College Council Meeting Minutes
January 27, 2012 - 1:00 p.m.
CMC 104

B. Berger, G. Brown, D. Cain, K. Coghill, C. Hopkins, C. Itnyre, A. Latham, A. Mata, M. Plummer, A. Riesgo, S. Smith, R. Wagner, C. Yanez, and W. Zhou.

I. Old Business

a. Strategic Plan (C. Yanez) – Ms. Yanez reported that it was clarified that planning documents are fluid and that they will change if they are not working.

b. SLO Common Themes from FT Faculty - Fall 2011 (C. Hopkins)

c. AUO Assessment Common Themes (C. Hopkins)

Ms. Hopkins explained that these two documents are a bit different from other items that have come forward to College Council. These documents are the result of Academic Senate Advisory and Administrative Advisory groups. The recommendation is to take this information to constituent groups to determine commonalities in an effort to distill down to two or three organizational priorities at an all staff meeting. Dr. Wagner explained that these were started in the Senate and Administrative groups and then were synthesized together. It will become an annual process although we will likely review it again in the fall to ensure that it is done twice prior to the accreditation visit. Dr. Wagner reminded the group that continuous quality improvement is the intention and ways to make things better will be the outcome.

d. AP 6750 Parking and Traffic Regulations (M. Plummer)

Ms. Plummer report this item is coming back again and will be information to the board. Changes have been incorporated from last time it was reviewed. She mentioned that it used to be when students got a ticket they would come to the Business Office. This will now be a function of security. The person who received a ticket will be asked to fill out a form and then security will make a determination rather than the Business Office. Dr. Berger reviewed the comments that he had made previously and additional changes for clarification may result. It was suggested that we determine what other schools are doing.

II. New Business

a. Student 1098T Forms (M. Plummer)

Ms. Plummer reported that these forms are now available on-line and will probably be mailed out to students on Monday. This is an information guide for the students for their tax credit. If students have questions, they should speak with their tax professional.

b. SLO Assessment Dialogue/Flowchart (B. Berger)

Dr. Berger reviewed this flowchart with Academic Senate and voted to cross off Curio Cabinet and Division Chairs and place Academic Senate on it due to primacy of Senate in these matters in reference to 10 + 1.

c. Employee Development Funds (B. Berger)

Dr. Berger reported that the Academic Senate approved this process and chose Ms. Melynie Schiel as their representative. Ms. Andrea Armstrong is the representative from the Faculty Association and Ms. Itnyre is the back-up. Dr. Wagner noted that it will be helpful if employees can find employee development activities that can be brought to the campus for the benefit of more than one individual. Dr. Wagner also pointed out that this is a recommendation from the Student Advisory Task Force; however, we had already planned to do it prior to the report coming out.

d. Accreditation (C. Itnyre)

Ms. Itnyre reminded everyone that accreditation is happening and in one year the report will need to be finished. We will need a good draft at the beginning of the fall semester. She suggested the following Standard Chairs – Dr. Wagner, Standard I; Wei, Carolyn, Greg Brown, and David Norton, Standard II; Andrea Riesgo, Standard III; Meredith Plummer, Finance; Dan Cain, Facilities; Steven Kemp, IS; Eva Kinsman, Brad Berger, Roger Wagner, and Riley Walters, Standard IV. She recommended review of the last accreditation report and making notes regarding the planning agendas is a good starting point. Ms. Itnyre also recommended that chairs pick people to help on their committees that are genuinely interested in their area and will work well with their subject expertise. The small groups can then make themselves available to the larger group. A suggestion was made to discuss two areas of the Accreditation Report at each College Council meeting. This will result in forward progress and appropriate documentation for the report. Dr. Wagner recently received the letter and the site visit week starts Monday, March 4, 2013. Mr. Brown will send out eligibility requirement information to the College Council. Dr. Wagner reviewed the progress made with various planning aspects of our documentation thus far.

e. BP 6900 (formerly 7300) – Bookstore (M. Plummer)

f. BP 6800 (formerly 7220) – Safety Precautions (D. Cain)

g. BP 6850 (formerly 7230) – Report of Hazardous Conditions (D. Cain)

h. BP 6960 (formerly 7240) – Smoking in District Facilities (D. Cain)

It was noted that these four policies are changing numbers only at this time.

i. BP 6810 (formerly 7250) – Lights and Locks Responsibility (D. Cain)

It was determined that this policy needs to be re-worded.

j. BP 6820 (formerly 7260) – Keys (D. Cain)

It was determined that this is now changing numbers and it is possible that the individuals responsible for various items will change as well. Business Services/Facilities may be used for policies in this area. Dr. Wagner noted he will be addressing and changing the numbers for some policies as well.

k. BP 2105 – Election of Student Member (R. Wagner)

These are two new policies that is the beginning of the renumbering system to get board policies into the 2000 section. This will be a first reading and it will go to the board in February.

l. BP 2015 – Student Member (R. Wagner)

Some discussion took place regarding these two board policies.

III. Other/Discussion

Mr. Brown noted that we currently charge students $20 for credit by examination. This is the only fee but normally it would be 4 x the current per unit fee. He recommended bringing this fee into compliance at the higher rate in order that it would be equitable for all classes.

Next Meeting: February 10, 2012

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CCMM – 1-27-12