

College Council Meeting Minutes
January 23, 2015 - 1:00 p.m.
Library Meeting Room

J. Alpin, G. Brown, K. Coghill, B. Compton, J. Cummings, M. Falossi, D. Gast, Z. Ginder, P. Kersey, J. Kevari, T. Long, D. Pieper, M. Plummer, and A. Riesgo.

Mr. Cummings reported we have added two new columns including status and completion date to the tracking chart. The goal is to more accurately track progress of items and to be able to show a sizeable number of tasks that have been completed by the end of the year. He mentioned that this is an opportunity for reporting task force work as it moves along through the various processes.

I. Agenda Items

a. Taskforce Updates

i. Marketing and Advertising (J. Alpin)

Ms. Alpin reported that this group will be meeting next Monday. Mr. Cummings met with Ms. Alpin and Ms. Hopkins and as a result, the expectations of the taskforce are clearer.

ii. Smoking Policy (A. Riesgo)

Ms. Riesgo reported that the survey went out and the results will influence policy. The next meeting is scheduled next week and will discuss suggestions to update the smoking areas. Discussion is in progress to possibly support a smoke free campus in three years. Ms. Riesgo assured the group that they plan to ensure it addresses tobacco, non-tobacco vapor use, chew, smoke, etc. Mr. Long spoke with a student recently and the students do care about this topic and appreciate the diligence that the District goes through when examining items of this nature. Suggestion was made to ensure that the title of the policy matches the issues being addressed.

iii. AP 4410 – Field Trips and Excursions and Form (P. Kersey)

Dr. Kersey reported the group will be meeting again next Thursday. She had a conference call with the county and has spoken with people from the community. Ms. Plummer will be gathering materials for the next meeting. Mr. Cummings recommended that the group target completion by May for board review during the summer in order to have it ready for fall.

b. BP 4105 – Distance Education (Z. Ginder)

Mr. Ginder reported he had requested feedback from ASCMC and asked for final comments. Mr. Long indicated it looks good. The most recent draft will be

forwarded from Zachary to go forward to the Board of Trustees. Mr. Compton moved to send this item to the Board of Trustees, seconded by Zachary Ginder. Motion carried.

c. Accreditation Midterm Report (P. Kersey)

Dr. Kersey mentioned her Accreditation timeline for information and reported that she had met with three of four standard committees this week with the fourth planned for next week. She also mentioned the Educational Master Plan, Facilities Plan, and Personnel Plan that will be forthcoming to the groups. The annual student survey is on the agenda for today, and Dr. Kersey noted that we upon completion we will need help getting it into place. A recommendation was made that we offer cultural activities at the Student Activity Center. A new employee handbook will be produced along with job descriptions. Recommendations and actionable improvement plans need to be addressed in the midterm report that is due in March 2016. Mr. Cummings recognized the difficulty of writing a report of this nature due to several recommendations that are still being addressed but added we are on the right track and thanked Dr. Kersey for her effort.

d. Integrated Planning Model (J. Cummings)

Mr. Cummings reviewed the ACCJC resource allocation and program review model. He further reviewed a rough draft model of the work in process that will assist in informing the annual review. Mr. Kevari will bring institutional set standards and targets within the month to be included in the June report to the Board. This is how our planning and function flow as an institution annually and as related to our long-term planning. Mr. Brown reviewed the work he is completing that drives each step of the institutional planning process. It will show how information is extracted, where it goes, and the cycle including components and information from program review. It will further feed mission statements and other pieces of the planning process and will be integrated, annualized, and consistently reviewed. These are tools to guide leadership. A suggestion was made to have one model that is a larger overview and drill down from there. It would include institutional function and layers under each item. A narrative of our annual planning and resource allocation model will need to be developed. This will define our function as an institution. T-13 will discuss, refine, and bring back for additional review. This drives resource allocation through needs of program. T-13 will prioritize resource allocation from program review. First step is to build institutional effectiveness into the institution and will inform the process for next year and following with education master planning and strategic initiatives.

e. Hiring Priority Process (J. Cummings)

Mr. Cummings spoke with Ms. Riesgo regarding a process to objectively review positions as positions become vacant. Ms. Riesgo commented that we need to

review what we want to look like into the future. If someone leaves, the method of determining the manner in which the position is filled requires thoughtful data driven analysis. Which discipline, should or should not be filled? Should things remain exactly the same or should they be different? This is an important step forward for the college. We need to ensure with confidence we are having appropriate conversations within the institution related to work flow, efficiency, and cost effectiveness.

f. ACCJC: Mission Statement & Distance Education (Z. Ginder)

Mr. Ginder reviewed the information provided by the Educational Technology Committee regarding whether the mission statement adequately encompasses distance education. This item has been placed on the Academic Senate agenda for approval. He asked if it should go out to additional constituent groups or if Senate is enough. It was determined that it needs to be on record and acknowledge that all are in agreement. Mr. Ginder will send the information to Ms. Alpin for a 30 day constituency group review. Additional discussion took place regarding the manner in which distance education was included in the mission statement since it is not specifically stated.

g. State Authorization Language (Z. Ginder)

Mr. Ginder reported he brought this item forward at the last meeting. He mentioned the language is not final, but it does meet the legal requirements of the state. He added that the Distance Ed Consortium discussed this item and may need additional legal documentation. A suggestion was made of webinar information and the federal code used would be good to have as reference. Mr. Cummings thanked Mr. Ginder for his tenacity in continually bringing this information forward.

h. Creation/Implementation of an Annual Student Survey (Z. Ginder)

Mr. Ginder mentioned the need for an annual student survey to capture some information for our midterm accreditation report. Discussion was held regarding the need for a survey rather than waiting until 2016. It was noted that we would obtain better information if we survey annually. There was discussion regarding the possibly of deleting some of the questions. Mr. Kevari agreed that an annual survey would be helpful and suggested sending out a survey of the survey for deletions as well as additions. Mr. Brown reviewed the manner in which the current survey was developed and changes that were discussed. Discussion was held regarding the need to condense and move on. Utilizing an email based volunteer basis type of survey was mentioned. Shortening it might be helpful to ensure people are being truthful. Splitting the survey was suggested as an option. The response rate was discussed as well as some type of incentives. Mr. Cummings asked for consensus that an annual survey would be beneficial. He recommended we identify those items that we need within the organization and work backwards to survey. This will help inform things guiding the institution.

Topics including reducing size, delivery by email, incentivize the response rate; identifying questions to be eliminated by survey of survey, adding questions, and who decides were mentioned. ASCMC support survey by possible \$100 gift card as incentive. Taskforce of those most affected. End of April would be deadline to send out. Mr. Kevari recommended survey first, suggestion box, accreditation should drive additions. Special survey for accreditation is another possible option. Concern was expressed that this would be a rush job. The existing survey will be sent to College Council with the intent to move toward something more comprehensive for next time. Ensuring student success is more important than accreditation. We will work with accreditation committees and College Council. Elimination and possible additions will be reviewed with a plan for a shorter process for this year and work toward next year.

- i. Deactivation of Local Degrees – replaced with SB 1440 Compliant ADT Degrees (J. DeSantis)
 - i. History
 - ii. Mathematics
 - iii. Psychology

Mr. Pieper reported the net result is the same and this is for information purposes. If a student is currently in one of these degrees, they have catalog rights. Anthropology will go to next board meeting. If this group agrees that there is no need to take it back to their groups, it can go to the Board of Trustees. Classified Senate and ASCMC do not see as it is their purview. It was noted that this is a benefit for students. It opens door for CSU if a student wishes to transfer and fulfills undergrad two year program. A recommendation to promote these degrees in our marketing information was made. Ms. Gast moved approval to move this item to the Board of Trustees, seconded by Ms. Alpin. Motion carried.

Following is a notation that was made at the February 6, 2015 meeting as clarification and is printed here for clarification:

Mr. Long commented regarding the January 23, 2015 minutes that ASCMC embraces and understands their role and purview in the establishment or deactivation process for all CMC degrees and certificates. Therefore, we endorse the decision to deactivate our History, Mathematics, and Psychology local degrees and replacing them with SB 1440 compliant ADT degrees.

- j. Policy Update (J. Cummings)

Mr. Cummings wanted to make the committee aware that he is beginning a process to implement/revise current board policies in the 5000, 6000, 7000 series as they are grossly out of date. He will bring the policies that are legally required from CCLC through as a package and then move on to put together a

calendarized schedule on a 4-5 year rotation that will come through on a regular basis.

II. Other

III. Tracking Chart Review

Mr. Cummings asked that the Participating Effectively in CMCCD Governance report be brought forward. It was recommended that the Chemical Hygiene Plan that was approved by the Board of Trustees be placed on the college website. Anthropology will go to the Board of Trustees with other deactivations. BP 3540 will be sent to constituent groups as drafts by Mr. Brown. Support documents and structures are included. It should be noted that Military Service Credit will be included in the catalog as of the 12/5/14 meeting.

Ms. Dena Gast reported that a new library technician was hired who worked at a library in the area and she asked if we are accredited calling to everyone's attention that this is out in the community more than we realize. She suggested commercials on television might be a way to get the word out and that perhaps we need to address this topic more. Ms. Alpin mentioned that we have started to include this information on marketing materials and she will include it on the student's radio spot.

Next Meeting: February 6, 2015

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