



# President's Advisory Council MINUTES

March 24, 2010  
Approved April 14, 2010

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

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## HOUSEKEEPING

1. **Agenda:** The agenda was approved with the addition of a report from the Diversity Committee in the Committee Reports section.
2. **Minutes:** The minutes were approved as presented.

## OLD BUSINESS

1. **Program Review Process Proposal:** Dean Bob Jensen presented a summary of the proposal from the Deans for a Program Review process that allowed for an annual program review and an in-depth program review every three years. This would allow for two in depth program reviews for each accreditation cycle and also tie in to the six year curriculum review. At its discretion, the Career Technical Education (CTE) programs may wish to conduct an in depth review every two years. Faculty Senate President Marcus Wilson presented a revision of the program review flowchart that was presented at the last meeting that called for a Program Review Committee, which would be comprised of PAC members. Additionally, it was suggested that all faculty involved in a program review would sign off on the review. To address the concern expressed about classified staff awareness and involvement, it was suggested that the Deans create an atmosphere of "collegial dialogue" to allow all in the department/division to be involved. The proposal and flowchart were unanimously endorsed by PAC.
2. **Strategic Planning Retreat:** As a follow up to the discussion at the last meeting, Dean Bob Jensen proposed a Strategic Planning Retreat be held on campus with the new President. The retreat would allow the new President to get to know the campus community and a time for a discussion of trends, how Fullerton College fits in and where the college wants to be. It was suggested that a facilitator be brought in to assist. A discussion about timing for the retreat took place. It was suggested that the first step would be to have a subcommittee meet to develop a plan for the retreat which would include expected outcomes and logistics. Dr. Schauerman asked Vice President Scott McKenzie to chair this subcommittee and bring a recommendation back to PAC.
3. **FC Website:** PIO Andrea Hanstein presented a revised version of the Website Posting Guidelines. All PAC representatives were asked to share with their constituent groups and be prepared to endorse the guidelines at the April 14 PAC meeting. A draft proposal for a Web Advisory Group was also presented by Ms. Hanstein. It was suggested that the membership would include those who have considerable knowledge and understanding about websites. The Advisory Group would report to the PIO. All PAC representatives were asked to share this draft with their constituent groups and be prepared to endorse the draft at the April 14 PAC meeting.
4. **Educational Master Plan Update:** Vice President Janet Portolan provided an update on the work on the Educational Master Plan. At the next EMP Committee Meeting on April 13, the consultants will provide draft initiatives to the committee in the areas of (1) Community Involvement; (2) Planning; (3) Technology; (4) Collaboration; (5) Research; and (6) Institutional Advancement. When the initiatives are finalized by the EMP Committee, they will be brought to PAC for endorsement. District initiatives will be developed after the college initiatives are finalized.

## NEW BUSINESS

1. **2010 – 2011 College Hours:** A.S. Representative Brandon Collins presented the Associated Students recommendation for college hours for the 2010-2011 academic year: November 10, 2010 from 12 to 1 p.m. (rain date November 11, 2010) and April 28, 2011 from 12 to 1 p.m. (rain date May 5, 2011). This recommendation was unanimously endorsed by PAC.

## COMMITTEE REPORTS/INFORMATIONAL ITEMS

1. **Accreditation Update:** Accreditation Self-Study Chair Sean Chamberlin reported that the final Town Hall meeting was held on Tuesday, March 23. The draft self-study will be presented to PAC for a first reading on April 14 and a second reading on April 28. The draft self-study is available on the college website for all to review. The draft self-study endorsed by PAC will be presented to the Board of Trustees for their review at the May 11 meeting.
2. **Budget Development Committee:** Budget Director Adam O'Connor reported that the district is forecasting a \$3.5 million deficit for the 2010-2011 budget year. The colleges have been asked to focus on the priorities of basic skills, transfer and career technical education when determining how it will make reductions in its budget. The Budget Development Committee (BDC) will be making a recommendation on how to handle the overcap FTES for which the college isn't paid. It was noted that some of the overcap FTES doesn't cost anything, so there is no real savings and the BDC should take this into consideration.
3. **Banner Steering Committee:** Dean Albert Abutin reported that a new version of Luminus which will result in a new look for MyGateway is being rolled out soon. It was also reported that the District has decided that an eBooks option would be presented to students via MyGateway. The faculty expressed their concern that this may not be the best option for students. Faculty also raised the question about wait listing classes. It was understood that the Faculty Senate voted to not have a wait list, yet word was that some classes would have a wait list option. It was explained that Humanities Dan Willoughby, who participates on the Banner Steering Committee, offered to pilot a waitlist program for some classes for the summer schedule. When this was discussed with the Humanities faculty, the faculty expressed interest for all Humanities classes be part of the pilot.
4. **April 21 Meeting:** It was unanimously agreed to cancel the April 21, 2010 meeting, which was an extra meeting scheduled in anticipation of a discussion of Dynamic Fund allocations. Since there is no Dynamic Fund allocation this year, the meeting is cancelled.
5. **Diversity Committee:** Diversity Committee Chair Lily Espinoza announced that the Diversity Committee was hosting a Campus Forum on April 27 from 12 to 1:30 p.m. in Room 224. The Forum is being held to provide an opportunity for dialogue about the diversity issues at Fullerton College and discuss plans for the 2010-2011 academic year. All members of the college community are invited to attend.

## MEMBER REPORTS/ANNOUNCEMENTS

1. **Deans:** No report.
2. **Managers:** No report.
3. **Faculty:** No report.
4. **Classified:** Sharon Kelly, representing Classified Rep Ericka Adakai, announced the Classified Senate Open House to be held on April 29 and invited all to attend. Ms. Kelly also encouraged all to read the Spring Edition of the Classified Senate Newsletter which was distributed the week of March 15. A Student Services Classified Staff Development Day will be held on March 31. A task force of Student Services Classified Staff has put together a program for the day and all instructional classified staff are invited to attend.
5. **Associated Students:** A.S. Representative Brandon Collins reported that the A.S. elections will be held soon and the Festival of Diversity and NiteLife will be held in April.
6. **Announcements:** The Women's basketball team was recognized for ending their season as runner-up in the State Championship Tournament. The team lost two games in the season, both to State Champions Ventura College. Jazz Cadre will be performing at Steamers at 8 p.m. on March 24. The Jazz Festival will take place on campus March 26 and 27.

Adjournment: 3:40 p.m.

Debra Gerard, Recording Secretary