



College Council Committee Agenda

January 12, 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: November 24, 2015

2. SPECIAL REPORTS/UPDATES

- 2.1 College Event Calendar
- 2.2 Constituency Updates
 - Academic Senate** (Ann Holliday)
 - Associated Student Government** (Reza Vafaei)
 - Classified Senate** (Mark Worden)
- 2.3 **VPs Brief Reports** (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 due 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**.
 - 3.1.2 **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**
 - 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. Presentation was provided to ASG. Ann reported that the Accreditation report will be approved at the next Senate meeting. Mark Worden reported that Classified discussed the report at their last meeting and will approve in **January**. 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 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. **To be completed by December 15**
- 3.3 Follow-Up on Action Items from November 10, 2015 meeting (new items):
- 3.3.1 **Nhadira Johnson** will develop a calendar of meetings and key items being discussed in various meetings. **Ongoing**
- 3.3.2 **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.
- 3.3.3 **Ross** will submit a copy of the Student Equity Plan to Dr. Adrian, the Business Office and the College Council. Dr. Adrian discussed review of Plan by others. Will be completed and sent to constituency groups by **Monday, November 30**. Due to the Board for approval by **Tuesday, December 1**. Due to state by **December 16**.
- 3.3.4 **Lori Adrian** will follow-up on review of technology plan being drafted by the District. **Deferred**
- 3.3.5 **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. **Deferred**
- 3.4 Follow-Up on Action Items from November 24, 2015 meeting (new items):
- 3.4.1 **Members** will provide list of key events including dates and times to be discussed at the **January 12 CC Meeting**.
- 3.4.2 **Vince** will provide report of obtain approvals completed and approval dates from each constituency group for College Council approval on **February 9**.
- 3.4.3 **VP's** to submit and present spring staff meeting dates by **January 12** for College Council.
- 3.4.4 **Dr. Adrian** to schedule a meeting of all Committee Chairs and Recorders to discuss flow of communication by **January**.
- 3.4.5 **Laila** to coordinate Committee Lists schedules with **Nhadira**.
- 3.4.6 **Nhadira** to populate meeting schedule on web-based calendar to include pop-up notifications for events and cancellations by **January 15**.
- 3.4.7 **Vince and Ross** will provide a report on the incarcerated student program to College Council by **January 12**.
- 3.4.8 **Vince** will chair the Task Force for the Multi-cultural Center and appoint representation from the various constituency groups. He will present to ASG on **December 4** and provide a report to College Council in **February**.

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

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5. DISCUSSION ITEMS

- 5.1 All- College Meeting: Spring and Fall 2016
- 5.2 Process Improvement Team Implementation
- 5.3 2016-17 College Committee List

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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