



College Council Committee Agenda

February 9, 2016, 9:00 – 11:00 a.m.

President's Conference Room, College Center

Committee Mandate: *To act on College committee and constituency recommendations, to foster College communication and information sharing, and to review overall College operations.*

1. CALL TO ORDER

- 1.1 Roll Call
- 1.2 Welcome
- 1.3 Adoption of Agenda
- 1.4 *Approval of Minutes: January 26, 2015

2. SPECIAL REPORTS/UPDATES

- 2.1 College Event Calendar
All-College Spring BBQ & Workshop – April 15, 2016
- 2.2 Constituency Updates
 - Academic Senate** (Ann Holliday)
 - Associated Student Government** (Reza Vafaei)
 - Classified Senate** (Mark Worden)

3. President/VPs Brief Reports (Adrian, Groot, Miyashiro, Nguyen, Rodriguez) (1-2 min)

4. ACTION ITEMS

4.1 Follow-Up on Action Items from September 8, 2015 meeting:

- 4.1.1 Regarding the Online Class Schedule: Vince reported that focus groups are being conducted and District IT is supportive of working with Coastline to make changes. Vince will also work with ASG on this task.
 - Aeron** will conduct a focus group related to class formatting and outline.
 - Vince** will work with focus group on feedback for Coastline Class Schedule. Feedback from students **deferred to January 30**
 - Vince** will confer with the District regarding the on-line version of the Class Schedule and research student perspectives. Feedback and recommendations **deferred to January 30**. Completion of interface due **January 30**
 - Confer with Student Ambassadors in lobby to gain students' perspectives. Feedback due **deferred to January 30**
- 4.1.2 **Committee** members will discuss Professional Development and Participatory Governance with their constituency groups and report back to committee. Presentation was provided at the last CMT meeting. **ONGOING**
- 4.1.3 **Laila** will arrange a meeting for discussion and planning of Professional Development Committee. **DEFERRED**

4.2 Follow-Up on Action Items from October 27, 2015 meeting:

- 4.2.1 An orientation and training will be provided for chairs and recorders of committee meetings. **Committee** members will submit names of trainers to be recommended and approved to Dr. Adrian. Joycelyn reported that a recommendation should be submitted by the end of the week. Ann suggested that Marilyn Fry provide a presentation on taking and recording minutes. Dr. Adrian suggested that Marilyn Fry and Kathy Surgenor work together to develop the presentation

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on *Taking and Recording Minutes*. Training is now tentatively scheduled for **February**. To be completed by **March**. **ONGOING**

4.2.2 **Josh** and Aeron met to determine various ways of developing a communications flow chart. He reported that they met prior to the holiday break and developed a flow chart, but they have not yet to further discuss. The committee discussed ideas of various forms of communication to be incorporated. Dr. Adrian reiterated that the deans will be directly held accountable for providing information and updates to staff. **ONGOING**

4.2.3 **VP's** will submit a list of key items and a list of deadlines and due dates to Laila and Lori Adrian for future development of the college wide Events Calendar. **ONGOING**

4.3 Follow-Up on Action Items from November 10, 2015 meeting:

4.3.1 **Nhadira Johnson** will develop a calendar of meetings and key items being discussed in various meetings. Nhadira provided and discussed a prospective list of annual Coastline events to be published. The intent is to display approved Coastline events and meetings for all to view. She discussed and demonstrated how the calendar will look and would be published on the web site. The calendar will be available for viewing to all students, faculty and staff. Nhadira and Laila are in the process of coordinating a list of events to be published on the prospective calendar. She discussed and described meetings and events that students might be eligible to attend as well as various other college events. A discussion ensued amongst the committee about the complexity of posting all events on one calendar and where the calendar might appear on Coastline's web site. Nhadira also described how the calendar might be broken down into three parts:

- Student Calendar
- Faculty and Staff Calendar
- Governance Calendar

The committee further discussed the need for development of one planning calendar to display ALL Coastline events and how those events should be published. Laila and Nhadira expressed the difficulty in obtaining input and information from everyone in order to develop and design a calendar. **ONGOING**

Nhadira will discuss the idea of one planning calendar with Chris Johnston and report back to the committee.

4.3.2 **Lori Adrian** will follow-up on review of technology plan being drafted by the District. Christine reported that the District Director of IT has resigned and the District is currently assessing that position. In addition, the Vice Chancellor of HR will complete a comparison study and analysis of positions within other southern California colleges in order to bring this position up-to-date. In the meantime, the existing IT Directors will report to the Vice Chancellor of Administration. The technology plan is on hold until a new Director is appointed. **ON HOLD**

4.3.3 **Christine** will ensure that the DL/Technology Committee revises the Technology Plan and that revised District plans will be based on the college plans. At the college level, the requests from Program Review will be forwarded to the Technology Requests. The Technology Committee will then update the current Technology Plan. A revised copy of the Technology Plan will be submitted to the District. **ON HOLD**

4.4 Follow-Up on Action Items from November 24, 2015 meeting:

4.4.1 **Vince and Ross** will provide a report on the incarcerated student program to College Council by **January 12**. Vince and Ross will meet with Cheryl Stewart to discuss the incarcerated students program and will provide data and suggestions at the next meeting. **DEFERRED TO FEBRUARY**

4.4.2 **Vince** will chair the Task Force for the Multi-cultural Center and appoint representation from the various constituency groups. **DEFERRED TO FEBRUARY**

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4.5 Follow-Up on Action Items from January 12, 2016 meeting (new items):

- 4.5.1 **Reza** will obtain more information about the book scanning process and report back to the Committee. Ross will discuss the copyright guidelines approved by the Board at the last meeting. **DEFERRED**
- 4.5.2 **Reza** will forward information about an assessment to be done by the Department of Homeland Security to Christine Nguyen to be provided to the Director of Campus Safety and for the District Chief of Police. **DEFERRED**

4.6 Follow-Up on Action Items from January 26, 2016 meeting (new items):

- 4.6.1 **Vince and Bob** will provide information on Cultural Competence Intelligence Speaker for the All College Barbecue.
- 4.6.2 **Ross** will discuss representative's attendance at meetings with ASG.
- 4.6.3 **Nhadira** will discuss the idea of one planning calendar with Chris Johnston and report back to the committee.
- 4.6.4 **Ross** will provide a summary of data needed in order to report *active* and *non-active* students in the Banner program.

5. STANDING REPORTS

- 5.1 Budget Update (Christine Nguyen)
- 5.2 PIEAC (Ann Holliday/Vince Rodriguez)
- 5.3 Program/Department Review (Ann Holliday)
- 5.4 Student Success Committee (Ross Miyashiro)
- 5.5 Facilities, Safety & Sustainability (FSS) Committee (Christine Nguyen)
- 5.6 Distance Learning/Technology Committee (Christine Nguyen)
- 5.7 Accreditation (Vince Rodriguez)
- 5.8 Financial Aid Federal Program Review

6. DISCUSSION ITEMS

- 6.1 Accreditation Mid-Term Report

7. ANNOUNCEMENTS

8. SUMMARY OF KEY ITEMS DISCUSSED/ACTIONS TAKEN

9. ADJOURNMENT

- 8.1 Items for next meeting:

**Attachment has been emailed.*

***Attachment available at meeting.*