

Minutes of Senior Management Meeting - 03/22/17

Date and time: 03/22/17 08:30 am to: 03/22/17 10:30 am

Present: Russ Lebo, Joseph Holt, Carole Brown, Michael Abril, Michael Perry, mikep@sjvc.edu, Kevin Robinson, Nick Gomez, alyssa perry, Crystal VanderTuig

Absent: wendym@sjvc.edu, Judy Petty, Liz Briseno, Rachelle Serrano, Tracey Hernandez

Location: Oak Room

Access meeting at: <http://app.meetingking.com/meetings/202562>

Topics

1. Strategic Review

1-1. Strategic Theme: Achieve Course Success

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 [LO_Data_Architecture.pptx](#)

Carole and team presented on the following strategic measures to support this strategic objective:

Learning Outcome Achievement: Annette discussed the four tiers that support course learning analysis and the new and revised tools that support this process, including program workshops, curriculum repositories and gradebook features, faculty professional development. She is working toward aligning all programs with new architecture by end of the year.

Course Pass Rate: Ash gave an update on the instructor eObservation process that supports this strategic objective. He reminded everyone that we are currently working toward a 90% course completion rate and have held steady at ~87% (if online is excluded the standard is met). Ash discussed specific campus and program performance and gave an explanation for under-performing campuses/programs and the initiatives in place for improvement. He then informed the team of an upcoming initiative to create a course in a box to better support instruction; especially, for part-time faculty.

Classroom Engagement: Ash also discussed the progress of the second phase of the revised eObservation process. He will be providing initial training to the campuses in the next few weeks. Pat then discussed the adjustments that have been made to better calibrate the online observation process, including redistribution of points to give more weight to areas that have greatest impact, distinction between qualitative and quantitative evaluation criteria (versus lumping them together into one criterion), and the addition of new evaluation criteria. The revised evaluation form is scheduled for roll-out this month.

1-2. Strategic Initiatives

Milestones completed since last SMM were reviewed as well as all past due projects and/or milestones. Joseph informed the group that only two campuses have yet to receive the strategic training (Cordova and Modesto).

 [Completed_Milestones_Report.xlsx](#)

2. IS - Power BI (Adam)

Gave an introduction and demonstration on MS' Power Business Intelligence (BI) features as well as the development/implementation process. Training will be held next week for those who will act as content experts. Conversion is scheduled for completion by end of 2018.

3. Online Strategy

Nick informed the team of an upcoming departure of an employee who currently holds a key leadership position and raised various issues regarding continuance of this modality. Business committee will further explore this issue and identify next steps.

Carole reported that the online strategic initiatives are coming along well; in particular, Pat is moving forward with the remediation plan. Discussion took place as to which initiatives should continue in light of the upcoming leadership vacancy.

4. RN Program Leadership

Discussed updates and next steps on Visalia RN Program Leadership. A plan will be created today and will then be communicated to BRN.

5. Ad Hoc

Carole: Reported on graduate readiness meeting with Bakersfield Campus this afternoon and preparation of faculty for Porterville. She also reported on YIR presentation last Friday at Fresno. She also reported on communication with Sherry Toman for weekend student services support.

Nick: Reported on the success of the AMT's last two starts. Will be in Hanford giving the YIR presentation on Friday.

Joseph: Will be in Madera on Friday giving the YIR presentation.

Mike A.: Reported on travel plans for next three weeks, including YIR presentation at Cordova on the 29th.

Next Meeting

Meeting title: [Senior management meeting](#)
Date and time: 03/29/17 08:30 am to: 03/29/17 10:30 am
Location: Oak Room