

**October 20, 2009**

**SAN DIEGO MESA COLLEGE**

**PRESIDENT'S CABINET**

**Agenda**

**Tuesday, October 20, 2009, 2 – 4 p.m., A102**

**1) GENERAL ITEMS (Rita Cepeda)**

a) Welcome and Introductions

b) Major Event Approval (sent for vote Friday, October 16, 2009): Mid-Term Student Appreciation Day, November 16-17, 2009, Mesa Quad Area. Event approved (Motion: Cynthia Rico-Bravo; Second: Bill Brothers.)

c) Chancellor's Cabinet Updates (Cepeda) San Diego Mesa College Foundation now has the possibility of obtaining staff to help search for and acquire funds. In addition, the current endowment fund held at Bank of America will be available June 2011 and portions allocated to the District Office and the four colleges.

**2) ADMINISTRATIVE SERVICES (Ron Perez)**

No report.

**3) INSTRUCTION (Yvonne Bergland for Tim McGrath)**

a) Accreditation Self-Study Timeline: Handout (Yvonne Bergland) Yvonne shared the Self Study Process timelines and activities. The Self Study will be finalized and sent to the Standard Coordinators to get feedback in January or early February 2010, a campus forum will be held mid-February, President's Cabinet will review draft of Self Study in early March, and the final draft will be completed in May and sent in late May or early June to the Board of Trustees meeting. Accreditation timeline will be posted on the website.

b) Summer School – Cynthia Rico-Bravo asked about the Summer 2010 schedule and if the 25% reductions had already been decided at the District office. Discussion was held on the concern that faculty chairs will start writing their summer schedule and want the FTEF so that they know what to work with as the dates of the summer session(s). It was shared that the highest demand is providing two five-week sessions to accommodate foreign language courses. Due to Tim McGrath's absence to attend the CIO conference, Rita stated a one-page FAQ would be provided by next Tuesday's President's Cabinet meeting to clarify the beginning and end summer dates, how much FTEF will be available, rationale for the summer timeline (was June 22 chosen according to the SD Unified schedule?).

**4) STUDENT SERVICES (Barbara Kavalier)**

a) H1N1 Taskforce Update – Suzanne Khambata: No H1N1 cases this past week at SD Mesa College. Dates to distribute vaccine have changed since vaccine did not arrive. Volunteers will be trained October 26-30 – Suzanne stated that many more volunteers are needed. The Child Development Center will receive the vaccine Nov. 2 and 3. Dates for SD Mesa students: Nov. 4, 5, 6, 9, 10 and 11, 2009. Five hundred seasonal flu shots are available for students. The communication campaign to distribute information on the H1N1 will begin with postcards and

posters and student ambassadors reading scripts in classrooms.

b) ASG Update (Mason Walker): Mason shared that the retreat went well and ASG established six goal areas that need help on campus (including EOPS, DSPS) and will gear their projects around those areas.

## **5) OTHER**

### **6) ANNOUNCEMENTS**

a) President's Cabinet Meeting location change, Oct. 27, 2-4, LRC 435

b) Board of Trustees Campus Meeting, Thursday, Oct. 29, 4 p.m., C119

c) Diversity Committee Meeting, Friday, November 6, 2:30-3:30 p.m., A102

d) During the President's Reception at the California Association on Postsecondary Education and Disabilities (CAPED) conference in San Diego, Professors Jill Baker and Jill Jansen were recognized for their outstanding work.

Professor Baker received the CAPED Teacher of the Year Award which recognizes an outstanding faculty member (outside of DSP&S) who has made a significant contribution to the educational needs of the disabled learner in the classroom. Specifically, Jill was recognized for her work on accessible instructional materials and classroom technology.

Professor Jansen received the CAPED Recognition Award which identifies outstanding achievement and contribution on the part of a CAPED member to the field of education for students with disabilities. Jill developed an intern model for future learning disability specialists.