PRESIDENT'S ADVISORY COUNCIL
Year-End Report, 2017–18

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Office of Campus
Communications

FULLERTON COLLEGE

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INTRODUCTION

This report will tell you:

• What recommendations from the President's Advisory Council (PAC) the president implemented during the 2017–18 school year.
• How and why those recommendations were made.

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Why this report was created:

Fullerton College wants you to know the story behind the decisions that affect campus life. This report aims to tell that story. This is part of an effort to "close the loop" and help the campus community understand how decisions are made and empower the campus to be part of this process.

BACKGROUND

In August 2017, the college submitted a proposal to the California Community College Chancellor's Office's Institutional Effectiveness Partnership Initiative (IEPI) identifying ways it could strengthen its institutional effectiveness. One of the projects proposed was an annual report summarizing PAC's decisions.

Though PAC meetings are public and comprise leadership from shared governance groups, it became apparent through the IEPI self-evaluation that the general college community may not understand the impact this body has on college operations.

This report aims to highlight decision-making and promote transparency and participation in college life.

DECISION-MAKING BODIES

Several governing bodies contribute to administrative decisions at Fullerton College. Each body represents a different segment of the campus community, and representatives from these governing bodies make up the highest voting body, the President's Advisory Council (PAC). Typically, administrative decisions start with one of the smaller groups, then go to PAC for a vote. If approved, PAC passes the recommendation to the president. The president accepts or rejects those recommendations and implements them at his/her discretion. The groups in PAC are:

FACULTY SENATE

- Represents the faculty

- Makes recommendations on 10+1 matters, which include:

  o Curriculum
  o Degree/certificate requirements
  o Grading policies
  o Educational program development
  o Student preparation/ success policies/standards
  o District faculty governance structures (ex: self-study/ annual reports)
  o Faculty's role in accreditation process (self-studies, annual reports, etc.)
  o Faculty development policies
  o Program review processes
  o Institutional planning/budget development
  o Other matters mutually accepted by the governing board and Faculty Senate

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MANAGERS OF FULLERTON COLLEGE

- Represents supervisors

- Makes recommendations on:
  - o Matters relating to members' areas of expertise
  - o Issues affecting their scope of responsibilities

ASSOCIATED STUDENTS OF FULLERTON COLLEGE

- Represents Fullerton College students

- Makes recommendations on academic and extracurricular concerns

CLASSIFIED SENATE

- Represents classified professionals

- Makes recommendations on:
  - o Matters affecting its constituents
  - o In-service activities
  - o Appointment of classified staff (in collaboration with the California School Employees Association) *

  * Classified Senate activities have no effect on collective bargaining.

DEANS OF FULLERTON COLLEGE

- Represents Deans of Fullerton College's 12 divisions

- Makes recommendations on:
  - o Matters affecting the success of their division's students
  - o Hiring personnel in their divisions

PRESIDENT'S ADVISORY COUNCIL

PAC serves as the central participatory governance council of the college. PAC's purpose is to receive and review college policy recommendations from any and all college groups, to obtain constituent opinions, to advise the president regarding policy recommendations, to provide a venue for college-wide initiatives and to mediate communication within the college community. All broad-based college procedural changes go to PAC for discussion before the president takes action.

PAC is divided into sub-committees, each of which includes a mix of members from the other five governing bodies. The subcommittees include:

PLANNING & BUDGET STEERING COMMITTEE (PBSC)

Advises on financial issues.

CAMPUS DIVERSITY COMMITTEE

Promotes diversity and equality.

Advises president on diversity-related issues.

STAFF DEVELOPMENT COMMITTEE

Plans, develops, coordinates and evaluates professional development activities.

STUDY ABROAD COMMITTEE

Selects faculty for study abroad programs.

Chooses foreign destinations.

Selects student participants.

✳ ENROLLMENT MANAGEMENT COMMITTEE (EMC)

Currently inactive; committee structure under review.

✳ TECHNOLOGY COMMITTEE

Currently inactive; committee structure under review.

DUAL REPORTING COMMITTEES

Report to both PAC and the Faculty Senate:

BASIC SKILLS COMMITTEE

Makes recommendations on how to disseminate Basic Skills Initiative (BSI) funds to impact student success in ESL, math, reading and writing.

STUDENT SUCCESS COMMITTEE

Advocates for student success and completion activities.

Makes recommendations on issues relating to student success and completion.

INSTITUTIONAL INTEGRITY COMMITTEE

Ensures integrity of planning/decision-making process.

Monitors performance standards and progress to performance goals.

PRESIDENT'S ACTIONS

PAC made six recommendations to the president during the 2017–18 school year, and he implemented them all.

The following six sections describe those recommendations and how they came to be.

LOTTERY FUNDING ALLOCATION

Some of the funds Fullerton College received from California Lottery ticket sales will be redistributed.

BACKGROUND

After the 2016–17 Lottery funds were distributed, some divisions had unfunded needs, and other divisions had excess funds. Rodrigo Garcia, Vice President of Administrative Services, and the Deans Council developed a plan to redistribute $74,023 of the unspent funds to the divisions with unfunded needs in 2017–18.

- Sept. 12: Deans Council approves plan.
- Sept. 20: PBSC approves plan.
- Oct. 11: President accepts PAC recommendation.

$20,238
Natural Science

$19,393
Technology & Engineering

- $1,534,070 restricted (for instructional materials only)
- $4,666,131 for unrestricted (used to fund operations)
- $602,846 of unused funds rolled over from last year

$19,149
Physical Education

$8,570
Fine Arts

$6,450
Library/LRISPS

$223
Student Support Services

INSTRUCTIONAL EQUIPMENT REQUESTS

The Deans Council requested some 2017–18 Instructional Equipment Funds to pay for unfunded equipment requests made in 2015–16.

- Nov. 7: Deans Council approves request.
- Nov. 28: PBSC approves request via email.
- Dec. 13: PAC recommends request to president.

$37,023
COSMETOLOGY
Barbering equipment

$23,000
EARTH SCIENCES
Fluorometer field kit

$114,850
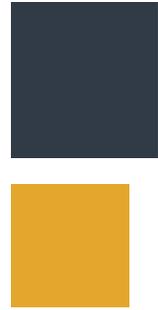### TOTAL

$36,827

THEATRE ARTS

Equipment
and training

$12,500

EARTH SCIENCES

10 iPod Pros &
storage cart

$5,500

CHEMISTRY

15 Vernier

measurement tools

STUDENT EQUITY RESOURCE REQUESTS

On April 25, 2018, the president implemented PAC's recommendation that Fullerton College dedicate one-time funds to maintain Student Equity initiatives at the same levels as 2016–17. The money will come from last year's budget carryover.

BACKGROUND

Some initiatives previously funded by Student Equity were determined not to meet the committee's criteria. Since these initiatives can no longer receive Student Equity funding, PBSC recommended funding them with last year's budget carryover. The amount approved is more than the cost of running the initiatives, so unspent funds will return to the budget surplus after spring 2019.

- April 4: PBSC approves plan.
- April 25: PAC recommends to president.

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$692,567
Projected amount needed to maintain current services Spring '18–Spring '19

$770,000
Amount approved

$370,000 from Fullerton College | $400,000 from NOCCCD

PROGRAM NAME	TOTAL BUDGET (TO MAINTAIN PREVIOUS SERVICE LEVELS)	AMOUNT ALREADY RECEIVED	AMOUNT NEEDED FROM ONE-TIME FUNDS TO MAINTAIN SERVICE LEVELS
Entering Scholars	$60,000	$40,000	$20,000
Tutoring Center	$76,360	$51,360	$25,000
Supplemental Instruction (program costs)	$246,990	$164,490	$82,500
Supplemental Instruction (management costs)	$144,000	$96,161	$47,839
Summer Embedded Tutoring	$10,000	$5,000	$5,000
Writing Center	$33,225	$22,150	$11,075
Accelerated English Training	$40,000	$20,000	$20,000
KinderCaminata	$55,200	$36,800	$18,400
EOPS	$22,167	0	$22,167
Puente	$4,625	0	$4,625
TOTAL	$692,567	$435,961	$256,606

SUSTAINABILITY COMMITTEE

Fullerton College took the first steps toward forming a new committee that will advise PAC on environmental sustainability.

Origin

California Community Colleges created an initiative in 2012 to encourage the state's community colleges to become more environmentally sustainable.

Geography Professor Aline Gregorio suggested creating a committee to carry out the initiative at Fullerton College. She wrote a concept paper, which will serve as the committee's founding document.

PAC recommended the concept paper on March 14, 2018, and the president accepted it on April 11.

Next steps

- Appoint committee members.
- Write a plan that will guide the college's sustainability practices.

Possible projects

- Remodel landscaping with native, drought tolerant vegetation.
- Start purchasing green campus goods (ex: recycled paper, LED lights, plant-based plastics).
- Reduce campus waste by composting, recycling.
- Reduce energy waste with solar panels, adjusting operational practices.
- Nurture culture of environmental stewardship.
- Offer fresh, locally sourced, plant-based foods at cafeteria.

"I think this is a strong commitment to a core value of our campus: to inspire positive change in the world."
—Geography Professor Aline Gregorio
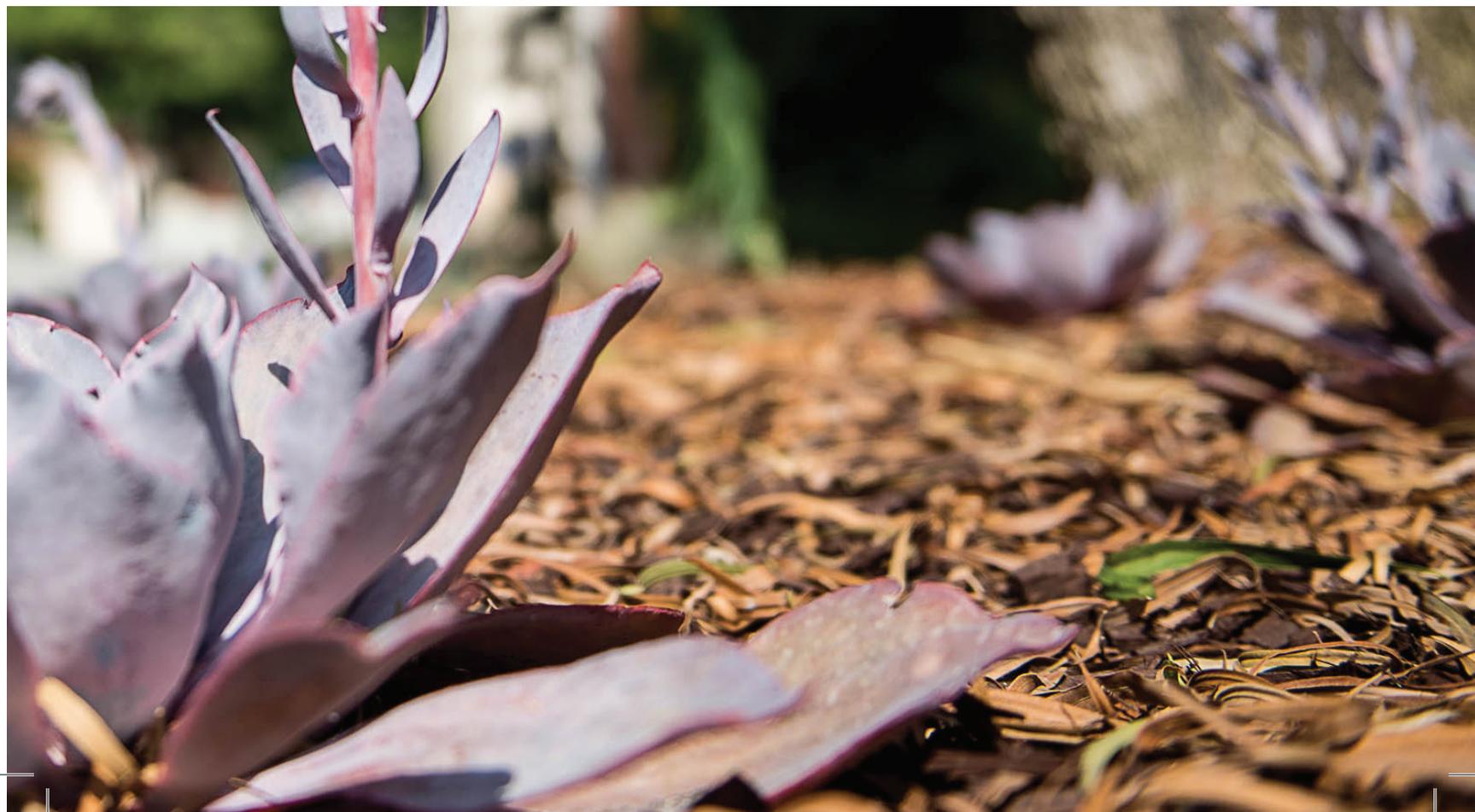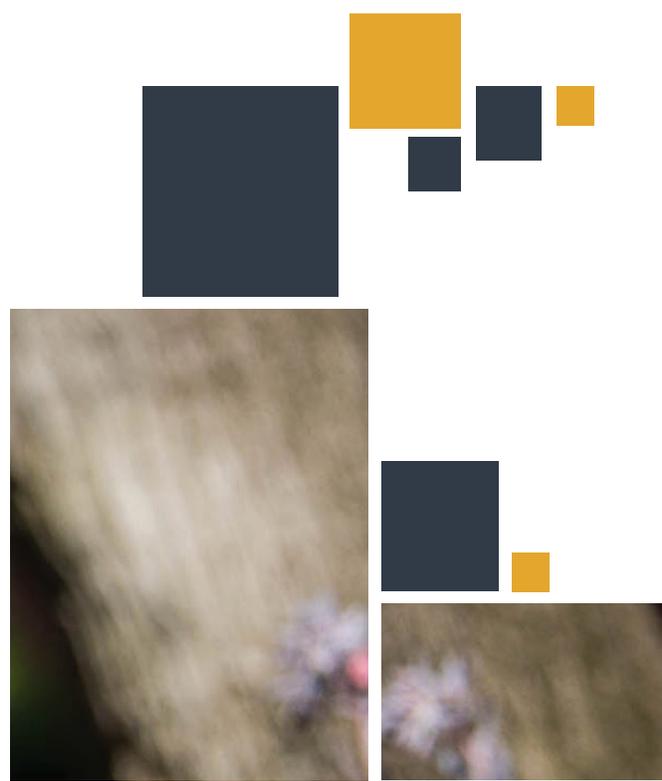
NON-INSTRUCTIONAL EQUIPMENT FUNDING AMENDMENT

A small adjustment was made to a three-year non-instructional equipment funding plan.

**Adjustment amount:** $20,000

Source: Carryover funds

Destination: Humanities Division's Foreign Language Embedded Tutoring Pilot Program

Background: The Foreign Language Embedded Tutoring Pilot Program was approved on May 11, 2016 to receive $20,000 annually for the 2016–17 and 2017–18 years. The Humanities Division did not request funding for the 2018–19 year because it expected to receive funding from another source. That source did not yield the expected funding, so the division went to PBSC for additional funding. Additionally, a small amount of funds within Chemistry's Peer Undergraduate Mentoring Program went into a hospitality account (which pays for snacks, etc. during events).

May 2, 2018: PBSC approves amendment

May 9, 2018: PAC approves amendment
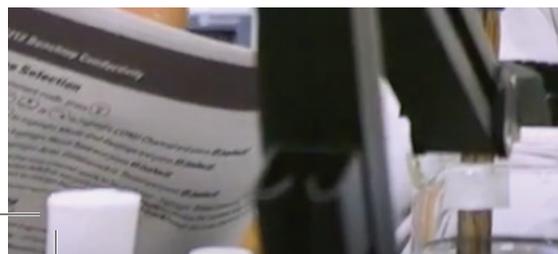
OC CAREERS IN EDUCATION COLLABORATIVE

Fullerton College took the first steps toward instituting the OC Careers in Education Collaborative, a state-run initiative that aims to expand the Careers in Education Pathway programs at OC's nine community colleges and form a consortium of community colleges, high schools, CSU Fullerton and potential education-sector employers.

GOALS

- Raise matriculation rates for aspiring educators.
- Increase education certificate/degree completion rates.
- Expand early employment opportunities in education.

BACKGROUND

The state is facing an educator shortage, so the Careers in Education Pathway Collaborative aims to guide students into jobs as teacher assistants, aides and teachers in childcare, pre-schools and after-school programs.

Monica Martin, the project's director at Fullerton College, began drafting a document, called a "concept paper," to institute this initiative. Every specially funded project at Fullerton College begins with a concept paper, which gives a broad outline of what the project will do and how it will be funded. It must be approved by the president, several other administrators and PAC before moving to the district for consideration.

PAC endorsed the paper on April 11, 2018.

BUDGET

Instructional salaries: $19,949

Non-instructional salaries: $16,640

Supplies and materials: $7,000

Other operation expenses: $6,142

Total: $49,731

WORK PLAN

- Maintain contact list of partners.
- Build more intentional relationships with potential employers, credential programs, teacher training and four-year teaching programs.
- Build partnerships with local education industry employers.
- Expand Saturday STEM/STEAM work-based learning.
- Develop STEM training programs for students at small businesses.
- Expand job readiness and soft skills training.
- Institute regular meetings with FC Child Development faculty.
- Increase number of campus visits for high school students.
- Bring employers onto campus for recruitment.
- Expand efforts to learn what employers seek.
- Expand Child Development training for Teaching Pathway counselors.
- Raise awareness on-campus about resources.
- Collect data for student learning outcomes.
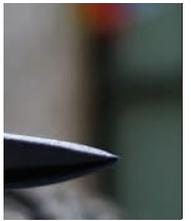
UPDATES

The following sections of this report are updates on issues PAC discussed in detail during 2017-18, but:

- They did not require a vote, or
- They will be voted on during the 2018-19 academic year.

HIGH SCHOOL PARTNERSHIPS

Goal: Help qualifying students in the Anaheim Union and Fullerton school districts achieve their college, career and life goals by providing guaranteed or preferred admission, mentorship, counseling and various other kinds of academic support.

Anaheim Union Educational Pledge

Background: The Orange County United Way funded developing the partnership, which was nearly four years in the making.

Signed: Sept. 27, 2017

Partners:
- Fullerton College
- Anaheim Union High School District
- City of Anaheim
- California State University, Fullerton
- University of California, Irvine
- Cypress College
- North Orange Continuing Education
- NOCCCD

Began: Fall 2018

What Fullerton College will do:
- Provide college mentors to high schools.
- Hold parent workshops.
- Offer dual enrollment to high school students.
- Offer internships, summer transition programs and other support.
- Provide first-year tuition and math/English text books to qualifying students.

Anaheim Union High School District's part:
- Help students with college and career planning, applications, etc.
- Host parent workshops and career fairs.

What CSUF will do:
- Provide workshops, internships and other resources to students grades 7–12.
- Hold campus visit days for FJUHSD students.
- Track and monitor success.

What UCI will do:
- Offer guaranteed transfer admission.
- Hold parent workshops.
- Support Anaheim students with guidance, counseling and special resources.

"Developing clear, easy pathways from high school to higher education is crucial to our mission to serve our community."
—Dr. Cheryl Marshall, Chancellor of the North Orange County Community College

Fullerton Educational Partnership

Background: Discussions began in September 2016, and the NOCCCD Board of Trustees signed the plan on June 12, 2018.

Partners:
- Fullerton College/NOCCCD
- Fullerton Joint Union High School District
- California State University, Fullerton

Expected launch: Fall 2019

Goals:
- Increase number of students eligible to transfer to CSUF from FJUHSD.
- Increase the number of students who transfer from FJUHSD to Fullerton College.
- Expedite completion time, especially for low-income and first-generation students.

What Fullerton College will do:
- Offer counseling and college success instruction to FJUHSD students.
- Offer Summer Bridge, Jump Start and other programs to FJUHSD students.
- Hold Fullerton Promise days at high schools.
- Offer dual-enrollment at FJUHSD schools.

What FJUHSD will do:
- Communicate to students and parents about the program (fliers, meetings, etc.).
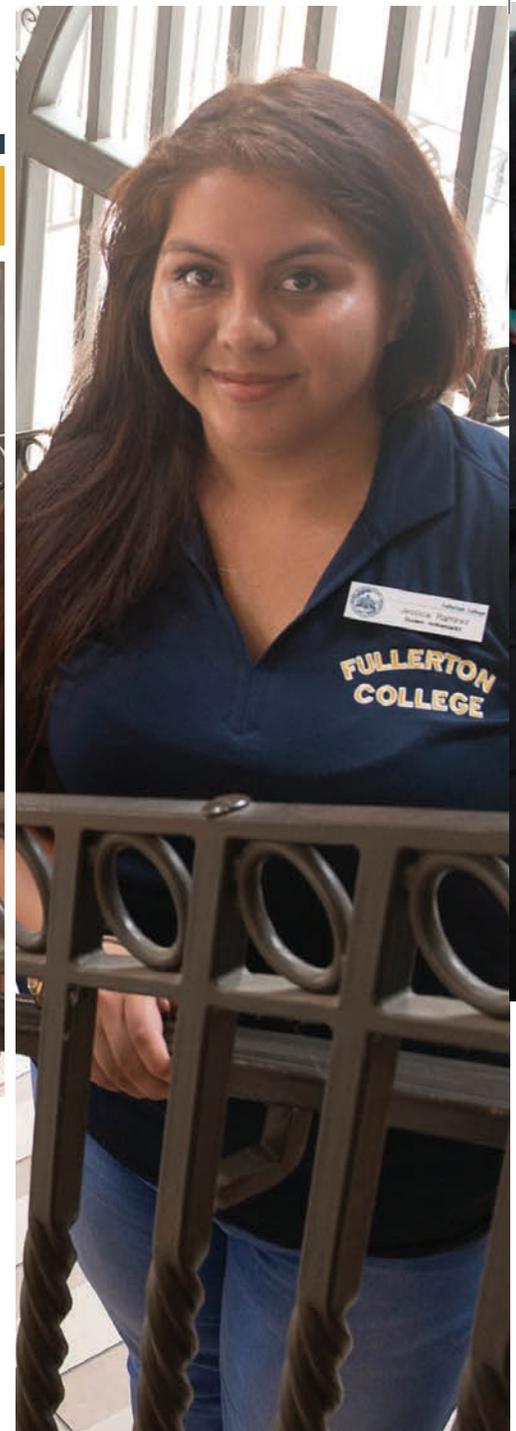- Invite Fullerton College and CSUF outreach students to their campuses monthly.

What CSUF will do:
- Hold events at the high schools, including financial aid workshops, pre-admissions counseling and application workshops.
- Hold FJUHSD campus visit days.

Also: The three institutions will share data for student success assessment.

GUIDED PATHWAYS

Guided Pathways are clear program maps with specific course sequences, progress milestones and learning outcomes. They're aligned with the requirements of four-year institutions and the needs of the labor market, ensuring that students can continue their studies and advance their careers.

Goal: To improve rates of college completion, transfer and attainment of jobs with value in the labor market—and to achieve equity in those outcomes.

Background: The Governor's 2017–18 budget included $150 million in one-time grants to build the Guided Pathways framework at community colleges during the next five years. To receive funding, Fullerton College took these three steps:

1. Attended a Guided Pathways workshop.
2. Submitted a self-assessment to the State Chancellor.
3. Wrote the first phase of a multi-year plan.

Next step: Fullerton College has formed a campus steering committee to develop implementation and additional recommendations.

More details are available at: guided.fullcoll.edu
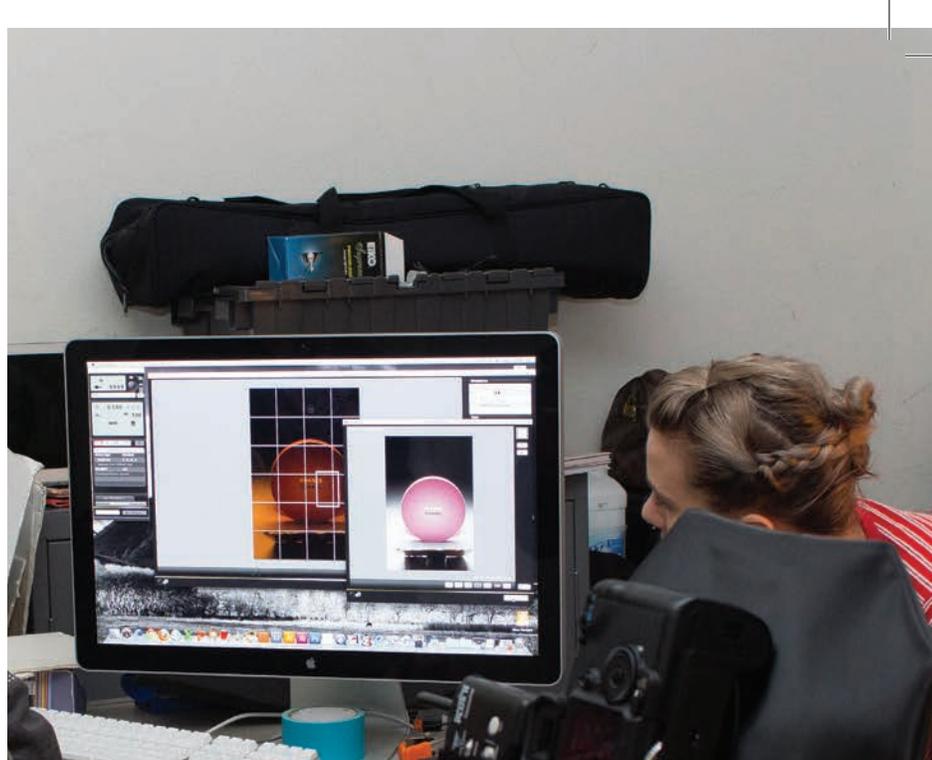
REINSTATING WEB ADVISORY COMMITTEE

PAC approved reinstating the long-dormant Web Advisory Committee. The committee will review the college's web properties and advise PAC on best practices.

Background

At a PAC meeting on Sept. 13, 2017, Director of Campus Communications Lisa McPheron brought up the need to create consistent campus-wide web design standards. Since the 1990s, the Fullerton College web environment has been locally controlled by individual departments, programs or divisions. The result is a general lack of consistent branding and design.

Goals

Campus-wide web redesign standards will help the college elevate its brand and be more appealing online. The committee will create these standards.

"An inconsistent web environment confuses the visitor and reduces the impact of our branding and identity. This shared governance group will help us standardize our style, so anyone visiting a fullcoll.edu URL knows they are at a Fullerton College website."

—Lisa McPheron, Director of Campus Communications

- Sept. 13: Discussion begins in PAC.
- Sept. 27: Discussion continues.
- Oct. 25: PAC approves committee.

ACCREDITATION

Fullerton College received 18-month accreditation with the condition that it bring two elements of the campus' performance up to standard before that period elapses. Those two items are:

■ Institutional Student Learning Outcomes (ISLOs) need to be better incorporated into planning processes.

■ Distance learning must be standardized.

Actions:

■ The Institutional Integrity Committee is developing a report on ISLOs to use in planning processes.

■ Online instructors will now need to earn an online teaching certificate, conduct self-assessments and have it reviewed by faculty.

Background: A team from the Accrediting Commission for Community and Junior Colleges (ACCJC) visited Fullerton College and the district offices Oct. 9–12, 2017. Fullerton College received a report from the agency in January 2018, which included commendations as well as recommendations.

COMMENDATIONS

■ Library, Learning Resources and Instructional Support Programs and Services (LLRISPS): "Academic Support Center programs... demonstrate robust and innovating partnerships throughout the college, coupled with best practices to support student access and success."

■ Learning spaces: "Not only beautiful and comfortable, but... also provide access to much-needed resources, such as technology and the assistance of professional and peer staff."

■ Library Reserves area: "Noteworthy, particularly the robust partnership with the EOPS program and all the materials available for use to students."

■ Circulation area: "Wide variety of offerings... ranging from laptop and calculator checkouts to phone chargers."

■ Cadena Cultural and Transfer Center: "A fusion of both transfer and equity-minded practices that promote completion and transfer (for all) Fullerton College students."

■ Student Services division: "High-touch and high-tech approach... leveraging technology to enhance in-person and virtual service delivery."

■ Culture of trust, collegiality, communication, effective working relationships and focus on radical student-centeredness: "Everyone is supporting the engagement and success of the students."

■ Facilities, grounds and historical preservation: "The facilities and accompanying landscape have created an inviting atmosphere while being attentive to functionality and efficiency."

■ Communication practices: "Effective use of website and social media, the president's weekly newsletter, the Fullerton College News Center, press releases and printed publications... (has) created strong internal and external community engagement for Fullerton College."
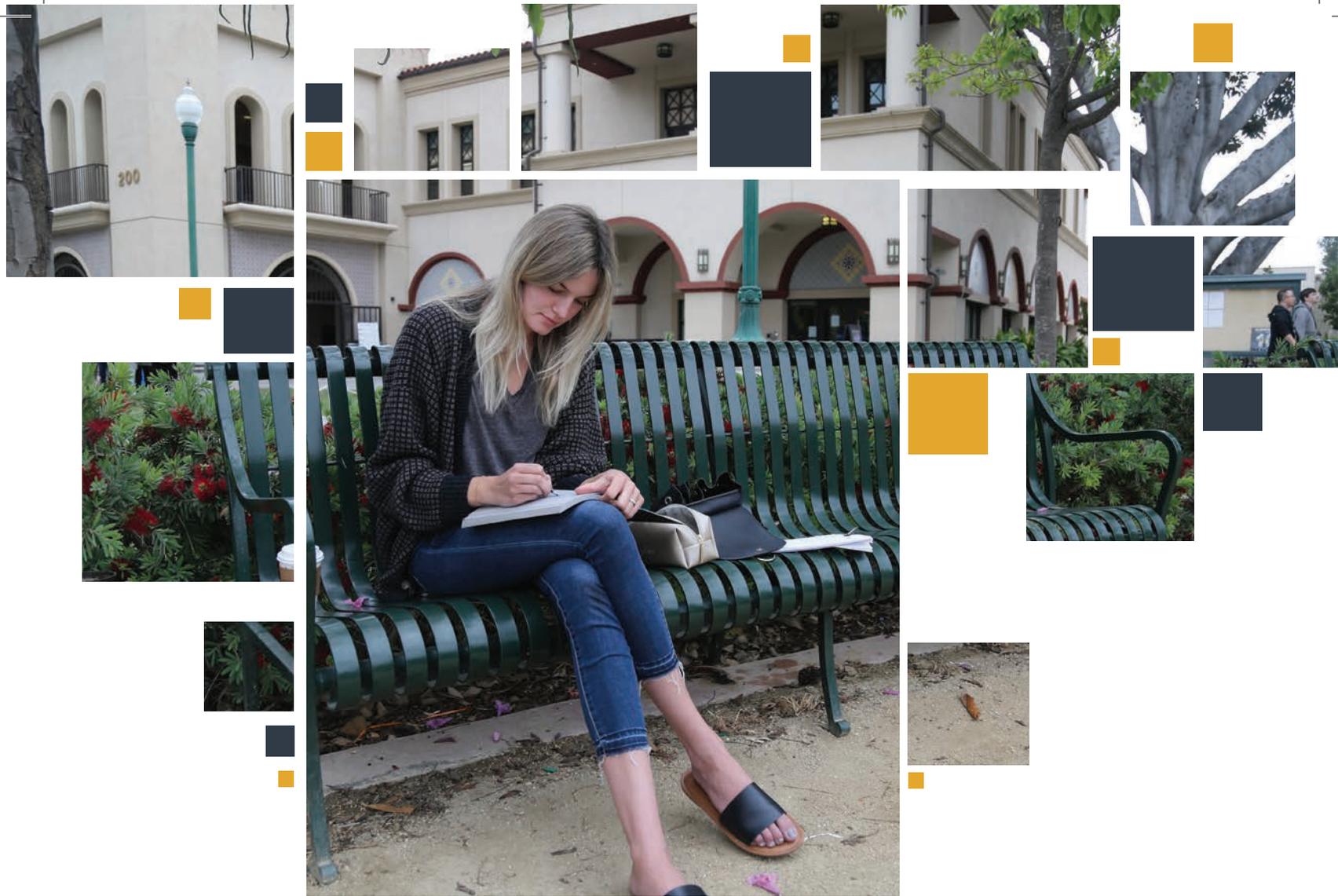
RECOMMENDATIONS

- Communicate ISLOs to students better.

- Ensure distance education meets generally accepted academic and professional standards.

- Improve communication of institution-set standards.

- Assess processes in the Integrated Planning Manual to ensure effectiveness of committees.

  Use disaggregated assessment data in the student support areas to improve student support programs and services.

SOURCES

Lottery Funding Allocation
PAC minutes, Oct. 11, 2017: bit.ly/2Nhms8y
PBSC minutes, Sept. 20, 2017: bit.ly/2wLKW03

Instructional Equipment Requests
PAC minutes, Dec. 13, 2017: bit.ly/2PzTfTC
PBSC recommendation, Nov. 29, 2017: bit.ly/2xPgvG1

Student Equity Resource Requests
PAC minutes, April 25, 2018: bit.ly/2wLofIM
PBSC minutes, April 4, 2018: bit.ly/2QYgFn9

Sustainability Committee
PAC minutes, April 11, 2018: bit.ly/2NML6ux

High School Partnerships
PAC minutes, Sept. 27, 2017: bit.ly/2oJQzHI
PAC minutes, April 25, 2018: bit.ly/2wLofIM

Guided Pathways
PAC minutes, Nov. 8, 2017: bit.ly/2M09wiN
California Community Colleges Guided Pathways website: cccgp.cccco.edu
California Guided Pathways website: caguidedpathways.org

Web Advisory Committee
PAC minutes, Oct. 25, 2017: bit.ly/2NOrLcB
PAC minutes, Sept. 27, 2017: bit.ly/2oJQzHI
PAC minutes, Sept. 13, 2017: bit.ly/2ONYYVZ

Non-Instructional Equipment Funding Adjustment
PAC minutes, May 9, 2018: bit.ly/2zTicVo
PBSC minutes, May 2, 2018: bit.ly/2pzBZTM

OC Careers in Education Collaborative
PAC minutes, April 11, 2018: bit.ly/2NML6ux

Accreditation
External Evaluation Report: bit.ly/2oHMIuT
PAC minutes, Feb. 14, 2018: bit.ly/2oKgQWE