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Dean’s Meeting, March 26, 2015 at 10:00 AM – 12:00 PM

Deans	present	GUESTS
Avie Bridges	✓	Esmeralda Abejar Monica Porter
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
1. Welcome and Introductory Comments <ul style="list-style-type: none"> a. Centennial Kick-off Event – Saturday, March 12, 2016 b. Resource Allocation Request (RAR) process and documents c. Spring 2015 : 2nd 8-weeks Enrollment Updates d. Faculty Hiring Committees e. Fall 2015/Spring 2016 update f. Accreditation Oversight Committee – Update g. Substantive Change Proposals – Update 	1.a. Monica Porter reminded attendees about the official Centennial Kick-off Event on Saturday, March 12, <u>2016</u> from 10:00 a.m. – 3:00 p.m. She highlighted the importance of faculty participation and input to ensure all disciplines and programs are represented to the community for this special event. The deadline for faculty submittals regarding presentation requests is May 1 st 2015. Each department can tailor their presentation / exhibit to highlight their program / content area. As departments / programs finalize their events, they should communicate to the Centennial Committee. The Centennial Committee is analyzing

what marketing and advertising efforts need to occur, which will most effectively reach out to the entire community for participation. It has been noted that electronic advertising & marketing efforts are key to reaching a broader audience. This is a wonderful opportunity for outreach efforts with SAUSD high school students.

1.b. Esmeralda Abejar distributed a handout which summarized the Resource Allocation Request (RAR) form and process. All were reminded that these items could be found on the Administrative Services website. The RAR form does include a link to the Strategic Plan. It was noted that the priority rankings should be in a “1, 2, 3, 4, etc.” (consecutive, non-repeating numbered priorities) format instead of “1, 1, 1, 2, 2, 3, 4, etc.” (repeating numbered priorities). She noted that the 15/16 rankings were reviewed by Cabinet, and Omar noted that finalized funded items will be known once we have a better sense of the available budget (after the May Revise in preparation for next year’s Tentative/Adopted budget preparations). Attendees were all in agreement and confirmed that knowing the “total dollar amount” is critical for properly identifying and ranking the priorities. Additionally, it was noted that clarifying the process and steps is needed; that is, prioritizations should be made based on sub-categories (e.g., instructional supplies, equipment, etc.), that forced costs should be made a separate category, and a suggested adjustment of the current RAR template may be needed for ease in rankings. These improvements were suggested to Esmeralda as part of the deans’ evaluation of current budget review processes in anticipation of better integration and better ease of processes for all users involved. Esmeralda noted that the Budget Office allocates a 20% amount into a Fund 13 carryover account for campus emergencies (e.g., heating, plumbing, etc.). The Cash Flow Reports are available on the Budget & Planning Committee website. A request was made to hold a training session to discuss GL codes, accounts, etc. A future Deans’ meeting will be

identified in Summer 2015 for this training session. Administrative (or Service) Unit Outcomes, tied to student learning outcomes at the instructional level, should be made by Academic Affairs, Student Services, and Administrative Services as a key component of our integrated planning efforts. The transition to include this is occurring now. Esmeralda noted that further break-out of categories & priorities are appropriate to do.

1.c. A handout (CSAR report dated 3/26/15) was distributed. Each Dean summarized the enrollment of their area and noted the low enrolled sections for the upcoming late-start, 8-week classes. Continued monitoring will occur, with cancellations where needed. At time point, the SP15 enrollment projections should surpass the revised target of 7,000 FTES (assuming positive attendance results as expected). An update on the SP15 enrollment numbers and FTES target will be provided at the April 2nd Deans' meeting.

1.d. All Deans reported that screening efforts for all of the hiring committees in their areas are going well. A request has been made by George Sweeney (Student Equity Coordinator) to incorporate an "equity" component into the hiring questions, interviews, etc.

1.e. The first time building of a year-long schedule for Fall 2015 & Spring 2016 has presented a few challenges. The Spring 2016 entry deadline has been extended to April 2nd. It was noted that an update is needed on the D building renovations. The F15 class sections for Humanities & Social Science are scheduled in the Village classrooms and will continue through S16; plans to move out of the Village and into the D building are predicted to occur no sooner than summer 2016. It was advised that as deans (through their department chairs) staff their spring 2016 schedules with adjuncts, while spring 2016 assignments can be made, the names of adjuncts should not be forwarded to staff for entry into Datatel yet until later in the fall 2015 semester (once confirmed), as inevitably there will be

changes between now and then in terms of staffing (e.g., as adjuncts will, over time, accept other teaching assignments at nearby colleges in the region currently not participating in the year-long schedule, which may change an adjunct's availability for SAC moving forward). It is recognized that there may be exceptions specific to certain content areas, and deans are simply reminded to proceed cautiously with year-long staffing with this awareness.

1.f. Shelly informed attendees that a draft of the Accreditation Follow-up Report needs to be completed by the end of the Spring 2015 semester. The completed follow-up report needs to be reviewed and approved by the Board of Trustees in September 2015; the two Board meeting dates are September 14th and 28th. The Accreditation Oversight Committee has met once thus far. This Committee will meet again on March 31, 2015. A decision needs to be made on how the 3 recommendations will be handled and facilitated.

1.g. Dr. Susan Clifford reviewed the DRAFT O.T.A. B.S. Substantive Change Proposal and had two small recommended changes. These changes have been made, the evidence is in final stages of preparation, and will be mailed out to the Commission for consideration. All substantive change proposals require submission of an electronic word file (not pdf), physical copy of the proposal, as well as all accompanying evidence along with \$750 per submission. The Substantive Change Proposals will be finalized and mailed to Dr. Susan Clifford as referenced below to ensure the ACCJC has received these items by the April 7th deadline:

- O.T.A. B.S. in Occupational Studies-March 28th
- Biotechnology Certificates of Achievement-April 1st.

2. Discussion Topics

- a. Institutional Effectiveness
- b. 2015 / 2016 Catalog – Edit comments needed by April 23, 2015

2.a. Regularly scheduled meeting was held on March 19th. Framework indicators required by the State. There are eighteen categories and bench marks. These items

<p>c. Educational Master Plan – Last revised in 2012</p>	<p>will be provided to the Deans at the April 2, 2015 meeting. These items must be published and posted at the State level. Targets (realistic yet aspirational) are to be identified by the college. At this time, colleges will not be penalized if targets are not met. Scorecard data is several years old (due to tracked cohort) and thus may not best match up with the college’s current work, practices, and improvement efforts. On a related note, the current 19QT Program Review is in the process of being revised and will be vetted by faculty through the Academic Senate.</p> <p>2.b. A DRAFT copy of the 2015 / 2016 Catalog was distributed to all faculty and staff for review and input. All changes and corrections must be submitted by the April 23, 2015 deadline to Anh-Phuong Tran, Hang Le, and Omar Torres. The Program Learning Outcomes are to be included for all degrees, certificates, and programs. Updated edits are due to Omar Torres no later than April 16, 2015. ARs 4060, 4040, 4228, 4229, 4225, 4227, and 4610 were reviewed by the group and recommended changes were suggested. Additional edits and clarification are needed on ARs 4228 (Mark Liang) and 4225 (Eve Kikawa). A Board Policy is needed for AR4227, which Omar will initiate.</p> <p>2.c. The Educational Master Plan was last revised in 2012 and contained information from 2007-2012. The 2012 edition needs to be reviewed to determine course of follow-up actions.</p>
<p>3. Upcoming Events and Closing Remarks</p> <p>a. Accreditation Oversight Committee on Tuesday, March 31, 2015 from 1:00 pm – 3:00 p.m. in S-207.</p> <p>b. Next Deans’ Meeting will be Thursday, April 2, 2015.</p>	<p>3.a. through 3.b. The group was reminded of the upcoming schedule of referenced meetings.</p> <p><u>Other Items:</u></p> <ul style="list-style-type: none"> • A Substantive Change Proposal is needed for the Distance Education Program. This item must be completed by Fall 2015 for compliance requirements.