

# GAP

September 19, 2007

## UNAPPROVED SUMMARY NOTES

Name	P	A	Name
Brodie, Jimmy		X	ASB President
Cox, Cathy	X		Academic Senate President
Dennis, Haze	X		Academic Senate
Hudak, Pat	X		Academic Senate, Faculty-at-Large
Jahan, Mina	X		Instructional Technology
Johnson, Penny		X	Vice President, Student Services
Lam, Clement		X	Division Chair Council
Ledesma, Rosalie		X	Student Services Council
Loi, My	X		Classified Senate
Lowenberg, Rachel	X		Division Chair Council
Vacant		X	Classified Senate
Negash, Worku	X		Vice President of Administrative
Peck, Daniel - Ex Officio	X		Research Analyst
Rivas, Monica	X		Division Chair Council
Sanidad, Dan	X		Administration
Singh, Shoba	X		Classified Senate President
Robles, Harriett	X		President
Wheeler, Antoinette	X		Dean of Instruction
Williams, John	X		Interim VP of Instruction
Vacant		X	Academic Senate

### **GUESTS:**

Bruce Thompson	CCS Group
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### **GENERAL BUSINESS:**

1. **Introduction of New Members:** There were no new members introduced at this meeting.

2. **Approval of GAP Summaries from 09/12/07:** Upon reaching a quorum, GAP approved the Summary from 09/12/07 with corrected typo on page 2 (September) and a request that all corrections to the summary, no matter how small, be identified in the notice of the approval of the summary.

President Robles welcomed back Worku Negash, Vice President of Administrative Services, who had been away for three weeks attending the opening of the “Dynamic International University of Ethiopia” that he was a core member of establishing. Worku described some of this trip and what an honor it was to be associated with the project and how exciting it had been to participate in this endeavor. He noted that Phil Pabich, retired Dean of Workforce Development and Community Education, also participated in opening the University in Ethiopia. He will be providing us with more information at the Global Brown Bag Lunch planned for the near future.

The Facilities Update was moved to first item on the agenda to accommodate our guest, Bruce Thompson.

### **DISCUSSION ITEMS:**

**1. Facilities Update: Sharing the Master Planning Schedule:** Worku Negash introduced Bruce Thompson, CCS Liaison to Mission College, who discussed the Master Planning Schedule. The Master Plan part of the process is where we lay out the footprint of the new college buildings and our Master Planning Architects are Lionakis Beaumont Design Group.

The current plan begins with as many as four new buildings: 2<sup>nd</sup> floor replacement; 1/3<sup>rd</sup> floor replacement, MTs replacement, and a General ED building. Currently a Core Group has been meeting to bring together facts and input from the college constituency. This Core Group is comprised of the following:

- Harriett Robles, President
- Worku Negash, VP Admin Svcs
- Penny Johnson, VP SS
- John Williams, Int. VP Instruction
- Mina Jahan, Dean Instructional Technology
- Cal Baker, District Facilities
- Javier Estrada, Director of Facilities, District
- Bruce Thomspon, CCS Liaison

A Planning Committee is meeting for the first time on Friday, September 21 and this committee includes:

- The Core Group
- Division Chairs (all)
- Student Services Council (all)
- ASB President
- IT (Teresa Amos, Bruce Moore)
- Parking (James Kirby, Laura Lorman)
- Community Member (to be determined)

The next group to begin meeting will be all the college Departments. These meetings are scheduled to begin on Thursday, 9/27 and on Wednesday, October 3 and October 4. These department meetings will be coordinated through the Office of Instruction, with each department determining which day and at what time they can meet in the Campus Center, room 217, in one-hour increments.

These meetings will gather input and information that will be presented in College-Wide Forums, the first of which is scheduled for Thursday, October 25.

There will be ongoing Friday meetings where everyone is welcome to attend throughout the building phases of the campus. Everyone is encouraged to attend

the Planning Committee meetings. The goal is to have this first phase of the process completed by February 16, 2008 with an April or May 2008 Board of Trustees final decision.

GAP members asked questions about who had the final say in the design of buildings, stressing the fact that the faculty who will use the classrooms should be signing off on all plans. Bruce stated that the architects doing the Master Plan may not necessarily be doing each building. College-wide focus groups will select the building architect and all the work that the college has been doing to lay out their needs will be taken into consideration. This process will not mean redoing the work already done. We will be able to ask the architectural firms to work with us in helping us to understand architectural terminology and requirements.

President Robles stated that so far she has been impressed by the Lionakis team made up of Laura Knauss, Dave Younger and Dennis Guerra. They listen very well to the many demands that are made of them and they appear to be hearing all the various needs. They are so far very responsive to us.

Bruce emphasized that we will decide on the architects who will do the design of the individual buildings based upon their quality of work, the chemistry we have with them, and that these factors will play a large part in the administration approving the recommendations of the college.

Various GAP members expressed their special concerns:

- Shoba Singh, Classified Senate President, asked that Classified employees be given strong representation in these decisions and that the part-time instructors also need to be given a voice.
- Pat Hudak was interested in pursuing a green campus direction

A survey was sent out by the Office of Instruction that had been developed by Linoakis, modified by the Core Team and administered by Information Technology. This survey does not replace the previous surveys completed; it is just another opportunity to give input.

*(Resume regular order of Agenda.)*

## **GENERAL INFORMATION**

**2. GAP Membership, Role, Responsibilities:** Cathy Cox asked that those members assigned to the GAP Task Force contact her with their available times and days so she can call the first meeting.

## **DISCUSSION ITEMS**

**1. Accreditation Update: District Functional Map:** President Robles referred to the Functional Mapping Document sent out with the agenda. This document is used primarily to help the Accreditation Team determine who is responsible for what activities in a multi-college district. The Disjoint team has been working on this map for the past several months. Daniel Peck and President Robles worked on combining the District, West Valley and Mission input last week. The combined document has been sent to West Valley for their comments. They don't anticipate many changes.

**3. Educational Plan – DRAFT - How to review and finalize plan:** President Robles sent out to GAP members the latest draft of the Education Plan for their review. This document will be posted on inside Mission and it is agendized for the Academic Senate to review and submit recommendations. This document will be the foundation of our Master Plan. The goal is to finalize by the end of November.

It was suggested that the President attend the Academic Senate meeting that addresses this document and it was suggested that the Academic Senate and the Classified Senate hold a joint meeting where they can both listen to the discussion on this plan.

GAP will be the governing body that approves it to go forward. Following is the timeline for approvals:

- Revisions to GAP from Academic Senate and Classified Senate by November 14
- First Draft sent out for approval by constituencies November 21
- Final GAP approval on December 5

**4. Research Agenda:** Daniel Peck, Institutional Researcher, discussed with GAP the kinds of research he will be conducting and planning for the college during this academic year. They include:

- Grants Reporting requirements and surveys to evaluate the effectiveness of the programs
- Validation of placement tests
- Development of Matriculation reports
- Support of the District Data Warehouse initiative
  - Better access to Datatel information
  - Development of the interface
  - Better access to reports and easier ability to create reports

Daniel stated that the main research agenda will be on Student Retention. He's developing more detailed information not already collected and streamlining access of the student satisfaction surveys. He will be working with Student Services to develop an internal student satisfaction survey. The core data will focus on student success, student equity and basic skills initiatives.

Daniel is also in the process of creating a data map that will show who are the data owners, determining with IS how the data gets to the state, and building a website for institutional effectiveness. Daniel will be working to create a standardized performance indicator that would be easy to read, e.g. scorecard method collected in one place with a “dig down” (links to more detail) interface.

Daniel passed out examples of the type of scorecards and strategy maps he hopes to develop for Mission’s use.

This type of research is vital to know what your goals are and how you measure your objectives. This research will help with planning and could be linked to program review and used to help make significant strategic decisions.

Daniel is open to however the college wants to use the data these processes will collect. He is asking for management support and welcomes input from all college constituencies.

We will reagendaize this discussion for one month from now.

Harriett thanked Daniel for his report and said that we could start with baby steps and work very closely with faculty, staff and administration. The result of research should be action. The goal is to have all action taken by the college based on research., which will enable us to make sound decisions that support E&FMP.

Meeting adjourned at 11:52 a.m.