1. Approval of Minutes of October 21, 2014 Meeting
   
m/sc Menz/Dr. Pat
   Moved to approve the minutes of October 21, 2014.
   Motion passed. Searl-Chapin and Stirling abstained.

2. Action Item
   a. Shared Governance Mid-Year Report
      Rebecca said that she brought this report to the last meeting for information. If there are no additions and/or changes it is ready to be acted on.
      
m/sc Searl-Chapin/Vincent
      Moved to accept the Shared Governance Mid-Year Report as presented.
      Motion passed.

3. Discussion/Information
   a. Presentation on Student Equity Data and Discussion on Implications (Nik Mesaris)
      Nik first defined equity as measuring how fair and just we are in the distribution of opportunities to access and utilize MSJC resources. We measure proportionality index. How close to a one to one match we have in two groups. Example: if we have 10% African American enrollment we have 10% African American graduates. The 80% rule takes the performance rate of a group and compares it against a
reference group. If any group is less than 80% of the reference rate, then there is as disparity for the group. In reference to the 80% rule, the Chancellor’s Office says that we should use the mean if there is no clear majority in the group used as reference group.

Nik and Rebecca will send this presentation out to the group. The report measured access, course completion, basic skills progress, degree completion and transfer. Nik gave a summary showing comparisons and results of the data as follows:

- **Access** – MSJC has more diversity than the communities in the service area, the traditional minority student groups are either equally or over represented in the MSJC student body. The underrepresentation of White Students is evident at all levels to greater and lesser degrees. Why?
- **Course Completion** – Success rates for all ethnic groups fall within the 80% rule tolerance limit from the mean. However, it is evident that African American students are struggling more than any group at all levels. Why?
- **Basic Skills Progress** – In the 2007-08 Student Success Scorecard cohort, African American students did not transition to college level at an equitable rate. Why?
- **Degree Completion** – In the 2007-08 student Success Scorecard cohort, African American students did not transition to college level at an equitable rate. Additionally, African American students are underrepresented in the MSJC graduate population. Why?
- **Transfer** – In the 2007-08 Student Success Scorecard cohort, African American students are underrepresented in the transfer population. Why?

Rebecca added that there is no standardization. Every institution is on their own to determine how to measure and the groups to be measured.

Dr. Schultz asked if there has been any discussion to address the methodological inconsistencies.

Nik said he was not aware of any but he is attending a conference tomorrow where it could come up.
b. **Program Review/Assessment Update (Paul Hert)**

The deadline for the Student Service Program Review was October 31st with 17 programs in that area completing the assignment. Friday was the deadline for Instruction and they are coming in at about 85% completion rate for the comprehensive program review. He believes upon granting a few extensions Instruction will have completed approximately 95%. He also has about 5% of the small programs where the responsibility was given to the Deans. Paul will work with the Deans on those areas. The administrative area is also coming in so we look to be in good shape. The challenge has to do with the assessment piece and is due to moving to a new version of eLumen. Brandon did get access to an old version of eLumen which will allow us to pull up the data needed to complete the assessment portion this year. Paul will get that out to everyone so it can be done by December 19th.

John Seed said he appreciates Paul’s availability and professionalism in assisting the departments with completing their respective program review.

c. **Review Revision of RAP/PAR Template and Instructions (Paul Hert)**

In terms of the discussion here and in the budget committee in regards to updating the template Paul has incorporated all of the changes and improvements in the handout presented today. He created text fields and instructions to make the completion easier. The instructions direct the author to the budget committee website and then he walks the person through the process with step-by-step instructions. This will help them see how to create a RAP and how it is scored so they can write to get the maximum score. The instructions continue showing the author how to complete the new version of the form and in particular how to align the request to the Strategic Plan goals. The instructions encourage people to fill it out so that it is meaningful whether they align the request with one or more goals and how the proposal will help the district achieve those goals. Paul’s goal was to walk the author through the process to present a strong argument for the request as well as make it as easy as possible for the person reading the RAP to score it.
d. Community College Survey on Student Engagement (CCSSE) Timeline and Additional Survey Questions (Rebecca Teague)

Rebecca presented a brief update on CCSSE, the Community College Survey of Student Engagement that MSJC recently purchased. The college also purchased the CCSSE Faculty Survey. Both surveys will be deployed in the spring. Rebecca presented both surveys to the Academic Senate. She had no idea how comprehensive the survey was or that the deployment procedures affiliated with it would be so extensive. This coming spring the college will provide an outline and listing of all of our courses for the CCSSE people and they will randomly select the courses to include in the survey. The data we get from the survey is data we have not been able to capture and will prove extremely useful in developing our future plans to engage students and what services they are and are not using. The survey requires 50 minutes of face to face, pen to paper class time utilizing random selection. The survey will be given at all four sites and we have no idea who will get what. We asked the Academic Senate for their support as we move forward because it will take class time. It will be deployed in the spring between February and May, most likely in April, with a lot of steps that need to take place before deployment. Campus coordinators will be selected to help with the deployment and as we move closer webinars will provide information and training. Rebecca’s office will act as the administrative lead but this survey will live and breathe in IPC. The STEM Grant is funding the implementation of the survey. Our Research Office will provide the files for the courses. There will be e-mails going out from Dr. Schultz and Dr. Pat to the faculty letting them know about the survey. The procedures guides were included in your handouts. The survey will provide the students perceptions as well as the faculty perceptions and how they are different and/or the same. We can add additional questions but we are working on short timeline and they need to be to CCSSE by December 5th. Please take a minute to look at the information.

Lorraine suggested that a subgroup be identified to look at the questions. Lorraine, Stacey, Evelyn, Bill and Anna volunteered to look at the questions. Rebecca will call a meeting.

Dr. Schultz asked if it is possible to get samples of questions that other institutions have asked.
Rebecca said yes. The additional items catalog provides that and we can add 15 questions of our own. They also have promising practices that rely on the Student Success recommendations. Rebecca will send out information to the ad hoc committee.

Dr. Pat said that CCSSE is very good and it will provide a lot of good information but we don’t just want to do it once. We want to ponder, look at the data to move the institution to improvement. We may want to look at a RAP so Institutional Research has the funds to follow up in the future.

Rebecca said we are getting 3 surveys the CCSSE, the faculty and SENSE with this purchase.

e. Budget Calendar (Becky Elam)
The Budget Calendar was approved by the Board last Thursday after going through the college shared governance process and budget development committee. We started off years ago with 5 compliance items on the document and currently there are 26 separate dates that allow for feedback, assessment and continued improvement on this schedule. In addition to the 5 compliance items the Board added items of their own. The statutory dates that include the budget development calendar adoption, tentative budget adoption and adopted budget are codified in code and have specific dates for compliance. Our board added review of the Governor’s budget, first principal apportionment, 2nd principal apportionment which made the 5 compliance items grow to 8. Since then we have added purchasing cutoff dates. There are 9 separate items that touch the Program Review, RAP and PAR. The challenge becomes how we let the college know when items are ready to review online. Those dates have been added to this calendar and we will continue to add more information as we move along to make the process easier to follow. It has become a better document.

Brandon asked if there was a way to get the dates on our Outlook Calendars.

4. Other Information/Updates
Dr. Schultz – in regards to the Strategic Plan implementation framework he was supposed to call a meeting (Roger, Evelyn and Fred) to look at identifying key leads
and the appropriate administrator to oversee the leads and have them report back to this body. Fred is out on extended leave due to health issues. We need to convene the meeting. Is there anyone who will step up to take Fred’s place? Stacey will take Fred’s place on the committee. Dr. Schultz will call the group together before the next meeting.

Dr. Schultz – 2 weeks ago we passed Measure AA. The changes that the bond will enable us to make over the next decade are beyond imagination. We continue to get asked when the first building will be started. It’s not that simple. There are a number of activities both legal and financial that need to take place very shortly. The Board will need to look at the priorities. There are strategic measures that must take place first. Once money is drawn down the institution has 3 years to spend that money. There will be some projects that begin to happen soon but the larger projects will take more time to get to. The facilities plan will be driven by the Board working with some of the best consultants in the state. It’s a very exciting time but the Board has indicated that they intend to be prudent in their strategic planning.

Becky – shared that very soon the college will begin to develop the educational master plan. That plan will be significant as to the direction of the college facilities plan.

5. Next Meeting – December 16, 2014

6. Adjourn
m/s Bennett/Searl-Chapin
Moved to adjourn.
Motion passed