



President's Advisory Council MINUTES

September 9, 2009
Approved - 09/23/2009

MEMBERS: *Chair:* Kathie Hodge *Deans:* Bob Jensen *Managers:* Chris Kiger *Faculty:* Marcus Wilson, Ken Collins, Jay Seidel, Sean Chamberlin *Classified:* Ericka Adakai, Beverly Pipkin *Associated Students:* Peter Cornett, Brandon Collins

HOUSEKEEPING

1. **Agenda:** The agenda was approved as presented with the addition of "The Laramie Project" and "Math 030" in the Informational Items/Announcements.
2. **Minutes:** The minutes were approved as presented.

OLD BUSINESS

1. **Institutional SLOs:** President Hodge reported that at the end of Spring '09 Vice President Toni BuBois began creating the framework and umbrella statements for our Institutional SLOs. A copy of the proposed Institutional SLOs was distributed with the agenda. An example of an Institutional Personal Fitness SLO was also distributed at the meeting. After review of the documents, it was agreed that further discussion is needed before finalizing the Institutional SLOs. Some points to consider would be incorporating transfer and vocational education awareness, aligning statements with the core values and mission statement, and producing statements with measurable outcomes. A task force headed by Vice President Toni DuBois was developed to address these issues. Other members of the task force include Sean Chamberlin, Bob Jensen, and Danielle Fouquette. The names for a student and classified representative will be provided by their constituent groups.

NEW BUSINESS

1. **Budget Update:** Director of Budget & Finance Adam O'Connor reported that the 2009/2010 budget was approved by the Board at their September 8, 2009 meeting. The budget includes a 10% reduction in FTES district-wide and a shift in non-credit FTES to Fullerton College labs. This shift means a reduction of 5% in FTES to Fullerton College. Our total FTES target is 17,500 and our goal is 17,500 without including non-credit FTES. The budget also included an elimination of 40 faculty positions district-wide, 22 for Fullerton College.

The Budget Development Committee has met twice this semester and discussions have focused on the \$3.3M unallocated carry-over funds. The BDC has made recommendations to Dr. Hodge that \$68,000 in carry-over funds be used to maintain the total funding to instructional materials and that some funding be allocated to the divisions to help add courses to the spring '10 semester. Dr. Hodge reported that she has accepted both recommendations. She has agreed to allocate \$200,000 in funding to the divisions to add an additional 66 courses to the spring semester. Future discussions at BDC will include Instructional Equipment and Staff Development.

2. **Technology Advisory Committee:** Vice President Janet Portolan reviewed the guidelines for the FC Technology Advisory Committee (FCTAC). The FCTAC will address technology issues of the campus and report to the President's Advisory Committee. The current Instructional Technology Committee which reports to the Faculty Senate will address academic issues. After some discussion and review of the proposed guidelines, it was agreed to add under "History" that the Distance Education Advisory Committee (DEAC) addresses issues to technology instruction at a distance and reports to the Faculty Senate. A draft copy of the committee's guidelines was distributed with the agenda and will be shared with all constituent groups. This item will return to the next PAC meeting for further discussion.

3. **Spring Schedule of Classes:** President Hodge reported that the development of the spring schedule is currently in progress. The same dollar amount spent in fall '09 will be spent in spring '10 and still meet our FTES cap without non-credit courses. As mentioned during the budget update, Dr. Hodge has agreed to allocate \$200,000 in carry-over funds to the divisions to add an additional 66 courses to the spring '10 semester bringing in an equivalent of 500 FTES. The allocation of these funds will not be across-the-board but determined based on the need to sustain courses offered during the fall semester. Dr. Hodge mentioned that remaining carry-over funds could be used for potential categorical backfills, mid-year cuts, staff development, and instructional issues due to construction.

INFORMATIONAL ITEMS/ANNOUNCEMENTS

1. **Accreditation Update:** Accreditation Chair Sean Chamberlin reported that co-chairs and teams have been established for all accreditation standards. Recruiting efforts are underway to add students, adjunct faculty, and writing resource members. Dr. Chamberlin announced that twenty faculty members are currently participating in the accreditation process. He expects an outline to be completed by mid-October.
2. **Budget & Planning Calendar/Program Review:** Director of Institutional Research Ken Meehan reviewed the campus Program Review process. An example of the Natural Science Division program review package was distributed with the agenda. After review of the process by Dr. Meehan, it was agreed that more thorough documentation of the discussions that take place between Dr. Meehan and the divisions and within the divisions themselves is needed. It was also agreed that the reporting form used in the program review process needs to be reevaluated.

Accreditation Chair Sean Chamberlin and Dean Bob Jensen distributed a proposed 2009-10 SLOA/Program Review/Planning Calendar. The proposed calendar was brought forward after endorsement from Faculty Senate. After review of the proposed document, it was agreed to remove person names from the statements, move Unit Objectives Preparation Month from October to November, make February Strategic Planning Month, incorporate the Dynamic Fund process into the proposed calendar, and add Mission and Core Values review to the month of February. The updated proposed calendar will be presented to the Deans and returned to PAC for approval.

3. **2009-2010 Meeting Dates & Membership Listing:** A copy of the 2009-2010 President's Advisory Council meeting dates and membership listing were distributed with the agenda for informational purposes.
4. **The Laramie Project:** Dean Bob Jensen announced that various activities will take place on campus featuring *The Laramie Project: Ten Years Later, An Epilogue* beginning September 30 – October 12, 2009. A brochure outlining the details was distributed. A copy of the Fullerton College 2009/2010 Fine Arts Season Calendar was also distributed.
5. **Math 030:** President Hodge reported that the District has asked the two colleges to discuss the coding status of Math 030 in an attempt to define a common code as either degree applicable or non-applicable. At this time, Cypress College codes Math 30 as degree applicable and Fullerton College codes it as non-applicable. The Curriculum Chairs will discuss and make its recommendation to the District Curriculum Coordinating Committee (DCCC). DCCC will weigh-in and make a recommendation to the Board for their approval.

MEMBER REPORTS

1. **Deans:** Dean Bob Jensen reported that the Deans' efforts have been on the extended day budget. They have focused on getting students to their classes.
2. **Managers:** Chris Kiger reported that Health Services will begin offering seasonal flu vaccines on Wednesdays and Thursdays, 10:00 am – 12:00 noon and 1:00 pm – 3:00 pm beginning September 16, 2009. This will be at no cost to students, \$20 for faculty and staff. Health Services is also offering hygiene stations to any areas/classrooms upon request.
3. **Faculty:** No Report.
4. **Classified:** Classified Senate President Ericka Adakai reported that the first meeting of the Classified Senate is scheduled for Thursday, September 10, 2009, 2:00 pm, Room 227.
5. **Associated Students:** Associated Students President Peter Cornet reported that A.S. elections are scheduled for September 16 and 17. Club Rush/Constitution Day is scheduled for Thursday, September

17 from 10:00 am – 1:00 pm on the Quad. Operation Career Launch 2009 with special guest speakers Dr. Lance Izumi and Dr. Jack Scott is scheduled for Thursday, October 22, 2009.

Adjournment: 3:58 p.m.

Patricia Sanchez, Acting Recording Secretary