

College Council Minutes
October 7, 2011

Present: Greg Chamberlain, Primavera Arvizu, Sue Vaughn, Janet Thomas, Ann Tatum, Pam Boyles, Brent Damron, Corny Rodriguez, Nancy Mai (Johnson alt), Edie Nelson, Jennifer Marden, Alice Desilagua, Joyce Ester, Nick Strobel, Laura Borneman, Kate Pluta, Debbie Spohn (recorder)

1.	<p>Welcome - Agenda Review - Minutes</p> <p>A correction was noted to the Sept 16 minutes. The revision to the minutes will be posted in College Council “Minutes” Public Folder. The minutes were provisionally approved, pending review. Any additional corrections or comments may be forwarded to the President’s Office.</p>
2.	<p>Committee Reports</p> <p>The first of the three committee progress reports was due on September 30. The committee co-chairs met to discuss the process. The committee reports were also forwarded to the Council members, and have been posted in the College Council Public Folder.</p> <p>↳ Action item: Greg will be meeting with Instructional Technology to determine if it would be appropriate to develop a Luminis Channel for campus-wide committees in which to post committee information - progress reports, committee charge, minutes, agendas, attachments, etc.</p> <p>The committee chairs developed a matrix which identified which of each of the college goals are being specifically addressed by each committee, and noted that each goal is being addressed by at least one committee. Jennifer Marden is working on a spreadsheet that will detail how each committee is addressing each standard; this will assist with identification of duplication of effort and opportunities for joint activities. It was also noted that committees are not the only entities addressing goals; departments are also contributing.</p> <p>All campus-wide committees are encouraged to include the college mission statement and goals on each agenda to maintain focus. Council members are encouraged to share this documentation with their constituent groups.</p> <p>↳ Action item: Further discussion of committee reports will appear on the next agenda.</p>
3.	<p>Charge/Purpose</p> <p>Kate circulated a document that identified conflicting language in the committee charges as they are listed in various places within the Decision-</p>

Making Document (DMD). When the DMD was published, it was intended to be a living document, updated as necessary to match current practices.

The suggestion was made that members' duties be identified in the DMD. Planning needs to be specifically addressed. A suggestion was made to merge the paragraphs from the both versions, also adding the paragraph from page 28 outlining the duties of members.

College Council is the entity that will determine which changes are to be made and when, based on recommendations from the committee co-chairs. This ties to the need for an evaluation of the DMD which hasn't yet been done. Greg added that training was offered on the DMD during Flex Week; the evaluation should be scheduled for November. During spring staff development, another workshop will be available.

Even though not much is received in the way of feedback, all council members are encouraged to continue communicating with constituent groups and providing the opportunity for feedback.

College Council must also be evaluated. The procedures should include verbage regarding evaluation. Board of Trustees evaluation language provides an example. Should the same questions be asked as the last survey that was used? It was also suggested that any anticipated survey be completed before new members take office. The election process begins October 18.

It was noted that there is not a representative from Delano on the council. Greg answered that the Council includes administrators and faculty that serve the Delano campus; the Panorama campus and Delano Center are not separate entities.

↳ **Action item: Greg and Corny will send out a reminder to all the co-chairs on making changes to the committee charge as listed in the DMD.**

It was suggested that College Council adopt bylaws. However, it was noted that the purpose of the council has been identified in the committee charge. It was also suggested that verbage be included about the DMD, stating that College Council will be charged with updating and maintaining the DMD.

Proposed language for the College Council charge: *College Council is a collegial consultative body designed to serve the good of the College. The group facilitates timely, factual, and clear communication between constituents and the President as a means to develop recommendations to the President for decisions on collegewide issues, particularly on college goals, strategic planning, budget matters, facilities, planning,*

	<p><i>accreditation, the Decision-Making Document, and other collegewide matters.</i></p> <p>To address Delano membership, Bonnie could serve as director of Delano Center. There may be issues that come up on the Delano campus that should be handled differently than the Panorama campus. The staff has voiced on numerous occasions that they feel disconnected from the main campus. A question addressing this should be included in the evaluation.</p> <p>↪ <i>Action item: Greg will ask Nan to bring this to the Delano reps at FCDC, asking for feedback.</i></p> <p>↪ <i>Action item: Greg will speak to Rich about the issue of representation on College Council for the Delano campus.</i></p> <p>↪ <i>Action item: Following the changes to the committee charge, the document will be on the next agenda for formal adoption.</i></p>
4.	<p>Budget</p> <p>The latest projection forecasts that the state will reach trigger points 1 & 2. The budget development process is beginning earlier than in previous years. The governor signed SB 91 that states that if a fee increase is triggered, it will not take effect until summer 2012. The increase is proposed to be from \$36 to \$46 per unit.</p>
5.	<p>Accreditation</p> <p>Kate circulated the latest report. Interviews for the self-study editor were conducted. Primavera encouraged everyone to remind their constituents that it is important to follow through with commitments to help on standards subcommittees that are writing portions of the self-study. There is a hard deadline coming up quickly for the narrative to be complete. The bulk of the writing should be left to a few individuals.</p>
6.	<p>Goals</p> <p>Corny and Prima serve on a subcommittee regarding goal development for next year. The goals work group needs to expand membership. Anna Agenjo's name was suggested; Stephen will replace Rebecca on the subcommittee. A summary report of the evaluation of college goals is being prepared. The target date is October 27.</p> <p>APR documents are going to Stephen as co-chair of PRC. Stephen will check with Marilyn to determine whether or not the documents will be posted in Sharepoint or Public Folders.</p>
7.	<p>Student Success</p> <p>The state-wide Student Success document has been circulated widely; please</p>

	<p>review it as time permits. There are some recommendations that will significantly affect how business is conducted at California Community Colleges.</p> <p>↳ Action item: Nick will send out the link to the state-wide student success document.</p> <p>The state task force is accepting comments through the month of October. It is scheduled to go to the Board of Governors in Jan/Feb of 2012.</p> <p><u>Kern Community College District Strategic Plan</u></p> <p>Pam forwarded a question from Pat Coyle on units regarding Objective 1.1: are the units referred to gen ed or any college units? On Objective 1.2, Pat stated that a one-year goal is probably not attainable; two years may be more realistic. Greg and Corny shared the concerns that were brought forward with Consultation Council; this will be discussed again at Consultation Council.</p> <p>A think tank is currently considering ways to foster student engagement. Financial aid rules have changed to help with student success rates. We need to control the variables more. The admission form needs to be redesigned.</p> <p>↳ Action item: Joyce Ester will ask Joyce Coleman to send out the list of President’s Scholars, as previously requested.</p>
<p>8.</p>	<p>Integrated College-wide Planning</p> <p>The Accreditation Steering Committee (ASC) developed four questions regarding developing an understanding of integrated planning, beginning with a definition of the terminology.</p> <ol style="list-style-type: none"> 1) What is “integrated collegewide planning”? 2) What data/reports inform this process? 3) What role do you have in this process? 4) Is your role accurately represented in the Decision Making Document? <p>The Academic Senate felt we are primarily reactive. How do we develop a culture of being more proactive? An example of an effort to be more proactive was the development of the catalog committee by the Academic Senate. However, we must continue to be reactive to take advantage of opportunities for improvement.</p> <p>Examples of proactivity:</p> <ol style="list-style-type: none"> 1. Accreditation Steering Committee developed

	<p>2. Decision-Making Document developed 3. Standing Budget Committee implemented 4. Annual Program Review was developed, replacing Unit Plans 5. Co-chairs collaborating, and completing the fall, winter, and spring progress reports</p> <p>The matrix of which goals are being addressed by each committee will help identify where integration of planning can happen. Integrated Planning can also be seen in ISIT in terms of media and computer equipment recommendations within the annual plan; this then fits into IT's budget process.</p> <p>Page 2 of the report on accreditation recommends that the college provide training on the planning process. Broad-based evaluation is essential.</p> <p>A question was asked regarding what integrated planning would look like. If it is functioning as we want it to, evaluate how it would fit with integrated planning.</p> <p>These questions have been to ASC, Academic Senate, College Council, and are going to the Budget Committee next.</p> <p>↪ Action item: Greg asked that all members reflect on the four questions, preparing for further discussion at the next meeting.</p>
9.	<p>Construction GET has stalled briefly. In order to avoid taking out any trees, the sidewalk design is being altered.</p> <p>↪ Action item: An in-depth report from the Facilities Planning Subcommittee will be given at the next meeting.</p>
10.	<p>New Items a. Grants - BC has been awarded 3 significant grants. The HSI STEM grant is \$1.2 million/ year for five years, and is designed to build a bridge between BC and CSUB.</p> <p>↪ Action item: Greg will send out a summary document describing the HSI Stem Grant.</p> <p>The other two grants list BC as part of a consortium, and both are led by West Hills Community College. One is funded by Hewlett Packard, and is for \$750,000 for 3 years. HP is looking for recommendations on changes to state-wide policy.</p> <p>The second is TAACCC, approximately \$20 million over 3 years for the</p>

	<p>consortium. The focus is on completion rates; BC will focus on Allied Health, including RN, LVN programs. It is a federal grant, part of the job creation bill. There is an all day meeting in Lemoore on October 24 to review the grant.</p>
11.	<p>Rumor Control Despite rumors to the contrary, BC will be recruiting to fill Dr. Flores' academic dean position. Michael Jacobs is filling the position on an interim basis.</p> <p>The Kern County Water Agency is hosting a state-wide event using our facilities. The invitation list includes Governor Brown; no word has been received yet as to whether he will be attending.</p> <p>It was rumored on campus and reported in the RIP that the tutoring center will be closing; this is incorrect.</p>
12.	<p>Things we need to know... A bill was signed into law mandating state-wide assessment.</p> <p>↪ Action item: Greg will ask Amber to report on staff ID's and campus advertising.</p> <p>The door replacement project has been postponed, possibly until summer.</p>
	<p>Next Scheduled Meeting Oct 21, 2011</p>