



# President's Advisory Council MINUTES

September 12, 2012  
Approved September 26, 2012

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**MEMBERS Present:** *Chair:* Rajen Vurdien *Deans:* Lisa Campbell *Management:* Olivia Veloz *Faculty:* Robert Byde, Ken Collins, Sam Foster, Rolando Sanabria *Classified:* Ericka Adakai, Catherine Parks *Associated Students:* Don Lundy, Daniel Moldovan

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## HOUSEKEEPING

1. **Agenda:** The agenda was modified by striking the word "Chart" from Old Business item #7.
2. **Minutes:** The minutes of May 23, 2012 were approved as presented.

## OLD BUSINESS

1. **Addressing the Needs of Under-Prepared Students:** This semester the Student Success Committee will be evaluating current student success programs on campus. The board has requested a report on the college's effectiveness in meeting the District's Strategic Directions. TAP, Honors, and the 1<sup>st</sup> year STEM program will be tracked for reporting purposes.
2. **Strategic Plan:** This item will be discussed at a future meeting.
3. **Accreditation:** The college has formed a steering committee consisting of the Vice Presidents and Faculty Senate President Rolando Sanabria. Two task forces will be created to address ACCJC recommendation #2 – SLO's and #4 Integrated Planning. For Student Learning Outcomes, the college must accelerate its progress and reach proficiency by the end of the semester. The follow-up report is due to ACCJC by March 15. In addition, all colleges must complete the ACCJC SLO Progress Report. Fullerton College's deadline is March 15. Ken Collins shared that the Course-Level SLO Assessment Form and Program-Level SLO Assessment Form will be available on the SLO website this week. All courses must have SLO's and an assessment, or a plan for assessment, by the end of the month. All programs must have SLO's and an assessment, or a plan for assessment, by the end of the October. The council will need to discuss Institutional SLO's sometime in November.
4. **Enrollment Management Plan/Workload Reduction:** Vice President Giugni presented data to the council including the cuts in Lecture Hour Equivalent (LHE) by division since 2008-09.
5. **Research:** This item will be discussed at a future meeting.
6. **College Institutionalization Process:** The council accepted the revisions to the College Institutionalization Process presented by the Planning & Budget Steering Committee.
7. **Fullerton College Planning Process:** Vice President Giugni reminded the council about the Program Review workshop on Friday. All faculty and staff involved in the program review process are encouraged to attend. The new Program Review templates will be placed on the Program Review website. A draft is due to the Immediate Management Supervisor by November 16, and the final version must be submitted electronically to the Program Review Committee by December 12. Vice President Giugni distributed a copy of the Fullerton College Planning Process Chart and narrative.

## NEW BUSINESS

1. **FTES Target 11-12 and 12-13:** Vice President Giugni distributed an FTES analysis for 2009-10, 2010-11, 2011-12, and the projections for 2012-2013. In trying to reduce the Extended Day Budget balance and unfunded FTES, the college missed the target set by the district for 2011-12. The college is projected to meet the target for 2012-13.
2. **Meeting times for PAC:** Robert Byde suggested different start times for the council meetings due to the new class start times in the 16-week calendar. The council discussed the alternatives but found there

would be other conflicts if the meetings were moved. The council agreed to keep the same meeting time for PAC.

3. ***Enrollment Management Committee:*** The council approved the formation of an Enrollment Management Committee, which will be a shared-governance committee reporting to PAC. This committee will develop an enrollment management plan that is easy to understand, thus improving transparency and communication. The Vice Presidents and Faculty Senate Executive Team will draft the mission/purpose and the proposed membership.

#### MEMBER REPORTS/ ANNOUNCEMENTS

Adjournment: 4:10 p.m.

Shannon Matthews, Recording Secretary