

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

J. Alpin, G. Brown, F. Cambon, K. Coghill, K. Coghill, D. Gast, C. Hopkins, S. Nelson, D. Norton, C. Maclaughlin, A. Riesgo, and S. Smith.

I. Agenda Items

a. Review minutes

No comments.

b. Institutional Effectiveness Report Status Update (J. Cummings)

Mr. Cummings reported that copies of the Institutional Effectiveness Report are available for those individuals who are interested in a hard copy and they are also available in the data mart. He mentioned the extraordinary effort that has taken place to get us to this point. He also mentioned that all of the survey work, due to the manual nature of the project, has not yet been tabulated into this document for the June board meeting. Data gathering techniques will be reviewed going forward to ensure completion and possible information for next year in July. Changes for this year will be available in August. This document provides a catalyst for a good student success dialogue. In addition, this report has received attention from the RP group and other researchers and Mr. Kevari was asked to present on his reporting. Mr. Cummings announced that Mr. Kevari has accepted a full time teaching position at COD. He is presently on vacation and will return prior to school starting to ensure information is up to date and ready to go.

c. Institutional Planning (J. Cummings)

i. Education Master Plan/Community Forums

Mr. Cummings reported that we are close to having a schedule for the Community Forums. Ms. Alpin added that four of the forums have been confirmed and two are pending. Mr. Cummings will conduct six forums to inform the community of our intent to conduct the survey. He will continue reporting this information at a variety of public meetings. The forums may not be huge, but they will facilitate discussion. 5 x 7 postcards will be printed including a link to the survey to complete information about how we can improve. The forums will be conducted in the communities of Landers, Morongo Valley, Yucca Valley, the Marine Base, Twentynine Palms, and Joshua Tree. The locations of the forums will be advertised in the newspapers, on the radio, and will be available on our web page. This is the first part of institutional planning as we move toward internal goal setting in the fall and ask ourselves, as an institution, what we will look like 5-10 years from now. It also provides documentation to inform other plans. The Board will be involved in this process as well. The timeframe for the forums is July 29 through most of August with a goal to have planning

documents in place by January 2016 for inclusion in the Mid-term Accreditation Report.

Mr. Cummings requested that if anyone has ideas regarding the internal process, to please let us know. We want form and function of Student Services and Instruction and are open to suggestions as to how we can accomplish this task effectively.

d. Decision Tree (J. Cummings) Mr. Cummings introduced the topic of some type of Decision Tree in the fall and brought it forward again. He mentioned that it feels like this is the appropriate time to try to do all we can to set up some type of decision-making structure that can be relied upon and agreed to. He wants to ensure everyone that the individuals who need to be involved will be, to follow a process in order that all will know and understand where collaboration takes place, how items are approved, implemented, and if it was successful. He wanted to plant the seed so that if anyone has experience with something like this, they can bring forth a draft. He added that this could be very positive for the institution. He suggested a diagram that will incorporate any type of decision making into the framework. Very macro, it may be five or six different ways, depending on the decision. Determine the appropriate path and don't forget to discuss budget and answer the question - Does it align with long term planning? Long term planning needs to be flexible. Items may come from outside the institution, be part of faculty purview or M&O for example, and what does it all look like? A road map type format was mentioned. Mr. Cummings recommended that everyone should have the ability to have a good idea considered. The idea is to give everyone a voice when great ideas come forward. Considerable discussion took place as to exactly what we are looking for in a document of this nature. Something that is collaborative including dialogue and consultation so that all have a clear understanding of what that means. How we define a collaborative process and who is going to be involved at what level. This seems to be particularly necessary during the summer when surprises tend to occur. It would give us an opportunity to clearly define how we are going to work together. Mr. Cummings asked that everyone please think about it and assured the group that ideas and other examples are welcome.

d. Personnel Update (J. Cummings)

Mr. Cummings mentioned that he had received a number of questions regarding a recent email and where we are headed. He clarified that Mr. Brown's last work date is July 9. We are hoping that by Monday we will have interim Associate Dean appointments filled. August 3 is the target date for an interim vice president position. We had considered a six month timeframe; however, one year for the interim position is more realistic. Student Services and Instruction will be a cohesive unit, with a reporting structure in place after Mr. Brown leaves. There are presently 23 Executive Vice President direct reports which is not feasible for an interim vice president's position. Ms. Riesgo asked about the best

method to communicate – all campus meeting, present at College Council – how best to have dialogue and feedback regarding structure of the organization is needed. Ms. Hopkins expressed concern that the faculty needs time as they are checked out right now. Upon their return Taskstream will be the first priority. Ms. Riesgo clarified that we want to ensure we do what the groups want. Dr. Norton indicated that it was very effective for Mr. Cummings and Ms. Plummer to speak with faculty at a Senate Meeting. Ms. Gast agreed and Ms. Cambon thought it would be beneficial to have representation come to us rather than the president bringing in information. Concern was expressed that staff meetings don't really work. It has always been hard because we can't get information to everyone all the time as a result of so many different schedules.

e. Task Stream Update (C. Maclaughlin)

Dr. Maclaughlin briefed the group on what has been accomplished thus far. He has been working on the faculty side and Ms. Hinton and Dr. Kersey are assisting on the administration side. Instructions have been to complete their spring SLO and AUO assessments as well as program reviews. When Dr. Maclaughlin and Dr. Berger left for summer some design changes were made. Dr. Maclaughlin will be available at fall flex to answer questions and to meet with folks regarding specifics and changes for this program. We are already seeing activity and getting questions through email. A status report lock was questioned. Dr. Maclaughlin clarified that this function is completed after the next assessment cycle. He recommended that everyone use what we already have as a model and know that it will be changing. The SWOT analysis, budget requests are different tabs of the website. How do SLO and AUO talk to each other and monitor assessment appropriately? Dr. Maclaughlin mentioned that it doesn't automatically import that information and it is best to link to data and review while developing and use it as evidence. Information is available with some redundancy. Larger items need to go to Program Review. Details of this information were reviewed and the most efficient and effective way to track them was discussed. Concern was expressed that there is information requested that is not necessary. It was clarified that the SLO and AUO menu has elements needed for program review. Resource allocation should be tied to SLOs. Dr. Maclaughlin stated that items are assessed every semester and some may need to be merged. The direct tie is what we need to see to validate what was done and measure if we went up or down. Dialogue regarding how this works would be covered through the Institutional Effectiveness Committee. Strengths, challenges, and external influences rather than SWOT were noted as a consideration. A suggestion was made to mark optional areas so when the forms are completed, there isn't the urge to complete everything. Additional clarification will continue moving forward.

f. Classroom Upgrade (J. Cummings)

g. Deferred Maintenance (J. Cummings)

Items G & H were combined on this agenda. Mr. Cummings walked through the campus classrooms and it was determined that the classrooms in Quad 1 were in very poor condition. Plans to eliminate as many distractions for students as possible were mentioned including the dated and worn burnt orange carpet, fallen ceiling tiles, exposed wires, etc. Mr. Cummings added that Mr. Phipps is working very hard to track our water consumption keeping in mind that we want to save trees and some grass. He further reviewed that part of the plan is to replace flushing urinals with waterless urinals (58 – last count) and continue working toward improving efficiency. Most new construction includes low flow toilets. We are monitoring the timing of sinks and other conservation methods. Concern was expressed regarding the need for a leaky roof repair in science labs – 108 and 110.

h. Future Meetings (J. Cummings)

II. Other

Ms. Riesgo reported that she plans to have a draft copy of the Employee Handbook available for the August 5 meeting. A draft is under review in Human Resources.

III. Tracking Chart Review

Ms. Coghill will review and move items that have been completed for review at the next College Council Meeting.

Next Meeting: August 5, 2015

September 4 and 18, 2015 – 1<sup>st</sup> and 3<sup>rd</sup> Fridays of the month.

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