Present: Yolanda Bellisimo, Becky Brown, Gina Cullen, Jonathan Eldridge, Paul Fanta, Jeff Fleisher, Sara Frye, Peggy Isozaki, Gina Longo, Sara McKinnon (Co-Chair), Nanda Schorske, Carol Scialli (Resource), Kathleen Smyth, Cari Torres (Co-Chair)

Absent: Michele Martinisi, Greg Nelson, Ben Wilson, Sheila Whitescarver

Agenda Review

• Agenda approved.

Minutes

• Minutes of February 11 meeting approved.

Proposed Reorganization for Enrollment Services

J. Eldridge

• Student Services is trying to find process efficiencies and program improvements to get students enrolled so they can achieve education plans and academic instruction.
• As we continue to improve the enrollment experience, there are issues re: how we’ve done things. Example: We haven’t had much audit compliance in the way we handle student funds. The bursar function is a key piece. Being in compliance is part of the reason for some of proposed improvements.
• Goal is students will have access to funds in their accounts within an hour.
• Resources must be on instructional side.
• Hours need expanding. Students can’t get what they need from Financial Aid.
• Students are directed to multiple windows.
• Scholarships haven’t been distributed in an orderly fashion and should be an Enrollment Services function. One stop enrollment services is a model many schools are using.
• Disconnect between Financial Aid processes versus A&R processes. We are looking at an overall enrollment services operation; cross train everybody regarding all enrollment pieces. All would have a broad understanding of student needs.
• All above can be done within existing dollars.
• Financial Aid would be embedded in A&R.
• Students will only have to stop at one place where could even make a Counseling appointment.
• On the human side are management decisions around certain positions. (Staffing and proposed organization chart distributed.) Currently, there are two management and four classified staff in Financial Aid. Proposed model is Dean of Enrollment Services and Associate Dean of Enrollment Services. Notice has been given to Director and Assistant Director of Financial Aid.
• Development of transition piece will commence soon.
Planning & Resource Allocation Committee

- Director of Financial Aid will stay on until next February; Assistant Director may move into one of the Enrollment Services position indicated on chart.

Comments

- Was there a Program Review done on this model?
  - Program Review was completed when he arrived. Not this actual model.
- Concern about documentation of the issues in Student Services.
- How did discussion coordinate with the Governance system?
  - Inappropriate to let all know these positions will go away. Can’t do that through Fair Labor practices, etc.
- Question whether Governance process was utilized to figure out solutions to the problem.
  - When something like this impacts positions, how can we handle via PRAC? There are issues of confidentiality.
  - There have been many discussions in PRAC about how we are trying to make improvements. Not all decisions go through PRAC for approval. How much needs to happen via PRAC and how much at management level so we can move forward?
  - Proposal is using existing resources and going through processes with union. Also, we are responding to the Student Success Act and COM’s Strategic Objectives.
- Suggestion made to go back to our Governance process and make sure there is documentation and justification that this reorganization did not need to go through PRAC.
- Student focus groups have been meeting about barriers regarding enrollment services. Much of new model came out of the student information.
- Staffing needs for both campuses is additional conversation i.e., IVC needs.
- Everything came from conversations with staff as well, monthly Student Services meetings, all documented.
- Suggest document all of the meetings etc. that led to the proposed reorganization. Add SLOs analysis.

Program Review

S. McKinnon

Additional Units Requests

- ANTH 204, Native American Cultures: 3 units
- ANTH 215, Native American Cultures of California: 3 units
- BIOLOGY Coordinator position: already assigned.
- DRAM 151, Intro to Stage Costume: 4.49 units
- DRAM 152, Intro to Design: 4.49 units
- ENGL 150, change from 3 to 4 units (COR changes have not been made.)
- Online Writing Center (OWC) is growing. Get units for summer coordination. It is a great service. A new hire is excited, a bright spot to grow and support.
- Conversation Classes for French, Italian, Spanish: 18 units for year. Conversational classes are not UC transferable. They only transfer to CSU as electives. Conversation is embedded into
other existing but not often offered GE transferable classes on Culture/Film. Recommend the units but put towards the UC transferable courses.

- **Summer Classes for Men’s and Women’s Sports, 10-15 units:** Every fall sport should have a summer session. Recommend 10 units. (*Men’s Soccer Theory, Women’s Soccer Theory, Men’s Basketball Theory, Women’s Basketball Theory, Volleyball Theory*)

**Miscellaneous Requests Answers (see below from last meeting)**

- **DENTAL ASSISTING, $5,000,** to replace broken and/or outdated equipment and update DVD library and cover increased cost of dental supplies. Follow-up information provided by N. Schorske:
  - Two pieces of equipment in Dental Lab (3 trimmers for $2,388) and service contract ($2,500) for total of $5,000.

**FTFAC Recommendations**

**In Priority Order for Hiring**

**Screen Spring 2014 to Start Fall 2014**

- **Math (2)** from last year’s recommendations
- **Counseling (1)**
- **Library (1)**
- **English Skills (1 extra)** (if 2 stellar candidates available)
- **Modern Languages (1 extra)** (if 2 stellar candidates available)

**Screen Fall 2014 to Start Spring 2015**

- **Art History (1)**
- **Art 2-D Fine Arts (1)**
- **Business (1)**
- **Music (1)**
- **Kinesiology (1-2)**

**Screen Spring 2015 to Start Fall 2015**

- **General Biology (2)**
- **History/Ethnic Studies (1)**
- **Chemistry (1)**
- **English (2)**
- **ASL (1)** (depending upon retirements)
- **Modern Languages (1)** (multi-lingual Romance Languages if not found in current search)
- **English Skills (1)** (if not found in current search)

**Subcommittee Reports**

**Technology Planning**

- Hold for future meeting.
Planning & Resource Allocation Committee

Student Access & Success
- Hold for future meeting.

Educational Planning
- Hold for future meeting

Facilities Planning
- Hold for future meeting.

Instructional Equipment
- Held first meeting on March 10.

Professional Development
- Hold for future meeting.

Meeting Wrap Up/Assignments
- Next meeting is March 25.