



EXHIBIT A

## EXECUTIVE DEAN OF INSTRUCTION

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**Date:** April 24, 2006  
**To:** Ed Assessment Oversight Committee  
**From:** Beth Pitonzo  
**Cc:** Dr. Silverman  
**Subject:** ED Assessment Deans' Summaries Minutes of April 21, 2006

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**Draft**

**Present:** Jim Arnold, Daryl Harrison-Carson, Larkin Franks, Lee Mitchell, Tim Polly, Beth Pitonzo, Wendy Schissel, Jack Schommer, Nancy Szofran and Teri Tong

**Absent/Excused:** Chad Bartlett, Tim Green, Doug McCarty, Elizabeth Milliken and Amy Widger

**Observer:** Leslie Allen

**Deans Presenting Summaries:** Merced Flores, Larkin Franks and Kim Freeman

### ***Call to Order***

Beth Pitonzo called the meeting to order at 3:15 P.M. Val Martinez asked to postpone her presentation until next Friday. Larkin will present her report today in Val's time slot.

### **Adult & High School Community Learning Program (AHSCLP)** (Merced Flores)

Merced reported that the key word to the AHSCLP is "growth". We have the two largest high schools in the district and spring enrollments are higher than summer enrollment for the high school alternative completion programs. The number of high school dropouts is raising enrollment numbers. The graduation completion rate numbers have increased.

The GED and ESL/ENL programs have grown tremendously in the last five years. GED even has waiting lists. The ENL students who have graduated from ESL are now taking reading and writing classes for credit. They are being successful in other courses, also. We need to address data tracking to improve assessment of progression.

The low cost program produces high results. One hundred fee waivers were granted to GED students and that reflects the poverty in the east county area.

The ESL/ENL students love their instructors and there are very few disciplinary problems. The ENL matriculation rate exceeds expectations. The students represent a diverse student population with over 100 language groups.

### **Challenges for ESL/ENL**

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- ↕ Tough to get good data
- ↕ Getting good data for ENL 94 and up, is not good
- ↕ Scheduling
- ↕ Marketing challenges
- ↕ Facilities – having classrooms together and poor signage
- ↕ Need more bilingual and bicultural personnel

### Positives

- ↕ A lot more students are enrolled in classes.
- ↕ Pre-post testing data is getting better.
- ↕ The re-carpeting of the 3<sup>rd</sup> floor has provided much enthusiasm and pride in the area... it has been a big plus.

### Q & A

Q – Tim Polly asked what type of marketing do you need?

A – Our three top student areas are Spanish, Russian and Vietnamese. Currently, we use newspapers, inter-agencies and flyers to sponsor on campus events. We also use key community people to help get the word out. Radio and television are very expensive and we cannot afford to use.

Q – Wendy Schissel asked, if you have a 10% decrease in FTE and then have all of the waivers.... how does this work?

A – Students take advantage of the voucher piece and grant funding helps out a lot. Head Start and Steps to Success pay for many of the courses and we don't have to use district funds.

Q – Larkin asked what is the stumbling block for GED students to transition to credit classes?

A – Most courses are offered at a low cost. Textbooks and tuition are stumbling blocks. Fifty (50%) of the students do not qualify for financial aid. The MHCC Foundation recently helped by providing \$5,000 for tuition for 25 high school students from the Cascade Locks area to get a "jump start" at MHCC. Previously, the Foundation provided 3 scholarships for ENL students. Now those three scholarships have been divided into smaller scholarships and we have made use of them in order to get more students to transition. The emphasis is to try to help male students.

Q – Beth asked about the matriculation from ABE, ESL to credit courses and if co-hort tracking has been done and how do the figures compare to other colleges' graduation/completion rate.

A – Merced stated that he doesn't have the figures.

Q – Beth asked about the skill level gains in math, reading and writing for ABE. What is "ASE"?

A – ASE is a typo. It should be ABE.

Q – Jack Schommer asked why there are wait lists.

A – It is a space and money issue for GED both here and at Maywood. We need to find out as a department why there is a wait list. Wait lists are a good tracking method. Maybe offering weekend classes might help. We would like a separate assessment area and a testing area by itself, which would help us process more students.

Jack Schommer noted that we might be able to bridge the GED/ESL gap by bringing them into regular college courses. This is a good potential to capitalize on. Instructors from credit programs don't think of the GED/ESL population as a potential pool of students to draw from.

Merced believes that it would be good to get multi-language students into Jack's program.

Beth stated that it would be good to get the information back to others on campus about the information that comes out during Ed Assessment report outs. We need to strategize on how to better transition our students. We could have faculty guest speakers from credit programs address the GED/ESL students and also make a connection with the HD100 classes.

**Economic and Workforce Development (EWD) Division** (Kim Freeman)

Kim reported that the division is new (15 months old) as of December 1, 2005. Kim provided an overview of the programs that make up the EWD division.

- ❖ Steps-to-Success has been in an 18 year partnership with PCC, which is a performance based contract (8 ½ million annually).
- ❖ Workforce Connections (WFC) serves people seeking work related training, layoffs or returning to the workforce. For the past 19 years funding has come from Work Systems, Inc. One of the programs funded was MHCC's Bilingual Welding program.
- ❖ Professional Development and Community Education area now has one manager and provides personal enrichment courses on a cost recovery basis and also provides training for businesses in the area.
- ❖ Small Business Development Center – the new interim director has turned the center around and now has three times the number of students. She has exceeded all expectations in the past 12 months.
- ❖ Community Skills Center at Maywood offers self-paced classes to students.

**Positives**

- ↪ We have 10-15 people marketing within the division for all college programs.
- ↪ Brochures and schedules are printed at no cost to the district.

**Challenges**

- ↪ Instructional indicators do not work for her areas.
- ↪ Gathering accurate and complete retention and comparison data for the division.
- ↪ How college looks at cost recovery. Cost recovery is a misnomer in a publicly funded institution. It doesn't go against the bottom line.
- ↪ The amount of paperwork it takes to offer non-reimbursable classes is the same to do credit bearing classes.
- ↪ A sense of competition from other departments on campus. However, Kim feels that her staff and programs are really a gateway to enhance other departments.

Kim's area supported the Allied Health division by having Harvard reps coming to the Bruning Center for training and also supported Javid's Environmental Health and Safety program.

Wendy stated that here again, we need to get this information out to others.

Kim stated that her staff fully supports the Fast Pass Program and that businesses are thrilled with the co-hort learning contextually based program.

Beth stated that Allied Health and Environmental Health & Safety programs are Kim's champions when it comes to breaking down the perceived competition barriers. It would be good to create a forum of those who have developed a symbiotic relationship with your group.

Kim remembered that when the VESL Welding program was first discussed, Wendall Johnson said it would not work. Shortly thereafter, Wendall called to apologize to everyone who had been in the meeting and tell them how great it was and that he loved the class.

Jack stated that he appreciated how things are going in Kim's department and that we all need to get a handle on Career Pathways.

Larkin stated that her area is concerned with competitive course offerings. We need to know who the people are that would be coming into Kim's classes. The mailer is great, but faculty/staff should have seen it before it was mailed out. Ed-to-Go is very intimidating.

Kim asked, "What is the best way to handle removing the perception that we are competing?" Can we come to a department meeting?

Jack suggested getting schedules out for others to view. You need to make the connections before faculty sees the mailer and goes nuts. Some prior conflicts have been with Oracle, Photo Shop and Script Writing classes.

Beth responded that more collaboration and communication is needed. Kim should do a "road show" with the area departments.

Teri Tong suggested that Kim do a piece during Fall In-Service entitled "*Stealth Division – Internal Adverse Impact.*"

Tim noted that in regard to the new approach to Ed Assessment Kim has the freedom to pick and choose indicators.

Kim noted that they did not follow through with common performance measures. Our measures are so different than instruction.

Q – Tim asked how Kim funds marketing.

A – Grant funded, which benefits district programs.

Beth noted that Kim's area markets all the time.

Kim stated that her group could hand out program materials to areas to help market their programs.

It was suggested that Kim could take brochures to place in Allied Health and Cosmetology waiting areas for customers to read.

### **Business, Computer Applications and HPE** (Larkin Franks)

Larkin reviewed the areas within her division areas as follows:

Cosmetology is cost recovery. The fees have gone up, but the tuition remains the same. The students pay an extra \$690 per term in fees. The goal was to expand the program and cosmetology has entered into a partnership with Image Designers (a private cosmetology

school). Ten to twelve of our students are located at the facility on 138<sup>th</sup> and Sandy Boulevard. Students are taught our curriculum by our part-time faculty members. This partnership allows our program to expand. The students are enrolled in 26 hours of lab and 4 hours of lecture a week. Recently, the cosmetology department completed a remodel of their workstation area. Another possible partnership will be through the Sabin Skills Center for a 2+2 program.

The Hospitality and Tourism program is a vibrant program and is offering a culinary program through PSU at the University Place.

Larkin provided the following updates:

### Business Department

- ✚ Building partnerships.
- ✚ Developing articulation agreements.
- ✚ Holding their own on FTE – increase in enrollment in some areas.
- ✚ Marketing programs by means of the Advising Café
- ✚ Enrollment is the top indicator in the division.
- ✚ Would like R&P to develop a way to interview students exiting the program. Currently there is no way to measure these students.
- ✚ Want to know where students are going after leaving MHCC.
- ✚ Working to produce annual schedules.
- ✚ Student evaluation data points to a higher satisfaction with full-time faculty vs. part-time faculty.
- ✚ Lost two full-time faculty this year and a potential for two more.

### Computer Applications

- ✚ Huge change for next year. Split away from Computer Science last year.
- ✚ There were a lot of 1 credit CAS courses in the past, which have been restructured.
- ✚ The curriculum redesign done this year created core classes with 4 specializations and placed them in a six quarter course offering.
- ✚ Created 1-year certificates in the 4 areas of specialization.
- ✚ Hired a new web specialist instructor.
- ✚ Obtained Oracle training, plus 130K of software to support database specialty.
- ✚ CISCO training – new state-of-the-art equipment purchase.
- ✚ Must maintain software/hardware state-of-the-art equipment.
- ✚ PSU Business Administration/OIT transfer.
- ✚ Enrollment is critical.

### HPE

- ✚ HPE is on the FTE hunt
- ✚ New carpeting in ACT room
- ✚ Outdoor Education Program
- ✚ Two things affect enrollment – when overall college enrollment is up... more people take HPE. It is difficult to compete with LA Fitness and other gyms. HPE is working on ways to increase enrollment.

### Challenges

- ↻ Doing more with less.
- ↻ Trying to get more data from R&P
- ↻ Trying to get better marketing resources.
- ↻ Business Management has been without a brochure for two years.
- ↻ Funding to ensure technology is current.
- ↻ Retention – students leave and get a job before completing programs.
- ↻ Facilities – computer lab sizes and HPE facilities.

Beth complimented Larkin on the CAS course re-design; because it was a huge job. Every course was re-evaluated by faculty and Larkin did the paperwork.

Teri stated that she is impressed with what Larkin has done as a dean in such a short time.

Q – Why hasn't the Business Management brochure been done?

A – A number of reasons, but now it appears that Janet Brayson will be working on getting it done. We have a new ASOT Business Degree, but it is not reflected in brochure. The portal will be great.

It was again noted by the EAOC that need to highlight our successes in the Ed Assessment document.

### **Other**

Beth reported that ITEC is discussing a centralized model for requesting software and hardware. We could recommend that the EAOC is in support of this idea.

Jack noted that we have looked at equipment and technology as different for years. It is no longer the case... it needs to be one issue.

Beth responded that there is a difference between administrative (faculty & staff) vs. instructional (students) use of technology.

Tim reminded everyone that last year's Annual Ed Assessment Report is on the "S" drive if anyone would like to read it. Beth and Tim will prepare this year's report and present to the Board of Education in October.

### **Adjournment**

There being no further business, the meeting adjourned at 4:52 P.M. The next deans' summaries presentation will be April 28<sup>th</sup> 2-5 pm in the Board Conference Room.

Recorder: Diane Van Hise  
BP/dv

EA: EA Min 04-21-06 Deans' Summaries Review