

College Council Minutes **September 16, 2011**

Present: Greg Chamberlain, Lamont Schiers, Jennifer Johnson, Nick Strobel, Kate Pluta, Laura Bourneman, Edie Nelson, Janet Thomas, Corny Rodriguez, Jennifer Marden, Bent Damron, Pam Boyles, Ann Tatum, Alice DeSilagua, Sue Vaughan, Nan Gomez-Heitzeberg, Joyce Ester

1.	<p>Welcome</p> <p>An incomplete agenda was circulated prior to the meeting; copies were provided of the final agenda.</p> <p>↪ Action item: An updated agenda will be forwarded.</p> <p>The minutes were reviewed; several changes were suggested.</p> <p>↪ Action item: The minutes will be amended as noted and re-posted.</p>
2.	<p>Classified Convocation</p> <p>The evaluations of the event were all very positive. Introductions at the convocation led to identification of an issue of some classified staff unsure which segment they are most closely identified with. The listserv's are being updated and all will be notified with whom they should be communicating regarding issues that are referred to College council.</p> <p>The date for a meeting at the beginning of the spring semester has been set for January 6, 2012. Several suggestions are under consideration, such as the inclusion of faculty. Please forward any additional suggestions regarding this event to the President's Office.</p> <p>There was further discussion on the various listserv's established for campus communication. Some members were unaware that there are adjunct listserv's maintained at each department that can be utilized for communicating College Council notes.</p> <p>↪ Action item: Greg will check on the listserv's for adjunct faculty, and determine who is responsible for updating regularly.</p> <p>↪ Action item: Nan will be asked to list this as an item for discussion at FCDC.</p>
3.	<p>Accreditation</p> <p>The Accrediting Commission has asked the college to identify first and second choices for weeks of on-site review to be held October 2012. The entire district will be reviewed the same week. Selection of this date will be an item for discussion at next week's Chancellor's Cabinet. If committee meetings do not normally fall within the times the team will visit, the meetings can be</p>

	<p>rescheduled so that the visitation team can attend if they desire to do so. Typically, a visitation team is on campus from Monday through Thursday afternoon of a single week.</p> <p>Nan submitted the annual report to the board.</p> <p>↳ Action item: Copies of this report will be provided to the Council.</p> <p>The Accreditation Steering Committee reviewed the proposal for all committees to submit three progress reports per year to College Council and Academic Senate, and acknowledged that these reports are going to bolster efforts to provide evidence for accreditation. The first report is due on September 30, which should include a review of the committee charge and any recommendations for updates.</p> <p>Kate shared a list of some wording variations of the committee charges as listed in various documents.</p> <p>↳ Action item: Kate will forward the document outlining the three different things noted from College Council descriptions.</p> <p>↳ Action item: Discussion of how these variations should be addressed will be on the next College Council agenda.</p>
4.	<p>BC Mission</p> <p>↳ Action item: The mission will appear with the college goals on each agenda to help maintain focus.</p>
5.	<p>Budget Update</p> <p>The Budget Committee met and looked at the committee charge, and looked at some adjustments to the DMTF document. Each revision will be numbered and dated. The charge document will be changed to reflect that the Academic Senate will appoint faculty members to serve on the committee.</p> <p>Nick has posted the Budget Criteria document on the Budget committee website (a .pdf document dated 5/31/11). This criteria needs to drive the process as APR's and budgets are developed. Kate noted at Accreditation training, it was noted that sections often overlooked are Human Resources, Finance, Facilities, and Technology; we have already included all four. This document should be forwarded to all constituents with a note asking for final feedback no later than October 7, the next College Council meeting. When the document is forwarded, please identify that "This is the Budget Criteria Document for final review. It will be reviewed for adoption at the October 7, 2011 College Council Meeting. Please forward any comments regarding this form to the President's Office."</p>

<p>6.</p>	<p>Goals</p> <p>Corny sent out a memo stating that at the Sept 7 meeting, the Academic Senate reviewed and approved the college goals. Each committee is now charged with looking at the goals and formulating strategies for implementation. General oversight will come to College Council. While the Program Review Committee will write a summary of the APR, this doesn't address those items which don't fall under the charge of any specific college committee. As a structure is developed for implementation, an assessment tool should be built in. There is a table in the annual program review that links the departmental goals with college goals.</p> <p>↪ Action item: Greg will discuss with Ann the possibility of extracting these tables and developing a single report.</p> <p>↪ Action item: At the Oct 7 meeting, College Council will review the Sept 30 committee reports with a goal of identifying any College goals not being addressed.</p> <p>Once identified, further discussion will take place about specific assignments.</p> <p>↪ Action item: Greg will ask the Committee Chairs to send the reports electronically, so they can be forwarded and reviewed prior to the Oct 7 meeting.</p>
<p>7.</p>	<p>KCCD Strategic Plan</p> <p>Corny, Jennifer, and Greg are on the Strategic Plan working group. Comments regarding the plan may be forwarded to them. Kate expressed a concern that the district was proposing to pursue common course numbering throughout the district while this concept has been abandoned as a state-wide goal. It was suggested that the district adopt the state-wide model. Nan explained that the discussion focused on the many students who are now taking courses at multiple campuses, and how to make registration more easily understandable to them; the goal was one of institutional effectiveness.</p> <p>A question was asked about the reference on page 11 to unrestricted revenue. Greg explained that restricted revenue refers to categorical programs such as EOPS and DSPS. Most everything else is unrestricted. The college must look at outside sources of revenue to increase available funds. Greg explained that the discussion centered around identifying ways to increase revenue outside of apportionment. Pam added that there are a number of faculty who are uncomfortable with the idea that they will now be charged with bringing in funds to make the college financially stable. But the fact remains that the institution needs to be looking at more revenue streams; this could be it the area of community education or contract education. E.g., athletics currently generates approximately 60% of their operating budget.</p>

<p>8.</p>	<p>Student Success</p> <p>We will continually ask what can be done to make students be more successful. There are some specific targets in the district strategic plan.</p> <p>A specific goal mentioned was one in which students with a high number of units but no degree are identified and encouraged to take the appropriate coursework to complete a degree or certificate. Sue explained that Course Works software program is being piloted by PC next spring and will provide that information. It will also assist students registering for the first time in identifying the courses they need to take for a specific major.</p> <p>A district-wide climate survey will be coming out soon. Kate stated that the ASC needs to review the survey questions.</p> <p>↳ Action item: Greg will have the climate survey forwarded to ASC.</p> <p>There was discussion about the concern of grade inflation to artificially improve success rates. Grade inflation will happen if grades are tied to funding. Please respond to Greg via e-mail regarding whether he should send out a memo to faculty regarding maintaining standards.</p> <p>While this remains a concern, Greg added that the focus is to create a climate of making improvements with an eye to increased student success. Any suggestions are welcome.</p> <p>Brent asked about the determination of how many levels below entry level we should reach. There is discussion state-wide about changing the funding for low-performing students; those students not up to entry level work but beyond high school may be forced out. Alice added that the adult school is now pushing students with a high school diploma to the end of the line. There may be a segment of the population that is left with nowhere to go.</p> <p>Nan asked how to more clearly articulate that it is the right thing to do to maintain standards? Focus on student success is not a new concept. Over the years, writing labs, placement tests, the writing center, Early Alert, etc., have all been developed to focus on increasing student success.</p>
<p>9.</p>	<p>Construction/Facilities</p> <p>The Facilities Planning Committee met this week; faculty representation is still needed. Craig Rouse, new project manager assigned to BC, will be producing a written report that can be shared. Greg gave an update of various campus projects. SAM building renovation continues to move forward. The GET bus project is scheduled for completion in December. There are personnel changes in the Construction Department at the district level.</p> <p>The question was asked about how much BC is saving with the solar field.</p>

	<p>LaMont explained that the field generates approximately 1/3 of the power consumed by the College.</p> <p>↳ Action item: Greg and LaMont will verify the current cost savings from the solar field project and report at the next meeting.</p> <p>Jennifer visited the bookstore and was asked for staff identification.</p> <p>↳ Action item: Greg will speak to Amber about where we are in developing staff ID cards. This will be on the next agenda.</p>
	<p>Next Scheduled Meeting Oct 7, 2011</p>