San Jacinto College District Board Workshop
November 2, 2015
District Administration Building, Suite 201

MINUTES

	Board Workshop Attendees:	**Board Members:** Marie Flickinger, Brad Hance, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson **Chancellor:** Brenda Hellyer **Others:** Lisa Brown, Teri Crawford, John Hopkins, Ann Kokx-Templet, Mandi Reiland, Steve Trncak, Niki Whiteside, Laurel Williamson
	Agenda Item:	**Discussion/Information**
I.	**Call the Meeting to Order**	**Workshop began at 5:03 p.m.**
II.	**Roll Call of Board Members**	**Board Members:** Dan Mims, Marie Flickinger, Brad Hance, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson
III.	**Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071, 551.072 & 551.074, of the Texas Open Meetings Act, for the following purposes: Legal Matter, Real Estate, and Personnel Matters**	Adjourned to closed session at 5:03 p.m. Lisa Brown, Teri Crawford, John Hopkins, and Steve Trncak were present for the Legal Matter. Teri Crawford, Ann Kokx-Templet, and Steve Trncak were present for Real Estate. Teri Crawford and Steve Trncak were present for the Personnel Matters.

IV.	**Reconvene in Open Meeting**	Reconvened in open meeting at 6:08 p.m. Laurel Williamson and Niki Whiteside joined the meeting.
V.	**Distance Learning Update**	Niki Whiteside gave an overview of Distance Learning. She explained that the primary reason San Jac students take distance learning classes is for flexibility of schedule. The lowest success rates for distance learning are with first time in college (FTIC) students. Five year trend for A-C success rates show a rate of 70.3% for Fall 2014. This is an improvement of 3.8% over the five year period. Challenges for distance learning include testing and student authentication, test proctoring, state approvals, and advisory committee recommendations. Proctoring is an issue that will need to be addressed for future growth as well as testing and student authentication. Niki discussed the future goals for distance learning. The goals are as follows: • improve student A-C success, • ACAdemic II, • course developments (R2T and advisory committees), • additional faculty training, • distance learning student orientation, • early intervention with high risk students, • practicums/internships/clinicals, and • marketing. Niki explained that through focus on A-C Success, course design based on quality matters standards and development of course templates in Blackboard have been developed and utilized to make improvements. Also, ready-to-teach classes and course reviews were two ways to expand and improve student success in distance learning. Niki discussed other online schools which include WGU and University of Phoenix. Larry asked if a few years ago we were only offering general studies. Niki explained that there have been more than just general studies classes offered. Marie asked how many students are enrolled in distance learning. Niki answered there are approximately 10,000 unduplicated.

		Marie asked how we got our subject matter experts to agree on one book and how can we get the rest of the college to do this. Brenda explained that we are implementing a task force that is working on this. They started and they are meeting weekly. It is difficult but they are working through it. Laurel stated that the resistance is coming more from long term faculty that may have bad memories of past experience regarding textbooks. Marie remembers that Barnes and Noble recommended to implement college wide text books to lower the price for students. Laurel explained the timeline of the committee is December/January. Dan asked how other colleges compare in success rates for FTIC distance learning students. Niki stated that she does not have the numbers in front of her but she can work with the research office to collect this data.
VI.	**Performance Management Distribution Curves**	Steve Trncak gave an overview of the Performance Management (PM) Distribution Curves. He highlighted pages 5, 8, 11, and 14 of the handout. Page 5 illustrates the college wide comparison for validation. The breakdown of percentages per rating for 2014-2015 is as follows: • Exceptional 14.60% • Notable 37.54% • Valuable 46.03% • Room for Improvement 1.43% • Unacceptable 0.40% Page 8 includes the 2014-2015 staff validated distribution curve with a breakdown of ratings as follows: • Exceptional 5.87% • Notable 19.44% • Valuable 24.60% • Room for Improvement 1.03% • Unacceptable 0.24% Page 11 shows the 2014-2015 administration validated distribution curve breakdown: • Exceptional 2.22% • Notable 3.49% • Valuable 2.46% • Room for Improvement 0.16% • Unacceptable 0.00%

		Page 14 has the 2014-2015 faculty comparison of validated ratings as listed below:
		- Exceptional 6.51% - Notable 14.60% - Valuable 18.97% - Room for Improvement 0.24% - Unacceptable 0.16% In summary, the College has been utilizing this system for five years and employees have a better understanding of the system and process.
VII.	**Harris County Appraisal District Board of Directors Candidates**	Brenda Hellyer explained that last month the Board of Trustees voted to nominate Toni Trumbull for the Harris County Appraisal District (HCAD) Board. We received a letter from HCAD stating there are two candidates on the ballot because two people were nominated. Brenda reviewed the two candidates, Toni Trumbull and David Janda, for the Harris County Appraisal District Board of Directors. Brenda will get additional feedback and will review with the Finance Committee in December. The Board of Trustees will need to vote for one at the December 14, 2015 Board meeting.
VIII.	**Calendar**	Brenda reviewed the Board calendar
IX.	**General Discussion of Meeting Items**	There were no other items discussed.
X.	**Adjournment**	**Workshop adjourned at 6:54 p.m.**