College Council Minutes- DRAFT
October 16, 2012
2:30 pm
Karas Room, LTC

College Council Members: Doug Garrison, Carsbia Anderson, Celine Pinet, Steve Ma, Michael Gilmartin, Julie Bailey, Gary Bolen, Mark Clements, Jonathan Osburg, Stephanie Perkins, Fred Hochstaedter, Adria Gerard, Alan Haffa, Lyndon Schutzler, Loren Walsh, Amelia Hellam, Kali Viker, Suzanne Ammons, ASMPC Rep. Steve Alavi (Pres. position vacant), ASMPC Rep. Samantha Baldwin)

Absent: Jonathan Osburg, Stephanie Perkins, Fred Hochstaedter, Kali Viker, ASMPC Pres. and ASMPC Rep.

Campus Community Comments:

1) **Minutes – October 2, 2012.** Approved as amended, with two abstentions.

2) **Action Items (see available handouts):**
   a) **BSI 2011-12 End of Year Report –(1ˢᵗ reading on <u>Financials</u>-9/18) Laura Franklin):**
   (2ⁿᵈ **reading Oct 16– <u>Data Analysis & Narrative):</u>** Laura reminded the group that the Financial portion was reviewed at the September 18ᵗʰ with no subsequent changes. Caroline Carney presented a recap on the BSI Report as follows:

   - For the past five years, the Chancellor's Office has provided $90,000 in annual funding to implement various basic skills activities and projects.
   - At the end each academic year (June) we receive an outline for the report for that year's activities. Last year included that we provide fairly rigorous analyses of at least two of the activities. This year, (June 2012) requirements focused more on what we planned to do rather than what was done, to include a narrative of two pages regarding what we learned in our five years of conducting basic skills improvement work. The BSI committee summarized its ideas in three categories: Support, Communication and Data.
     - ✓ Support – faculty involvement by faculty both directly and indirectly involved who are truly motivated in furthering the objectives of the project and can provide consistent ongoing support. Support across many levels of governance, from student, faculty and administrators is critical. The Math Learning Center Instructional Specialist will become an institutionalized positions support from the general fund. Planned for this semester is the production of a short video featuring the English Study Skills Center and Math Learning Center to be used as an orientation tool for new and part time faculty.
     - ✓ Communication- critical to effective communication is the inclusion of faculty, students and counseling in planning and evaluation in bringing projects into a broader spectrum to invite more sharing of ideas and gathering more support and input.
     - ✓ Data – Use of available data sources has increased with awareness of how to access data. Evaluation of existing data now reveals how we may have taken a different and more effective focus with respect to our interventions. Different data tools support different evaluation measures and often suggest how to direct future data gathering activities and where projects need to focus.

   The Report's focus is attainment and improvement of student success, which relies on many factors such as personal factors, class schedules and offerings, and teaching styles. English (Writing) –was selected as a cohort to be examined over a three year period (fall 2009) with respect to success and progression using the Data Mart tool. The three aspects being reviewed were Ethnicity, Age and Gender.
   Caroline explained the Long Term Goals identified for ESL and Basic Skills and the percentage of improvement expected in each over the next 5 years, along with the activities to be conducted in connection with those goals.

The examination brought forward several general questions within success and progression, and specifically whether success can be measured using data alone. The CCCCO intention is to show progress to the legislature. The English department has concluded that it is unable to include English cohort data and analysis in this report to the Chancellor's office, believing there has been both insufficient time to provide the analyses and that the report should allow for broader and more contextual information to support such analyses. The group reached consensus to submit the Report with a cover letter outlining the concerns including timeline issues as expressed. The group was reminded that an extension of one week was granted, allowing the final deadline for submission of the report to be today.

College Council recommends the 2011-12 Basic Skills Allocation End-of-Year Report be forwarded to the Board for its approval. The motion was made, seconded, and approved with none opposed.

b) **Distance Education Substantive Change Report (2nd reading- Michael Gilmartin):** The first reading was held September 18th. Catherine Webb gave the following recap:
  - The major sections revised were partially based on feedback received and the new manual for substantive change reporting.
  - Most of the changes are in section B and C where we added and strengthened some of the data which speaks specifically about the FTES.
  - The next step in the process is to submit the report to the ACCJC as a Draft in which case it may be returned to us if it is believed that there is data missing or more information which could strengthen the reporting.

Comments shared included that it appeared that measurable progress could be seen in 2011, in part due to addition of the ILearn portal and implementation of the Self-Assessment component.

College Council recommends the submission of the Substantive Change Proposal (Distance Education or Electronic Delivery) October 2012 be forwarded to the Board for its approval. The motion was made, seconded, and approved with none opposed.

3) **Information Items (see available handouts):**
  a) **Contingency Plan Update on discussions:** Steve provided the following update:
    - As a follow up to Dr. Garrison's forum of approximately 3 weeks ago, management has met with both bargaining units. Both units had requested additional information on Reserve and Cash Flow, for which management plans to share provide towards the end of the week.
    - Each Vice President has been asked to identify potential operational savings through discussions within their advisory groups. It is anticipated that a list of those items will be brought back to College Council. This list includes ideas which are difficult to consider for implementation.
    - The objective is to have contingency plans in place to be shared at the November board meeting.

In the discussion that followed, the question was raised as to why Budget Committee is not reconvening during this time of difficult budget reductions. The charge of the BC is to identify resources rather than whether to cut funding for lawnmowers and microscopes. Budgetary reductions have largely been tasked to the advisory groups at the direction of the VPs over those areas. The Budget Committee is not charged with oversight on budget

reduction issues and certainly cannot advise on such. There was a request that this topic be agendized for a future meeting.

    b) **SSAG 2012-13 Component Goals (Carsbia):** Carsbia offered to answer any questions or elaborate if needed on the 2012-13 ACGs as presented at the last meeting.

    c) **Creative Arts Program Review (John Anderson):** *deferred to Nov 6th*

    d) **Physical Science Program Review (Elizabeth Bishop)** *deferred to Nov 6th*

4) Board Policy Adoptions: The following BPs were presented and with no questions or need for explanation, they will be forwarded to the board for approval.

    Chapter 6 (Business and Fiscal Affairs)
- **6550 Disposal of College Property--**
- **6600 Capital Construction**
- **6700 Civic Center and Other Facilities**

5) Discussion items for *future* meeting:
    a) **MPC Technology Vision/Challenges:** *(Awaiting new I.S. leadership in place.)*
    b) **SIS – How well is it working (input from DOMS, end users, A&R etc.)**—*November 6th?*
    c) **Prioritizing filling of classified position (process from VPs):**
    d) **Thin client / Sharepoint** *(Comprehensive review once new I.S. leadership in place)*:
    e) **CC bylaws (review):**
    f) **Reorganization (process):**
    g) **CCC Apply – Presentation by Nicole *November 6?*:**
    h) **On line counseling/supportive service—(LaRon or??)**

6) Other:
    a) **Committee Reports-**