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## Dean's Meeting, February 26, 2015 at 10:00 AM – 12:00 PM

Deans	present	GUESTS
Avie Bridges	✓	Bonnie Jaros Cherylee Kushida
Micki Bryant	✓	
Cher Carrera	-	
Ron Coopman	✓	
John Finch	✓	
Madeline Grant	✓	
Bart Hoffman	✓	
Shelly Jaffray	✓	
Eve Kikawa	✓	
Mark Liang	-	
Don Mahany	-	
Becky Miller	✓	
Leisa Schumacher	✓	
Omar Torres	✓	

Agenda Items	Notes
<b>1. Welcome and Introductory Comments</b> <ol style="list-style-type: none"> <li>Two Year Plans update</li> <li>Fall 2015/Spring 2016 FTES Summary and Datatel entry</li> <li>Enrollment Management: Late-Start 8-Week classes and marketing efforts to date</li> </ol>	<p>1.a. The Two Year plans received to date were summarized for the group. Deviation from the recommended template format is permissible, if determined appropriate by the content area.</p> <p>1.b. Reminder that the FTES targets are due the week of Feb. 23<sup>rd</sup>. Department information still forthcoming.</p> <p>1.c. The proofing for the GR8WEEKS Flyer and website page is done and changes have been submitted to Publications and Graphic Communications. A GR8WEEKS banner has been added to the SAC website, and the GR8WEEKS webpage is live. 500 copies of the flyer will be ordered and distributed. Initial</p>

	<p>cost of \$2,000 in discussion for UpSnap and SP15 advertising efforts via geo-texting, with the 18-35 age bracket targeted. The group supports moving forward in spending an additional \$2,000 for SP15 GR8WEEKS advertising efforts.</p>
<p><b>2. Discussion Topics</b></p> <ul style="list-style-type: none"> <li>a. Ranked Resource Allocation Requests (RARs) to be forwarded to Cabinet next week – please see attached enclosure</li> <li>b. Institutional Learning Outcomes (ILOs) discussion</li> <li>c. Division/Department Marketing Highlights – to be distributed during meeting</li> <li>d. Administrative Regulations (ARs) finalization</li> <li>e. ACCJC Recommendations brainstorm (depending on time, may be postponed until next week): <ul style="list-style-type: none"> <li>1) In order to meet the Standards, the team recommends that the College institutionalize a process with identified responsibility that ensures the integration, assessment, analysis, and use of assessment results, and documented dialogue of learning outcomes. Learning outcomes include course learning, program learning, student services, administrative unit, and institutional learning outcomes.</li> <li>2) In order to meet the Standards, the team recommends that the College establish, implement, and document a regular cycle of evaluation to include effectiveness of planning processes, training, decision-making, communication, resource allocation, and governance practices.</li> <li>3) In order to meet the Standards, the team recommends that the College make public all student learning outcomes for all programs, certificates, and degrees, and ensure and document the regular cycle of assessment of all courses and programs in support of continuous quality improvement.</li> </ul> </li> </ul>	<p>2.a. The consolidated RAR was reviewed and discussed to determine priority rankings for Academic Affairs as a whole. Requests were broken down into categories/groupings for consideration and ranked. A new category, “Forced Cost”, was devised for rankings that were absolutely required such as audit findings, equipment breakdown crucial to current curriculum, mandatory software upgrades to existing curriculum, etc. An additional meeting will be held on Mon., March 2<sup>nd</sup> to review the technical, mediation and equipment consolidated RAR items due to time constraints.</p> <p>2.b. TLC will continue until ILOs are done. ILOs will have a new process. The ILOs are due March 31, 2015. Bonnie distributed a handout providing additional details on the new process, etc. The ILO for Year 1 will be Communication Skills. All Programs must do an ILO, even if no General Education courses are included. Bonnie is happy to provide assistance, where needed.</p> <p>2.c. A handout was distributed, which highlights all of the unique attributes of SAC, its programs, and rich culture. All were encouraged to continue submitting additional items to incorporate. Once EMT, Nursing, Kinesiology and additional items from Humanities are incorporated into the handout, summary will be forwarded.</p> <p>2.d. ARs must be finalized and submitted to Human Resources by the end of Spring 2015. ARs 4226 and 4103 were discussed. The recommended changes/edits were incorporated.</p> <p>2.e. Will be moved to the subsequent agenda(s) for discussion.</p>
<b>3. Upcoming Events and Closing Remarks</b>	<p>3.a. -3.d. The group was reminded of the upcoming</p>

- a. Calendar Advisory Group meeting this Friday, February 27, 2015 from noon – 1:30 pm in S215-E
- b. State Chancellor's Office meeting to discuss Baccalaureate degree next Tuesday, March 3, 2015 from 3:30 pm – 5:00 pm in S215-E
- c. Institutional Effectiveness Advisory Group meet next Wednesday, March 4, 2015 from 1:30 pm – 2:30 pm in S215-E
- d. Calendar Advisory Group meeting on Friday, March 6, 2015 from noon – 1:30 pm in S215-E

schedule of referenced meetings.

**Other Items:**

- The Deans' meetings will move to every-other-week format, instead of weekly, in the forthcoming weeks
- CJ & Fire Curriculum update: Cris McCullough at the State Chancellor's office returned to work Feb. 17<sup>th</sup>. SAC meeting w/Cris will be scheduled to discuss CJ & Fire items shortly.
- Note: The CJ curriculum items are drafted in the "4 hour" format.
- SP15 FTES Update (2/26/15): 5400 without PAC. SP15 target was 7132; the revised SP15 is now 7000 FTES. Both CEC and SCC are experiencing low enrollment numbers, contributing to slightly lower anticipated overall District-wide FTES.
- TracDat Coordinator: An inquiry was raised as to whether the additional \$2,000 for UpSnap marketing GR8WEEKS efforts might impact this position and its funding?