



San Joaquin Valley College Board of Governors Meeting – SJVC Mission Oaks Office May 7, 2015	
MEETING CALLED TO ORDER BY	John Swiger, Chair
ATTENDEES	Mark Perry, Mike Perry, John Swiger, and Carol McLellan
ABSENT	Marlea Lyon and Susan Good
RECORDER	Crystal VanderTuig
QUORUM PRESENT	No ¹
GUESTS	Joseph Holt, Chief Administrative Officer Carole Brown, Vice President of Academic Affairs Mike Abril, Vice President of Legal & Regulatory Affairs Nick Gomez, Chief Operating Officer Carol Crosson, Associate Vice President Dr. Pat Fox, Director of eLearning Curriculum & Instruction Sherry Toman, Director of eLearning Operations Jean Honny, Campus Director/Dental Hygiene Program Director (San Diego) Tanner Bliss, Program Director (Respiratory Therapy)

¹ Due to the urgency of gaining the board’s approval to proceed with the substantive change item listed in III.C.i.(b), the board members in attendance agreed to cast their votes on all voting items and have Crystal secure electronic votes on these matters from the absent board members as soon as reasonably possible.

Results of the electronic votes by the board members absent from this meeting (5/7/15) are attached hereto and incorporated herein by reference.

- I. **CALL TO ORDER:** Meeting was called to order at 5:05 p.m. by John Swiger. Guests were asked to introduce themselves.

II. **BOARD BUSINESS**

- A. **Review minutes from 02/05/15 Board of Governors meeting:** Minutes were reviewed. Question was asked about the BoG's review and approval of the revised mission statement. Minutes from the previous board meeting (2/5/15) indicated that the revised mission statement (describing the credential levels awarded at SJVC) would be submitted to the board at the present meeting. Explanation was given that – due to the timing of SJVC's Growth & Development initiative to offer a baccalaureate degree program, the revision of the mission statement will need to include that credential level. Thus, as the accreditor approvals to offer the BA degree program should be received – at the very earliest, by Nov. 2015, the revision of the mission statement will be tabled to a later date to allow for the inclusion of the higher degree level.

Voting Item: Mark moved to approve the minutes as submitted, Carol seconded the motion. All in favor.

- B. **BoG Campus Visits:** John gave an overview and update on the progress of the BoG campus visits. He distributed a copy of the scheduled visits and encouraged all members to attend as their schedules permit.
- C. **Annual Evaluations:** John informed the board that it is time to complete the annual BoG evaluations: 1.) BoG's Self-Evaluation, and 2.) BoG's Evaluation of the President and CEO. All members were asked to complete the evaluations in two weeks to allow for the results to be compiled and discussed at the next BoG meeting.
- D. **Annual Certifications/Disclosures:** John informed the board members of the need to review and sign the three annual disclosures: 1.) Certification Form, 2.) Conflict of Interest Policy Statement, and 3.) List of Institutional Affiliations. Members were asked to return their signed forms to Crystal as soon as reasonably possible.
- E. **Program Recognitions:** John explained that he would like to begin having the board recognize programs, campuses, students, faculty, etc., for notable accomplishments at every BoG meeting. The individual(s) being recognized will have the opportunity to address the board and explain what it is they are doing to promote student success and preparedness and will receive a certificate of recognition.

To that end, Jean Honny – San Diego Campus Director/Dental Hygiene Program Director and Tanner Bliss, Respiratory Therapy Program Director (Temecula Campus) were recognized for their programs' outstanding performance on licensure exam

pass rates. (100% pass rate on the Dental Hygiene Nat'l. Board Exam (Class of 2015) and 100% pass rates on the CRT and RRT exams for 2013 test takers, respectively) Both appeared via video-conference and gave presentations on the measures they employ to prepare students for the rigor of their licensing exams and to promote overall student success.

III. QUALITY EDUCATION

- A. e'Learning Update:** Pat Fox gave an in-depth overview of the structural and design changes to eCourses in order to provide a better online student experience. Her presentation included an introduction of her new staff members and their role and responsibilities. (Please refer to the PowerPoint Presentation on, "eLearning," for more information, a copy of which is attached hereto and incorporated herein by reference.)
- B. POD Design:** Sherry Toman presented on the newly implemented POD Design for the online modality. Under the POD Design, groups of Admissions, Financial Aid, and Student Advisors and Career Services Reps work together as a team to better facilitate cross-sharing of important information among the group to more effectively serve online students. The PODs are assigned to specific programs of study (externship program vs. non-externship programs). Sherry shared a few stories about how she has already seen improvement and more cohesiveness and collaboration among these employee groups who have direct student contact since the inception of this new concept. (Please refer to the PowerPoint Presentation on, "POD Design for Online Modality," for more information, a copy of which is attached hereto and incorporated herein by reference.)
- C. Growth & Development Updates**
- i. **New Initiatives:** The following initiatives were presented to the board for approval.
 - a) **Respiratory Therapy:** Carol presented a proposal to offer the Respiratory Therapy program at the baccalaureate degree level via online delivery. The BSRT program would be offered in addition to SJVC's RT AS Degree. Her presentation included an overview of the rationale for the new degree offering, including employment demand and wage information, as well as the availability of "like" program offerings.

Voting Item: John moved to approve the addition of the BSRT program for delivery through the online modality, Mike seconded the motion. All in favor.
 - b) **Transfer of former Everest College Registered Nursing Students into the SJVC Registered Nursing Program at the Ontario Campus:** Mike

presented a proposal to allow the former Everest (Ontario-Metro Campus) Registered Nursing (RN) students (3 cohorts) to complete their nursing education at SJVC by, 1.) temporarily teaching the SJVC RN program at the SJVC Ontario Campus, and 2.) accepting up to 50% or more of the credits earned at Everest College by students in cohorts 1 and 2 into the SJVC RN program. Mike and Carole Brown gave an in-depth overview of the College's plans and preparations to support this change, including the hiring of qualified nursing faculty, lab and equipment requirements, securing the necessary agreements with clinical training sites, evaluation of prior credit earned at Everest, financial aid implications, etc. Mike and Carole also reported to the board that the ACCJC's Substantive Change Committee approved the change and the Board of Registered Nursing's (BRN) Education Licensing Committee's (ELC) decision to recommend that the BRN grant final approval of this change at their meeting on June 3-4, 2015.

Voting Item: Mike moved to approve the completion of former Everest RN students by temporarily teaching the SJVC RN program at the Ontario Campus and accepting up to 50% or more of the credits earned at Everest College for application toward the SJVC RN program, Carol seconded the motion. All in favor.

c) **Registered Nursing:** Mike presented a proposal to teach the RN program at the Ontario Campus on a permanent basis.

Voting Item: Mike moved to approve the addition of the Registered Nursing Associate Degree program at the Ontario Campus, John seconded the motion. All in favor.

ii. **Existing Initiatives:** Carol gave an update on the status of the following newly implemented Growth & Development initiatives:

- Dental Assisting Program (Temecula Campus)
- Madera Campus
- HVAC-R Program (Lancaster Campus)
- Dental Continuing Education
- Veterinary Technology Program (Bakersfield Campus)
- Delano Campus

Please refer to the PowerPoint Presentation on, "SJVC's Growth Projects," for more information, a copy of which is attached hereto and incorporated herein by reference.

D. Academic Oversight Committee (AOC) Report: John advised the board that the AOC meeting convened just prior to the board meeting and will continue to so in the future. John informed the board that he and Carol reviewed the following program review reports:

- Medical Assisting/Medical Office Shared Courses
- Dental Assisting
- Pharmacy Technology
- Therapeutic Massage
- Heating, Ventilation, Air Conditioning and Refrigeration

John explained that Sue Delong was on call and answered the questions he and Carol had about the program review process. He also informed the group that he and possibly Carol will attend an upcoming program review to get a better understanding of the process. To that end, John asked Crystal to send him a copy of the 2015 Program Review and Curriculum Conference Schedule. John also informed the board that the committee will begin tracking the program review action items. Sue will provide quarterly updates to the committee on the status of program review action items.

E. Updates from the WASC ARC Conference: John gave a short overview of the workshops he attended at the WASC ARC and noted the emphasis on accessibility of education and student success. He also stated that a planning workshop he attended emphasized the important of “strategizing/identifying appropriate metrics/systematically assessing.” John stated that – based upon the information provided to BoG members, he feels confident that this practice is in place at SJVC and encouraged the present employees to submit a proposal to present on SJVC’s strategic process at the next WASC ARC Conference.

IV. STUDENT SUCCESS

A. Institutional Performance Standards: Carole informed the board of the College’s performance in the following two areas:

- i. **Course Completion:** Based upon data from the previous 10 modules (5/5/14 – 3/23/15), the course completion rates are as follows:
 - a) Institutional = 90.7%
 - b) Median Campus Rate = 92%

Questions were asked and answered about the correlation between the HVAC program’s seemingly low attendance rates and its normal to high course completion rates. Carole explained that the attendance data provided in program review reports represent a percentage of the percentage of courses that met the SJVC attendance standard. Carole also acknowledged that the program does have lower attendance rates. She further explained that SJVC’s Director of Instruction has been working closely

with the HVAC faculty on improving student engagement and learning new instructional techniques in an effort to increase student attendance.

With an institutional target of 90%, the College is meeting the standard in this area.

- ii. **Graduation:** Based upon data from the previous 10 modules (5/5/14 – 3/23/15), the graduation rates are as follows:
 - a) Institutional = 63% (3% improvement from previous 10 modules)
 - b) Median Campus Rate = 67.5%

With an institutional target of 70%, the College is below standard in this area. Carole discussed some of the measures taken to improve the rate at which students are graduating. Some of the measures include campus improvement plans and the instructional coach program. Carole discussed each of the 13 campuses improvements that are attributed to the campus improvement plans.

Please refer to the PowerPoint Presentation on, “Institutional Performance,” for more information, a copy of which is attached hereto and incorporated herein by reference.

V. OUR SUCCESS

- A. **Strategic Planning:** Nick gave a virtual tour of the scorecard used to monitor and assess SJVC’s progress on its strategic plan. He demonstrated the alignment of initiatives to objectives and how users can get up to date information on the status of the measures driving the institutional strategy. Nick informed the board that this feature is available to all SJVC employees.

John asked if the board members could get access to InfoZone and the scorecard. Crystal will ensure that all BoG members have access and will schedule a presentation on InfoZone navigation for the next board meeting.

There being no further business, the meeting adjourned at 7:55 p.m.