

College Council Minutes
September 23, 2014, 2:00 pm
Rm 216, LTC

College Council Members: Luz Aguirre, Dan Fox, Diane Boynton, DJ Singh, Elizabeth Dilkes Mullins, Fred Hochstaedter, Wendy Bates, Earl Davis, Scott Gunter, Francisco Tostado, Loran Walsh, Lyndon Schutzler (non-voting), Paola Gilbert, Larry Walker, Michael Gilmartin, Stephanie Perkins, Suzanne Ammons, Walter Tribley, ASMP Rep.

Absent: Dan Fox, Earl Davis, ASMP Reps.

Guests: Catherine Webb, Alethea DeSoto, Laura Franklin, Rosaleen Ryan.

1. September 9, 2014 minutes: Approved with no abstentions.

2. Board Policies: None presented.

3. Action items:

- a. **Basic Skills Initiative- End of the Year Report (*Second Reading*) – Laura Franklin.** Laura invited questions. She indicated that the only change since the previous draft is on pages 8 and 9 which reflects an approximately 10% increase in the allocation amount. AAAG, SSAG and the Academic Senate have reviewed and voted to approve the report which is due October 6, 2014.

College Council recommends the 2014 BSI Report be forwarded to the Board by the President/Superintendent for its approval.

The motion was made, seconded and approved unanimously, no abstentions.

4. Information Items

- a. **Student Success and Support Program (see 3SP Presentation) – Larry Walker:** Larry thanked Alethea Desoto and Lakisha Stewart-Bradley for their work. He reminded all that the primary goal of the 3SP Program is to increase student access and success by providing the following core services:

- Orientation,
- Assessment and Placement,
- Counseling, Advising and Other Educational Planning Service, and
- Follow up Services.

He explained the Planning and Implementation Timeline from FY 2012-13 through 2016-17, indicating that the Program Plan strives to document how MPC will provide 3SP services to students. He outlined the Plan's components and funding formula, indicating that some student data are based on our near-peak of 2009. He explained the funding triggers, and funding guidelines, emphasizing that the 2014-15 P1 allocation funds should be used to build enrollments, increase the use of Core Services by students, and that planned expenditures require that any hired position must be aligned with 3SP goals. The district match is a now 2:1 and so the allocation of 1.3M must receive a district match of \$2.6M.

Diane indicated that Humanities would like information on the students education plans to enable tracking and planning efforts that help us connect with students. Larry explained that

student educational plans are now available online through the student portal, but IT has not yet found a way to extract the student education plan data from SIS in a way that would assist in schedule development. Also, while the education plans are good for general information and assessment information, students may not follow and stay with their plans. An example of data that are now available relates to how approximately 2000 students applied but did not enroll, raising the question as to how these data can be used. Decisions for expending the 2014-15 SSP allocation needs to be guided by institutional priorities and how these priorities relate to 3SP Core Services. Larry invited questions and asked that suggestions be sent to him.

- b. **Institution-set Standards – Rosaleen Ryan: (See presentation).** Institution-Set standards are required by the US Department of Education and support the following:
- Establishment of internal baselines for student achievement where institutional performance can be assessed against these baselines.
 - Offer early indicators of areas where closer attention may be needed,
 - Help determine whether we are accomplishing our mission as well as evaluate the effectiveness of the institution’s use of its baselines in its planning.

Baselines must be set for:

- Course completion rate
- Degree awards
- Certificate awards
- Transfers
- Licensure pass rates

Baselines *should also* be set for areas of student achievement relevant to the institutional mission.

Catherine Webb explained that Institution-set standards should be baselines, not aspirational goals and should be reasonable and reflective of our “normal” range. They should also be flexible to account for unforeseen circumstances, as well as easy to understand and calculate. In Spring 2014, MPC started with a five year average for each metric, looking at a “range of normal” and set the standard toward the lower edge of the range. She then reviewed how each of the metrics would be defined using a **five-year mean** minus a **standard deviation** to arrive **at a current standard**. Lastly, the next steps were outlined which include calculating current standards for remaining categories, identifying other internal areas where a baseline would be helpful and disaggregating the data to examine trends. The data for each of the metrics examined was from the Chancellor’s Office DataMart. The exception is data on transfers due to challenges in working with our existing SIS; we rely on third party data rather than on a match with the National Student Clearinghouse.

Catherine indicated that this presentation can be brought to other committees and campus groups upon request.

- c. **Accreditation Steering Committee Update – Catherine Webb-** The first draft for Standards I and IV is being written now and will go to the committee next week. Standards II and III will go to the committee on October 15.
- d. **Program Reflections Summaries –Michael Gilmartin, Larry Walker, Earl Davis:** Catherine Webb produced an Executive Summary of the Fall 2014 Program Reflections. Vice Presidents Larry Walker (Student Services), Mike Gilmartin (Academic Affairs) and President Dr. Tribley (Administrative Services) reported on each area’s Program Reflections. Several broad, institutional-level trends related to resource needs emerged from the reflections of the individual administrative units.

5. Discussion Items:

- a. **College Council Bylaws:** The Bylaws should change as per changes made to the Planning and Resource Allocation Process. The goal is to be accurate as we review the scope and function.

6. Meeting Calendar:

7. Campus community comments:

- The *Lifelong Learning* Draft statement committee will submit a definition of Lifelong Learning to Academic Senate on October 2nd and to College Council on October 14th.

Items for future meetings:

- Budget Committee (charge and role)
- Auditing courses: exploration of opportunities/challenges
- Online student services
- Online application/registration process
- Policy/process for reorganization