PLANNING, INSTITUTIONAL EFFECTIVENESS, AND ACCREDITATION COMMITTEE

(PIEAC)

February 6, 2013

College Center / Fourth Floor Conference Room

Minutes

Present	Member	Present	Member	Present	Member	Present	Member
X	L. Adrian	X	M. Fry		L. Kuntzman	X	C. Ryan
	I. Aguirre	X	S. Gonzalez	X	C. Leon		J. Sanchez
X	C. Arellano	X	P. Gutierrez	X	R. Lockwood	X	C. Stewart
X	G. Berggren		A. Holliday	X	V. Lopez	X	M. Warner
X	T. Boehler		D. Jones		A. Maciel		R.J. Watters
X	E. Caluag	X	N. Jones	X	C. Nguyen	X	M. Wild
X	R. Covert	X	B. Kerwin	X	V. Rodriguez	X	L. Wilkerson

Mandate: To provide oversight and leadership in support of institutional effectiveness and, through ongoing intentional College-wide evaluation, dialogue, planning, coordination, and use of systematic data to ensure student learning, ensure that the College fulfills its mission and meets or exceeds institutional accreditation standards. PIEAC reports, informs, and seeks approval from College Council.

Co-chair, Dr. Vince Rodriguez called the meeting to order at 1:37 p.m. in the 4th Floor Conference Room of the College Center.

The committee welcomed Helen Rothgeb as the new Director of Business and Entrepreneurship. She will assume responsibilities regarding both fiscal and human resources.

AGENDA:

The distributed agenda was approved by the committee

MINUTES:

On a motion by Rick Lockwood and seconded by Vinicio Lopez, the committee approved the revised Minutes of the December 5, 2012 meeting.

Motion carried with the following vote:
Yes: Nineteen (19)
No: None
Abstention: Three (3)

ONGOING BUSINESS:

WING UPDATES:

Vice President, Christine Nguyen reported that there will be an open house for the Office of Learning and Information Technology (OLIT). The planning for the open house was on March 1, 2013, but because of meetings already taking place on this day the meeting date will be changed to March 8, 2013. A save-the-date flyer will be sent out to everyone via email.

IT has begun vacating the fourth floor and will be moving into OLIT next week. Once they have fully moved out of the space we will begin moving forward with the remolding plan. We will work on restructuring and making the best use of the space in that area and will work closely with the Office of Instruction during that time.

The Newport Beach Learning Center will be on the board agenda tonight and it will indicate that we are to receive about $110,000 in credits from the construction project. At the following board meeting we will receive between $200,000 to $300,000 back in credits. By the next board meeting the construction project will be officially closed.

The district is currently receiving reports that the homeowners are experiencing major glare issues for about six months out of the year. C. Nguyen has been meeting with the homeowners association trying to assure them that we will do what we can to mitigate the issue. She has also been meeting with the construction architect and the district facilities director to discuss possible solutions. Tomorrow (2/7/13) she is meeting with the homeowners to show them a mock-up demonstration of possible solutions. One of the demonstrations is to tint the windows and another alternative solution is using rolling shades. The shades will be used during the months that there is glare and be rolled up during the months that there is not a glare issue. She will be providing feedback from the homeowners association along with the costs of the solution.

Academic Senate President, Pedro Gutierrez suggests that Vice President, Christine Nguyen contact Physics Instructor, David Devine for feedback regarding the glare issue to see if possibly he can provide a different solution.

Measure M

Vice President, Christine Nguyen provided the committee with two handouts regarding Measure M funds. One of the handouts explains possible projections titled Series A and the other handout is a list of Measure M IT projects. Now that Measure M has passed, $698 million dollars as initially proposed will be issued over the course of ten years with four series of issuances. The first series is titled Series A and

it will be from 2013 to 2016. Listed in the handout are the projects that will be funded during the first series of issuances.   The first line item is the Newport Beach Learning Center debt repayment of $20 million dollars. The next item is the Le-Jao Student Resource Center renovation, which will also be during the first series of issuances. After that we move to district-wide list of projects, one of which is the PV panel installation that was initially in the construction and in the design of the Newport Beach Learning Center. We were going to install PV panels, but because of the budget short fall we had to scale back and reduce a million dollars which is what it would cost to install the PV panels. We have added the project to Measure M in an effort to be able to go back at some point and install the panels. During the construction the facility was made PV ready for when we want to install the infrastructure to do so is already there. In addition to the Newport Beach Learning Center, we have also put in the request to have a PV panel installed at the Garden Grove Center. The district grouped all of the PV panel requests together and has hired a consultant to do a study on how to best maximize the use of the PV Panels.

On the handout provided by C. Nguyen, item 13.7 Technology Upgrade and item 28.1 Series A Endowment, initially indicated that there were $10 million for technology endowment for the first series of issuance district wide. We have recognized that all three colleges have an urgent need of technology upgrades. We have requested that the vice chancellor release $10 million immediately to address urgent IT needs. The current return rate on the economy is low at about 1%, so we are hoping at best for a 4% return rate on those funds. We have received consideration from district administration to release additional funds beyond the endowment of $10 million dollars.

A meeting was called in January for all colleges to put together a list of urgent IT needs. The reason that this is urgent is because Orange Coast College has a building pending whose design expires in August 2013. The design alone is worth about $3 million dollars. We want to allow for OCC to start construction by August. We need to be able to put a list together for all the projects that will be funded by the $200 million in Series A.

Aside from OCC's pending construction; we need to identify what urgent needs we have. The list will be voted on February 25th at the President's Council meeting. All requests totaled for Coastline, Golden West, Orange Coast, and the District Office total to $38 million plus dollars. In Series A we have about $10 million allocated for urgent needs.

Gayle Berggren requests that the same information regarding Measure M be provided and presented to the Classified Senate to allow for their input.

Emergency

Vice President, Christine Nguyen reported that we are going to start having emergency table-top training sessions as soon as in two weeks. We have updated the EOC chart where we have designated staff at each center as responders. In addition President, Dr. Lori Adrian requested that C. Nguyen reach out to all police chiefs where our centers are located to collaborate with them and have them come onto our sites and train us in an active shooter situation. Having the police come onto our centers allows

us to get an assessment of our facility and what we can do to improve and prepare. The district is also launching emergency training for all campuses today at 3 p.m.

Gayle Berggren addresses C. Nguyen and suggests that a plan to address students that are mentally unstable also be addressed and be part of the Emergency Plan. President, Dr. Adrian notes that she knows that there is a need for each campus to have a Behavioral Assessment Team and has made the suggestion to the district. We need to have more training and workshops for staff and for faculty on what resources are available for these types of situations.

Student Services/Instruction

Vice President, Dr. Vince Rodriguez reported that he had a department chair meeting last week and had very good discussions that will assist in identifying goals for Instruction and Student Services. Some goals were related to Seaport and others related to professional development activities for faculty. There was also dialogue about what we can do to work better together.

FTES Targets

Vice President, Dr. Vince Rodriguez reported that this year we were told to aim for an FTES reduction of about 6% compared to last year to go into stabilization. Then we were told to go for 1% of classes. As a district we could not achieve the 1% restoration target. In the end we will be down about 4% in FTES this year. The trend started about a year ago that more of our students are dropping during the first week of classes than we have had in the past. It used to be in past years that the amount of students adding late start classes outpaced students dropping classes. Most late start classes are already full. What we are seeing from the first day of instruction to this week is that we have already dropped 2% enrollment this semester. When we are planning for future semesters we need to aim for about 3% to 4% above our target. For next year we are asked to grow 4% from where we were last year, which is about an 8% increase over the FTES that we will have this year. We will be adding a lot during the summer. Our goal is to offer more classes for students to complete their degrees and prepare them for transfer. We will also focus on programs that have special funding.

Newport Beach Learning Center

Vice President, Dr. Vince Rodriguez reported that Ted Boehler will gather a group of faculty and have them come together to discuss what is needed for the center. We will develop a plan for what will be requested. The issues will be addressed in the wing plan and be brought back to PIEAC.

V. Rodriguez thanks Ted Boehler for doing a great job with the opening of the center and asks Academic Senate President, Pedro Gutierrez to thank the faculty for their outstanding work at the center.

Accreditation

Vice President, Dr. Vince Rodriguez reports that we just received the names of our team for our site visit. We had a change for who the chair was, since there was a schedule conflict for that person. The new chair is Mr. Randal Lawson, Executive Vice President at Santa Monica College. There are currently nine (9) people on our team, but there is a good chance that we may get as many as four (4) more people in the next few days. We have begun communicating with the team.

We have received the Institutional Accreditation Reports and have planned for everyone who is on the Accreditation Steering Committee and a department chair to receive a copy of the report.

<u>**NEW BUSINESS:**</u>

Engaging People during Accreditation Visit

Vice President, Dr. Vince Rodriguez reports that we will have an Accreditation Forum for students next week on 2/12 at the Newport Beach Center at 3 p.m. There is a flyer circulating that is called Prepare Share and Care, at the All-College meeting pens were handed out with our 2011 thru 2016 Master Plan, and there will be a weekly scavenger hunt from now until our Accreditation team visit. V. Rodriguez asks that people remind others about our Accreditation visit and our reports through their constituency groups. We need to convene our Accreditation Steering Committee and have people go into their groups based on their standard, so that they understand what was written in the report about their standard.

Nancy Ramirez will schedule a meeting for each group to review their standard.

Attendance Results

Vice President, Dr. Vince Rodriguez goes over the attendance handout with the committee and requests that if you cannot make the meeting time, that you please send someone to replace you. President, Dr. Lori Adrian notes that the members of the committee were appointed by the Senate's and recommends that the attendance sheet go back to each of the Senate's for a recommendation regarding PIEAC attendance.

Functional Map

Vice President, Dr. Vince Rodriguez reports that the Functional Map is supposed to identify roles and responsibilities within the district and the college. This is important because it is intended to provide a clear delineation between district and college roles and responsibilities. V. Rodriguez requests that everyone read the Functional Map and make suggestions before the semester ends. Members of PIEAC expressed concerns that the document is rather difficult to follow, appears to focus primarily on the District (thus, district – centric), and that colleges had little or no opportunity to provide input and

feedback. Due to the upcoming Accreditation visit and the importance of finalizing the document, the committee decided to defer a comprehensive review of the document after the visit.

All-College Meeting

Vice President, Dr. Vince Rodriguez thanks everyone that attended the All-College meeting and reports that the group that was there was very engaged working on the Coastline Community College Scorecard – Worksheet. All Scorecards were returned with what each department felt our benchmark goals should be. The averages from each department were calculated and added to the scorecard for the committee to review. V. Rodriguez reports that there was a lot of consistency between the departments on what they believe our benchmarks goals could be.

V. Rodriguez takes the handout with the averages from each department and begins to ask the committee if they agree with the average number that is listed. The agreed benchmark goal list is listed below:

Benchmark	*College Scorecard Measure*
372	Number of AA/AS Awards Conferred (MIS-IPEDS)
363	Number of CTE Certificates Conferred (MIS-IPEDS)
241	Transfer Volume (UC, CSU & Private)
11%	Transfer Rate (Student-Right-To-Know)
66.2%	Successful Course Completion Rate (DataMart)
51.6%	Basic Skill Course Improvement Rate (ARCC)
35.4%	ESL Course Improvement Rate (ARCC)
44%	Fall-to-Fall Persistence Rate (ARCC)
87%	Course Retention Rate (DataMart)
91.1%	Basic Skill Retention Rate (DataMart)
66.4%	Student Demographic Representation (DataMart)

MAJOR AGENDA ITEMS FOR FEBRUARY 20, MEETING:

CARRY-OVER ITEMS:
- Review of the $1, 500, 000 for the Seaport Course Management System budget request.

NEW BUSINESS:

- Jorge Sanchez to provide ESL Course Improvement Rate and Basic Skill Course Improvement Rate recent data
- Jorge Sanchez to provide all of Fall-to-Fall Persistence Rate data without ARC information

NEXT MEETING:

February 20, 2013 / 1:30 p.m. to 3:30 p.m. / 4th Floor Conference Room / College Center

ADJOURN

There being no further business, the meeting adjourned at 3:25 p.m.