

Minutes of Senior Management Meeting - 10/31/2018 - 10/31/18

Date and time: 10/31/18 08:30 am to: 10/31/18 11:00 am

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

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/264173>

Topics

1. Strategic Review - Achieve Professional Success

Note Team reviewed the following measures aligned to the "Achieve Professional Success" objective:


1. Placement: We are currently at 67% against a target of 75%. Anthony reported that we will close out Q3 at ~68%. Brandi Hammons presented on each campus placement rates to date. She advised team of strategies in place to increase placement in Q4. Due to the change in BPPE definitions of a placement, Anthony reported that Q12017 students will be considered as non-placements for purposes of reporting placement rates on the SPFS. He also discussed potential reasons for under-performance at specific campuses and plans to address the issues (Aviation, Ontario, Temecula, Hesperia, Online, Porterville). Discussion took place on staffing transitions and challenges at Temecula, Ontario, and Hesperia. CS staffing at Visalia was discussed. Anthony noted that a Senior CS position has been created to provide support to the CSD.


Discussion took place on the placement challenges with AMT students. Nick requested that a follow-up discussion take place concerning placement rates of AMT students who have their licensure. Carole will follow up Lionel Smith on licensure concerns that impact placement. Anthony also noted the improvement in placement at Delano and attributes the increase to classroom changes. He also noted that placement is declining in Modesto and Cordova is showing signs of decline as well.


Reviewed the one strategic initiative in place for placement. Anthony and Brandi informed the team of initiatives planned for Q4, including transitioning online students to online CSAs. Others planned for Q4 include a "Department Chair" position within academics to partner with career services and admissions to support both functions.

Anthony also reported on placement challenges within programs such as PT. Discussion ended with need for both institutional and campus level strategic initiatives and the value of initiatives informing future dialogue on this topic.

2. CDR Projection: We are currently at 22.8% CDR rate against a target of 19%. Kevin and Scott presented on the rates for 2017 (3 yr = 26.37%) and 2018 (3 year = 29.58%). 2015 final numbers came out in September (19.03%). Scott reviewed the detailed performance report for 2016-2019 cohort years. Scott recommended that we use the CDR report for programs and campuses to better inform strategic initiatives for improvement. For comparative purposes, performance in key areas related to CDR rates for Oct. '17 were compared to those for Oct. '18. Scott discussed plans for staffing for the student accounts team. Kevin recommended separating the team by those who address T4 and those who work on institutional loans. Scott voiced his support for this method with the understanding that we proactively implement campus level activities and support to minimize instances of default. Scott informed the group that Scott Perry is looking at potential reconfigurations of the responsibilities assigned to the team. Hager, Kevin, and Scott will collaborate and identify potential solutions.

 [CS Placement Rates 2018.pdf](#)

 [Executive Summary San Joaquin Valley College 20181030 123056.pdf](#)

 [CDR Cures by Month 2018.xlsx](#)

2. Financial Literacy Specialists update

Note Lizzy gave an update on FLS position. Discussion took place on the original purpose of this position, including the intent to increase financial literacy and reduction of the Cohort Default Rate. Targets to move the needle are to improve grad rate in all programs w focus on high default programs and increase school payment. Quantified targets to be discussed and identified. Initiatives undertaken to improve in this area were discussed including the iGrad course and Exit Interviews. Lizzy recommended that we re-institute the FWS program.

Measures discussed include number of deliveries to students, reduction of bad debt. etc. Group engaged in discussion about outcomes and measures. Scott recommended using past due payments for institutional loans as a measure for assessing performing in this area. He also recommended that we look at delivery of resources to help students coming into good standing. Hager, Carole, ad Lizzy will work on identifying appropriate measures and achievement targets for assessing performance. Once identified, the group will bring their recommendations back to the full SM Team for review/approval.

Carole gave an overview of Lizzy's cross-departmental strategies for improvement of the delivery of services provided by the FLS. Nick informed the team of a special FA task force that has been created to address the 2019 increase in write offs, including creation of policies and procedures on how delinquencies will be addressed.

3. Institutional Set Standards

Note Review committee work.

 [Institutional Set Standards Review Committee Work.docx](#)

 [Institutional Set Standards.docx](#)

Note Sumer informed the team that a 22-member committee consisting of representatives from campus leadership, faculty, staff, and CAO Directors reviewed current definitions and metrics for our ISS. She gave an overview of the various informational aspects that were reviewed with the committee. Committee members shared this information with their respective campuses and departments along with proposed definitions and metrics for the ISS. Sumer informed the team that the committee reconvened and discussed feedback received from campus constituencies. A survey was then delivered to all committee members on the level of their agreement with the proposed definitions and metrics. 18 of the 22 members completed the survey. Overall, respondents were in agreement with the proposed definitions and metrics.

Sumer informed the team that the next step in the process is securing SM approval of the proposed definitions and metrics. Approved definitions and metrics will be reviewed with Mike Perry and then presented to the BoG's Academic Oversight Committee.

Discussion took place on difference between standard, targets, and goals and how that reflects on indicators on the Scorecard and other communication documents. Also discussed possibility of including definitions for standards, goals, and targets in the YiR report/presentation.

SM team voted to approve the proposed definitions and metrics.

4. LLRC Student Service Unit Update

Note Carole reported that the LLRC Student Service Unit Program Review Report will be ready next week for SM review and feedback. Provost and VP of Instruction and Student Services will review final report for BoG agenda and review on Nov. 27th.

5. CAO Quarterly Meeting 11/5/18

Note Team reviewed and confirmed agenda for meeting. Also discussed GoTo possibilities and logistical support needs. Scott will follow up with David on use of GT in Auditorium. Scott reviewed agenda for the meeting, including results from recent CAO survey, Strategy, and introduction of a department.

6. Ad Hoc

6-1. Community Service Award

Note Anthony presented the award nomination form and two proofs of the award. Revisions to the proof were recommended. Anthony will bring back revised verbiage for the team's consideration.

 [Nomination for San Joaquin Valley College Community Service Award Proof.pdf](#)

 [Community Service Award proof1.pdf](#)

 [Community Service Award proof2.pdf](#)

6-2. Volunteerism Proposal

Note Nick informed the team of Mike Perry's overall support of this idea with noted concerns. Hager will consider and draft provisions that address issues raised.

6-3. Campus Visits

Note Nick informed the team of his visit to the Fresno Campus. He noted the professional growth in the campus leader and other highlights. Nick informed the team that he reviewed the Flash Report and the intent of this tool with the leadership team.

Nick informed the team of his recent participation in a CLT activity where the campus employees identified institutional values and the challenging perceptions that were voiced at that time. Group discussed how to bridge the gap between perceptions on organizational theory. He noted that this probably comes from the emphasis placed on the Strategy Map rather than the "why."

Note Anthony reported on Congressman Jim Costa's recent visit to Aviation and the need for more politician visits to SJVC campuses.

Note Nick informed the team of his recent participation in a CLT activity where the campus employees identified institutional values and the challenging perceptions that were voiced at that time. Group discussed how to bridge the gap between perceptions on organizational theory.

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

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

due 09/26/18

Task 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).

due 10/03/18

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

due 10/10/18