

Meeting started at 1:34PM.

1. Welcome

Vice President of Finance & Administrative Services and Acting President Bernata Slater presided over the meeting as President Judy Miner was on medical leave until April 1, 2015.

2. Approval of Minutes: February 18, 2015

February 18, 2015 Minutes approved by consensus.

3. Emergency Hire – Language Arts – 1st Read

Starer presented the emergency hire for a librarian position in the Learning Resource Center (LRC). The agenda incorrectly listed this item as an emergency hire for Language Arts. Starer stated that Librarian Pam Wilkes was retiring and the Language Arts & LRC Division sought to fill the position vacancy with an emergency hire. A part-time librarian could not easily fill the vacancy, as this highly technical position required a specific skill set; and thus, Starer asked PaRC for authorization to proceed with the hiring process.

Gawlick review the institutional standards for the following areas: student course completion, student program completion, student degree completion, student certificate completion, student transfer to four-year colleges/universities, student licensure exam pass rate for CTE programs, student job placement rate for CTE program completers. Regarding the student licensure exam pass rate for CTE programs, Heiser asked why the sample size was so small. Mummert responded that the sample sizes were based on the program class size. Lee asked why the actual number of students, instead of the percentage, was reported for the student program completion standard, the student degree completion standard, and the student certificate completion standard. Mummert commented that the Accrediting Commission for Community and Junior Colleges (ACCJC) requested actual numbers for these particular standards.

Lee asked if the college would be penalized for not meeting the established standards. Gawlick replied that these standards were set so that the college would successfully meet each standard. Gawlick noted that the college's aspirational goals would be documented as part of the Institutional Effectiveness Indicator, which was issued by the State Chancellor's Office. Holcroft noted that the document was due to the State on June 20, 2015. Review of Institutional Standards will be presented as a second read for approval at the March 18 PaRC meeting.

5. Outreach Update

Vice President of Student Services Denise Swett presented the Outreach Update. Swett announced that the college now had two school specialists, Antoinette Chavez and Marco Tovar, who were leading outreach efforts. Swett commented that Outreach launched an aggressive "guerilla" marketing and outreach campaign through the efforts of the 152 Community Ambassador Program (CAP) student volunteers. Outreach efforts included: Student Orientation, Assessment and Registration (SOAR) events, middle school and high school campus visits, campus tours and student registration help (located in room 2150). Outreach partnered with Marketing to update materials and planned events with specific targeted audience efforts. Departments interested in campus tours or other CAP services should contact Antoinette Chavez.

Heiser asked if students could make appointments with counselors once registered with the Outreach team. Chavez replied that the SOAR events included an orientation and registration in a Counseling 5 course; students could also make an appointment with Counseling once registered. Swett announced that an Early Alert Coordinator would be hired to provide follow up on Outreach efforts. Swett stated that the college would begin a trial with Starfish Retention Solutions, which would allow the college to track student success. Starfish demonstrations would be held on April 9. The District hoped to have the program implemented by the Fall Quarter.

6. DSPS Update

Workforce Workgroup Administrative Chair and Dean of the Disability Resource Center (DRC) & Veterans Programs provided a Disabled Student Programs and Services (DSPS) update. Ong reported that DSPS services were housed in the DRC, which was located in the newly renovated 5400 Building. The DRC offered the following services: academic coaching, counseling, testing, and smart pen and laptop loan programs. The DRC served a diverse student population, including veterans. Ong commented that both the DRC student population and the special classes offering were trending downward

for each class. Starer asked how faculty would be notified of accommodation requests. Ong replied that faculty would receive an email to