Minutes of the Study Session of the Board of Trustees
San Mateo County Community College District
October 10, 2007
San Mateo, CA

The meeting was called to order at 6:05 p.m.

Board Members Present: President Hausman, Vice President-Clerk Holober, Trustees Mandelkern, Miljanich and Schwarz, and Student Trustee Young

Others Present: Chancellor Galatolo, Chief Financial Officer Blackwood, Skyline College President Morrow, College of San Mateo President Claire, Cañada College President Mohr, and District Academic Senate President Dilko

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA
None

MINUTES (07-10-1)
Student Trustee Young noted that the minutes of the Regular Meeting of the Board of September 26, 2007 did not include the presentation made by ASCSM President Kador. She asked that the minutes be amended to include that presentation. The amended minutes will include: College of San Mateo Associated Students President Matthew Kaidor said that Welcome Week went well and that there was a large turnout at the first Student Senate meeting. There is discussion about how to adequately represent the concerns of students who take classes at night. Mr. Kaidor said there is some concern about whether passage of the college tuition initiative will affect Pell grants. He was assured by Student Trustee Young that Pell grants will not be affected and Chief Financial Officer Blackwood confirmed this fact.

It was moved by Vice President-Clerk Holober and seconded by Trustee Miljanich to approve the minutes, as amended, of the Regular Meeting of the Board of September 26, 2007. The motion carried, with one abstention and four members voting "Aye."

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (07-10-1A)
It was moved by Trustee Schwarz and seconded by Trustee Miljanich to approve the actions in Board Report No. 07-10-1A. The motion carried, all members voting "Aye."

APPROVAL OF CONSENT AGENDA
The Consent Agenda consists of the following Board Report:

07-10-1CA Approval of Child Development Services with the City of Pacifica

It was moved by Vice President-Clerk Holober and seconded by Trustee Miljanich to approve the item on the Consent Agenda. The motion carried, all members voting "Aye."

Other Recommendations

APPROVAL OF SUBCONTRACT WITH SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS (07-10-100B)

It was moved by Vice President-Clerk Holober and seconded by Trustee Miljanich to approve the subcontract as described in the report. The motion carried, all members voting "Aye."

INFORMATION REPORTS

Study Session

07-10-1C Accountability Reporting for Community Colleges (ARCC)

Vice Chancellor Jing Luan began the presentation by introducing the team responsible for gathering and analyzing the data required for the reporting and who will be presenting the information to the Trustees this evening. He introduced Cathy Hasson, Director of Planning, Research and Institutional Effectiveness at Skyline College; John Sewart, Dean of Articulation and Research at College of San Mateo; and Bart Scott, Research Analyst at Cañada College; and Eric Raznick, Director of Information Technology Services.

Vice Chancellor Luan distributed to the Trustees the document called "Focus on Results" which he explained was the report presented to the legislature pursuant to AB1417, detailing the results of the ARCC.

He explained the evolution of the Accountability Reporting for Community Colleges (ARCC) project and noted that there had been a legislative mandate, in the form of AB1417, to quantify performance within the community college system. He said that in response to the mandate, the State Chancellor's office and the statewide Research and Planning Group, among others, developed a series of indicators by which the system's performance could be measured. He noted that the development of the performance indicators was a consultative process statewide and noted that Director Hasson was currently on the Board of the Research and Planning Group and that he had also been on that Board.

Vice Chancellor Luan noted that it was important to clarify what the ARCC does do and what it does not do. He said that the ARCC does: require an annual report to the legislature; inform the local Boards of Trustees of their colleges' performance; set a standard for accountability and results for California's community colleges; and report outcomes at the college level, as well as at the System level. He noted that ARCC does not rank one college against the other, does not tie to any funding mechanism at this time and does not track intra-district enrollment. He clarified "intra-district enrollment" to mean that the performance measures at this time do not take into consideration cases in a multi-college district where students may take classes at more than one college in the district.

Vice Chancellor Luan then asked Analyst Scott to talk about the ARCC indicators and the peer group methodology used to compare performance on the indicators. Mr. Scott noted that the indicators include student progress and achievement, percent of students earning 30 units, persistence rates, course success rates in vocational and basic skills, and basic skills improvement rates. He noted that the District's Colleges had not yet tracked basic skills improvement due to some lack of standardization on definitions related to the data, but that the District had developed a definitions document to solve this problem. Scott also explained that peer group methodology was used so that the colleges could be compared with colleges that have similar characteristics. He noted that the peer groups for each performance indicator were determined by examining student demographic information such as age, education level, enrollment, financial aid, gender, and load. Other information used to determine peers groups included student academic preparation as measured by Stanford 9 scores, distance of the college from the nearest CSU/UC, SAT scores at the nearest CSU/UC and service area income. He also noted that the peer groups are different for each of the performance indicators

Mr. Scott then talked about the performance indicators as they pertain to Cañada College and directed the Board's attention to Cañada's indicators as reported in the "Focus on Results" legislative report. He noted that

compared to its peers, Cañada was above average on student progress and achievement rate, persistence rate, and annual successful course completion rate for vocational courses. Cañada had scored below average on two indicators: percent of students who earned at least 30 units, and annual successful course completion rate for credit basic skills courses. He pointed out that even though those students earning 30 units were below average as compared to peers, there was a general upward trend at the College over the three cohorts measured. He noted that the College has institutionalized the metrics from the ARCC report and that they will be used in future accreditation and strategic planning cycles.

Vice Chancellor Luan then asked John Sewart to present the ARCC information related to CSM. He noted that, in general, all of CSM's measures over time are relatively stable and that progress and achievement rates are above average as compared to peers. He also noted that student progress is measured by completion of certificates consisting of 18 hours or more. He said that the College offers many low unit certificates and that these students are not included in measuring student progress. Trustee Miljanich asked if the 30 units had to be earned within a specified time frame. Dean Sewart said that the data are based on a cohort of students over a time frame of six years and students taking longer than that are not included in the data. He also noted that persistence rates for the College are above the state average. He noted that this indicator is measured on attendance from Fall semester to Fall semester and that many students skip a semester and then start back up again. These students are not captured in the data.

Director Hasson then updated the Board on the indicators at Skyline. She said that the College is slightly above average on all indicators. She said that student progress is relatively stable and consistent and that the College has incorporated this measure into the College's scorecard. She also said that it is important to note that this measure provides a way for the State to look at how students are moving through the system as a whole and that the Colleges use a variety of other measures to track this at the College level. She noted that the College's relatively good persistence rates could be attributed to the variety of interventions available including First Year Experience, tutoring, etc. She also noted that their research indicated that the data suggested that the older the student, the less likely they would be to persist and that some intervention would be necessary.

Director Hasson explained the ARCC cycle to the Trustees. The 2007 ARCC report has been reviewed and analyzed by the Colleges. The Colleges, by way of this meeting, are informing the Trustees and the Chancellor as to the results. Based on the results, appropriate adjustments to programs and services at the Colleges will be implemented, data will be collected and a new ARCC report will be completed for 2008.

Dean Sewart updated the Board on information pertaining to the 2008 report. He noted that the 2007 report is a pilot report and that ancillary analyses are underway, including an analysis of the peer group methodology and tracking intra-district enrollment. Chancellor Galatolo noted that the bands used for comparison are very narrow so that data integrity would be very important. He asked if the System had given the Colleges a chance to review their data once it had been aggregated with the data statewide. Kathy Hasson noted that the Colleges had been given a short period of time to review it.

Director Raznick then gave an overview of where the ARCC data come from. He noted that data come from the District's Banner system and is sent in Fall and Spring every year to support a variety of initiatives and as a basis to calculate funding for some programs. The data is also used to provide IPEDS data for the Federal Department of Education. He said that as the ARCC project moved ahead, the System Office realized that it would be necessary to perform some "clean up" of the data being submitted by Colleges throughout the State in order to improve the results for ARCC. This "clean up" project, called CRCC (Curriculum Reporting for the Community Colleges) is just coming to a close. He noted that improved data from the CRCC will provide ESL information for the ARCC.

Vice Chancellor Luan noted that the responsibility for ARCC lies with the researchers at each College and that he has overall responsibility at the District Office. He noted that as ARCC reports are produced, the Colleges will continue to work with the data and use it to inform faculty and staff in developing interventions and programs targeted at the performance indicators.

Vice Chancellor Luan then asked for questions and comments from the Board. Trustee Schwarz thanked the participants for their presentation. She said that it is good for the Board to be kept up to date and asked if the update would be an annual occurrence. Vice Chancellor Luan indicated that it would be and that the Board update is mandated by State law. President Hausman commented on how the parity of the numbers could be changed by tracking intra-district attendees. Trustee Miljanich asked for a clarification on the peer group comparison. Analyst Scott explained that the peer groups are formed based on clusters of data points that indicate similarities between colleges. Director Hasson added that, for example, for some of the indicators, colleges were grouped with colleges with similar demographics such as age. Trustee Miljanich asked why the peer group comparisons were necessary and the presenters explained that it was more meaningful to compare colleges who were similar in a variety of ways. Chancellor Galatolo wanted to make sure that the peer groups were based on data clusters as opposed to clusters based on similarity in results. Analyst Scott said that the Chancellor was correct and that the peer groupings were based on, for example, data such as number of students above the age of 25 and education levels of parents. President Hausman asked if there is a way that we can tell how we compare against other clusters. Chancellor Galatolo also thought that this kind of information would be useful and wondered if we could have this kind of information. Vice Chancellor Luan said that he will send this idea to the State. Chancellor Galatolo applauded the research team for being so far ahead of the curve and for getting this information to the Board so far ahead of the March, 2008 deadline. Student Trustee Young asked for clarification as to how the data was used to help those students who may not be doing well. Analyst Scott indicated that the performance indicators have been incorporated into Cañada's strategic plan and into their accreditation self study. Director Hasson said the data is used in conjunction with other data tracked at the Colleges and is used to inform faculty and staff about interventions that may be needed. Dean Sewart noted that the types of data collected by the ARCC is not new in terms of how the Colleges track students. He noted that students have been tracked in a variety of ways for years in, for instance, the areas of Math, English, Reading and ESL. Analyst Scott noted that a valuable outcome of the ARCC is that the definitions used in terms of the data for the performance indicators have been standardized. Trustee Miljanich indicated that from personal experience she understands and appreciates the value of common definitions. President Hausman thanked the presenters for a good report and emphasized the importance of accountability. Vice Chancellor Luan distributed a copy of the Powerpoint presentation to the Trustees.

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 7:15p.m. The Board reconvened to Open Session at 8:50 p.m.

CLOSED SESSION ACTIONS TAKEN

President Hausman reported that, at the Closed Session just concluded, the Board considered the personnel items listed on the printed agenda and voted 5-0 to approve the actions in Board Report No. 1-A and 1-B.

ADJOURNMENT

It was moved by Trustee Miljanich and seconded by Trustee Schwarz to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 8:55 p.m. The next meeting of the Board will be a Regular Meeting at 6:00 p.m. on October 24, 2007 in the District Board Room.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the November 13, 2007 meeting.

Richard Holober
Vice President-Clerk