

# Minutes of Senior Management Meeting - 9/19/2018 - 09/19/18

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**Date and time:** 09/19/18 08:30 am to: 09/19/18 11:00 am

**Present:** Crystal VanderTuig, Scott Hager, Sumer Avila, Nick Gomez, Carole Brown, Anthony Romo

**Absent:** Liz Briseno, Russ Lebo, Tracey Hernandez, Rachelle Serrano, Michael Abril, Joseph Holt, alyssa perry, Judy Petty, Michael Perry, Kevin Robinson, mikep@sjvc.edu

**Location:** Oak Room

**Link:** <http://app.meetingking.com/meetings/259005>

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## Topics

### 1. Strategic Review - Ensure Career Readiness

**Note** Team reviewed the Ensure Career Readiness strategic objective and performance on the corresponding measures (see below). Director of Instruction, Ash Carter, presented on current performance and strategic initiative to improve performance.

#### 1-1. Classroom Professionalism Score

**Note** Ash gave an overview of this measure and explained that it captures instructor and classroom environment at the time of the observation (30 minutes in time over the course of a three month period). He reported that we are currently at 87% of instructors being rated at a strategic target of 85%. Ash discussed challenges at specific campuses and noted that participation is one of the greatest areas of opportunity for improvement. He informed the team that he is addressing deficiencies through follow-ups with faculty post-observation and increased monitoring campus' achievement of required observations.

Ash informed the team of the work he is doing to re-define professionalism for the eObservation rubric. He explained that preliminary discussions have taken place on defining and disaggregating specific elements that constitute classroom professionalism (students dressed in uniform, hair pulled back, food and drink in classroom, etc.). He also reviewed and discussed the scoring categories used for the interview and need for calibration with the developing rating.

Sumer recommended that we have Institutional Research conduct an analysis, by program, of classroom professionalism scores against employment starts, prior to making revisions to the observation instrument. Carole will make the request. She will also initiate use of the form with other groups of observers (CSAs).

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## 1-2. Exit Interviews

**Note** Exit Interview 2.0

 [Exit Interview 9.17.18.docx](#)

 [GR Rubric 9.15.18.docx](#)

**Note** Ash reported that our current performance in this area is at 82% against a strategic target of 85%. He informed the team that he is working toward utilization rather than calibration and has made some changes to the reporting aspect to better streamline monitoring in this area.

Team engaged in discussion on alignment of CCLOs to the Exit Interview rubric. Team specifically focused on the cultural diversity element and the challenges in addressing this competency. Sumer informed the team of a few new courses that will provide instruction in this area. Team reviewed exit interview questions created to better inform the interview process. Questions were created through a multi-constituent review process, including the deans. Goal is to have the document created and implemented by the end of 2018. Team also discussed role of Diversity & Equity Committee and the challenges of identifying solutions to achievement gaps.

## 2. Tech Enhanced Courses

**Note** Ash gave an update and demo on Tech Enhanced Course initiative. This initiative will result in tech enhanced courses Media rich, NCCT-aligned (MA), and interactive daily curriculum being built within Brightspace to provide a framework for MA and ELEC faculty to utilize in the day to day lesson planning of their course. He informed the team of Glen Baxley's work with other internal SMEs on developing the tech enhanced courses.

**Note** Ash reviewed the human resources required to build tech enhanced courses. Discussion took place on value of this initiative. Ash proposed that Glen be given a full-time position developing the tech enhanced courses which was approved. Team recommended that Glen engage with P. Fox and team on various media aspects. Sumer cautioned against embedding existing course deficiencies into tech enhanced courses.

 [Instructional Designer JD 9.17.18.DOC](#)

## 3. Institutional Set Standards (ISS)

**Note** Sumer reviewed recommendations from her preliminary analysis re ISS and proposed revisions to definitions and measures. Team discussed definitions and standards and made further revisions. Sumer will create a committee for the purpose of reviewing and providing input on the proposed ISS revisions. The committee vetted ISS will then be submitted to Ember for approval and then the BoG (Nov. meeting).

 [Institutional Set Standards.docx](#)

 [IPEDSGradRateData.docx](#)

 [Preliminary ISS analysis for discussion.docx](#)

**Task**  ~~Sumer: Create and staff ISS review committee and provide their feedback to Senior Management.~~

*Owned by Katie Morales due 10/10/18*

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## 4. Ad Hoc

**Note** SM Review (Eval) Cycle: Nick socialized the idea of a consistency evaluation cycle for Senior Managers. He proposed a six month (semi-annual) review cycle. Those in attendance provided feedback on this concept.

**Note** Carole has been working with Carrington colleagues on diversity and equity. Ravinder is scheduled to present on diversity and will share materials with Carole to inform our work on this area. Sumer recommended Alyssa Bahr as a committee member based upon her expertise in this area. She also informed the team of the open Executive Assistant position. First module retention email trigger will capture those who are below a grade of 75% (will pick up a few more at-risk students). Mikey provided her with additional research on second module GPA. Carole also informed the team that Brightspace will launch on the 24th.

Sumer gave an update on licenses needed to perform specific procedures on site. Multiple campuses are below their BA start budget. Sumer will be on the ESD call to help support enrollments.

Anthony informed team of performance issues down south that have occurred since leadership reassignment.

Upcoming SM Travel: Carole will be in Atascadero on Monday and Anthony will be in Cordova for the ST ribbon cutting tomorrow. Nick will be in Sacramento tomorrow.

### 4-1. Follow-up action items and discussion topics

**Note** Classroom Professionalism Score: Carole will request institutional research aimed at identifying, by program, whether there is a correlation between professionalism scores and employment starts. She will also follow-up on rolling the rubric out to non-faculty supervisors for use.

ISS: Sumer will create and staff a committee to review and provide input on revisions to definitions and achievement levels for standards. She will report back the committee's recommendations to the team.

MBC Program: Anthony will follow-up with Kevin to determine whether there are any FA implications associated with the proposed 30-unit/35 week model.

### 4-2. Emergency Action Plan Presentation from Boretti Inc., - 11/8?

**Note** In light of recent situations in Temecula and Cordova campuses, the team discussed the need for EA training. Scott proposed having Boretti, Inc. present on EA planning at November Executive Council. Sumer and Anthony will connect with Scott on different aspects to cover in the training based upon facility issues.

 [TEM\\_CJ\\_PD.jpg](#)

### 4-3. Update on Halogen reporting for Employees Achieving Quarterly Goals and On-Time Evaluation Delivery

**Note** Scott engaged with IS and developed a Mock Report for better assessing quarterly goals objective. Team reviewed the sample report and potential revisions.

 [SanJoa\\_ReportSample.xlsx](#)

## 5. MBC Program Revision

**Note** Sumer reviewed program comps and pending request to revise focus of program to coding. Comp analysis supports focus on coding and CPC certification while maintaining Billing & Coding in program name. Anthony: Need clarity on FA implications for proposed PIP moving cert to 30 units/35 week. (cert is currently 38 units/35 week). Sumer requested that he determine the FA impact of a 30 unit/35 week program. Nick highlighted the fact that the Carrington program has both billing and coding in the title. He recommended that we reach out to Carrington to ascertain the focus of the program. Sumer will confirm approval of focus on coding and will ask for a new PIP for submission to the team.

 [MBC Competitive Analysis Sept 2018.xlsx](#)

**Task**  Anthony: Follow-up with Kevin re FA implications of going to a 30-unit/35week MBC program design.

Owned by *Katie Morales* due 09/26/18

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## Next Meeting

Meeting title: [Senior management meeting \(10/10/2018\)](#)  
Date and time: 10/10/18 08:30 am to: 10/10/18 11:30 am  
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## Task Summary

### New Tasks

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### Open tasks from previous meeting(s)

**Task**  Mike A. will review and recommend revisions to Tuition Assistance Policy.

*Owned by Michael Abril due 08/22/18*

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*Owned by Katie Morales due 08/22/18*