Many degrees and certificates being planned.
New space planned for culinary arts.
Additional accelerated courses for English and Math
Virtual reality welding program for Welding department
Let Barry and Daylene know of any errors by November 19th at noon.
Final draft should be submitted by the December meeting.

2. Accreditation Planning Impacts Update (A. Green)

This report send out on Friday and will be incorporated into the minutes.

3. Accreditation Self-Study Timeline and Accreditation Training (J. Gerda)

Group of 11 went to Alan Hancock for a workshop to discuss the accreditation workshop and we're creating an online environment here at COC to house all of the evidence necessary for the self-study. One of the biggest issues is dialogue that isn't always captured in meetings regarding such things as SLOs. This should be ready next month.

New Topics:

1. Student Success Task Force—Registration Priority Subgroup (M. Wilding)
New policy as of next spring regarding registration priority. Draft of new board policy should be ready for comment by next week prior to going to board. This will be board policy 505.

About 2,500 students receive priority registration. The order of priority is what is contained in the ed code.

Foster youth and veterans are at level 1. Level 2 is EOPS and GOPS. Level 3 is continuing students in good standing. Level 4 is those students who are fully matriculated. Students with over 100 units are in level 4.

We can prioritize within level 3.

There must be petition processes.

By spring 2013 we must warn students about the new system. It must be up and ready to go by July 2014 so that students can register for fall 2014.

Level 3 contains about 12,000-15,000 students during any given semester so the prioritizing within Level 3 is very important.

2. Outcome Data (including disaggregated data) (B. Gribbons)

Included in above presentation by Daylene.

3. Economic Development Update (D. Van Hook)

The news regarding the jobs outlook in SCV will be posted on the website in addition to information published by the Economic Development Corporation.

This report will be included within the minutes.

The housing inventory has dried up in the valley.

The industrial vacancy rate has gone way down.

There is now an enterprise zone in SCV covering over 360 square miles where employers will receive rebates on their taxes if they hire above minimum number of employees.

Office building vacancy has gone up because you don't need an office to do business now.

Include this PowerPoint presentation as part of the minutes.


This book discusses what people need to know to get a job and what companies need to do to keep workers.

Need insert link to 60 Minutes episode on 11/11/12 regarding why students go to community colleges to receive intensive training to be retrained for today's business needs. They are providing stackable certificates.

Email sent out today by Chancellor regarding the BOG meeting with the topic of training people in areas that "matter."
COLLEGE PLANNING TEAM MINUTES  
Monday—December 10th, 2012  
3:00pm-4:30pm  
UCEN 258

Informational Items:

1. Enrollment Target Update (J. Gerda) — Updates were provided as follows:
   - Up 27 FTES in the second half of the summer.
   - We were at 97% capacity for the fall and generated 67 FTES that we were not expecting.
   - Online winter intercession is completely full—all seats are taken.
   - This has resulted in 164 FTES above what was targeted.
   - A Subcommittee has met to discuss how to create more strategic around in the enrollment management. There will be a report regarding some of the results from this meeting at the next meeting.
   - The Chancellor stated that she and others visited Columbia College and discussed with them their enrollment management guide and we’re reviewing to determine if there are things that we may incorporate into our enrollment management.
   - They are doing a lot of things that CPT used to do.
   - Enrollment Management Committee will probably be aligned with CPT and the subcommittees will do a lot of the work.

2. Budget Update (S. Coleal) - The Chancellor’s budget workshop was summarized:
   - Discussion last Friday:
     - Focus is how to define the Prop 30 funds and their allocation.
     - The allocation won’t happen until June of 2013.
     - How the allocation will happen is potentially based on whether the district receives a lot of enrollment fees and property taxes versus apportionment funds.
     - There was also discussion regarding defining the term "administrative".
     - There is concern that it means everything except instructional wages and benefits.
     - The task force met and developed a definition that was a little broader but not by much.
     - There was a meeting with the Department of Finance and they are becoming more aware of community colleges (they've previously focused on K-12) and they are now discussing COLA plus in the 2013-14 budget request.
     - This is encouraging. Chancellor stated that although we don't know what the allocation will be—we're certainly better off than if Prop 30 had not passed. The discussion regarding the definition of "administrative is important." Currently, this would not include tutorial support, online tutoring, curriculum development, counseling, or implementing the student success task force. Discussion is now concerning what is defined as instructional costs.

3. Grants Update (T. Zuzevich)
   - An update was emailed. New efforts included:
     - Grants for animation lab
     - K6 Electronics partnership with the elementary schools
     - Sustainability being finalized this week.
     - Committees for Title V have started
• First meeting, for those interested in helping, is Wednesday, December 12th, in Mentry Hall 246 for Title V strengthens Hispanic serving institutions (it enhances student serving programs and some supplemental instruction as well).
• The Department of Labor’s Trade Adjustment Act grant helps get people trained and back to work.
• This will be coming out again this spring.
• The committee will be discussing that as well.
• First meeting is Tuesday, December 18th, at 11:30am in Mentry Hall 246.
• Anyone interested should feel free to attend.
• Also, let their office know if you are looking for funding for activities.

• Grants Update Report:
  o Grants Development Office
  o CPT Update
  o December 10, 2012

• The Grants Office has brought in $3,715,875 for fiscal year 2012/2013.

• Newly Awarded Grants  N/A

• Newly Submitted Grants
  o Douglas Foundation (November 2012)
    ▪ $25,000 for ECE’s Outdoor Classroom
    ▪ Monica Marshall is project director
  o Wells Fargo Foundation (November 2012)
    ▪ $10,000 for SBDC match
    ▪ Steve Tannehill is project director
  o TJX Foundation (December 7, 2013)
    ▪ $40,000 for EOPS’ Book Voucher program
    ▪ Pamela Brogdon-Wynne is project director

• Upcoming Deadlines
  o Walter Lantz Foundation (December 2012)
    ▪ $96,155 for Computer Equipment/Software for Animation Lab
    ▪ Carmen Dominquez is project director
  o Honda Foundation (December 2012)
    ▪ Amount to be determined for Elementary Electronics Initiative
  o Toyota Foundation (December 2012)
    ▪ $50,000 for Elementary Electronics Initiative
  o Wells Fargo Foundation (December 17, 2012)
    ▪ $100,000 over 18 months for Sustainability
    ▪ Jia-Yi Cheng-Levine is project director
  o Lumina Foundation (Spring 2013)
    ▪ Amount to be determined for Skills4Success
    ▪ Audrey Green is project director
  o Hewlett Foundation (Spring 2013)
    ▪ Amount to be determined for Skills4Success
    ▪ Audrey Green is project director
  o Edison International Foundation (Spring 2013)
    ▪ Project to be determined for best fit – Science kits or Sustainability
  o Weingart Foundation (Spring 2013)
- MLT
  - Archstone Foundation (Spring 2013)
    - Amount and project to be determined
  - Masonic Foundation (Spring 2013)
    - Amount to be determined for Long Term Health Care
  - U.S. Department of Education (Winter/Spring 2013)
    - Title V
  - Ahmanson Foundation (Spring 2013)
    - Culinary Capital Campaign
    - Will apply after 75% of funds have been raised
  - Flora Thornton Foundation (Spring 2013)
    - Amount to be determined for a music program to be determined
  - John Jewett & Helen Chandler Garland Foundation (Spring 2013)
    - Possible grant for the Starr art collection donation

- Pending Grants

<table>
<thead>
<tr>
<th>Program</th>
<th>Funding Source</th>
<th>Submitted</th>
<th>Activities</th>
<th>Amount</th>
<th>Project Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transforming Undergraduate Education in Science</td>
<td>NSF</td>
<td>January 11, 2012</td>
<td>Sub-award of Drexel University, professional development for instructors of energy-related courses</td>
<td>$400,000 over 4 years</td>
<td>Kathy Alfano</td>
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<tr>
<td>Job Accelerator and Innovation Challenge</td>
<td>U.S. Dept. of Commerce</td>
<td>July 5, 2012</td>
<td>Job training as sub-award of West L.A.</td>
<td>TBD if funded</td>
<td>Joe Klocko</td>
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<tr>
<td>Teacher Prep Pipeline</td>
<td>Chancellor’s Office</td>
<td>August 2, 2012</td>
<td>Grant Renewal</td>
<td>$120,000</td>
<td>Renee Marshall</td>
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<tr>
<td>Art Works</td>
<td>NEA</td>
<td>August 8, 2012</td>
<td>Arts Education Professional Development</td>
<td>$38,920</td>
<td>Carmen Dominguez</td>
</tr>
<tr>
<td>MESA</td>
<td>S.D. Bechtel Jr. Foundation</td>
<td>September 24, 2012</td>
<td>Two years of support for MESA</td>
<td>$127,230</td>
<td>Susan Crowther</td>
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<tr>
<td>ECE Cribs</td>
<td>Macy’s District Grant</td>
<td>September 28, 2012</td>
<td>New cribs for ECE</td>
<td>$5,545</td>
<td>Monica Marshall</td>
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<tr>
<td>Song Brown Capitation</td>
<td>State of California</td>
<td>October 8, 2012</td>
<td>Nursing Faculty</td>
<td>$200,000 over 2 years</td>
<td>Diane Morey</td>
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<tr>
<td>Song Brown Special Programs</td>
<td>State of California</td>
<td>October 8, 2012</td>
<td>Nursing workshops</td>
<td>$124,996 over 2 years</td>
<td>Diane Morey</td>
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<tr>
<td>ATE Project Program</td>
<td>NSF</td>
<td>October 18, 2012</td>
<td>Create an Advanced Automation Manufacturing program</td>
<td>$664,942 over 3 years</td>
<td>Tim Baber</td>
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</tbody>
</table>
- **Grants Not Funded**

<table>
<thead>
<tr>
<th>Humanities Initiatives for HSIs</th>
<th>National Endowment for the Humanities</th>
<th>June 27, 2012</th>
<th>Humanities activities and events</th>
<th>$75,000 over 2 years</th>
<th>Jia-Yi Cheng-Levine</th>
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</thead>
<tbody>
<tr>
<td>K-6 Electronics Partnership</td>
<td>Rose Hills Foundation</td>
<td>August 9, 2012</td>
<td>Electronics kits</td>
<td>$85,000 over 2 years</td>
<td>Omar Torres</td>
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<tr>
<td>S-STEM Scholarships</td>
<td>NSF</td>
<td>August 14, 2012</td>
<td>MESA scholarships</td>
<td>$503,652 over 3 years</td>
<td>Susan Crowther</td>
</tr>
</tbody>
</table>

- **Not Applied For**
  - City of Santa Clarita (November 16, 2012)
    - $7,500 for a community benefit project
    - Couldn’t get application completed with detail needed
  - Environmental Protection Agency (November 21, 2012)
    - Funding one project in region IX – AZ, CA, HI, NV and Pacific Islands.
    - Our project was not regional enough to be competitive

- **Future** – We are researching grants and other funding streams to support the following programs:
  - Re-entry
  - SBDC/Incubator
  - EOPS
  - MESA
  - Veteran’s Program
  - Textbooks
  - The Learning Center
  - Gardens of the Canyons
  - Technology
  - Culinary
  - Planetarium
  - Sustainability
  - Skills 4 Success
  - Volunteer Bureau
  - Canyon Country Amphitheatre
  - Matriculation
  - Learning to Learn
  - Addiction Counseling
  - New American Musicals Festival performance by the Theatre department
  - LVN to RN program
  - Renovation of the ECE including new cribs
  - Library Expansion Technology
  - Ethics Institute
4. **Institutional Effectiveness Committee (B. Gribbons) (D. Meuschke)**
   - No report. Have not met since the last CPT meeting.

5. **Facilities Update (J. Schrage)**
   - Newsletter update sent out this week. The Monday Report also has a link which takes you to a detailed list regarding who will be moving where, etc. Chancellor requests that anyone hired in her office in the A Building to come in and sign the door.

6. **Legislative/Advocacy Update (D. Van Hook)**
   The legislature is not in session right now. However here is what is on the horizon:
   - Former board member Scott Wilk was sworn in as Santa Clarita’s new Assembly member on December 3.
     - He has been appointed as the vice-chair of the rules committee.
     - He was appointed to the Higher Education Committee and has met with Chancellor Van Hook to discuss legislative priorities.
     - He is working on amending the 50% law so that counselors, instructional curriculum developers, and tutorial coordinators will be able to be counted on the right side of the 50% law.
   - Librarians.

7. **Student Success Task Force (M. Wilding)**
   - We’re still moving along regarding registration priorities and will be meeting later this week regarding that issue. There’s really not a lot more to report at this point

**Updates on Items in Progress:**

1. **Educational and Facilities Master Plan Final Report (B. Gribbons)**
   - The plan is nearly done. (Fourteen copies are being passed out at the meeting today)
   - Every department on campus has given input to the plan
   - This is probably our most comprehensive one so far.
   - There are half a dozen or so things that still need to be implemented and Daylene is working on that. (She's working on every comment to ensure that it is included within the report)
   - On the copies handed out today you will see handwritten insertions. Everyone needs to make sure that there are no further changes that need to be made and if there are further changes needed that these be sent to Daylene and Barry.
   - The report will be sent to Bruce shortly to be put in its final form. Any new course initiatives that have been started within the last three months will not be in the report.
   - The report will be placed online so that we will be able to annotate it periodically
   - For example we have been approached by the Department of Homeland Security and asked whether or not we would like to participate in being one of the two colleges in California to participate in a cyber security training initiative with the Department of Defense and some other agencies.
   - There are challenges with this program because it does not have a traditional curriculum and must be done in a fast track manner.
     - We are working with the state Chancellor’s office to determine how this can be done
     - We've also been approached by a local individual regarding the possibility of creating a digital forensics program.
Ryan Theule and Denee Pescarmona have been working on the concept of stackable certificates and this will allow students to achieve one certificate and then move on to achieve another in a fairly rapid manner.

The Educational Facilities Master Plan will be a living document which we will be able to amend from time to time so that it will provide an accurate picture of what is happening in the College's programs:
  o This living document is also important because it will allow the accreditation team to see what is currently happening in our programs.
  o Barry Gribbons stated that one method that is currently being looked at is that the program reviews be tied to the master plan so that when something is updated in the program reviews it is automatically updated in the master plan. They will also figure out a way of flagging a goal that may be in the strategic plan but did not make it into the department plan.
  o The key is to make sure that everything is in the department plan which will then be fed into the other district-wide plans

2. ARCC Report (B. Gribbons)
   - The Chancellor's office is thinking about data being organized at four different tiers.
   - The highest tiers are related to what the Chancellor's office has to report to the state legislature. There are indicators that the state Chancellor's office uses which designate which items need to be reported to the state legislature. The same indicators are by and large used for the second tier which is college by college.
   - The college by college indicators, it is thought, would be useful to the college planners and then connected to what has to be reported to the state legislature as accountability for the whole system. They want to focus on how the system is performing overall.
   - The third tier is disaggregating data for those major indicators.
   - The fourth category is regarding our ability to submit data to the state so we can, for unique groups of students, get those same indicators.
   - A handout was passed out comparing the new indicators to the old ones. The first indicator is how students are progressing toward obtaining their goals—this is called a student progress and achievement rate, the major goals that students come to us to get help in achieving our represented there.
   - One of the problems with the old system is that too few students were being included and this has been expanded to include larger groups in the accountability measure.
   - Previously students had to obtain twelve units to be included in a subgroup and that number has now been changed to six units. Students have to have attempted an English and math course in the first three years. The state is trying to include more students in accountability for the system and that gets transferred down to the individual colleges.
   - The next measure is regarding students that have completed 30 units—this is a way of measuring the progress of students on the way to meeting their goals. There is also a persistent indicator which measures making it from one fall term the next fall term. Annual successful completion has been discontinued for credit/noncredit courses and instead there is improvement rate and credit basic skills courses (this is continuing) and this is going through some significant changes. Essentially this involves taking the progress from basic skills courses to transfer level courses. With math one level below transferable is degree applicable. With English degree applicable and transferable are synonymous. The CDCP progress and achievement rate is a relatively small population.
   - Finally there is the career technical education rate. This is a brand-new rate. Note that across the measures—except for noncredit—they only include students with social security numbers. It is...
presumed that this is done to make it easier for the Chancellor's office to link data accurately. There are probably only a few hundred students at COC that do not have such social security numbers but will need to look at the data again to get a more accurate account.

- We have never been able to replicate the Chancellor's office numbers on these accountability studies because they link our data to other data sources like CSU and UC. At the college level this information is marginally useful. The data is most important when we can link it to program and department efforts. With data on demand we will now be able to get this information.
- We used to have to do a self-assessment report every time the ARCC report came out. This no longer required but we still but we have to report to the board. This is another change as a result of ARCC 2.0.

3. **Enrollment Management Update (J. Gerda)**
   - Covered in the standing report presentation above.

4. **Sustainability Initiative Update (J. Cheng-Levine)**
   There are four categories:
   - The first category is outreach
   - The second category is on-campus
   - The third category is funding
   - The fourth category is compliance.

   In category one, we provide environmental literacy in our Valley through the Environmental Education Consortium. Environmental Education Consortium works primarily with K-12 educators. We also received funding through the state water agency, the city of Santa Clarita, and local businesses. Regarding activities for the fall for outreach we had a mixer, and we also had a contest where we received 58 entries from K-12 for the Santa Clarita Environmental Education Consortium (SCEEC) E-Waste Writing Contest.

   Outreach Efforts through Santa Clarita Environmental Education Consortium (SCEEC): To promote environmental literacy in the valley
   - Entities SCEEC works with:
     - K-12 teachers and school personnel
     - Lockheed Martin, Castaic Water Agency
     - City of Santa Clarita, and businesses
   - Fall, 2012:
     - Teachers Mixer: October 24
     - E-Waste Writing Contest: 58 entries from 7 schools, from 3rd grade to High School; Winners in 4 categories to be honored at the Awards Ceremony, 12/11 (all are welcome)
   - Spring 2013:
     - Teachers Mixer (February), Environmental Science Fair (March) and Environmental Leadership Conference (April)
     - Western Bluebird Restoration Project: COC and Local Schools (base for the Wells Fargo Environmental Grant application, due December 17); project to begin in Spring 2013

   - On-Campus Collaborations and Awareness Efforts through the Interim Sustainability Center and SDC
     - ARCHT 190 Design II class on a hypothetical Sustainable Development Center (presentation date: Tuesday, Dec. 11, 10:30-1:00 pm in Village 113. All are welcome.)
EPA Campus RainWorks Challenge Grant:

- Goals of the Grant: to engage students in a hands-on, interdisciplinary learning experience for practical experience and to “promote the use of green infrastructure practices that provide multiple environmental, social, and economic benefits on college campuses.”
- COC students’ focus on their grant application: Heat Island Mitigation and Management of Microclimate; Storm Water Recycling and Management; and Utility Savings

Western Bluebird Restoration Project: See above

Visitors to Interim Sustainability Center since its opening in September: about 150 people, not including volunteers, repeating visitors, or workshops and meetings held at the Center.

Green Office Initiatives:

- Finalizing stage; to be rolled out in the Spring of 2013

Funding Efforts

- Finalizing a Wells Fargo Environmental Grant, application amount $99,659, deadline, Dec. 17; notification date: April 1st, 2013 (See Theresa Z’s report)
- Three phases of the project: COC Biodiversity Category Project, Western Bluebird Restoration Project, and Outreach and Education Project

SCEEC, $5,500: Lockheed Martin program support fund/grant, received in August

Sustainability Center, $2,500: Lockheed Martin program support fund/grant, to be received in December

Sustainability Center-Student Projects, $500: Lockheed Martin program support fund/grant, to be received in December

Barns and Noble’s donations for events: gift baskets and re-usable bags

Development and Compliance Efforts

- Conference attendance: California Green Summit in October (Carl Ebaugh)

CCC Sustainability Plan Template Training: Carl Ebough and Peter Parrish attended training at Pasadena College in early December; training on COC campus to be offered in the Spring semester.

The Chancellor stated that there are three groups working on Sustainability:

1. **Sustainability Committee** – college wide operational committee to coordinate efforts across departments/divisions and with the students

2. **SCEEC** - created another group to train K-12 teachers which was modeled after the Mojave Environmental Education Consortium who’s mission statement is to promote environmental literacy in the Santa Clarita Valley.

3. **SCEEC Executive Council** - There is a subgroup of that group which is a funding group. This funding group includes community members like B.J. Atkins.

We’re looking to bring as many resources to the table as possible. We set a goal for ourselves this year and are working to reach that goal.

New Topics:

- **CPT Retreat (D. Van Hook)**
  - The CPT retreat will be held at Robinson Ranch in January
  - Russell Waldon will be working with faculty to determine which of about six dates is the best date on which to hold the retreat.
  - The retreat will not be held during flex week because of conflicts with other activities and will probably be held the week prior to flex week.
- We plan to feature a community panel like we did last year with representatives from:
  - The City of Santa Clarita
  - William S. Hart School District
  - Los Angeles County Business Representatives
- The unemployment rate has gone down and housing sales have gone up.
- We will also be discussing the jobs war and what type of training matters.
- We will also be bringing together a panel of some of the largest employers in the Valley to discuss placing people in fields in which there is a career ladder.
- We will also break out and have group interaction.
- As a result of the breakout groups we want to come up with
  - one page plans of what we would like to do
  - things which would envelop the educational and facilities master plan as well as the department plans
- We'll also have a session on the Student Success Task Force and brainstorm some ideas for the various subtask forces.
- We will also speak a little bit about accreditation and the timeline regarding our self-study.
- Who will be doing an update on Canyon country
- We may also discuss how to take a concept from inception to including it in the educational and facilities master plan if it is determined that this is the appropriate venue in which to do that.