



# President's Advisory Council MINUTES

September 14, 2011  
Approved September 28, 2011

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**MEMBERS Present:** *Chair:* Rajen Vurdien *Deans:* Lisa Campbell *Managers:* Olivia Veloz *Faculty:* Sean Chamberlin, Jim Book, Markus Burger *Classified:* April Ramos, Pattie Foster *Associated Students:* Maria Duque, Joey McIntosh **Absent:** Marcus Wilson

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## HOUSEKEEPING

1. **Agenda:** The agenda was approved with the addition of Deborah Ludford as presenting the Masterplan.
2. **Minutes:** The minutes of May 11, 2011 were approved as presented.

## OLD BUSINESS

1. **Addressing Needs of Under-Prepared Students:** Vice President Terry Guigni reported that the Student Success Committee worked over the summer on their mission statement. Dr. Guigni asked that we slow down the process so he has a chance to review their work and provide input. The Student Success Committee will present a plan to the council for implementation at a later date.

Guest Chris Sanchez asked the council to consider a more aggressive goal for closing the achievement gap with a minimum of 5% rather than 2% annually. President Rajen Vurdien stated that the goal will be based on the data and reviewed carefully by the council before a decision is made. Chris Sanchez also informed the council that the Closing the Latino Achievement Gap Summit will be held on September 30<sup>th</sup> at Santa Ana College, and everyone is welcome to attend. Faculty Senate President Sean Chamberlin suggested educating faculty because many of them do not know what they can do about bridging the achievement gap.

2. **Strategic Plan:** Institutional Researcher Ken Meehan reported that the goals for the college have been finalized, including increasing Hispanic and African American success rates by 2% and increasing math success rates by 2%. Dr. Vurdien stated that the goals and objectives are in place, and we must now work on the action plans so the goals can be reached. The action plans are due to the Office of Institutional Research by September 23. The college will be able to evaluate one planning cycle by the end of the fall. The Institutional Research Committee will be conducting a meta-evaluation of the program review process and planning process.

Dr. Vurdien reminded the council that we must show ACCJC that we are addressing the recommendations and moving in the right direction. Many of our current outreach efforts will not have immediate results. For example, we are working with the high school districts to improve the placement of high school students into college-level classes. Dr. Meehan noted that the achievement gap is widest during placement. If we can improve the placement of students during the assessment process, we can significantly reduce the achievement gap.

## NEW BUSINESS

1. **Accreditation:** Vice President Toni DuBois reported that we have a campus group working on the five college recommendations. Any new actions or activities since the ACCJC team visit should be submitted to Dr. DuBois to include in the follow-up report. District Director of Information Services, Deborah Ludford, reported on the workgroup for the district recommendations. They will be meeting on Friday, September 16 and over the next month with a review period for public comment beginning October 24.

2. **Masterplan:** The deadline for any feedback on the Comprehensive Masterplan is September 15. Dr. DuBois is concerned that there is currently nothing tying the program descriptions with the Facilities Masterplan, and there is nothing written about Administrative Services. A revised draft of the Educational Masterplan and the Facilities Masterplan will be available October 7, and comments are due back by October 21. The plans are scheduled to be presented to the board on November 22. Dr. Chamberlin noted that the deadlines prevent a first and second reading by Faculty Senate so they have called a special meeting on October 13. Dr. Chamberlin asked Deborah Ludford if the district would consider moving the deadline to allow the college more time to review and provide feedback. Deborah said she would take this suggestion back to the district.
3. **Social Media Guidelines:** Marketing and Outreach Assistant Stephanie Reyna presented a draft of the Social Media Guidelines, which is based on policies at other colleges and universities. The guidelines state that social media is used to promote the mission of the District and colleges, and every effort will be made to delete user-posted content deemed inappropriate. The guidelines were approved by the Technical Advisory Committee on May 17, 2011 and reviewed by the Chancellor's Staff on June 7, 2011. Any feedback on the guidelines should be sent to Stephanie in the Public Information Office.
4. **Computer Replacement:** Dr. Giugni presented the district-wide computer replacement plan for personal computers and printers. Equipment greater than 5 years old are often out of warranty and have issues with performance and software compatibility. The plan calls for lab desktops on a 3-year replacement cycle; faculty and staff computers on a 5-year replacement cycle (with an interim evaluation); and laptops on a 3-year replacement cycle. This plan allows institutions to replace at a sooner rate; however, it does not provide funds. Dr. Chamberlin asked if this plan is in line with the Technology Strategic Plan. Dr. Giugni will work with ACT, Faculty Senate, and the Technology Committees on this plan. Dr. Markus Burger noted that due to technology demands in his department, they will need to have shorter replacement cycles.
5. **Master Calendar:** The President's Office is working on a master calendar with the meeting times of all campus and district committees. A draft of this document was distributed, and any additions or corrections should be sent to the President's Office.
6. **Bridging the Achievement Gap:** Discussed above.
7. **Facilities & Safety Committee (formerly the Safety Sub-Committee):** One of the college recommendations states that physical resources planning should be integrated with institutional planning. Vice President Michael Perez proposed the creation of the Facilities & Safety Committee, which will develop operational strategies or action plans to meet the college goals and recommend plans to address physical resources. Members would include 2 Faculty representatives; 2 Management representatives; 2 Classified Professionals; 2 Associated Students representatives; the Directors of Campus Safety, Maintenance, the Health Center, and Disabled Student Services; the District Facilities Director; and District Risk Management. Dr. Chamberlin will take this proposal to the Senate. Dr. Giugni noted that we will need to clarify the role of this committee with regards to safety. Vice President Perez, Vice President Giugni, Faculty Senate, and Associated Students will work together on the mission and purpose of this committee.

#### ANNOUNCEMENTS

1. Dr. Vurdien announced that the Centennial Partners Cruise is on Thursday, September 15, and *Legends: Celebrating 50 Years* is on Monday, September 19.

Adjournment: 4:11 p.m.

Shannon Matthews, Recording Secretary