

College Council Minutes
October 10, 2014 - 1:00 p.m.
Library Meeting Room

G. Brown, F. Cambon, J. Cummings, J. DeSantis, M. Falossi, D. Gast,
P. Kersey, M. Plummer, A. Riesgo, S. Stephens, Z. Ginder, K. Coghill

I. New Business

a. Educational Technology and Andragogy – Minimum Faculty
Readiness Criteria for Online Instruction (P. Kersey)

Mr. Ginder reported that this information has been seen by the faculty; however, he is not certain if it resides in the appropriate area. It is currently in the faculty handbook. He also noted it is referenced in AP 4105 that will be discussed today. Some discussion took place regarding minimum qualifications and enhanced qualifications. Ms. Riesgo cautioned that the more stringent the requirements, the greater the risk of the applicant pool being reduced as well. She mentioned it is already difficult to recruit for some positions and if there are more stringent qualifications, we need to be cautious about not decreasing our pools and have an EEO violation. It was clarified that the District will pay for training for faculty members attending this online instruction. Dr. Kersey mentioned that we are trying to get ahead of this item as it appears it will eventually be a requirement. The steps involved in changing this information were discussed. It was suggested that once the list is completed, it would go before the Board of Trustees as an informational item. It was recommended that faculty announcements and job descriptions should also include this information. A question was asked if this will be an attachment to the AP for Board review? Some discussion took place regarding a DE Handbook and board policy. Mr. Cummings commented that a strong commitment to online instruction acknowledges that it is a priority of the institution. It was suggested that additional training be noted and housed in Academic Affairs as well as the faculty handbook. Dr. Kersey noted we would like to take this item forward today. Since the AP is on the agenda, it was determined that this plan be an addendum to the AP. There was no opposition to moving this item forward.

In reference to AP 4105, it has been reviewed in Senate and approved; therefore, consensus was that it will go forward to the Board including an amendment to state "within the faculty handbook". Mr. Brown asked that we ensure there is also a BP in place. Mr. Cummings thanked Mr. Ginder for his hard work and effort on this task. He further mentioned that, as it relates to College Council, we want to ensure that we don't allow things to fall through the cracks without documented resolution as well as clarification on the agenda as to specific actions. He suggested noting on the agenda

item what we plan to accomplish, for example discussion, information, constituency group review and then keep better track of where we are in reference to all items.

b. College Council review process and timelines (J. DeSantis)

Mr. DeSantis indicated he had put this item on the agenda as a placeholder, and it was discussed above. Mr. Cummings asked if there was any objection to changing the meeting dates to the first and third Fridays rather than second and fourth. He expressed concern that this meeting is right after board meeting. He mentioned this would give additional time for review of the agenda to ensure that items are properly vetted. It was requested that Ms. Coghill send out calendar invites for this purpose. Mr. Cummings asked that if there are ideas on ways to increase effectiveness, please let us know. First and second readings were mentioned as an option. Mr. Cummings and Ms. Coghill will discuss two possible agenda formats and bring them back. Options discussed were first read, second read with action, discussion, and information.

c. Taskforce representation update (J. DeSantis)

Mr. Cummings mentioned that at the last meeting, he made a request for names for representatives on a marketing and advertising taskforce as well as a smoking policy taskforce. Mr. Joe DeSantis reported he and Mr. Paul Friedt will serve on the smoking taskforce and the Senate will be deciding Thursday who will be serving with the marketing group. Ms. Gast reported Ms. Dena Gast and Ms. Amanda Bauer will serve on marketing. She indicated that Mr. Al Whitehurst will assist with the smoking policy. Dr. Kersey mentioned that Ms. Debra Pfeiffer requested to be added to the smoking committee and Lisa Larson to marketing. Ms. Hopkins reported that on behalf of the association, they will team up with the senate on this representation.

d. CMC's ScoreCard: The need for goal setting and figuring out the next step (J. DeSantis)

Mr. DeSantis reported that Mr. Kevari made a great presentation at the Senate meeting. He asked what the next step will be and what direction we are headed? Mr. Cummings explained that the next step is for Mr. Kevari to present to College Council and other groups prior to reporting to the Board of Trustees. The requirement is to present to Board, but Mr. Cummings wants to thoroughly vet it internally as well. The target is the November Board meeting with plans to present here first. Institutional set standards need to be established as well as the process to establish them needs to be discussed. The focus is on increasing levels of student success and will

continue as we move forward. Last three year average was proposed to be used for this purpose.

e. ASAP for Deactivation of Anthropology Program (J. DeSantis)

Mr. DeSantis reported that the Curriculum Committee wants to eliminate the local AA in anthropology. This item will go out to ASCMC and then to the Board of Trustees. He noted that this ensures the inventory of courses is accurate and up to date. The Senate has 10+1 for curriculum so it does go there first and then College Council to notify the college community, particularly the students.

f. Institutional Dialogue Process (A. Riesgo)

Ms. Riesgo distributed the Institutional Dialogue Flowchart for discussion as it relates to Program Review. It was distributed to the round table group formerly and will be reviewed October 29 during the All Staff Day. An assessment tool needs to be discussed in constituent groups so it can be added. The timeline was mentioned as something that should also be added. This item is specifically related to ALO assessment and program review.

g. Chemical Hygiene Plan (P. Kersey)

Dr. Kersey reported that we had a plan that needed to be updated and this plan was developed as a result. There will be two copies in the lab and then it will be expanded to the automotive shop and art lab as well because there are chemicals in those areas. The plan is for the school where the students use chemicals to have a contract to sign regarding safety procedures. A Hazardous Communications Plan is being worked on in the Safety Committee. IIPP and Chemical Hygiene Plans should be covered in training as it covers the entire campus and will be on website. A suggestion was made to have regular training sessions regarding this topic. Online training was suggested for training purposes. Dr. Kersey indicated that the plan needs to be in place and plans to take it to the Board as information. Mr. DeSantis will see about Senate endorsement. There were no objections to moving this item forward.

II. Old Business

a. AP 4105 – Distance Education Status Update (Z. Ginder)

This item was covered above.

b. Shared Governance Document (J. Cummings)

Mr. Cummings mentioned this is the most up to date information, if anyone needs it, the item has been sent out electronically. He requested that the process be reviewed and prioritization and criteria for program reviews be

included. When ACCJC comes, this will be the playbook, and the manner in which we will be assessing. These items are what we will come back to in April and then identify necessary improvements for implementation. This will be part of the continuous quality improvement cycle to ensure that as an institution, we continue providing quality instruction for students. Ms. Hopkins mentioned this was a historical piece written before we were doing program reviews. As we get program reviews completed, we set criteria, and budget review. Mr. Cummings added that it will all be in one place, a comprehensive document. Timelines were mentioned to be included as part of the structure. The College Council agreed on establishment of a timeline for review.

Considerable discussion took place regarding the possibility of sending minutes out earlier in order that items are communicated more effectively. A decision-making flowchart will be started to help with understanding where we are.

c. AP 4410 Field Trips and Excursions and Form (P. Kersey)
Mr. DeSantis reported this item is on the Senate agenda for discussion. Ms. Hopkins has feedback about prohibiting faculty from using their own vehicles to transport students. The possibility of using MBTA for this purpose was mentioned. Dr. Kersey mentioned that Ms. Alpin had received some recommendations from her group to make some changes to the initial draft in April. Concern was expressed that much of the wording was from Title 5 and was verbatim. It was noted that we may have inadvertently changed title 5. The document will be reviewed with this in mind and noted for the future that the League recommendation and Title 5 language is helpful and should be used. Ms. Gast will be bringing forward information regarding the ACCESS Club getting to campus to turn in the cans and bottles and the fact that it creates a domino effect on students is a concern. A number of concerns were expressed regarding students traveling to events. The option of renting vehicles for this purpose was discussed and it was suggested that an adhoc committee of faculty be formed to discuss this procedure. Another suggestion was made that the Foundation could possibly designate a certain amount of money yearly. A working group to gather input and put together instructions for this purpose was recommended. Mr. Ginder asked what happens in the meantime. Mr. Cummings asked Dr. Kersey to work with the campus community to help faculty accommodate a rental vehicle now to enable the right thing rather than being in limbo. If we know there is something coming up, we will learn how to make it work.

d. Marketing and Advertising Status Update (J. DeSantis)
This item was covered above.

e. Student Success Scorecard Status Update (J. Cummings)
This item was covered above.

f. Status Updates (J. Cummings)
 i. Marketing and Advertising
 ii. Smoking Policy
These items were covered above.

III. Other/Discussion
None.

Next Meeting: October 24, 2014 will be the next College Council and then we will go to the first and third Friday schedule.

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CC Agenda – 10-10-14