

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
114 South Del Rosa Drive, San Bernardino, CA 92408

Minutes of the Regular Meeting of the Board of Trustees  
Thursday, February 28, 2013 – 4:00 p.m. – Board Room

1. CALL TO ORDER

Dr. Singer called the meeting to order at 4:00 p.m.

Members Present:

Dr. Donald L. Singer, President  
John Longville, Vice President  
Donna Ferracone, Clerk  
Gloria Macias Harrison  
Dr. Kathleen Henry  
Joseph Williams  
Nickolas W. Zoumbos

Members Absent:

Kyle Hundley, Student Trustee, CHC  
Ferry Arana Garcia, SBVC

Administrators Present:

Bruce Baron, Chancellor

Administrators Absent:

Charlie Ng, Vice Chancellor Fiscal Services  
Tanya Rogers, Interim Vice Chancellor Human Resources  
Dr. Cheryl Marshall, President, CHC  
Dr. Glen Kuck, Interim President, SBVC

2. PLEDGE OF ALLEGIANCE

Mr. Longville led the Pledge of Allegiance.

3. OATH OF OFFICE TO NEWLY APPOINTED TRUSTEE

Dr. Singer gave the Oath of Office to newly appointed trustee Joseph Williams.

4. ANNOUNCEMENT OF CLOSED SESSION ITEMS

EMPLOYEE DISCIPLINE/DISMISSAL RELEASE  
Government Code 54967

5. PUBLIC COMMENT ON CLOSED SESSION ITEMS

On behalf of the Management Association, Dr. Ed Millican urged the Board to reconsider issuing the March 15 notices to district and college managers. He said the Management Association will continue to voice its concerns through the proper channels.

6. CONVENE CLOSED SESSION

The Board convened to closed session at 4:05 p.m.

7. RECONVENE PUBLIC MEETING

Dr. Singer reconvened the public meeting at 4:40 p.m.

9. REPORT OF ACTION IN CLOSED SESSION

Ms. Ferracone moved Dr. Henry seconded, and the Board members voted as follows to issue Notices of Non-Renewal of Administrator Employment Contracts, pursuant to Education Code Section 72411, for the 2012-2013 academic years to the following employees:

5 Directors  
1 Dean  
1 Associate Dean  
2 Supervisors  
1 Production Manager  
1 Chief Engineer

AYES: Ferracone, Henry, Longville, Singer

NOES: Harrison

ABSENT: None

ABSTENTIONS: Williams, Zoumbos

10. PUBLIC COMMENT

None.

## 11. INSTITUTIONAL PRESENTATION – CURRICULUM UPDATE

Dr. Haragewen Kinde, Interim Vice President of Instruction, presented an overview of the curriculum committee and its function. Leticia Hector, faculty member, introduced the trustees to the course content review process for new courses or for current courses due in the review cycle. Courses are ultimately approved, recommended for modifications and approved, or denied approval. Approved courses are forwarded to the Board of Trustees.

Ms. Hector talked about Senate Bill 1440 which authorizes California community colleges to create associated degrees for transfer that would guarantee students admission into the CSU system. In response to SB 1440, the Academic Senate for CCC and CSU developed a faculty-led, statewide effort to identify the course content for new Associate Degrees for Transfer.

CurricUNET is the electronic version of the approval process and was acquired by SBCCD in 2006. SBVC developed their unique curriculum management processes and further developed the system to maintain local repository and content.

Dr. Kinde talked about the credits that can be completed by taking on-line courses. SBVC currently has 20 certificate programs which can be completed on-line. Fifteen Associate Degrees can also be achieved on-line. Retention and success rate data of on-line courses was presented. Although the data confirms the retention and success rate of on-line classes is not as high as face-to-face classes, retention and success rates have improved.

Dr. Henry asked what the Board could do to help improve the success rate of on-line courses. Dr. Kuck said the Distance Education Council which is made up of faculty and administrators have been doing an analysis of the services we need to provide to on-line students. The DEC is actively looking to close the gap between on-line courses and face-to-face classes.

Ms. Ferracone said some students don't have any idea how to be successful in an on-line class. She would support a course that helps a student learn how to take an on-line course. Dr. Henry agreed, and added she would like to see these figures improve.

Mr. Zoumbos asked how the evaluations of on-line classes compare to evaluations of face-to-face classes. Dr. Kuck said the Tools Committee has developed forms for the different classroom environments. Mr. Zoumbos asked if an instructor is limited to the number of on-line courses. Dr. Kinde said most faculty who teach on-line have at least one face-to-face class.

Joseph Williams asked about the labor market and gainful employment criteria. Dr. Kinde responded the labor market information is looked at and advisory committee minutes are also reviewed. The definition of gainful employment is provided by the state, and it has been implemented in the curriculum process.

Dr. Singer asked what the college is doing about vocational classes which are no longer relevant. Dr. Kinde said that issue is part of the program review process and the emerging needs of our community. She said this dialogue also happens in advisory board meetings. Dr. Kuck said as part of the strategic planning process, we are actively engaging with the Inland Empire Economic Partnership (IEEP) to survey community and business leaders to determine their needs. The college is also engaging the K-12 and the university system to find out where the college fits. The campus is reaching out to local chambers. Mr. Williams suggested the Board take a look at the state's workforce board because they can be a good resource.

Dr. Cheryl Marshall, CHC President, focused on the external drivers, labor market demands and environmental scans that drive the college's curriculum, along with the internal modification that helps focus on student success, creating a well-rounded curriculum. The mission is to advance the education and success of students in a quality learning environment. The vision is to be the premiere community college for public safety and health careers and transfer preparation. Institutional values include creativity, inclusiveness, excellence and learning centeredness.

CHC is working to achieve successful course alignment which means better educational planning for students enrolled in SBVC and CHC. There is a demand from local high schools to provide on-site college courses and specialized programming. CHC and feeder high schools must work collaboratively to ensure alignment in English and math sequences.

In addition to working with chambers and local business groups, the college finds environmental scans to be useful in identifying trends in our service areas. The state chancellor's office and the Center of Excellence data are additional sources that can help make those decisions.

Rebecca Warren-Marlatt, Interim Executive Vice President of Instruction and Student Services, talked about curriculum focal issues. The Transfer Model Curriculum is legislatively compelled. Each college is to adopt a goal of 80% of majors in which there is a TMC by Fall, 2013. The TMC applies to all 60-unit transfer majors. Each college is to have TMCs for 100% of its majors by Fall, 2014. Eleven TMCs have been approved and 5 more are pending state approval.

The course identification numbers system is concomitant with the TMC. Course identification numbers facilitate transfer and articulation of courses between CHC and other institutions and are required for approval of AA-T and AS-T by the state.

Course repeatability was discussed. Students can repeat courses when repetition is necessary to meet major requirements for CSU, US or a Bachelor's degree, for intercollegiate athletics (up to 4 times), and for intercollegiate academic or vocational competition (up to 4 times). Repeatability has been

removed from PE activity courses, fine arts courses, fire and EMS, respiratory and special topic courses.

Research indicates that basic skills students take too many units and take too long to finish. CHC has addressed this issue by rewriting entry level curriculum so students can reach their goal in three semesters rather than four semesters. This is called curricular compression. If the college's results align with the research, positive results are expected. Support services, such as supplemental instruction, are built into this compression process. The Left Lane Project is an example of integrating curriculum with support services.

Dr. Henry asked how CHC was planning to increase its success rate in online courses. Dr. Marshall said instructors have to get better at teaching on-line courses, and the college needs to do better screening of students. Ms. Warren-Marlatt said the college needs to look carefully at courses that they don't want to deliver on-line. Most on-line courses at CHC are capped at 35 students. Success rate is defined as a grade of C or better.

The college is taking a proactive stance in K-12 alignment by reaching out to its feeder schools. It is important to get CHC faculty together with K-12 faculty so they can work together on the curriculum.

New facilities impact instruction and the curriculum. CHC has 4 new buildings coming on in the next few years. Renovation projects will be moving forward, also. The college will end up with between 45-60 remodeled rooms and approximately 15 additional rooms with the projects.

Dr. Henry said the presentations were informative and thanked everyone for the information.

12. APPROVAL OF MINUTES

Dr. Henry moved, Ms. Ferracone seconded, and the Board members voted as follows to approve the February 14, 2013 minutes:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Zoumbos,

NOES: None

ABSENT: Garcia (advisory), Hundley (advisory)

ABSTENTIONS: Williams

13. CONSENT AGENDA

Mrs. Harrison moved, Dr. Henry seconded, and the Board members voted as follows to approve the Consent Agenda:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos,  
NOES: None  
ABSENT: Garcia (advisory), Hundley (advisory)  
ABSTENTIONS: None

14. ADJOURN

Dr. Singer adjourned the meeting at 6:35 p.m.

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Donna Ferracone, Clerk  
San Bernardino Community College District  
Board of Trustees