



# President's Advisory Council MINUTES

April 22, 2009  
Approved May 6, 2009

---

**MEMBERS:** *Chair:* Kathie Hodge *Deans:* Bob Jensen *Managers:* Chris Kiger *Faculty:* Ken Collins, Marcus Wilson, Susan Nack, Ricardo Salas *Classified:* Ericka Adakai, Beverly Pipkin *Associated Students:* Rajan Vaidya, Robin Kim *Absent:*

---

## HOUSEKEEPING

1. **Agenda:** The agenda was approved with the addition of an item on the Informational Items/Announcements Section.
2. **Minutes:** The minutes were approved as presented.

## OLD BUSINESS

1. **Campus Diversity Committee:** Vince White was available to answer questions regarding the updated guidelines for the *Fullerton College Diversity Committee*. The guidelines were approved with a minor correction to the section under Committee Composition of Voting Members. The correction is to read Classified Staff (appointed by CSEA *in collaboration with Classified Senate*).
2. **Program Review Process:** Institutional Researcher Ken Meehan gave an overview of the Program Review Process as outlined in the *Program Review, Proposed Revised Program Review Analysis, Proposed Schedule for Program Review, Program Review Fine Arts Division Executive Summary* handouts provided with the agenda. Dr. Meehan reported that two major components of program review that will be important during the accreditation visit will be the process of document and how knowledge of each discipline is incorporated into the data. He recommended that we take a closer look at how we document the program review process either through minutes, hard copy evidence or analysis. He also reported that faculty will play a large role in incorporating data about their discipline that relates to program shifts, program changes, and external environmental scans. After some discussion it was agreed that there was no time left to start a new program review process. The old forms will continue to be used to document data. However, if we follow the process/cycle as reviewed by Dr. Meehan there will be no need to make major adjustments from year to year.

## NEW BUSINESS

1. **2008-2009 Unit Objectives-Year End Report:** Dean Bob Jensen distributed copies of the *Fullerton College Year End Report 2008-9 Unit Objectives* and the *Fullerton College Year End Report 2008-9 Success Stories*. PAC attendees spent a few minutes relaying other success stories that are not included in the report. Bob Jensen requested that this information be forwarded to him for inclusion in the electronic version of the report to be forwarded to the President's Office for their files.
2. **TracDat:** Vice President Larry Buckley reported that Cypress College is currently using TracDat, a software program that maintains data on Student Learning Outcomes. The program can also assist with Program Review planning. Dean Carol Mattson reported that she and Danielle Fouquette, FC Student Learning Outcomes Coordinator, have attended several TracDat workshops. She recommends that we consider purchasing the software. After some discussion it was agreed that Fullerton College will continue to review the program's effectiveness before agreeing to purchase.

## INFORMATIONAL ITEMS/ANNOUNCEMENTS

1. **Budget Update:** Budget Officer Adam O'Connor reviewed the three *Potential Reduction Scenarios* submitted by Vice Chancellor Fred Williams. Adam reported that other changes are coming that will give credit to the college for our own job vacancies.

2. **Accreditation Update:** Accreditation Chair Sean Chamberlin reported that he continues to meet with all divisions to discuss the upcoming accreditation visit. Dr. Hodge will give an accreditation update to the Board at the upcoming board meeting. Vice President Toni DuBois reported that both the Community College Survey of Student Engagement (CCSSE) and the Community College Faculty Survey of Student Engagement (CCFSSE) surveys have been distributed. She indicated that only 10% of the faculty surveys have been returned. It was agreed that the faculty survey will be re-sent with a different subject heading in hopes that more surveys will be returned.
3. **Governance Document:** Dr. Hodge requested that PAC members review the *Fullerton College Participatory Governance* information submitted with the agenda. A change in the Fullerton College Committees organizational charge was noted. The reporting sequence under Faculty Senate Curriculum, Educational Program Advisory, General Education, and Matriculation should reflect that each segment reports directly to Faculty Senate and not through Curriculum as stated.
4. **Announcements:** Susan Nack requested updates on the following outstanding issues: Check-Out Form, Smoking Policy, Baseball safety, and Anaheim testing center. The three Vice Presidents will distribute the Check-Out form to all their deans/divisions. Associated Student President Rajan Vaidya will be giving an update on the Smoking Policy enforcement procedure at the next PAC meeting. Vice President Janet Portolan reported that no solution has been reached regarding baseball safety in campus parking lots. Vice President Larry Buckley and Dean Mark Greenhalgh will work on reserving a large testing room at the Anaheim campus.

#### MEMBER REPORTS

1. **Deans:** Dean Bob Jensen reported that *Steel Magnolias* opens on April 23 in the Campus Theatre. The Dance Department Concert and 2009 Annual Student Art Exhibit are upcoming events. Daily night concerts are currently underway.
2. **Managers:** Health Services Director Chris Kiger reported that approximately 70 students received assistance during Resume Day held on Tuesday, April 14, 2009. The Health Spring Fair held April 16, 2009 was well attended. Feedback received from the fair indicated that there are many at risk students needing assistance in many areas. Several individuals from the student services area will be meeting soon to discuss issues related to at risk students. The Workforce Center Job Fair is scheduled for Wednesday, April 29, 2009.
3. **Faculty:** Faculty Senate President Ken Collins had no report.
4. **Classified:** Classified Senate President Ericka Adakai reported the Classified Senate Open House is scheduled for Thursday, April 30, 2009. Ericka Adakai thanked Adam O'Connor and his department for their help during the RQ deadline process.
5. **Associated Students:** Associated Students President Rajan Vaidya reported the unannounced election results: A.S. President: Peter Cornett, Vice President: Garry Suharli, Treasurer: Jessie Garcia, Recorder: Patricia Rodriguez, and Student Trustee: Rajan Vaidya. The following are upcoming events: Festival of Diversity, Thursday, April 23, Hypnotist Suzy Haner, Tuesday, April 28, A.S. Dance, Thursday, April 20, The Men & Women of Distinction Ceremony, Friday, May 8, and the Commencement Ceremony, Wednesday, May 20, 2009.

Adjournment: 4:10 p.m.

Patricia Sanchez, Acting Recording Secretary