



President's Advisory Council MINUTES

November 14, 2007

Approved - 11/28/07

MEMBERS PRESENT: *Chair:* Kathie Hodge *Deans:* Bob Jensen *Faculty:* Ken Collins, Susan Nack, Miguel Powers, Jay Seidel *Classified:* Jim Book, Efrain Villanueva *Associated Students:* Eric Barocio, Ethan Morse
Absent: Emilio Perez

HOUSEKEEPING

1. Note: In the absence of Emilio Perez, Chris Kiger served as the manager representative.
2. Agenda: The following item was added to the agenda: Informational Items/Announcements, Item 2 – Basic Skills.
3. Minutes: The minutes of the October 24, 2007 meeting were approved after minor corrections were received and accepted.

PLANNING

1. Overview of Planning Discussion: After some discussion, it was determined that a planning process/plan should be established for Student Learning Outcomes, Title 5, and Basic Skills. Director of Institutional Research Ken Meehan reported that he and Danielle Fouquette, the SLO Coordinator, have agreed on three standard assessment techniques to use for reporting SLOs at the course and program level. These techniques will be posted on the SLO website. However, each department will be able to create additional techniques if appropriate. By end of fall, all SLOs should be identified for all courses and programs. By spring, the assessment component will begin in those departments in which assessments have not been addressed. Regarding Title 5, Dr. Hodge reported that Jennifer Combs as Curriculum Chair will address all curricula issues with Title 5. The catalog and admissions elements will be addresses by Interim VPSS Peter Fong. In addition, the college will focus on gathering information that is being discussed throughout the state. Once the state determines a course of action, the college will move forward with the implementation process. Information on Basic Skills is addressed below under Informational Items.
2. Review of Goal I – Fullerton will offer excellent, responsive instructional programs to facilitate and improve student learning: After some discussion on this topic it was agreed that:
 - Ken Meehan will review and determine all measurable 2007-2008 Unit Objectives
 - Deans will review the 2007-2008 Unit Objectives and provide a status update and evaluate each unit as (1) in planning (2) in process (3) completed (4) abandoned. The updated will be provided at the next Planning Meeting scheduled for December 12, 2007.
 - September – every September review goals from previous year and begin forming goals for the next year
 - November – update the Board on the previous year's progress
 - January – institutional data will be available for year-end reports
 - March – begin Dynamic Fund deliberations
 - April – every April begin year-end evaluation of goals from previous year
3. Carry Over of 2007-2008 College Goals: The approval to carry over the 2007-2008 College Goals to 2008-2009 will be voted on at next PAC meeting.

INFORMATIONAL ITEMS / ANNOUNCEMENTS:

1. College Committees: Dr. Ken Collins reported that Faculty Senate is in the process of updating their committee handbook. As soon as it is complete they will forward to Deans and PAC for their review.
2. Basic Skills: Dr. Ken Collins distributed a copy of a letter from the *California Community Colleges System Office summarizing information on BS-ESL categorical funding*. Adam O'Connor clarified the college's

Basic Skills fund allocations as follows: 1) there is \$253,000 carryover money from 2006/2007 which has been allocated for spending in 2007/2008 2) this year we anticipate an additional \$507,000 which will be the topic of the next PAC Planning Meeting 3) there is a potential for more funding but which the District has not yet allocated. Dr. Collins also distributed a copy of the *Basic Skills as a Foundation for Student Success in California Community Colleges* brochure. The brochure outlines information on effective practices, study components, literature, summary of practices, and developing an effective action plan. The website provides information drawn from several colleges that were pilot tested. Dr. Collins said that the college should have in place the required action plan and a budget plan by May 1.

MEMBER REPORTS

1. Deans: Dean Bob Jensen reported that at their last meeting the Deans talked about Summer '08 and Fall '08 enrollment. Specifically, the effects caused by having some buildings unavailable due to construction as well as opening of the new Classroom Office Building. A plan has been forwarded to Dr. Larry Buckley on how the Deans thought would be the best use of available spaces. Two new growth positions in faculty hiring were recommended for Chemistry and English. Dean Lisa Campbell is working on the development of a *Fullerton College Student Success Summit*. A copy of the handout soliciting participation and summit information was distributed. The summit objective is to develop a campus-wide student success plan and is tentatively scheduled for January 25, 2008.
2. Managers: Health Center Director Chris Kiger reported that a procedure is currently being established to assist faculty and staff in dealing with students that are going through a crisis or distress situation.
3. Faculty: No Report.
4. Classified: No Report.
5. Associated Students: A.S. President Ethan Morse reported that Associated Students are in the process of moving into the new College Center. The Vegas-themed Homecoming event held on November 1, 2007 went very well. The chocolate candy fundraiser raised approximately \$1,000 which was donated to the World Food Program who assists in feeding the needy in Africa.

Adjournment: 4:00 p.m.

Patricia Sanchez, Recording Secretary