

College Council Minutes
Thursday, December 16, 2010
2:30 p.m.,
Karas Room

College Council Members: Doug Garrison, Carsbia Anderson, John Gonzalez, Michael Gilmartin, Steve Ma, Julie Bailey, Gary Bolen, Steve Morgan, Mark Clements, Nancy Goehring, Brenda Lee Kalina, Stephanie Perkins, Fred Hochstaedter, Carolyn Hansen, Alan Haffa, Lyndon Schutzler, Loren Walsh (CSEA Rep.) Suzanne Ammons, ASMPC Pres. (vacant), Will Adams, ASMPC

Absent: Doug Garrison, Julie Bailey, Gary Bolen, Mark Clements, Loren Walsh, Carolyn Hansen, ASMPC Pres. (vacant), Will Adams (ASMPC).

Guests: Sharon Colton

Campus Community Comments:

- Lyndon announced the Monterey Classic women's Basketball Tournament begins this Thursday through Saturday (Dec 16, 17, 18).

1) Minutes – December 7, 2010: (deferred to next meeting).

2) Action Items (see available handouts):

a) Institutional Goals 2010-13 (New) – 1st Reading for revised draft: The 12-9-10 ***“Proposed Revision of Institutional G & O for 2010-13”***, was reviewed and explained. This first reading brought forward several discussion points, including the following:

- Action Planning process references Institutional Goals, however, is there a disconnect between the Goals and Objectives where the objective does not include consideration for equipment and supply replacement essential to the program?
- Assessment Learning Outcomes will be included within Action Plans to support requests for material items not directly identified in the Goals and Objectives.
- Since not all areas have Student Learning Outcomes to support equipment needs, these needs must be addressed elsewhere.

The request was made to include a Dec. 9 e-mail dialogue between Lyndon Schutzler and Alan Hoffa which references the question of how to address equipment needs if they are not to be included as part of the Institutional Goals. (see attachment- ***“Dec 9 2010 Inst. Goals”***).

The ***“Proposed Revision of Institutional G & O for 2010-13”*** will go to the advisory groups in January and February and then to a planned campus forum in the first half of February followed by a second reading to College Council.

b) Distance Learning Committee's proposal to address Accreditation Recommendation #4 (2nd Reading tabled from Dec 7th College Council) John Gonzalez: A recap/overview was provided on the progress made in the area of Distance Education and how we arrived at the current proposal from the Institutional Committee on Distance Education.

- The Institutional Goals and Objectives – 2007-10 included a commitment to expanding and improving Distance Education; however, the District has not fully lived up to this. In a report to the Board of December 14, 2010, Judee Timm reported on student success, retention and growth of Distance Education.
- The ACCJC from its visit in March 2010 has provided a Recommendation (#4) as follows:

To increase effectiveness of distance education offerings, the team recommends the college follow through with a plan to design an evaluation process and evaluation tool to provide students an opportunity to evaluate the learning experience specific to online courses. Further, the team recommends that the Distance Education Task Force develop clear

protocols and strategic goals for distance education learners that meet the institutional outcomes of the college and ACCJC policy on distance education.

- The Institutional committee on Distance Education provided a proposal response to the ACCJC Accreditation Recommendation, which is currently being reviewed for its 2nd reading by College Council. The ICDE has presented the proposal to all the advisory groups.

Discussion followed in which the following issues were raised and shared:

- Quality of instruction must be protected and supported, and as such relies upon fiscal, personnel and technology resources.
- An inventory is being maintained of online programs that are at or near the 50% threshold, which, per ACCJC requirements, would trigger the filing of a Substantive Change Proposal. Many programs in which just under 50% of the courses are taught online continue to grow.
- The ICDE at the request of College Council has brought forward a budget, which is rooted in the planning and resource allocation process. Concerns reside over the commitment to dedicate the resources specified in the proposal.
- An in-depth description is needed as to how quality assurance decisions will be made as well as the standards and criteria which will be used for rating the quality. Quality assurance, in this instance, refers to curriculum development and pedagogical effectiveness. Also needed is a means by which we will measure student engagement. These are likely Curriculum Advisory Committee and division-level decisions which need to be brought back to the ICDE.

Further delay in accepting the ICDE's proposal to address the ACCJC's recommendation would impact the ability to address the recommendation by October 10, 2011. An agreement was reached with the following motion/action:

College Council recommends the approval of the ICDE proposal to address the ACCJC Accreditation Recommendation #4 on Distance Education (in December 2010) as the basis for a specific response to the ACCJC with the caveat that it does not represent a comprehensive plan for MPC.

The motion was made, moved, seconded, and carried with one opposed and no abstentions.

3) Board Policy Revisions: <http://mympc.mpc.edu/Committees/PACC/default.aspx>.

- a) **BP 3010 Curriculum Development and Review** (*first reading*): The policy was presented with the explanation that while there is no change as to what's being done, the template and its language serves to clarify policy and follows Title V.

College council recommends BP 3010 Curriculum Development and Review be forwarded to the President for approval.

~~A motion was made, moved and seconded and approved unanimously.~~

(Note- this board policy 3010 was agendaized for the December 7th meeting, however, there was no discussion/review. Therefore the December 16th meeting represents a first reading for BP 3010.

4) Information Items (*see available handouts*):

- a) **Academic Affairs Projects (John Gonzalez):** The "*Academic Affairs Projects Transitional Period 2011-11*" was presented outlining projects either underway or planned to get underway. It outlines different areas of responsibilities and those persons now responsible.

Plans are to move forward with the hiring process for the Vice President of Academic Affairs without an interim Vice President.

- b) **Academic Affairs Annual Report Program Reflections Package (John Gonzalez).** Dr. Gonzalez presented the plan to Implement Program Review within the Program Reflections on Student Learning. He underscored the importance of establishing parallel processes and how the Program Reflections on Student Learning can be used in support of resource allocation requests where goals and objectives are not applicable.
- c) **Becoming a Multi Site College (Dr. Garrison):** The “*Becoming a Multi-Site College, Fall 2010*” was presented along with shared discussion and comments including the following:
- Institutional change is approached best through gradual, evolutionary steps, with regular review of operations and making adjustments as necessary.
 - Student Services area is a broader area requiring forethought in the scheduling of services.
 - Administrative Services will emphasize forethought in planning of the *budget cost center* and the various coded budgets.
 - *Mid Phase Staffing: the challenge will be to provide “anchor” or resident faculty to the site in order to avoid a perception of “separatism”. This will support a more cohesive community of services as opposed to the “mall concept”. The multi site centers (Education Center at Marina and PSTC) should serve as gateways to MPC rather than providing a majority of overall studies at the centers.
 - 2011-12 budget must include planning for operational costs, including staffing, equipment etc.
- *From Alan Haffa: "Many of the challenges associated with staffing Marina could be avoided if we did not have "anchor faculty," such as faculty isolation, department cohesion, and reporting authority. Suggestion was made that we ask divisions and departments to staff a certain percentage of Marina Ed Center classes with full time faculty who would teach part of their load in Marina, but would remain resident in Monterey and teach in Monterey as well."*
- d) **Custodian –replacement (Steve Ma):** The position was presented/reviewed along with budgetary information.
- e) **Human Resources Specialist-replacement (Dr. Garrison)** The position was presented/reviewed along with budgetary information.

5) **Discussion items for future:**

- a) **Equipment Refreshment needs campus-wide:**

6) **Other:**

- a) **Committee Reports-**

Next meeting—(February 7?? Flex days are Jan 26-27-28).