



APPROVED 5/8/2018

GOVERNING BOARD MINUTES

SPECIAL MEETING, TUESDAY, APRIL 24, 2018

4:00 P.M. (CLOSED SESSION) 4:30 P.M. (OPEN SESSION)

PALOMAR COMMUNITY COLLEGE DISTRICT

1140 WEST MISSION ROAD, ROOM SSC-1

SAN MARCOS, CALIFORNIA

A. CALL MEETING TO ORDER

Board President Paul McNamara called the meeting to order at 4:00 p.m.

B. ROLL CALL:

PRESENT

PAUL P. MCNAMARA, PRESIDENT

JOHN HALCÓN, VICE PRESIDENT

NINA DEERFIELD, TRUSTEE

NANCY ANN HENSCH, TRUSTEE

ABSENT

MARK R. EVILSIZER, SECRETARY

CHRIS HOPP

C. PUBLIC COMMENTS There were none

D. RECESS TO CLOSED SESSION The Board recessed to closed session at 4:00 p.m. to discuss:

1. Public Employee Discipline/Dismissal/Release Pursuant to Government Code Section 54957, et seq. (2 cases)

E. RECONVENE TO OPEN SESSION: The Board reconvened to Open Session at 4:55 p.m. Board President McNamara reported that, by unanimous vote, the Board took action to release classified employee number 001051837 during the probationary period effective April 24, 2018.

F. CALL FOR REMOVAL OF ITEMS FROM — OR CHANGES TO — THE AGENDA Board President McNamara called for the removal of item I-2 Workshop- Annual Institutional Effectiveness Review & Student Success Scorecard.

G. PUBLIC COMMENTS There were none.

H. REPORT

Course Scheduling and Class Cancellations Presentation

Vice President Ballesteros-Perez opened the presentation with a review of the District's 2016-17 Fund 11 Revenues and talked about apportionment. He shared that 79% of the budget was attributable to FTES.

Vice President Kahn continued the presentation with a review of the guiding principles surrounding class cancellations. He talked about the timing issues associated with cancellations and the pros and

cons of cancelling earlier vs. later. VP Kahn provided the Board an overview of the different considerations given when less than 20 students are enrolled in a course and noted that he and the Deans consider historical data before enacting class cancellations. He discussed a myriad of reasons that courses are allowed to continue with less than 20 students, including but not limited to: Legal or accreditation requirements, experimental or new classes, and location or facilities impacts.

Senior Director Barton discussed the class cancellation analysis undertaken in the Office of Institutional Research and Planning and the methodology used to inform decision makers regarding class cancellations. She reported specifically on Spring 2018 course cancellations and compared them against active sections noting that 94% of all sections were active and that just under 2% of enrollments were impacted by cancelled sections. Director Barton reviewed data showing that the average number of students enrolled in a cancelled course was nine compared with the average for active sections being twenty-nine. She shared that the District has been advised by the ACCJC site visit team and others that the District must improve its WSCH/FTEF efficiency that is approximately 472 this Spring.

Director Barton discussed the impacts on overall enrollments when a student's course was cancelled and noted that 93% of those students, whose average class load averaged over 9 units remained enrolled and were still carrying an average of over 9 units at Census. This contrasted with the students who were no longer present at Census who averaged under 4 units. She reported that students impacted by class cancellations average a higher unit load than those unaffected by cancellations and that for Spring the students who dropped out represented just 12 FTE or \$61,812. Director Barton talked about the big picture of Enrollment Management noting that while the course cancellations resulted in the loss of 12 FTE the 46 courses that were added in Spring 2018 generated 101 FTE or \$511,311.

A "Balanced Student-Centered Schedule" matrix was presented and Director Barton illustrated how high-demand/high-capacity courses help balance out the low-demand/low-capacity courses and provided examples to clarify the point. She then reviewed the Spring 2018 sections broken down by enrollments noting that nearly 75% of all the sections are carrying less than 35 students each. In summary, she shared that the District is aware that cancellations are challenging and that the data does not address all situations but noted that the District must optimize its resources to reach its FTES goals.

Vice President Kahn emphasized the importance of planning in Strategic Enrollment Management and shared that the overall goal is to meet students' needs and, be fiscally responsible. He shared that the Curriculum Committee has done an exceptional job in addressing innovation and new curriculum and is now also looking at addressing the extraneous, outdated classes that have lingered and are no longer relevant. He reported that there have been over 200 course deactivations and 20 program deactivations. VP Kahn talked about the importance of pro-active collaborative efforts to maintain and grow a relevant set of course and program offerings. He talked about using historical data, waitlists, and course demand/unmet demand data to help inform the development of a well-rounded schedule that is student focused with a goal of improving efficiency. Scheduling tools including the IRP developed Allocation Calculator, Course Offering Management and Enrollment Toolkit, Department Toolkit, and Schedule Planning Tool were discussed.

Vice President Kahn shared that he and the Deans are working to improve scheduling and have reached out to faculty, department chairs, the IPC subcommittee and CSUSM to gain insights to improve scheduling. He reported that some departments continue to struggle and that he and the Deans remain ready and willing to assist. In closing the presentation he talked about: Curriculum being the faculty purview; offering courses in different formats; making sure offerings are relevant; improving facilities utilization and, marketing efforts.

Trustees asked for clarification on the impacts of facility availability, room size restrictions, the apparent inequality between faculty that teach 42 students in a class vs. those that routinely teach fewer students in each class. During discussions VP Kahn and Director Barton responded and

clarified the FTES goal is 525. President Blake talked about the importance of the industry partnerships and advisory committees assisting in the identification of potential new curriculum. She talked about the district's practice of borrowing FTES to meet its targets for remaining a large college; shared that work is being done to increase enrollments and increase the number of units students are taking, and; discussed the cultural shift taking place.

Shannon Lienhart expressed concerns about there being fewer class offerings in the past two semesters and provided an example with her statistics classes. Board President McNamara suggested that the matter should be researched; Vice President Kahn agreed to do so.

Trustee Deerfield requested information on the numbers of "successful" courses and how many of those did the district not add additional section(s) to the schedule; she also asked what is being done about the repeatability issue. President Blake and Dean Justin Smiley responded.

I. BOARD WORKSHOP

Michelle Barton, Sr. Director Institutional Research, Planning and Grants talked about the Board's Self-Evaluation instrument and asked if the Board wanted to make any amendments. She also reviewed the proposed timeline. There being no requests for changes the link to the instrument will be sent out. Trustees were asked to complete the self-evaluation no later than May 11th.

J. ADJOURNMENT The meeting adjourned at 6:17 p.m.



Paul McNamara, Board President



Mark Evisizer, Secretary