

SAN DIEGO MESA COLLEGE

President's Cabinet

May 17, 2016 | 2:15 p.m. | A-104 Conference Room

	PRESENTER	PRESENTATION / HANDOUT	STRATEGIC DIRECTION
1) WELCOME / INTRODUCTIONS	P. Luster		
<p>2) PRESIDENT'S REPORT</p> <p>a) Canyon Day Acknowledgements: President Pam Luster congratulated the coordinators and participants for this year's Canyon Day and Canyon Classroom events. Lina Heil was acknowledged for her Canyon Day leadership since the event's inception in 2008, Don Barrie for his work as co-chair since 2009, Laurie Lorence for the creation and co-chairing of Canyon Classroom since 2009, and, it was noted Pam Luster has supported and participated each year in this event. The new Canyon Day co-chairs were introduced: Jennifer Carmichael joins Lina to co-chair all Canyon Day activities, and Lorie Lorence is joined by Waverly Ray for Canyon Classroom.</p> <p>b) Innovation of the Year Award: Pam Luster shared that the San Diego Mesa College's "New Faculty Institute" won the "Innovation of the Year" award at the recent League for Innovation conference held in March 2016.</p> <p>c) President's Cabinet Retreat Minutes – First Reading: President Luster stated that the draft of the President Cabinet Retreat Minutes are now posted on the president's webpage on the SD Mesa College website. A second reading of these minutes will be held at the special President's Cabinet meeting on Tuesday, August 30, 2016.</p>	P. Luster	Draft: Pres. Cabinet Retreat Minutes 4-29-16 http://www.sdmesa.edu/about-mesa/office-of-the-president/cabinet-documents.shtml	
<p>3) INSTITUTIONAL COMMITTEE REPORT*</p> <p>a) Program Review Annual Report: Director of Institutional Effectiveness, Madeleine Hinkes, presented the Annual Report, prepared by the Office of Institutional Effectiveness and submitted by the Program Review Steering Committee. Each program or service area is arranged according to school or division and includes the name of the lead writer(s), assigned liaison, a summary of the program review areas complete by the lead writer(s) and a summary of the goals, objectives and resource requests. Madeleine stated that the PIE committee has reviewed this document. President Luster asked for a motion for the document to be accepted by President's Cabinet.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Action Item: A motion was made to accept the Program Review Annual Report by Rob Fremland, Second: Kim Perigo. After discussion, the motion was approved unanimously.</p> </div>	M. Hinkes	Program Review Annual Report http://www.sdmesa.edu/about-mesa/office-of-the-president/cabinet-documents.shtml	

<p>b) CED - Campus Employee Development Committee: The CED Committee have developed a website that Monica Romero, Leticia Lopez and Andy MacNeill shared via an on-screen presentation. The site includes information on training events, resources, requests, a list of the standing CED Committee members and FAQs.</p>	<p>M. Romero L. Lopez A. MacNeill</p>	<p>Professional Development website: www.sdmesa.edu/LOFT</p>	
<p>c) Technology Strategic Plan – (2nd Reading / Recommendation): Vice President of Administrative Services, Rachelle Agatha, brought forward for a second reading the Technology Strategic Plan. This document was accepted as a draft to allow time for Academic Senate and other governance groups to review. A final reading and request for approval will be held at President’s Cabinet on September 20, 2016.</p>	<p>R. Agatha</p>	<p>Technology Strategic Plan http://www.sdmesa.edu/about-mesa/office-of-the-president/cabinet-documents.shtml</p>	
<p>d) Faculty Hiring Priority (FHP) List: Academic Senate Rob Fremland and Dean of Humanities, Andy MacNeill, shared the 2016 Prioritization List. This list is created from Program Review when departments request faculty. These requests are then sent forward to the Faculty Hiring Priority Committee which holds a scoring session to rank the positions. It was stated that a rubric of the scoring process will be available in Fall 2016.</p>	<p>R. Fremland A. MacNeill</p>	<p>Proposed Prioritization List - FHP Comm. http://www.sdmesa.edu/about-mesa/office-of-the-president/cabinet-documents.shtml</p>	
<p>e) HSI Stem Grant: Monica Romero and Jennifer Carmichael presented the Stem Grant proposal with an award of 3.5 – 6 million over 5 years. The objective of the grant is to increase the percentage of full-time, Hispanic and low-income students that seek a STEM degree, complete a STEM degree and transfer in a STEM major. The application is due May 31, 2016; the grant will be reviewed with President Pam Luster and the Executive Staff on May 23.</p>	<p>M. Romero J. Carmichael</p>	<p>HSI Stem Grant Diagram http://www.sdmesa.edu/about-mesa/office-of-the-president/cabinet-documents.shtml</p>	
<p>f) Committee for Diversity, Action, Inclusions & Equity (CDAIE): Co-Chair for CDAIE, Judy Sundayo, gave an update on the committee’s work this academic year. The presentation included the values/vision/mission and services/goals/events as well as future diversity additions proposed for the next academic year including two recognitions they will give: “Seal of Recognition”</p>	<p>J. Sundayo</p>	<p>PPT: CDAIE http://www.sdmesa.edu/about-mesa/office-of-the-president/cabinet-documents.shtml</p>	

short/long term goals were adjusted, with some being designated with a "TBD" after additional data is obtained and analyzed. It was noted that feedback from the discussions held at the President's Cabinet retreat in April 2016 are reflected in this document.

Action Item: A motion was made to accept the Core Key Performance Indicators document by Tim McGrath; Second: Tina Recalde. The motion was approved unanimously.

The Integrated Planning Process Evaluation Report was presented with recommendations based on feedback from a survey of writers, liaisons and the Resource Allocation Committee. Some of the goals were revised: 1) expand training for Liaisons, 2) streamline the information required in the PR module, 3) bring training to lead writers via expanded outreach efforts, 4) revised BARC requests form to improve usability and accessibility for information, 5) pilot standard data sets for student services areas, and, 6) institute a soft deadline for Lead Writers to submit their PRs to their Deans/Mgrs. for review and feedback.

Action Item: A motion was made to accept the IP Process Evaluation Report for 2015-16 by Tim McGrath; Second: Kim Perigo. The motion was approved unanimously.

Bri also presented the Campus Research Updates which identified the projects worked on since mid-March, ongoing and completed projects, workshops and presentations, and recent District reports. The Campus Research department welcomed its newest member, Leah Ciaschi, Research Associate.

IPPE Report
<http://www.sdmesa.edu/about-mesa/office-of-the-president/cabinet-documents.shtml>

Campus Research Updates PPT
<http://www.sdmesa.edu/about-mesa/office-of-the-president/cabinet-documents.shtml>

7) EVENTS

a) May Events Calendar

R. Agatha

May Calendar
<http://www.sdmesa.edu/about-mesa/office-of-the-president/cabinet-documents.shtml>

Event Website:
<http://www.sdmesa.edu/college-services/administrative-services/event-planning/>

8) ANNOUNCEMENTS:

Mark Manasse: An award letter was received for a Basic Skills grant to San Diego Mesa College for 1.5 million over a three-year period.

Pam Luster: Dean Margie Fritch will be leaving for a position at Palomar College. Tina Recalde has been named Acting Dean of Allied Health.

<p><i>Announcements continued:</i></p> <p>Pam Luster: Dean Dave Evans is retiring; Kevin Hazlett has been named Acting Dean of Exercise Science, Health Education, Dance and Athletics.</p> <p>Dave Evans: A statewide championship track meet will be held this Friday and Saturday at Mesa College.</p> <p>Genevieve Esguerra: This year's Commencement was very memorable; participating were 575 students, 117 faculty and over 4,000 guests. In addition, the Pride Parade is scheduled for July 16; an informational email will be sent soon on event details.</p>			
<p>9) ROUNDTABLE</p>			

***INSTITUTIONAL COMMITTEE REPORTS Spring 2016:**

- PIEC: Feb 16, Mar 15, Apr 19, May 17
- BARC: April 5
- Facilities/Safety: April 19
- Technology: May 3
- Student Success and Equity: April 5
- CED: May 3
- Program Review: May 17
- Bri Hays (Campus-based Researcher): Feb 16, Mar 15, Apr 19, May 17