



## College Council Committee Agenda

November 24, 2015, 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: November 10, 2015

### 2. SPECIAL REPORTS/UPDATES

- 2.1 College Event Calendar
- 2.2 Constituency Updates
  - Academic Senate** (Ann Holliday)
  - Associated Student Government** (Naomi Lambert)
  - Classified Senate** (Mark Worden)
- 2.3 **President/VPs Brief Reports** (Adrian, Groot, Miyashiro, Nguyen, Rodriguez) (1-2 min)

### 3. ACTION ITEMS

- 3.1 Follow-Up on Action Items from September 8, 2015 meeting:
  - 3.1.1 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. **Ongoing**
    - 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 by **December 1**.
    - Vince** will confer with the District regarding the on-line version of the Class Schedule and research student perspectives. Feedback and recommendations due **December 1**. Completion of interface due **January 1**.
    - Confer with Student Ambassadors in lobby to gain students' perspectives. Feedback due **December 1**.
    - Nhadira Johnson** will create a list of "Tips and How to Use Class Schedule" and develop "How To" videos. **In process**.
  - 3.1.2 **Committee** members will discuss Professional Development and Participatory Governance with their constituency groups and report back to committee. **Ongoing**
  - 3.1.3 **Laila** will arrange a meeting for discussion and planning of Professional Development Committee. **Deferred**
- 3.2 Follow-Up on Action Items from October 27, 2015 meeting:
  - 3.2.1 **Vince** will ensure that Accreditation Report presentations are provided to constituency groups as needed. Met with ASG last week and plan to meet with other groups upon request. Vince needs dates for submissions from all the constituency groups. Academic Senate requested that the Final document be submitted by their first meeting in February. An update will be provided by **December 1**. **Ongoing**
  - 3.2.2 An orientation and training needs to be provided for chairs and recorders of committee meetings. **Committee** members will submit names of trainers to be recommended and approved to Dr.

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- Adrian. Dr. Adrian and Laila will schedule a date for training in January or February. Joycelyn and Dr. Adrian will identify a trainer. To be completed by **February. Ongoing**
- 3.2.3 **Vince** to discuss the communication framework across constituency groups to strengthen trust in governance with Deans. Development of a flow chart needs to be created for the communication process. Dr. Adrian reiterated that regular staff meetings should be held on an ongoing basis. She Requested that each Wing submit a list of regularly scheduled department and staff meetings. Josh recommended that a *Summary* item be added to all meeting Agendas and Minutes. Dr. Adrian agreed. **Ongoing**
- 3.2.4 **Josh** will confer with Aeron regarding how to determine how information is shared beyond committees within the college. **Ongoing**
- 3.2.5 **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 a college wide Working Calendar. Dr. Adrian stated that none have been received and again requested that VP's provide dates of high level reports, submission dates and approval dates. **Ongoing**

3.3 Follow-Up on Action Items from November 10, 2015 meeting (new items):

- 3.3.1 **Vince** will send out an updated Accreditation Report.
- 3.3.2 **Wings** to provide Dr. Adrian with lists (to include dates) of regularly scheduled department and staff meetings.
- 3.3.3 *"Summary of Key Items Discussed and Actions Taken"* will be added to all college meeting agendas and minutes. **Completed**
- 3.3.4 **Nhadira Johnson** will develop a calendar of meetings and key items being discussed in various meetings.
- 3.3.5 **Vince** will provide copies of all Mission Statement Drafts to Lori Adrian ASAP.
- 3.3.6 **Ross** will request placement on the November 16 Academic Senate Meeting Agenda via E-mail in order to present the Student Equity Plan to the Senate.
- 3.3.7 **Ross** will submit a copy of the Student Equity Plan to Dr. Adrian, the Business Office and the College Council.
- 3.3.8 **Lori Adrian** will follow-up on review of technology plan being drafted by the District.
- 3.3.9 **Christine** to ensure that the DL/Technology Committee will revise the Technology Plan and that revised District plans will be based on the college plans.

#### 4. STANDING REPORTS

- 4.1 Budget Update (Christine Nguyen)
- 4.2 PIEAC (Ann Holliday/Vince Rodriguez)
- 4.3 Program/Department Review (Ann Holliday)
- 4.4 Student Success Committee (Ross Miyashiro)
- 4.5 Facilities, Safety & Sustainability (FSS) Committee (Christine Nguyen)
- 4.6 Distance Learning/Technology Committee (Christine Nguyen)
- 4.7 Accreditation (Vince Rodriguez)
- 4.8 Financial Aid Federal Program Review

#### 5. DISCUSSION ITEMS

- 5.1 Title III Proposals (Ann Holliday)

#### 6. ANNOUNCEMENTS

#### 7. SUMMARY OF KEY ITEMS DISCUSSED/ACTIONS TAKEN

#### 8. ADJOURNMENT

- 8.1 Items for next meeting:

*\*Attachment has been emailed.*

*\*\*Attachment available at meeting.*

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