



President's Advisory Council MINUTES

October 10, 2012
Approved October 24, 2012

MEMBERS Present: *Chair:* Rajen Vurdien *Deans:* Lisa Campbell *Management:* Olivia Veloz *Faculty:* Sam Foster, Rolando Sanabria *Classified:* Ericka Adakai, Catherine Parks *Associated Students:* Daniel Moldovan, Randall Solis/Geronimo Gutierrez

HOUSEKEEPING

1. **Agenda:** The new A.S. representative Randall Solis was welcomed and introduced. Vice President Giugni suggested a change to agenda item #1. It was proposed that under Old Business the title for item #1 be renamed. After a lengthy discussion, it was the consensus of the group not to rename item #1. A change was made under Old Business item #4 to replace the word *Reduction* with the word *Adjustment*. Under New Business, an additional agenda item "Student Learning" will be added with sub-headings: a) students, b) curriculum, c) SLOs and d) other. It was suggested that using subheadings is a better approach because student learning encompasses everything. This item will be brought back under Old Business at the next meeting. The group reached consensus and the agenda was approved with the above changes.
2. **Minutes:** The minutes of September 26, 2012 were approved as presented.

OLD BUSINESS

1. **Addressing the Needs of Under-Prepared Students:** Vice President Giugni reported that the chairs of the Student Success Committee met and broke into their work groups to start talking about how to start implementing what they are doing. A much more comprehensive report to PAC will be presented at a future meeting on researching the effectiveness of various things the college is doing, including results, effectiveness, what we should have been doing, and if we need to expand our efforts.
2. **Strategic Plan:** It was Dr. Vurdien's recommendation that item #2 and item #6 be collapsed. Dr. DuBois' report will be under item #6 and item #2 will be deleted.
3. **Accreditation:** Vice President DuBois reported that the sub groups had met and approved the timeline (handout) that will provide ample time for review by the different constituent groups for review or changes before going to the trustees. She reported that three groups are working on the Follow-up Report for ACCJC. The Coordinating Group is responsible for ensuring the completion of all components of the Report, accompanying documents, and evidence; the Recommendation #2 SLOA group is responsible for the completion of Student Learning Outcomes and Assessment as well as the required reporting; and the Recommendation #4 Planning Group is responsible for the completion of the FC Integrated Planning Manual, the FC Integrated Planning Calendar, and the FC Planning Diagram. A draft of the Follow-up Report with accompanying documents will be provided to the Board of Trustees before the February 12, 2013 meeting. Dr. Vurdien reported that he will be sending the timeline to the district so the district can share with the board on Friday.
4. **Enrollment Management Plan/Workload Adjustment:** Vice President Giugni presented a document that contains 6 years of history in regard to the extended day budget, extended day expenditures, number of sections offered, FTES generated, and LHE. The data is broken down for each academic year by semester and divisions and in summaries that provide the 5-year history of each of the categories listed. The PAC members discussed the data. The members appreciated how this data, in conjunction with other data, could be used to analyze and evaluate past methodologies used in the development of the schedule.

5. **Research:** Dr. Vurdien reported that Dr. Hovey is busy collecting data (reading, math and English) that will be shared with the high school principals who will be attending the Principal's Luncheon tomorrow afternoon.
6. **Fullerton College Planning Process:** Vice President DuBois reported on the Budget and Planning Calendar, which will go with the Planning Manual. The workgroup added documents from Accreditation that will eventually be integrated into the Planning Manual. Dr. Sanabria asked if the Program Review Committee would be taking this document back to Faculty Senate for approval. He stated that both items need Faculty Senate approval. Dr. Sanabria reported that an evaluation page also needs to be added, and it was important to formalize the evaluation process.
7. **Enrollment Management Committee:** Dr. DuBois referred to the Enrollment Management Committee document that was distributed at the last meeting. She asked the PAC members to take the information back to their constituent groups for review and/or comments before the next meeting. The item will be on the Faculty Senate agenda at next week's meeting.

NEW BUSINESS:

1. **Constituent Training:** PAC members received a handout on "How to be an Effective Constituent Representative at NOCCCD." Dr. Vurdien shared that all three campuses and the district have received the training. PAC members reported that all constituent groups have complied with this training requirement.
2. **Proposed changes to the Basic Skills Student Success Steering Committee:** There was a lengthy discussion on the first reading of this item. It was suggested that PAC representatives take the item back to their constituents to see if there are any additional comments/changes. The second reading of this item will be placed on the next PAC agenda.

MEMBER REPORTS/ ANNOUNCEMENTS

1. Dr. Vurdien reported that he will be sharing the plans for the La Habra facility. Meetings with faculty were held, and the information will be forwarded to the Chancellor by November 1.
2. Lisa Campbell reported that the Deans' Council worked on faculty vacancies and made presentations. There was an opportunity to hear the needs and description of each request and based on that information everyone had an opportunity to vote and rank them for consideration.
3. Olivia Veloz reported that she is a member of the Diversity Committee and any diversity items can be given to her to take to the committee.
4. Catherine Parks announced that Classified Senate has their 3rd Annual Meet & Greet on Thursday, November 15.
5. Daniel Moldovan reported that A.S. students are assigned to committees; however, they don't have the correct dates or times of the meetings. Students would like to know who they need to speak to so this information is updated.

Adjournment: 4:15 p.m.

Mary Molina, Recording Secretary