



CELEBRATED PAST. BOUNDLESS FUTURE.

1530 West 17th St. • Santa Ana, CA 92706 • (714)564-6000 • www.sac.edu

## Dean's Meeting, January 15, 2015 at 10:00 AM – 12:00 PM

Deans	present	GUESTS
Avie Bridges	✓	Nga Pham Huong Banh Katharine Walczak
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. Guest Welcome—Nga Pham—featuring Institutional Research</b> <ol style="list-style-type: none"> <li>Introduction</li> <li>New links on Academic Affairs website</li> <li>Potential requested research involving: <ol style="list-style-type: none"> <li>Success and Retention rates for students who have "x" number of hours in the Learning Center who have completed DLAs or other SI activities</li> <li>Success and Retention rates for students who have had math and/or English in the first or second semester</li> <li>Decrease in W's in sections where Early Alert is followed through</li> <li>Success rates in 8-week versus semester-length sections of Basic Skills, new math accelerated pathways, Express for Success, Fast Track, etc.</li> </ol> </li> <li>Group discussion</li> </ol>	<ol style="list-style-type: none"> <li>a. Nga Pham was welcomed and introduced.</li> <li>b. Institutional Research and link have been added to the Academic Affairs website. A list of all the current statistical data reports is now available. These resources are now in a centralized location and are available to assist in our Program Reviews. The Program Reviews done by Bill Courter and Brian Sos are an excellent example and model reference. These items will lend to improved collaboration between the District Institutional Research department, deans, and faculty. Suggestions are welcomed for additional items that could still be added. The site does not include all</li> </ol>

	<p>available reports; however Nga can provide an entire list (some of which are department focused). Integrated planning and data resources are key elements of Institutional Research. Nga will add a link to the site, which will provide a complete list of all reports. Nga can assist the Department Chairs in walking through the various steps to help them become familiar with the services Institutional Research can and does provide.</p> <p>1. c.1. Is “equity” an area needed for statistical data and tracking? The request was made to add “Athletes vs. Standard student population” to the report list. Data of this nature would help to support the funding needs of departments and programs. Data is available for weekend classes (Friday/Saturday/Sunday). Nga has the ability to survey students (prior to 07/08) to gather information to assist SAC in determining a “weekend program” and selection of offerings.</p> <p>1. c. 1-4 The results from these studies could be available before the end of Spring 2015.</p> <p>1.d The following priority list was provided to Nga:</p> <ol style="list-style-type: none"> <li>1. Learning Center - DLA’s (tutoring &amp; workshops are not tracked). Chaffey College has tracking software and is willing to share their information with us/SAC.</li> <li>2. Math Center – DLA’s</li> <li>3. Athletics</li> <li>4. Cohort comparisons (FEP, LCII, FastTrack, etc.)</li> </ol> <p>A question was raised about whether a “drop down” box could be added to the student portal to allow them to state the reason for dropping. Input needed from Mark Liang.</p>
<p><b>2. Discussion Topics</b></p> <ol style="list-style-type: none"> <li>a. Area reports</li> <li>b. Enrollment Management update for spring 2015</li> <li>c. Spring 2015 waitlisted students, need for additional classes, and low-enrolled classes</li> <li>d. Marketing update</li> <li>e. This week’s board meeting summary and thanks</li> <li>f. College Council approval of grants to be pursued <ol style="list-style-type: none"> <li>1) International Business Career Pathways Trust Grant</li> <li>2) NOCCAP – Career Pathways Trust Grant (Pharmacy)</li> <li>3) SA TECH Career Pathways Trust Grant (Biotechnology, Engineering, and Legal Studies)</li> </ol> </li> <li>g. Professional Development update with Convocation Guest Speaker: Dr. Darla</li> </ol>	<p>2. a. CJ &amp; CJA: Ron – 43 graduates from the Academy with over 984 hours logged over 6 months will participate in graduation. Approximately 1300 guests are anticipated for Academy Graduation Ceremony on January 15, 2015.</p> <p>Business: Madeline - The Division has been successful in securing several grants, which include the International Business Career Pathways Trust Grant; SA TECH Career Pathways Trust Grant and SAUSD (new hard drives for Engineering). Kimberly Matthews has been an instrumental part of the awarded of these grants.</p>

Cooper (RP Group)

- h. Curriculum updates and CCCCCO discussions
- i. Year-long Schedule: Fall 2015 and Spring 2016
  - 1) Update on conversations from Joint Cabinet Meeting and pilot group
  - 2) FTES tentative targets for 2015-16
  - 3) Planning Schedule for Fall 2015 and Spring 2016 (Huong Binh)
  - 4) New Scheduling Innovations: Weekend College, etc.?
  - 5) Room allocation

Fine & Performing Arts: Eve – No impact to classes due to roofing activity. SAC will participate at/with: 1. the LAMO Expo; 2. Santora Building event; 3. CSUF collaboration project for art space. An upcoming Regional Fine & Performing Arts Deans' meeting is planned.

Humanities & Social Sciences: Shelly – All is going well.

Counseling: Micki – The department is experiencing hiring challenges and meeting the needs of the students with existing resources.

Kinesiology: Avie – Ladies Basketball Conference has kicked off with a Prize Dinner served to the winner by Avie. The SAC Golf Tournament will occur in Spring. The Spring 2015 Athletic Calendar was emailed to all of SAC.

2. b. As of 1/15/15, SP15 FTES at 4328 ~ 60.8% capacity of target.

2. c. General review of SP15 class enrollment report was discussed, including waitlists and adding classes to meet student demands. Low enrolled classes will be reviewed and discussed with Deans to ensure a collaborative approach is taken when reviewing sections for cancelling.

2. d. Strategies are being developed to improve SAC's image and representation. UpSnap and Geo-Tracking are a few examples of marketing strategies.

2. e. The Scorecard Presentation went well at the Board meeting.

2. f. General review and highlights provided for items 1-4.

2. g. Convocation will be hosted in Philips Hall and Guest Speaker Dr. Darla Cooper will provide a 2 hour interactive presentation, which will include Student Success, Equity, etc.

2. h. General discussion and updates were reviewed. Variable unit academy courses are still pending State approval, and Fixed unit courses are ok and ready to move forward for approval.

2. i. Full implementation has not yet been approved. Preliminary discussions include partial implementation for Early Decision only. Discussions have begun with Department Chairs about a year-long schedule.

2. i. 4. Overall update provided.

2. i. 5. Funding examples displayed for achieving FTES target if 2.0% growth funding received.

2. i. 6. Huong provided an overall summary of the DRAFT year-long schedule production timelines for Fall 15 & Spring

	<p>16.</p> <p>2. i. 7. Discussion and brainstorming ideas were shared for concepts / formats for a Weekend Schedule offering. Some initial thoughts are: 1) 4/4/4/4 pattern; 2) 1<sup>st</sup> &amp; 2<sup>nd</sup> 8-weeks; 3) Accelerated Academy; etc. Important notes to consider: 1) Could an “online tutorial” be used to help educate students? Can a student be limited to unit/class load in the “accelerated sections”?</p> <p>2. i. 8. Current Room Allocation list will be reviewed in conjunction with room utilization in a future Deans’ meeting.</p>
<p><b>3. Upcoming Events and Closing Remarks</b></p> <p>a. Sheriff’s graduation – Basic Academy #213 Graduation tonight at 6 pm, 15991 Armstrong Avenue, Tustin CA 92782</p> <p>b. Next Deans Meeting – Discuss RARs and prioritization</p> <p>c. Academic Affairs Advisory Council – Tuesday, February 3, 2015 from 8 am – noon</p> <p>d. Convocation with Dr. Darla Cooper (RP Group) on Friday, February 6, 2015</p> <p>e. Other items?</p>	<p>3. a. 43 graduates will be represented.</p> <p>3. b. RARs will be reviewed, prioritized, and consolidated into one RAR for submission to Dr. Collins.</p> <p>3. c. Reminder provided.</p> <p>3. d. Reminder provided.</p> <p>3. e. Other items:</p> <p>1. Division Offices to remain open later Monday thru Thursday during the first 3-weeks of SP15.</p> <p>2. A one-time allowance for the Spring 2015 semester will be granted to exceed the LHE limits (25.0 full-time and 10.0 part-time) due to the FARSCCD negotiated lab rate change.</p> <p>3. Reminder that the Two-Year Pathways will be due in February from the Department Chairs. The pathways should include Fall and Spring semesters as well as Intersession/Summer terms.</p> <p>4. No Deans’ meeting on Feb. 5th during Flex Week.</p> <p>5. March 18<sup>th</sup> Deans’ meeting may need to be rescheduled due to conflict with District Management meeting. More information will follow.</p> <p>7. Convocation schedule for Spring 2015 is needed and will be distributed to Deans and Division Offices.</p> <p>8. Class Cancellations – A list of recommendations are provided to Deans for review and consultation to ensure the best decisions are reached. Factors such as student access and cost efficiency may warrant further discussion and case-by-case review with V.P. of Academic Affairs. Deans are encouraged to bring these items forward, where needed.</p>