



STATE CENTER COMMUNITY
COLLEGE DISTRICT

Signature Programs Taskforce

Summary

3:00 - 4:30 PM

DO North, Building B – Room 305

Notes from Meeting of August 19, 2013

Present: Brett Camacho, Christopher Boltz, Cynthia Elliott, David Clark, Jim Chin, Kelly Fowler, Michelle Johnson, Pam Gilmore, Tabitha Villalba, Tasha Hutchings, Tom Mester, Tim Woods, Jan Dekker, Kerry Ybarra, George Railey, Janet Barbeiro

The meeting was called to order at 3:04 pm by G. Railey.

I. Introductions – G. Railey

Kelly Fowler acted as Chair for this meeting as Dr. Railey had to leave early due to a conflict with another meeting.

Self-introductions were conducted by all.

II. “DRAFT” Signature Program Definition – G. Railey

K. Fowler stated she and K. Ybarra met over the summer and created a “draft” definition. Today this group will look over the narrative and the template to see if modifications are needed. Hopefully this item can be finished and sent to Chancellor’s Cabinet for review then distributed to campuses for their review.

Discussion took place about a campus signature program and not a district signature program.

K. Fowler clarified that our charge is a district signature program and to identify a process for signature programs.

Discussion took place regarding who can recommend signatures programs

The recommendation is that a district signature program will be determined at the EPCP committee meeting. Camps signature programs will be determined by the campus.

Consensus of the group was to agree to this recommendation.

K. Fowler asked to work on the definition and read sentence by sentence for review. Revisions were made line by line and agreed to by the group.

Discussion and modifications were made to the definition by the group.

III. Program Review Template - ALL

K. Fowler asked to work on the program review template and went through each section. Revisions were made by the group by consensus.

K. Fowler said she will update the template per all the agreed upon changes. She will have this ready before the meeting next week.

Discussion took place in regards to the form. How data will be reported on the form.

K. Fowler, T. Woods and M. Johnson will follow up with L. Zhai to see what is the most efficient way to report figures.

Discussion took place about submittal signatures and approval signatures.

These revised documents will be brought back to this group for a final review.

For the next meeting we need to think about any other considerations to be included before it is sent to the Vice Chancellor to go to Chancellors cabinets and then after that will either come back for clarification or go out to the campus for vetting.

IV. Next Steps - ALL

The revised documents will be sent out the group as soon as they are completed and this group will meet again this Friday to finalize.

Meeting adjourned at 4:30 pm

Respectfully submitted,

Janet Barbeiro

**Next meeting August 23, 2013
3:00 – 4:30 PM
DO North, Building B, Room 305**



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Summary

3:00 - 4:30 PM

DO North, Building B – Room 305

Notes from Meeting of August 23, 2013

Present: Brett Camacho, Christopher Boltz, Cynthia Elliott, David Clark, Jim Chin, Kelly Fowler, Michelle Johnson, Pam Gilmore, Tabitha Villalba, Tasha Hutchings, Tom Mester, Tim Woods, Kerry Ybarra, George Railey, Janet Barbeiro

The meeting was called to order at 3:04 pm by G. Railey.

I. Introductions – K. Fowler

K. Fowler asked everyone to go around the room for self-introductions.

II. “DRAFT” Signature Program Definition – K. Fowler

K. Fowler and K. Ybarra stated they have made the requested changes from the last meeting and those revised documents were sent to the group via e-mail on Wednesday for review.

Discussion took place with and minor changes being recommended.

K. Ybarra asked if this group can recommend to the Chancellors cabinet that this process become a part of EPCP instead of having a separate group.

G. Railey clarified that programs don't exist without curriculum and that's where it needs to go.

Discussion with minor tweaks were made with the group consensus to agree.

Discussion took place regarding capturing data.

Motion was made by K. Ybarra to accept the definition as modified. K. King seconded the motion. Motion carried by unanimous vote.

III. Program Review Template - ALL

Discussion took place regarding signature program review template. With minor modifications the consensus of the group was to accept the template.

K. Fowler stated she will send out the final version to the group via e-mail to make sure it is good. After that it will go to Chancellors cabinet. If Chancellor's cabinet approves, it will then go through the vetting process at the campuses.

Motion was made by K. Ybarra to approve the content of the template as modified. C. Elliott seconded the motion. Motion carried by unanimous vote.

IV. Next Steps - ALL

The task force requested that G. Railey take the following questions/concerns to Chancellor's cabinet.

- While the taskforce recognized the importance of accreditation, campus representatives often asked the taskforce members, why? Why denote a program "signature" status? There was much discussion about this which included budgetary funds that may be attached to the "signature" status at some point in the future even though Dr. Railey assured the group at nearly every meeting that additional budgetary funds (or depleting funds) would not be attached to "signature" status of programs. The taskforce had extensive conversations about *why*.
- How will signature programs be highlighted or showcased?
- After this process, the committee felt that ECPC should take the lead role in identifying the location of signature (or any other) program, including new programs.
- Will there be programs from the campuses that will be distinguished as a *district* signature program?
- What happens with duplicate "signature" programs?
- Is there a next step in identifying "signature" status for non-CTE programs?
- Where/When should new programs be discussed before implementation?

G. Railey clarified that the district doesn't run programs; sites and faculty run programs.

G. Railey stated he will take these questions to Chancellors cabinet.

K. Fowler thanked everyone for their time to complete this process.

Meeting adjourned at 4:24 pm

Respectfully submitted,

Janet Barbeiro

Future Agenda Items:

G. Railey stated that if this group meets again he will bring milk & cookies.

Next meeting: TBD