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

J. Alpin, F. Cambon, K. Coghill, Z. Ginder, C. Hopkins, P. Kersey,
S. Nelson, D. Norton, D. Pieper, and A. Riesgo.

I.   Approval of minutes – there were no changes.

II.   Agenda Items
        a. Safety Committee Participatory Governance (D. Norton)
Dr. Norton introduced this topic and mentioned that the document came
through the Safety Committee. Ms. Cambon indicated she was working with
the direction of the Safety Committee and this item was a result of sharing
and discussion with that group. Some discussion took place as to whether
or not this is truly a "Shared Governance" committee and if not, it would be
good to see this as some type of an addendum to that document for each
committee as well as recognition as to where it belongs. Ms. Alpin is in the
process of developing an overall committee calendar and if every committee
had this of document, it could be attached. Ms. Cambon brought this item
forward for consideration, adding that in the union documentation, the
Safety Committee is supposed to meet monthly.

        b. CMC Master Board Policy Tracking Chart – word doc (D. Norton)
Dr. Norton reported this item was discussed at the Board Workshop last
week and is presented for constituent group information. He added that Mr.
Cummings has been working on this project and is the method the District
plans to use to get Board Policies on track for updates.

        c. Annual Institutional Goals (D. Norton)
There was no feedback from constituent groups and it was agreed that this
item should move forward to the Board of Trustees.

        d. Director of Institutional Effectiveness Job Description (A. Riesgo)
Ms. Riesgo reported that comments and suggestions have been made. She
is presently working on the recruitment adding that we want to complete the
final review so details are worked out and we start the recruitment process.
Ms. Riesgo requested that this information be emailed out to groups as she
would like to get it to the Board as soon as possible. Concern was expressed
that there are similarities between this position and the 2nd bullet is part of
the SLOAC duties. The intention is there, but is vague and a concern of the
Association. Ms. Riesgo added that the goal will be to place it on the College
Council agenda December 4 and the December 10 Board agenda.

e. Marketing Committee update website (J. Alpin)
    i. https://tour.lcp360.com/nocache/pierce/s/index.html
       (overview map)

Ms. Alpin reviewed the virtual tour on the Pierce College website. Our virtual tour will be Phase III of the campus. The handout had information that will be the 360º tour. The proposed date for filming is December 22. Google does not allow people in the 360º tours. We are presently waiting for furniture to arrive on December 21. Ms. Alpin explained that these plans are tentative and she will speak with departments regarding some of the specific issues in the different parts of the campus. Some discussion took place regarding the logistics of this project. Additional location were discussed including the Learning Resource Center, Alt Media Center, and ACCESS Lab.

    ii. https://www.google.com/maps/place/Cayuga+Community+College/@42.9438598,76.5418249,3a,75y,24h,90t/data=!3m7!1e1!3m5!1sCuMXY2t2VMQAAAQYk4LVYQ!2e0!3e2!7i13312!8i6656!4m2!3m1!1s0x89d0ab8f2d8a84fb:0x403c4e912b70611b!6m1!1e1?hl=en

f. Google virtual tour (update) (J. Alpin)
    i. http://www.brooklyn.cuny.edu/web/home.php (website revisions) (J. Alpin)

Ms. Alpin mentioned that the committee reviewed their top five websites. She distributed a handout including taskforce recommendations with a sample of what it could look like once we get going. The handout was an example of the drop down items. She asked for suggestions from committees and constituent groups to ensure information would be presented in an easy to follow manner and it is as user friendly as possible. She mentioned that she will work directly with the departments to ensure information is updated and placed on the new website. Graphtech will set up a link to work behind the scenes and keep the existing site until we are ready to make that happen. There was considerable discussion regarding this topic and Ms. Alpin will be sending out another copy of the information to ensure all topics are adequately covered. It was also recommended that the items be placed in alphabetical order as it is easier for students to follow. ASCMC needs to be added. Considerable discussion was held regarding the order of the topics. Other items of concern included contact information, ADA compliance, registration as a topic, application under admission, Greenleaf, prospective students, GED, high school completion, SLO, program review should be written out and on the website for accreditation. Taskstream, Curricunet, SLO, PLO, should also be separate from accreditation. Student Learning Outcomes Assessments and Program Review, please spell out acronyms. Alert system, Vocational Programs and

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Career and Technical Education. My CMC portal needs to be added as well. Ms. Alpin will make changes and a new document will be sent out. It was also recommended that work experience be listed under several headings.

g. Faculty Mentoring/Student Cohorts (D. Pieper)

Mr. Pieper approved moving this item forward from the Senate. He asked that it be considered a draft. He and Dr. Norton put the document together, subject to change as we move along. The proposal is that CMC mentor groups be composed of all constituency groups with paid faculty and classified request that their supervisors allow them to serve the 1-2 hours monthly as mentors during their regular work hours. He also added that they may need to meet with students from time to time. Classified employees may have students speak with them regarding registration concerns. The Try One On Us scholarship encountered registration and book issues. Ebooks were another item he mentioned we may need to work with students and work out any questions, concerns, issues to stop hindering success. Encouraging this culture of support and mentoring students to ensure their success is the goal. The budget is less than $14,000; however, if we prevent four full-time students from dropping out, it is paid for within one semester. Dr. Norton added that the budget for this program will come from equity funds and it is presumed that it will be part of next year's budget, starting July 1. Learning communities will be initial cohorts. These are ready made cohorts and we plan to start there. The idea is to schedule one hour after the class meeting for students, just to be sure they block off time once per month for mentors and mentees to meet and ensure a consistent meeting time. Research shows students don't know how to the navigate system. Concern was expressed if we have too many volunteers, or problem/issues with too many students as well as who is taking care of the operations of this. Mr. Pieper clarified this is part of what we will do as we move forward, determine who will be responsible – most likely the Associate Dean of Student Success and Equity. It will be part of the first year experience. Dr. Kersey added that because pay is involved, we need a plan. This will be taken into consideration. Mr. Pieper asked that individuals please think about these concerns as we move forward.

h. Shared Governance College Council Description Page (P. Kersey)

Dr. Kersey mentioned that accreditation recommendation #1 noted in order to increase effectiveness we need to define the process by which the college approves the mission statement. She recommended that this we add the item into the description page for the College Council. Information is in red and would annually initiate the review. Consensus was that this sounds good. Dr. Kersey requested the item go out again. Discussion was held that it would be appropriate to review the membership of this committee. It was recommended that managers should be listening to feedback from the

constituent groups regarding concerns. It was suggested that this be reviewed and brought back to the December 4 College Council meeting. Philosophy of membership and positions may change based upon reorganization. Considerable discussion took place regarding the confidential employee group representation.

       i. BP 4250 – Probation (D. Norton)

Dr. Norton mentioned that two years ago, this policy was updated and was a bit too harsh. This draft pushes back dismissal. The cumulative or term GPA was another concern. If a student is on academic probation, this is somewhat less harsh. He explained a student may have one really bad semester and student is placed on probation because of one really bad semester, and can then make it three semesters in a row rather than just two. This would get the student back on track and not immediately dismiss them. It was changed two years ago and we want to change it back. This is simply written, and he requested that it be taken out to get feedback, and brought back to the first meeting in January. The target is summer 2016 to start.

    III.   Other

    IV.   Tracking Chart Review

Next Meeting: December 4, 2015

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