

College Council Meeting Minutes
March 20, 2015 - 1:00 p.m.
Library Meeting Room

G. Brown, F. Cambon, J. Cummings, J. DeSantis, Z. Ginder, D. Gast, L. Hinton, J. Kevari, T. Evans, M. Plummer.

I. Agenda Items

b. Business Office Board Policies (M. Plummer)

Ms. Plummer reviewed the Business Office Board Policies and mentioned she will send the document out electronically to all College Council members for review. She added that the old board policies are on the left and new policies on the right. Some policies aren't being replaced and some of the policies are new. Policies that have stars notated have been approved by the Board. Once the policies are in place she will begin looking at the Administrative procedures.

c. Budget Development Process (M. Plummer)

Ms. Plummer distributed and reviewed the State Budget Timeline and CMC Budget Process handouts. Mr. Cummings recommended a wording change on the CMC budget process form March – May to read 'Preliminary budget is prepared, *budget adjustments are made*, budget moves through Management, BAC and College Council *for implementation*. Mr. Cummings asked if these timelines and the preliminary budget were ready to be discussed at a staff meeting and Ms. Plummer replied she is ready. Ms. Plummer will also present these processes at CSEA and Academic Senate meetings on April 16th. Mr. Cummings stated that it is good to communicate this information on as many levels as possible.

d. Budget Advisory Committee (M. Plummer)

Ms. Plummer provided an update of the BAC mission and role and recommended it go to constituent groups for a 30 day review.

e. (same as d)

f. Distance Education – (Z. Ginder)

i. State Authorization Update

Mr. Ginder reported that the State Authorization language is an action item for today. Academic Senate reviewed it and there was a language change from the Academic Senate as corrected on the handout. Mr. Cummings confirmed that this language will need to be included in the CMC catalog. Ms. Gast moved to approve the State Authorization language document, Mr. DeSantis seconded. Motion carried.

ii. Success and Retention DE vs. Face-to-Face Classes.

Mr. Ginder reminded everyone that this is something we need to continue discussing and documenting for accreditation as well as for the success of our students. Mr. Brown mentioned this data is extractable as course section numbers identify the method of delivery.

iii. Online Education Initiative Updates

Mr. Ginder reported that he is attending a regional meeting tomorrow hosted by the California State Academic Senate. There have been recent changes and negotiations continue with structure of the CANVAS course management system. There has also been a recent release about online tutoring and research that will be available to us soon. Mr. DeSantis asked if we will go out to bid in June 2015 for the course management system and Mr. Ginder answered he has requested cost information and suggested it may be in our best interests to renew the Blackboard contract for one year. Ms. Gast mentioned she has used CANVAS and it is very user friendly.

Mr. Ginder reported that the Ed Tech committee has been working on a student readiness and climate survey regarding distance education and will bring the feedback results to College Council.

g. Taskforce Results (J. Cummings)

i. Marketing and Advertising

Mr. Cummings reviewed the Marketing/Website taskforce recommendations and the marketing committee structure documents. Mr. DeSantis mentioned the Marketing board policy has been revised with suggestions from the Academic Senate. Mr. Cummings asked that the information go out as a packet for a 30 day constituent group review. The idea is to give consistent structure and a collaborative approach to our Marketing and Advertising. He would like more student input regarding what the website should look like for our constituencies. Ms. Gast asked how prior years marketing efforts can be evaluated and Mr. Cummings added the possibility of a question on the spring survey, in the recruitment process and Mr. DeSantis added the possibility of surveying different community advisory groups. Discussion continued on formation of the committee and whether it is participatory governance or an operational committee; Mr. Cummings added he will be working on the Participatory Governance document over the summer. Mr. Brown added that it could be included in the document but not necessarily governance driven. Mr. Kevari asked where the marketing recommendations would go and Mr. Cummings mentioned he didn't think that College Council approval was appropriate but that an annual Marketing plan would come to College Council for approval. There was discussion regarding future marketing efforts and that students could help to design a college plan.

Mr. DeSantis reported that the Field Trips and Excursions AP 4410 was approved through the Academic Senate with one change to the mileage. Mr. Brown added that the AP has been revised with the change.

ii. Smoking

Mr. Cummings discussed the recommendations on the Tobacco Taskforce handout. The annual surveys will continue to have a question on smoking to monitor the direction of a smoke free campus. Recommendations from the tobacco and marketing taskforces will be incorporated into planning documents for next year.

h. Integrated Planning Model (G. Brown)

Mr. Cummings discussed the model adding that this is a start in identifying planning gaps and determining how we want to represent our culture for long-term planning. The flowchart delineates the path of program review resource and non-resource request prioritization. Discussion was held on ILOs, possibly adding an ILO box above the AUO and SLO/PLO boxes and linking SLOs/PLOs to the ILOs. Mr. Brown inquired where requests for classified positions would fall and the group felt these requests would follow the same path as a non-faculty resource request.

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

i. Mr. Cummings reviewed the intent of this committee is to develop an overarching committee to make sure the institution is on track and moving forward. The mission of the committee will be built into the shared governance document.

ii. With the spring timeline process, the hope is to have student and climate surveys completed. He would also like to have committee survey discussions on how well our committees have functioned and is staff aware of the committees and their role. At an All Staff Day Mr. Cummings would like to take the data and determine recommendations for each committee.

iii. Mr. Kevari reviewed his plans to deploy the student and climate surveys the week after spring break. The student survey will be online, attaching an incentive to complete the survey. Mr. Kevari will provide information on the survey to randomly selected classes and will email those instructors ahead of time. The UC's have completed surveys using a similar strategy. Mr. Kevari is planning to hold workshops for staff the week of May 4-8 to provide rough data results and gather campus feedback. This information will be incorporated into the plan for review in August after everyone comes back. In the future he hopes to have an annual survey week. Mr. Cummings mentioned the IE report is due to the Board of Trustees in June and will help inform their board level assessment. He added it won't be perfect the first year but it is an important part of the continuous quality improvement loop. Ms. Cambon relayed

concerns and comments brought forward from classified staff and feels clarity of the process will provide a better understanding.

Mr. Kevari also reported on the Institutional Effectiveness Partnership meeting that he and several others attended the previous day. He discussed the initiative and the goals that are due to the Chancellor's Office in partnership with IEPI June 15th. Our Institutional Effectiveness (IE) committee will provide annual recommendations on these goals and targets. We will need consent on our targets from all groups. Mr. Brown explained this is also tied to our Scorecard which is used to drive budgetary decisions at the state level suggesting it should be the beginning point of discussions on why these targets are important as measures and what it means to the institution to accomplish these goals. Mr. Brown also expressed concern that it's not being communicated to all groups. Mr. Cummings stated this is step one to have our intuitional set standards and targets in place and that will begin the conversation and tying into our planning documents. Mr. Ginder and Mr. DeSantis agreed that the Academic Senate will need a commitment that this is what we're doing and then operationalize it. Mr. Cummings recommended assembling a rapid task force to assist in establishing the Institutional Effectiveness committee. Mr. Kevari stated that a committee will help to have these conversations on targets and goals. Mr. DeSantis will add setting targets on credit courses to the April 16th Senate meeting. Mr. Cummings stated that institutional effectiveness is an important part of accreditation. The IE report is due to the board on June 15th and will include some of the previous targets set by the Strategic Initiative from 2012. The IE committee will form in fall 2015, review the targets and make recommendations as needed.

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

Mr. Brown reported this information has gone through the constituent groups. He will bring the final version back to College Council.

k-l. CMC Data warehouse and Institutional Set Standards and Targets
(included in above discussions)

m. All Staff Day

II. Other

III. Tracking Chart Review

Next Meeting: April 17, 2015