



President's Cabinet

Action Notes

August 28, 2012

Bill Scroggins, President/CEO
Virginia Burley, VP of Instruction
Audrey Yamagata-Noji, VP of Student Services
Mike Gregoryk, VP of Administrative Services
Annette Loria, VP of Human Resources

1. Ginny presented the document, [“Analysis of Academic Programs for 2011-12: Strengthening Success at Mt. SAC.”](#) The information in this analysis is an exceptional example of thoughtful, data-driven, faculty-centered work to enhance student goal attainment. This report summarizes the work of faculty and academic administrators in reviewing and improving the relevance and currency of courses and programs at Mt. SAC. The summary is of Phase 1 of what will be a two-phase initiative. This first phase, done last year, involved:
 - Revision of the curriculum to ensure relevance and currency in program offerings,
 - Increased efforts in strengthening communication with students to facilitate program completion, and
 - Development of data tracking strategies to enhance our awareness of patterns of student success.The second phase will include collecting and analyzing data—particularly to evaluate the effectiveness of the Phase 1 curriculum changes, emphasizing bridges to the workplace such as work experience/internships/placement, and to following up on programs that may be at risk using the methodology in AP 4021—At Risk Programs and Program Discontinuance ([attached](#)). The appendices include a Graduation Snapshot Report for 2010-2011 and a Comparison of Associate Degrees from 2003 to 2011 by Academic Year and by Major. Cabinet felt that this report deserves significant attention, and **Ginny will move forward to hold an Educational Master Plan Summit this October** along the lines of the meeting held on 10/21/10 that produced the Educational Master Plan Goals and Directions for 2010-11 ([attached](#)).
2. Mike provided a rough draft alphabetical list of student workers employed July through September other than those on Federal Work Study. Cabinet gave some direction to Mike to refine the presentation of the information for discussion at our next meeting. A discussion was held on the issue of loading this information into Banner in a manner that met the needs of both Fiscal Services and Human Resources. **The [Banner Steering Committee](#) will take up this issue and report back to Cabinet.**
3. Annette reported on the status of negotiations with CSEA 262 on the matter of temporary assignments of public safety staff to function as sworn officers. **Mike will check with Mark DiMaggio, Director of Public Safety, on current practice.**
4. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Implementation of Degree Works (Audrey, 10/2)
 - b. [AP 5075—Course Adds and Drops](#) revision of drop date (Audrey & George, 9/18)
 - c. Employee Wellness Program Ideas (Karen Saldana, 9/11)

- d. Analysis of Usage of Student Workers (Mike, 9/11)
- e. Classified Staff as Adjunct Faculty (Terri Long, 9/11)
- f. Short-term, Seasonal, On-Call Workers and Professional Experts (Jim Ocampo, **9/4**)
- g. Get Out the Vote Campaign (Audrey, 9/11)
- h. Budget Scenarios (Mike, 9/11)
- i. Negotiation Summit (Bill, 9/11)
- j. Transit Pass Project (Audrey, 9/18)
- k. [BP 5010](#)—Admissions, [BP 5130](#)—Financial Aid, [BP 5040](#)—Student Records, Directory Information, and Privacy (Audrey, 9/18)
- l. Study Abroad Future Plans (Jim Jenkins, 9/25)
- m. Master Plan Summit in October (Ginny, 9/11)
- n. Employee Data Loading into Banner (Mike, 9/11)