



San Joaquin Valley College Board of Governors Meeting September 5, 2017	
MEETING CALLED TO ORDER BY	John Swiger, Chair
ATTENDEES	In-person: Mark Perry, , John Swiger, Susan Good, Sue DeLong, and Jill Sozinho By telephone: Marlea Lyon
ABSENT	Mike Perry
GUESTS AND PRESENTERS	Joseph Holt, Chief Administrative Officer Carole Brown, Vice President of Academic Affairs Mike Abril, Vice President of Legal & Regulatory Affairs Angela Heinz, Director of Growth & Development Rajvir Ladhar, RN Program Director (Visalia) Laura Cervantez, MA Instructor (Porterville)
RECORDER	Crystal VanderTuig
QUORUM PRESENT	Yes

I. **CALL TO ORDER:** Meeting was called to order at 5:08 p.m. by John Swiger.

II. **BOARD RECOGNITIONS/ANNOUNCEMENTS**

- A. Sue Delong – the newest community board member was introduced. Sue gave a brief overview of her previous role and responsibilities as SJVC’s Director of Assessment as well as her current position of Academic Coach for Exeter High School.
- B. Laura Cervantez, MA Instructor, was recognized for her tremendous support and dedication to the success of the Porterville Campus. Her contributions include training new faculty, setting up the NCCT certification exam for MA students, training for the student center/library, tutoring, ordering and taking inventory of medical assisting supplies, and establishing the ASB club.

- C. Rajvir Ladhar, RN Program Director was recognized for her support and contributions to the success of the nursing program as it underwent re-approval with the BRN and for stepping into the program's top leadership role.

III. GROWTH & DEVELOPMENT

A. New Proposals

- i. **Temecula Program Migrations:** Angela presented a proposal to add the following three existing SJVC instructional programs to the Temecula Campus: Electrical Technology, Industrial Maintenance Technology, and Criminal Justice: Corrections.

Angela reviewed the feasibility data that led to her recommendation to migrate these three programs (see attached "Evaluation Summaries & Recommendations"). Questions were asked and answered concerning various elements of the programs migrations such as existing competition, success of these programs at other SJVC campuses, job outlook, necessary approvals, and facility and space capacities.

The board acted to take a vote on each proposed program migration as set forth below:

- a) Electrical Technology: Susan moved to approve the migration of the Electrical Technology program to the Temecula Campus. Jill seconded the motion. All in favor.
- b) Industrial Maintenance Technology: Mark moved to approve the migration of the Industrial Maintenance Technology program to the Temecula Campus. John seconded the motion. All in favor.
- c) Criminal Justice: Corrections: Susan moved to approve the migration of the Criminal Justice: Corrections program to the Temecula Campus. Mark seconded the motion. All in favor.

IV. INSTITUTIONAL PERFORMANCE STANDARDS

- A. **Course Completion:** Carole presented course completion data for 2017 disaggregated by campus. As an institution we are at 91% course completion against a standard of 90% for ground courses. Online course completion is at 77% against a standard of 75%. 2017 year-to-date highlights include: 1.) 11 of 15 campuses at or exceeding standard; 2.) 16 of 21 programs at or exceeding standard; 3.) success of the trades programs (ELEC @ 94%, HVAC @ 94%, and INDTEC @ 93%); and 4.) all linear programs are exceeding the standard.

Carole informed the board of initiatives and actions taken to improve online course completion rates, including curricular improvements, creation of a new

report to better identify reasons for academic under-performance, and focused course level changes.

B. Graduation: Carole informed the board that the 2017 graduation rate for ground campuses is 67% against a 65% standard; online is at 44% against a standard of 50%. The online graduation rate is up from 38%. She also presented and compared the 2016 and 2017 graduation rates by campus and noted that 10 campuses are above standard, and, overall, grad rates are up compared to those in the 2016 May-July timeframe.

C. Licensure and Certification: Carole presented the 2017 year-to-date licensure exam pass rates for programs with a pass rate standard set by a programmatic accreditor or state approval body (AMT, DH, ST, RT, LVN, RN, and LVN-RN). These programs meet or exceed the standards of their accrediting/approval bodies with the exception of the Ontario RN program. Carole explained that the board pass rates are those of the former Everest RN students. SJVC's first RN cohort will take their state boards in January 2018.

Carole then presented certification/licensure exam pass rates for the Medical Assisting (MA) and Pharmacy Technology (PT) programs. She explained that these programs are held to the SJVC standard of 75% pass rate. Carole then explained what initiatives have and are being taken to improve pass rates in these two programs. For example, PT licensure has been an area of focus for several years and the College has seen a significant improvement (20% to 80%). MA certification exam pass rates are still low (degree: 52%, cert: 31%) although a greater number of students are taking the exam. Carole went on to describe some of the initiatives planned and in place to increase pass rates.

D. Graduate Placement: Joseph reminded the board of the BPPE's new definitions and methods for calculating placements. He then presented 2Q17 placement data (by campus and by program) - the first available data set under the new definitions as well as the 3Q17 projections. While the second quarter data (63%) is just below the institutional standard of 65%, the institution fared better than expected under the new requirements. An increase in graduate placement is anticipated as continuous improvements are made to the process and as staff grow accustomed to the new changes and requirements.

V. GRADUATE READINESS INITIATIVE: Carole informed the board that this initiative arose out of an effort to improve placement at the smaller campuses (Delano, Hanford, Madera, and Lancaster). Using a cross-departmental, collaborative approach to tailoring the instructional experience to enhance student career-readiness, this initiative has improved placement outcomes (see "Graduate Readiness Procedure Sheet"). The initiative is now being implemented at all campuses.

- VI. ONLINE TASK FORCE:** Joseph informed the board of the strategic decision to focus marketing efforts for online programs (not including BSRT) within California only. This decision was made within the context of improving online graduation rates and the lower rates at which non-California based students graduate. The College has experienced an increase in California-based enrollments since this decision was implemented.
- VII. GAINFUL EMPLOYMENT UPDATE:** Joseph informed the board of the federal government's decision to extend the timeframe for filing earnings appeals under the gainful employment legislation. As such, SJVC is working on its appeals and will submit them by February 2018. He also informed the board that the government has overturned the required 50% response rate for earnings surveys and will evaluate each survey individually to determine if a sufficient sample size has been achieved. Joseph also informed the board that the government has opened up the negotiated rulemaking process on gainful employment and borrower defense to repayment which should lead to more favorable revisions to both of these regulations.
- VIII. SENIOR ACCREDITATION:** Crystal gave an update on the status of the revisions to the vision statement. She informed the board that a faculty committee has reviewed and recommended additional revisions which will be presented to the Senior Management and the board for consideration.

Crystal informed the board that the College has hired a consultant to assist with the preparation of the WSCUC Eligibility Application. She discussed the timeline for achieving eligibility as well as additional programs that are being considered for the baccalaureate degree level.

IX. STRATEGIC MEASURES AND INITIATIVES

- A. First Module Success:** Alyssa Perry presented disaggregated data on first module success (campus, modality, and programs of focus) (see "Enroll Capable Applicants" PowerPoint). She discussed both the successes and challenges experienced in 2017 for this area. Alyssa also informed the board of the actions in place for improvement.
- B. First Term Success:** Ash Carter discussed the academic focus to improve retention, including the roll-out of eObservation 2.0, ongoing emphasis on the Backward Design teaching methodology, and the lesson plan initiative.

X. BOARD BUSINESS

- A. Approval of meeting minutes:** Minutes from the May 5, 2017 board meeting were reviewed and approved as noted below.

Susan moved to approve the minutes as submitted. John seconded the motion. All in favor.

- B. Review and discuss results of BoG's annual evaluation of the President/CEO:**
Tabled to the November 21, 2017 meeting.
- C. Academic Oversight Committee report:** John informed the board that the committee reviewed the Business Administration and Dental Hygiene program review reports. He also explained that he is waiting on clarification from Annette Austerman as to whether there will be any program reviews in 2018 given the thorough review each program underwent as a result of the learning outcome workshops. John also informed the board that the committee is actively considering additional ways to be involved in assuring academic quality.
- D. 2016/2017 Annual Evaluations and Forms:** Crystal asked board members to complete the annual evaluations as soon as possible and to complete the annual certifications no later than the next board meeting.
- E. Ad Hoc**
- Crystal brought up the possibility of inviting outside guests (who are being recognized by the board) to have dinner with available board members before the meeting. All were in agreement. This led to a discussion on starting the board meetings earlier. All agreed that the next meeting will begin at 4:30 p.m.
 - Susan asked whether the board wanted to reschedule the campus visit originally scheduled for August. All agreed to aim for a January campus tour; date will be determined at the next meeting. John also discussed the possibility of going down the day before to visit some of the evening classes.
 - John informed the board that he will be giving a speech at the Lancaster Campus graduation ceremony in October.

There being no further business, the meeting adjourned at 7:20 p.m.



San Joaquin Valley College Board of Governors Meeting November 21, 2017	
MEETING CALLED TO ORDER BY	John Swiger, Chair
ATTENDEES	Mark Perry, Mike Perry, John Swiger, Susan Good, Sue DeLong, Marlea Lyon, and Jill Sozinho
ABSENT	None
GUESTS AND PRESENTERS	Joseph Holt, Chief Administrative Officer Carole Brown, Vice President of Academic Affairs Mike Abril, Vice President of Legal & Regulatory Affairs
RECORDER	Crystal VanderTuig
QUORUM PRESENT	Yes

- I. **CALL TO ORDER:** Meeting was called to order at 4:34 p.m. by John Swiger.
- II. **BOARD RECOGNITIONS:** The board gave recognition awards to Allyn Monge (Ontario Campus Dental Hygiene Student), Santiago Orozco (Modesto Campus Criminal Justice graduate), Cindy Carney (Modesto Campus Instructor), and Rachelle Serrano and Crystal VanderTuig (Central Administrative Office employees).
- III. **INFORMATIONAL UPDATES:** Mike Perry informed the board of Carole Brown’s title change from Vice President of Academic Affairs to Provost Vice President of Academic Affairs. He also informed the board of the creation of a Vice Provost position which has been filled by Sumer Avila. In this capacity, Sumer will be overseeing the accreditation function and will implement a new faculty recruiting, on-boarding, and evaluation process. Mike further informed the board of Mike Abril’s reassignment to oversight of the human resources department. These changes went into effect on November 1, 2017.
- IV. **INSTITUTIONAL PERFORMANCE STANDARDS:** Carole gave an update on licensure and graduation as detailed below:
 - a. **Graduation:** Institutional graduation rate is at 65%; online is at 46% (against a target of 50%). Online grad rate has seen year-over-year improvement (39% to 46%). Medical Assisting, which has been an area of focus, is now at 70%

graduation rate. Areas of concern are the Bakersfield and Aviation campuses. Carole and Sumer reported on the initiatives and actions in place to address underperformance, including maximization of the faculty coach role and standardization of best practices in the online environment, a mystery shop, and identifying faculty/staff interactions with students that produce the greatest outcomes and aligning processes and protocols accordingly.

- b. Licensure:** Carole informed the board that the institutional standard for licensure is 90% of programs achieving the programmatic standard. She reported that all linear programs meet the standard; the exception is the Ontario RN program which is at 70% (against the Board of Registered Nursing's (BRN) 75% threshold). Carole explained that for BRN purposes, SJVC is in good standing as both the Ontario and Visalia campus' pass rates are combined. However, the Ontario Campus program is working toward improving pass rates to achieve the 75% requirement.

Carole also reported on the effort to improve Medical Assisting credentialing rates. At the institutional level, the program is currently at 42%. Carole discussed the initiatives in place for improvement, including the graduate readiness plans, creation and implementation of a test prep course, and better integrating exam content into the curriculum.

V. PROGRAMMATIC ACCREDITATION UPDATES: Agenda item tabled to next board meeting.

VI. SENIOR ACCREDITATION: Updates were given on the following areas:

- a. Vision Statement:** Crystal informed the board of the steps taken to revise the institutional vision statement, including review by the Senior Management, Executive Council, and a faculty committee. The latest draft is scheduled to be reviewed by the Senior Management and will be presented to the board thereafter for consideration and approval.
- b. Recommendations to board structure and bylaws:** Crystal and Mike informed the board of that SJVC's consultant assessed the degree of alignment with the 16 eligibility criteria and presented her recommendations to board structure and bylaws (see attachment). The board discussed the impact of implementing these changes and identified the need to discuss the level of involvement of board committees, meeting frequency, and composition. After discussing these matters, board elected to take action on the recommendations via an electronic vote in order to give the members additional time to consider and process the proposals. Crystal will initiate an electronic vote in the next two weeks.
- c. Institutional Learning Outcomes (ILOs):** Sumer informed the board of the College's intent to review and potentially revise its ILOs. She explained that both course and program learning outcomes have undergone a full review and that now the College is considering revising ILOs to better reflect characteristics

expected of an SJVC graduate. She explained that input will be sought from multiple sources, including employers, industry expectations, faculty, and administrators. Sumer explained that the board will receive additional updates as this project unfolds.

Sue Delong made a recommendation that SJVC consider sending a faculty member or another employee to the WASC Senior Assessment Leadership Academy. Sumer advised that Annette Austerman, SJVC's Director of Curriculum & Assessment, has applied and other employees are being considered.

VII. BOARD BUSINESS

- a. **Approval of meeting minutes:** Minutes from the September 5, 2017 board meeting were reviewed and approved as noted below.

Jill moved to approve the minutes as submitted. Marlea seconded the motion. All in favor.

- b. **Review and discuss results of BoG's annual evaluation of the President/CEO:**

John informed the board of the results of the annual evaluation of the President/CEO. He explained that he normally meets with Mike to go over the results, however, he did not feel it was necessary given the overall positive ratings.

- c. **2018 Meeting Dates:** Following dates were identified for next year's meetings: January 24th; February 23-25th (retreat); April 10th, July 17th, September 18th, and November 27th.

- d. **2016/2017 Annual Evaluations and Forms:** Crystal asked board members to complete the annual evaluations as soon as possible and to complete the annual certifications no later than the next board meeting.

- e. **Ad Hoc:** Mike Abril informed the board of the upcoming Trustee Retreat sponsored by the Association of Governing Boards (April 22-24, 2018). The retreat will be held during the same week as the WASC Academic Resource Conference (April 25-27, 2018). Both events will be held in San Francisco. Board members were encouraged to attend these events.

There being no further business, the meeting adjourned at 6:41 p.m.



San Joaquin Valley College Board of Governors Meeting April 10, 2018	
MEETING CALLED TO ORDER BY	John Swiger, Chair
ATTENDEES	John Swiger, Chair and Community-at-Large Member Susan Good, Community-at-Large Member Jill Sozinho, Community-at-Large Member Sue Delong, Community-at-Large Member Marlea Lyon, Community-at-Large Member (via phone) Mike Perry, SJVC President/CEO and Board of Directors Member
ABSENT	Mark Perry, Board of Directors Member
GUESTS AND PRESENTERS	Carole Brown, Provost and Vice President of Academic Affairs Sumer Avila, Vice Provost Anthony Romo, Director of Graduate Services Greg Osborn, Director of Program Compliance
RECORDER	Crystal VanderTuig
QUORUM PRESENT	Yes

- I. **CALL TO ORDER:** Meeting was called to order by John Swiger at 4:44 p.m.
- II. **BOARD RECOGNITIONS:** The following employees were recognized for their commitment to student learning and achievement:
 - A. **Cindy Ovard:** Board recognized Cindy for her commitment to student success and achieving an 88% RDA exam pass rate (highest of all DA programs across the institution) and 99% course completion rates. Her support for fellow faculty was also recognized along with her contributions to the start-up of the Hesperia Campus DA program.

- B. **Brenda Serpa:** Board recognized Brenda for her commitment to student success and for achieving 100% pass rates for last five cohorts taking the clinical exam.

III. **INFORMATIONAL UPDATES:** No updates were given.

IV. **INSTITUTIONAL PERFORMANCE STANDARDS:** Anthony Romo presented on graduate placement statistics for the fourth quarter of 2017 and those projected for first quarter of 2018 (see **SMM Placement Rate Summary** handout). He informed the board of the likely reasons for under-performance (<65%) within modalities and at specific campuses as noted below as well as the planned improvements:

Online: Anthony explained that the following transitional changes and staffing challenges are the likely reason for under-performance within the online modality: 1.) The online Career Services function for online was recently decentralized, including the transition from an onsite Career Services Manager to a regional oversight model, and 2.) The College recently restricted new student recruitments to California residents only. The lower than desired online placement rates reflect the challenges of placing students outside of the state. Anthony reported that, in time, the College anticipates a reasonable increase in online placement rates once it is placing California-based students only and after staff have adjusted to the new service model.

Hesperia Campus: Anthony attributed the lower placement rates to employer performance issues. He explained that he is working closely with the campus to rectify these issues.

Delano Campus: Anthony reported that student professionalism issues contribute to the lower placement rates at this location. He discussed how the graduate readiness plans are expected to improve graduate placement by focusing on development of soft-skills early in the educational experience.

V. **ACCREDITATION**

A. **Programmatic Accreditation Updates:** Greg Osborn gave an overview of the broad range of approvals across campuses and programs, including programmatic accreditations and state approvals. He also informed the board of the current statuses of the various approvals and those that are in progress (ACOTE accreditation for the Occupational Therapist Assistant and ARRT accreditation for the Diagnostic Medical Sonography program).

B. **Institutional Accreditation Updates**

- i. **WASC Junior:** Crystal reviewed the timeline for the Self-Evaluation process with the board and gave an update on where the College is in this process. She also advised the board of the upcoming milestones in the process and preparations that are being made.

- ii. **WASC Senior:** Crystal informed the board that the Eligibility Application has been submitted and the date of the Eligibility Review Panel call. She further informed the board of the College's engagement with additional consultants to facilitate mock ERP calls to better prepare participants and identify areas of focus. Discussion took place on the timelines for both the WASC Junior and Senior Commissions and how any overlap might be addressed.

VI. EMPLOYEE SUCCESS: Sumer Avila presented on a strategic initiative to build a comprehensive plan that supports all stages of the academic employee lifecycle. The goal for this effort is to ensure instructional quality in every course. This will be accomplished through a series of faculty training and development and training for faculty managers. An overview of the steps in the action plan was given.

VII. BOARD BUSINESS

A. Minutes from the 1/24/2018 Board of Governors meeting were reviewed.

Susan moved to approve the minutes with the noted correction to use the word "feasible" versus "possible" concerning the use of the Visalia Campus facility for the California Dental Hygiene Committee's fall 2018 meeting (agenda items VII.A.) Jill seconded the motion. All in favor.

Action Item: Take vote to approve minutes.

B. Annual Evaluations: Crystal informed the board that she will be sending out the annual Presidential evaluation for completion.

There being no further business, the meeting adjourned at 6:49 p.m.