

Academic & Career/Technical Programs
& Instructional Support Council

AGENDA

April 29, 2010

2:00pm – 3:30pm

AD109

- I. Presiding Chair
- II. Report Out
- III. Assign Leaders to Strategies
- IV. Performance Indicators/Benchmarks
- V. Meeting Time

Academic and Career/Technical Programs and Instructional Support Council Meeting Minutes

April 29, 2010 * 2:00pm – 3:30pm * AD109

Council Members:

Present: Tucker Amidon, Ernie Arellanes, Hayley Ashby, Stephen Ashby, Dave Dant, Kelly Douglass, Bernard Fradkin, Chip Herzig, Anita Kinser, Janet Lehr, Marilyn Martinez-Flores, Virginia McKee-Leone, Paul Moores, Ron Pardee, Patrick Schwerdtfeger, James Seals, Ron Vito

Absent: Su Acharya(e), Debbie Barrozo, Linda Braiman, Henry Bravo, Ed Bush, Shelly Dawson(e), Monica Delgadillo-Flores(e), Joanie Gibbons-Anderson(e), John Grenfell, Judy Hill, Howard Lin(e), George Jiang, Joonhee Kim, Ellen Kime-Hunt(e), Juliana Leung(e), Norma Lopez(e), Richard Mahon(e), Jesse Mejia(e) Mike Meyer(e), Brit Osgood-Treston(e), Rogelio Ruiz, Diane Solorzano(e), Takashi Suzuki(e), Darlene Willie

Meeting Commenced: 2:05PM

Dr. Pat Schwerdtfeger chaired the meeting.

After meeting with Sylvia and Kristina, Dr. Pat suggests we fame the work this Council does in relationship to accreditation. It is important that we complete a few things and do them well. What we have accomplished as a Council so far is a tightening up the language in the strategies. What we do not need to do is try to change the strategic plan; there is not a lot of time to do this. Within our groups we can explain the language. Today we will zero in on what we can do easily, first.

1. Presiding chair

The senate has not appointed a permanent faculty chair. The Council will vote on the faculty chair once we hear from the Senate.

2. Report out

Values – (K. Douglass) Handout

Kelly read aloud the values statement, there was some discussion regarding the phrasing and some specific wording. The committee will take all comments into consideration, revise the Values Statement and present it at the next meeting.

Resource Development and Organizational Effectiveness (R. Vito)

Ron reviewed the two strategies and their committee interpreted the language. Looking at organizational effectiveness; they thought there could be more that could be done in that area. Dr. Pat said this is one of the weakest parts of the plan. We can expand on the strategies and clarify the language. There are more ways to look at it; these should be reflected in our interpretation of the goals and strategies. Susan Mills and Richard Mahon will join this group.

Responsiveness to Community/Culture of Innovation (A. Kinser) Handout

Anita reviewed their handout; the committee added their own take on the strategies that include addressing the needs of the community. There were concerns about the language of this strategy and whether the college is actually doing what is stated. We need to clarify what services we are talking about before we can indicate what we can be connected to the strategies. There was a discussion on the number of community based organizations the college is actively involved in and how to measure and meet the needs of the community. A good example is Service Learning.

3. Assign leaders to strategies

It is the responsibility of the lead person to organize the group, develop timeline, and develop action plan/benchmarks.

It was suggested to have the administrators already in charge facilitate developing action plans and benchmarks as they have been assigned to maintain continuity. If we maintain the groups, then they are more equipped. Marilyn agreed the work can be divided amongst the group.

Marilyn reviewed the example for the action plan. Use this as a model as you create an action plan for each of your strategies. When creating your action plan, you'll want to elaborate more than what is in the example. For example, Dr. Pat asked to list a name in the action plan in the box that says responsible lead and please outlines the steps taken to achieve the goals. Timeline should align with the Financial Master Plan.

There are some initiatives that may fit into the strategies, for example the jumpstart, we are already doing these, and have the supporting data. The executive committee will re-visit the format of the action plan.

4. Performance Indicators/benchmarks

Susan Mills (Handout)

Susan met with Tom Allen last week, who is drafting the response to the recommendation that we are on warning for. The IM&E met, Kristina Kauffman and David Torres attended to talk about Performance Indicators, they suggested looking at the district report card, which was passed out at flex day, and is also available on the website and the District Fact Book. Susan and Tara McCarthy did an analysis using these resources, the plan and performance indicators mapping out what we could use. Their results were similar however, the results are not very good because most of that we have is not disaggregated from the district. Referring to the handout, what you see in light color print are Sylvia's responses, OK indicates the data can be disaggregated. The District is doing a report card for this campus, 12-20 pages of disaggregated data.

Benchmarks – look at trends over three years, and plan accordingly.

Step one: look at the available evidence (historical data) related to strategies to set a benchmarks for where you want to be and how you are going to get there. Develop action plan to be how we get there. Have a test at the end to see if we got there. Be careful with benchmarks; if you start setting percentages make sure it is feasible.

For the next meeting: Meet with your committees and begin developing your action plans. We will send out another example within the next few days.

5. Meeting time

Regular meeting will be the third Thursday of the month at college hour.

Meeting adjourned: 3:37pm