

President's Advisory Group Meeting

Tuesday, September 25, 2018

2:00 – 4:00 pm, Sam Karas Room

Minutes - DRAFT

Members:			
√	Luz Aguirre (Classified)	√	Jon Knolle (Dean of Instruction)
√	Suzanne Ammons (minutes, resource)	√	Eric Maximoff (Classified)
√	Grace Anongchanya (Faculty)	√	Larry Walker (VP Student Services – Interim)
√	Wendy Bates (Faculty)	√	Stephanie Perkins (Tri-Chair, Classified)
√	Lauren Blanchard (MPCTA Rep.)	√	Lyndon Schutzler (Faculty)
√	Diane Boynton (Tri-Chair, Faculty)	√	Francisco Tostado (MSC)
√	Heather Craig (Academic Senate President)	√	Walt Tribley (Tri-Chair Superintendent/President)
√	David Martin (VP Administrative Services)		Faculty (vacant)
√	Kevin Haskin (MPCSEA Rep.)		ASMPC Rep.
√	Kiran Kamath (VP Academic Affairs)		ASMPC Rep.

Guests/Presenters: Catherine Webb, Shawn Anderson, Christine Erickson, Kayla Garcia, Keith Eubanks, Vince Van Joolen

2018-2019 Goals (√ indicates goal to be discussed at this meeting)			
√	Respond to Accreditation recommendations.		Identify HR and other staffing needs.
√	Respond to the new funding formula.	√	Implement First Year Title V Grant.
	Expand Dual Enrollment programs.		Implement “Add Course” culture.
	Develop the Education Master Plan in conjunction with Guided Pathways.		Ensure the completion of a degree audit system.
	Improve Title IX management/campus safety.		Explore cloud-based alternatives to an ERP.
	Enhance marketing efforts, including the promotion of the MPC Promise.		

Item	Topic: Discussion / Comments	Action / Recommendation
1.	Welcome: Members welcomed.	
2.	<p>Campus community comments: Stephanie invited comments.</p> <ul style="list-style-type: none"> Athletic passes for free admission available to staff and faculty through the Athletics Dept. upon request. Student Financial Aid – distributed a handout with the Financial Aid Disbursement dates and related activities for Fall and Spring. All staff/faculty are asked to support the critical effort of encouraging all students to complete their FAFSA or Dream Act financial aid applications in order to qualify for financial help. Christine thanked all who attended and helped to make possible last week’s forum on Guided Pathways presented by Ron Johnstone. “Save the Date” for Nov. 8th, 4 – 6pm (Thursday) in celebration of the TRIO, SSS 38th Anniversary. Nov 8th is also nationally recognized as First Gen Day. Student clubs will be hosting events on that afternoon. Superintendent/President recruitment process –this process is being coordinated by the MPC Board of Trustees. Dr. Steck is the lead and will give an update to the public at each board meeting. Faculty workload – this year, faculty responsible for programs were asked to submit several items within a 2 week period. Faculty request more time be allowed for these submissions in the future. The agenda includes the “Check list” for 2018-19 Goals. <p>Members are welcomed to submit questions prior to meetings and/or agenda items for future PAG meeting by contacting any of the Tri Chairs or Suzanne. Tri-Chairs meet in the preceding week to form the agenda.</p>	
3.	Approval of September 25, 2018 Agenda:	Approval

4.	Approval of minutes: September 11, 2018	Approval by consensus.
5.	Replacement position(s) HR Benefits & Retirement Coordinator David Martin discussed the importance of this position. This position will be replaced.	
6.	Board agenda review (9/26/2018) : Dr. Tribley provided an overview of the Board Agenda packet, with a brief recap of New Business items. Closed session items are not shared in public session and Consent items are usually regular items requiring little explanation but he was happy to discuss consent items as needed.	
7.	<p>Accreditation update (Kiran Kamath):</p> <ul style="list-style-type: none"> • Follow Up Report was submitted as scheduled in March 2018, followed by an additional memo to the Accreditation Commission in June. • The Commission’s follow up memo of 6/13/18 indicated that the District has an additional follow up report due in reference to Recommendation #4. The components of Recommendation #4 consist of three primary elements: <ol style="list-style-type: none"> 1) Complete the Integrated Handbook – This was completed and adopted over the summer and is posted on the website. 2) Complete an evaluation cycle of the planning process, evaluate the cycle and determine needed adjustments, if any, to be to the program review process. 3) Examine the entire cycle beginning with the Assessment (Student Learning Assessment or Unit Assessment) and ending with the allocation of resources. PRIE has developed and tested a rubric and feedback was provided in preparation for implementation of the complete process. <p>The internal MPC deadline for completion was September 17. The draft response to Recommendation #4 is scheduled to be presented to Academic Senate on Oct. 18, Cabinet and PAG Oct. 23, Board Oct 24, and submitted to ACCJC by Nov. 1.</p> <p>Members shared in conversations including the challenge of engaging representation from all programs/services to serve on various committees and groups including PRIE as well as the importance of “communicating out” through representatives. The processes developed are still very new and the suggestions and comments for improvement have been beneficial.</p> 	
8	<p>Guided Pathways update (Jon Knolle, Heather Craig, Christine Erickson): Christine reported that Academic Senate has voted to recommend Diane to serve as the interim faculty representative and CSEA has nominated Stephanie. A first meeting will be held on Monday to determine how the committee will be structured.</p> <p>Jon reported on the meeting that followed the 9/21 forum with Rob Johnstone. Group discussion focused on framing the next foundational steps and identified five key elements each represented by a focus group as follows to help identify the challenges:</p> <ul style="list-style-type: none"> • Cross functional inquiry – to examine research and local data on student success and strategies to improve (Katy Wilson from PRIE is lead). • Using metrics and understanding benchmarks of student data, including tracking progress on academic and employment outcomes (Rosaleen Ryan is lead). • Integrated Planning – ensuring college-wide discussions with all stakeholders and making sure to make sure the Guided Pathways framework is being utilized for planning, decision and resource allocation (Catherine Webb is lead). • Inclusive decision making structures – identifying key leaders across campus that 	

	<p>should be involved in conversations in going forward to develop and guide cross functional work teams (Diane & Stephanie are lead).</p> <ul style="list-style-type: none"> • Clear Program Performance – examining existing inventory of college programs to ensure that the sequencing and mapping of courses is doable for completion of the programs. <p>Discussion followed regarding information presented by Dr. Johnstone and filling the responsibilities of the Guided Pathways positions while maintaining transparency and balance within the combined efforts of instructional and counseling faculty involved. Members expressed excitement in engaging with the workgroups that will drive the progress of the Guided Pathways.</p>	
<p>9.</p>	<p><u>Title V: Goals and Objectives.</u> Dr. Tribley indicated that while the District has been awarded the grant, we are still awaiting final word on the full award amount (\$3.75M). The Grant is a partnership grant (MPC & CSUMB) with project goals as follows:</p> <ol style="list-style-type: none"> 1. Enhance and expand curricula offerings specifically designed to reduce the time to degree completion. 2. Significantly reduce disparities in Hispanic and underserved student achievement. 3. Integrate transfer-oriented activities at each step along the pathway from high school to baccalaureate degree completion. 4. Improve cost-efficiency through streamlined program pathways and student services delivery. 5. Utilize strategies to improve completion and transfer that generate revenue and build institutional capacity. <p>These general concepts allow flexibility in meeting the goals for this 5 year grant.</p>	
<p>10.</p>	<p>The New Funding Formula. Dr. Tribley invited members to contribute to the discussion related to efforts and progress made in the direction of the new Funding Formula.</p> <ul style="list-style-type: none"> • <u>Student Services - Access, Retention, Completion</u> – outreach efforts and programs such as Summer Bridge have been successful and certificate and degree completions have increased.. Additional efforts include cohort based initiatives and adult education, establishing a rapport with students in the community who may otherwise never apply at MPC and future implementation of a degree audit system. Student demographics reflect an increase in the percentage of students under 24 years of age as well as an increase in transfer students. In 2008-9, a total of 404 certificates, degrees, ADTs were awarded as compared to 2017-18 with 982 certificates, degrees and ADTs (over 100% increase). • Instruction – Our focus is on Access, Retention, Completion – similar to Student Services. Growing access includes ongoing work in the area of dual enrollment, aligning curriculum with high school pathways. Two counselors have been 50% funded with Strong Workforce funds to focus on CTE. The current grant-funded position Pathways position is being considered for a permanent position. Marketing efforts are being enhanced to improve, expand and better showcase our programs. Scheduling of classes is being continuously improved. The FTES generated this fall at the Ed. Center at Marina is currently estimated to be 100 FTES over last fall. The Medical Assisting is showing great success in Monterey and in Marina, and is preparing students to obtain jobs upon completion. <p>Clarification is being sought on how Certificates of Achievement and Associate Degrees will be counted when simultaneously achieved along with the reporting processes to the CCCCO.</p>	
<p>11.</p>	<p>Summary of Actions/Assignment of Tasks –(We have much work to do.)</p>	
<p>12.</p>	<p>Adjournment-Meeting adjourned by 4pm.</p>	