

College Council Meeting Minutes
April 17, 2015 - 1:00 p.m.
Library Meeting Room

J. Alpin, G. Brown, K. Coghill, R. Compton, J. Cummings, J. DeSantis, D. Gast, T. Long, A. Riesgo, and S. Smith

I. Agenda Items

a. Review minutes

b. Business Office Board Policies (M. Plummer)

Ms. Plummer reported that she presented the board policies from the Business Office yesterday at the Academic Senate meeting. She noted that some changes need to be made to the policy regarding keys, lights, and locks. Additional review will take place at the next Academic Senate meeting and these policies will continue to move along through the process.

c. BAC Policy and Procedure Document (M. Plummer)

Ms. Plummer reported that this information went through the constituent group review process and was approved with only compliments from Classified Senate. The item will be presented for board approval and integrated into the participatory governance document. Ms. Alpin moved approval, seconded by Ms. Gast. Motion carried.

d. Integrated Planning Model (J. Cummings)

Mr. Cummings reviewed the most recent version of the Integrated Planning Model and asked for approval, adding that a corrected version will be sent out for constituent group review today. He mentioned this document will return at the May 1 or 15 meeting for final approval in order that it can be taken to the Board of Trustees for their approval.

e. Institutional Effectiveness (J. Cummings/J. Kevari)

i. IE Committee development

Mr. Cummings reported that we are working on the framework for Institutional Effectiveness Committee development. He is anticipating that at the beginning of next year, details will be available. He asked about a summer College Council schedule. Mr. DeSantis indicated Carolyn and David will be scheduled on campus during the summer and likely participating in agenda review meetings; therefore, he recommended having summer meetings scheduled on those days to ensure faculty participation. Mr. Cummings asked that College Council meeting schedule be placed on the agenda for May.

ii. Annual Student Survey/ Climate Survey/
Committee Survey (J. Kevari)

Mr. Kevari reported that the employee survey went out Tuesday. He recommended that individuals please check their junk mail if they have not yet received the survey. He added that the student survey will go out Monday morning. Two Kindles will be raffled for students who participate. Mr. Kevari will meet with random classes after speaking with faculty to ensure students are receiving the survey information. In addition, committee surveys will be sent out shortly.

f. BP and AP 3540 Sexual Misconduct (G. Brown)

Mr. Brown reported that all changes have been integrated into these policies and procedures as well as forms to be used for the purpose of this policy. They have gone through the constituent groups and he requested final approval from College Council. Mr. DeSantis moved approval, seconded by Ms. Gast. Motion carried, and this information will be forwarded to the Board of Trustees for approval.

g. CMC Data Warehouse (J. Kevari)

Mr. Kevari mentioned the Data Warehouse has been moved around and as new things come up that need to be tracked, he will update them in order that all of the information is included by early August. The vote was 1% for the course completion rate. A committee will eventually take the lead; however, this is a starting point. Mr. Cummings added that in order to ensure the information is broad based and institutional he thought perhaps it would be worthwhile to have it go out for constituent group review. Mr. DeSantis noted that 10+1 in Senate may be substantial enough to back up the data. He added that the information was articulated in mid-term and how it was established and agreed upon this is appropriate. Mr. Cummings thanked Mr. Kevari for his time and effort and making this happen.

h. Institution Set Standards and Targets (J. Kevari)

i. Course Program Deactivations – to be removed and had other degrees created as replacements (J. DeSantis) (Joe changed course to program

- i. General Art
- ii. Art: Three Dimensional Designs
- iii. Art: Drawing
- iv. Art: Painting
- v. Child Development
- vi. Master Teacher Certificate

Mr. DeSantis reported that these programs were sent to College Council about a year ago and he is working with Academic Affairs to ensure they were approved

by the Academic Senate as well. The students will still have catalog rights and there is no impact to students currently in these programs.

- j. Course Program Deactivations and Local Degrees – to be removed without ADT replacements (J. DeSantis)
 - i. Spanish
 - ii. Philosophy

These are two programs that we are not currently replacing due to difficulties with core courses and ADTs. We don't have any completers of a Spanish degree. Students would still have catalog rights and Philosophy could do equivalent. He also noted this shouldn't impact students.

Mr. Long reported that it will be on the ASCMC agenda today and should be fine.

Mr. DeSantis added that the group will to continue work on these programs in order to ensure that we meet the Chancellor's Office deadline as they require we have our process completed by the August 1 deadline. It will simultaneously go through College Council at the same time and he anticipates Senate approval. It should be sufficient time for constituent group review prior to the August deadline. There is talk of fiscal or financial repercussions from the Board of Governors if this work is not completed. We need to demonstrate our compliance as five programs are in 30 day review and next College Council they will be deactivated. Two programs are out today and should be going to the Board of Trustees in June.

- k. Employee Handbook (A. Riesgo)

Ms. Riesgo requested that the employee handbook in this outline format be sent out to constituent groups to get feedback rather than reviewing all of the details at this time. The outline is a list of topics to be covered in the employee handbook. She added that the faculty and classified handbook items should go into this document and requested that feedback be returned to Human Resources by the next College Council meeting if possible. Ms. Riesgo plans to have a first draft by next academic year as this will be a summer project.

- l. AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies (A. Riesgo)

Ms. Riesgo received feedback from constituent groups. Academic Senate asked that changes be made to the page two the paragraph starting "The Human Resources Office..." It will go to the Board of Trustees for a first reading in May or June with approval anticipated by August. League language as well as current practice has been included. She further mentioned that this is one of the standards that we need to respond to in our mid-term accreditation report.

m. AP 4410 – Field Trips and Excursions (G. Brown)

Dr. Kersey spoke with Mr. Brown and indicated that this information was completed and has gone through constituent group review. It is ready to go to the Board of Trustees. Mr. DeSantis moved approval, seconded by Dr. Compton. It was clarified that this procedure is for in-state travel and noted that there is editing that needs to be completed due to the use of different fonts. Motion carried.

n. Notice of Field Trip and Waiver of Liability Form (G. Brown)

II. Other

Mr. DeSantis, current Academic Senate President reported the following Academic Senate nominations:

President – David Norton

VP – Gregg Chesterman

Secretary – Jeff Haig

State Senate Rep – Melynie Schiel

Ed Tech – Zachary Ginder

Curriculum Committee (1 year remaining on term) – Yadira Llort

PSE Committee (1 year remaining on term) – Gregg Chesterman

He further noted that these nominees were made without any competition and should be confirmed by the final Senate meeting this semester. They still have to open up the election of a part time faculty representative to the Senate.

Tracking Chart Review

Next Meeting: May 1, 2015

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