



PRESIDENT'S ADVISORY CABINET September 28, 2023 - 1 p.m. Approved Minutes

PRESENT: JoAnna Schilling (Pres), Kathleen Reiland (VPI), Bryan Ventura (Dir IRP), Damon de la Cruz (AcSen), Kathleen McAlister (AcSen), Arjun Ayyappan (Assoc Students), Aaron Pilkey (CSEA) Marbelly Jairam (CSEA); Margaret Fernandez (DMA), Christy Montenegro (CS)

ABSENT: Stephen Schoonmaker (VPAS), Paul de Dios (VPSS), Marc Posner (DirCampCom), Christie Diep (UF), Angela Haugh (CSEA)

RECORDER: Kristi Valdez, Executive Assistant

REVIEW OF MINUTES

The minutes of the last PAC meeting were reviewed. Kathleen McAlister motioned for approval, seconded by Damon de la Cruz. **VOTE:** The committee approved the September 14, 2023 minutes with no corrections made.

PRESIDENT UPDATE

The updated PAC Charter was reviewed. One change from our existing charter was suggested: adding a Classified Senate representative as an additional voting member, bringing the membership total up to 15. Aaron Pilkey mentioned that an issue arose in the PBC meeting regarding CSEA not favoring Classified Senate representation that is not appointed by CSEA. JoAnna Schilling will discuss this matter with CSEA President Pamela Spence. When the charter was initially approved in 2018, meetings were in-person. The language has been updated to clarify that meetings can be held in-person or via Zoom during the regular semesters, providing flexibility for remote or in-person gatherings or a combination of both. Because PAC is not covered by the Brown Act, minutes are not required to go out 72 hours prior to the meeting. The language will be changed to simply state that minutes 'will go out in advance.' Other language used in the charter is boilerplate language that we are also using in other shared governance committees. After discussing with CSEA, it will go to PBC, and then return to the next PAC meeting for a second reading and a vote.

The Academic Senate Charter has been approved by the Senate and the PBC. It operates based on clear guidelines outlined in the Constitution and bylaws. It serves as a representative body, consulting with the Board of Trustees on academic and professional matters affecting the college and district. The Senate has specific duties, including overseeing committees such as the curriculum committee, Student Learning Outcomes Committee, and instructional program review committee. Their decision-making authority and responsibilities are defined in the Constitution and bylaws.

The number of senators per division is determined by the division's size, with up to three representatives. Elections for various roles follow established procedures. Meetings occur on the second and fourth Thursdays from 3-5 p.m. and adhere to the Brown Act and Robert's Rules of Order. Decision-making and documentation processes are outlined, and additional information can be found on the Academic Senate website, which is regularly updated. Everyone present in this meeting moved to accept the Academic Senate Charter.

BP 3830 deals with state and national commemorative flags and is being revisited. The changes made so far are preliminary with the aim being to collect information for DCC. The adjustments include removing specific months and making the language more generic, allowing nationally recognized heritage and history months to be flown on campus flagpoles during designated or pre-approved months. The details regarding this will be outlined in the AP (Administrative Procedure). The Academic Senate will also be discussing BP3830 and sending their feedback to DCC. It has been recommended that PAC's recommendations should be kept separate from the Senate's recommendations, allowing DCC to consider both. The recommendations from PAC will be submitted to DCC for their consideration.

INSTITUTIONAL RESEARCH AND PLANNING UPDATE

The Institutional Set Standards, while not an action item, are designed for discussion and monitoring. These standards, comprising both minimum benchmarks and aspirational goals, cover five key metrics, including success rates, transfer volume to UC and CSU, certificates, associate degrees, and bachelor's degrees, as mandated by the college's accreditation requirements. The college is required to track these metrics year over year to ensure it does not fall below the established standards. Cypress slightly fell short of the standard in core success rates, registering a 70.8% rate against a 71.2% standard. There was also mention of plans to introduce new baccalaureate degree programs, such as dental hygiene, which will necessitate a reassessment of the standards and goals. Access to the data through Tableau is offered for further examination and discussion.

One significant point of discussion was the impact of curriculum changes implemented in the fall of 2022, specifically the transition away from offering below-level English and math courses. It was suggested that this change may have influenced the drop in core success rates. However, the extent of this impact and whether it would continue to affect success rates in the future remained uncertain.

The setting of highly aspirational goals such as enrollment is good and while aiming high is encouraged, some participants expressed reservations about setting goals that seemed unlikely to be achieved based on historical data. The discussion questioned whether these goals should be weighted based on enrollment, as larger enrollment naturally leads to more transfers. The college itself set these aspirational goals, and they were intentionally set at a high level because there were no immediate consequences for not reaching them. The idea behind such aspirational goals was to encourage the college to aim high. There is the possibility of revisiting these goals as part of the strategic planning process and considering alternative methods of setting and measuring them.

In relation to AB1705 legislation, the overall success rate was mentioned as 75.8%, showing a decrease from the previous year when it was over 78%. There was a subsequent examination of success rates when specific subjects were singled out. When English and math were excluded from the calculation, the success rate was 75.8%, still above the set standard. However, when both English and math were not excluded, the success rate dropped to 70.3%. The ACCJC (Accrediting Commission for Community and Junior Colleges) would not necessarily penalize the institution for these variations but would instead focus on understanding the challenges in implementing AB1705. The next steps for this discussion included taking it to the Senate for further consideration. It was seen as part of the planning process for the next strategic plan, and there was a suggestion to incorporate these discussions into annual updates and program reviews for departments to focus on areas of concern highlighted by the data.

The college's strategic plan timeline is synchronized with district plans, accreditation, facilities master plans, and other relevant cycles. A chart was presented highlighting the current planning phase and the next planning phase for different elements, such as the strategic plan, district strategic plan, facilities master plan, and accreditation cycle. A proposed change was mentioned to extend the current strategic plan by one year, aligning it with the sunset of strategic plans in sister colleges and the expected accreditation feedback by the fall of 2024. The goal was to better integrate planning efforts, accreditation, and district-wide planning. The Strategic Plan has not gone to Senate yet, but it has gone to PBC. Bryan will request that this be discussed at Senate in October and once they have reviewed and approved, it will be brought back to PBC.

The results of the classified prioritization process were presented. The positions were ranked and scored, with some already in progress, while others were on hold. Classified prioritization focuses on new growth positions and there are efforts made to fill positions from within when possible. Positions on hold were not permanently excluded but rather deferred due to funding or personnel constraints.

VPI UPDATE

22 applications were received from various divisions for a full-time faculty position. The applications were sent to a committee for scoring. While the positions were initially intended for critical needs, some applications were compelling enough to be considered critical. Due to budget constraints, only a limited number of positions can be awarded. The timeline included recommendations from the committee, followed by review at various levels, with a final decision expected at the November 14 board meeting. The criteria for emergency positions were clarified as those where programs couldn't continue, there was significant overcapacity in FTS, or accreditation compliance was at risk. There is a need for full-time faculty members to perform critical tasks like curriculum development and committee service. The committee's recommendation was expected to be reached on the following Monday. The timeline outlined that the recommendation would be presented to PBC on October 5 and to PAC on October 26. It would then progress to the President's Staff and Chancellor's Staff before reaching the November 14 board meeting.

The CVC is aiming to go live next Thursday, October 5. Some remaining tasks include training counselors on prerequisite clearances from the CVC and addressing minor technical issues. A final go-live meeting is scheduled for Thursday, where tests will be run, and attempts will be made to enroll in classes using a credit card. If these tests go well, they will proceed with the go-live process, which is instantaneous. They also inquired about the process of increasing seat counts for classes and learned that it can be done instantly after the first day of classes, provided there are no waitlisted students.

ACADEMIC SENATE REPORT

No report at this time.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT

No report at this time.

ASSOCIATED STUDENTS (AS) REPORT

No report at this time.

DISTRICT MANAGERS ASSOCIATION (DMA) REPORT

DMA is presently conducting a membership drive and sending welcome emails to new managers across the district. Additionally, DMA is launching 'Coffee Talk,' with the inaugural session scheduled for Thursday, October 5th at 9 a.m. During this session, they will be discussing topics relevant to deans and managers, such as remote flexible work. We will also provide updates and offer ways for individuals to become involved with DMA.

UNITED FACULTY (UF) REPORT

No report at this time.

ADJUNCT FACULTY UNITED (ADFAC) REPORT

No report at this time

Meeting adjourned at 2:21 p.m.