



## College Council Committee Agenda

March 8, 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: February 23, 2016

### 2. SPECIAL REPORTS/UPDATES

#### 2.1 College Event Calendar

- **4th Annual Brain Injury Research Symposium: Student Aptitude and App Research**  
March 19, 2016, 8:30 a.m. – 3:00 p.m. at the Newport Beach Center.
- **Academic Senate End-of-the-Year Spring Installation Luncheon**  
May 17, 2016, 12:30 – 2:30 p.m.; Garden Grove Center
- **Strawberry Festival Parking Academic Senate Fundraiser**  
May 27-30, 2016; Garden Grove Center
- **National Association of Legal Assistants (NALA) Certified Paralegal (CP) Prep**  
June 8 - August 20, 2016. To be held on Wednesdays from 6:30 – 9:30 p.m.; Newport Beach Center
- **Paralegal Orientations**  
June 4, 2016, August 27, 2016, December 3, 2016 from 9:00 a.m. – 2:00 p.m.; Newport Beach Center.
- **National Association of Legal Assistants (NALA) Certified Paralegal (CP) Exam**  
September 24 - 25, 2016 from 8:00 a.m. – 5:00 p.m.; Newport Beach center.

#### 2.2 Constituency Updates

**Academic Senate** (Ann Holliday)  
**Associated Student Government** (Naomi Lambert)  
**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 feedback from focus groups indicated that there is confusion about hybrid courses which results in students dropping classes.  
**Vince will forward recommendations to District IT and will provide a report to Council regarding hybrid courses at the next meeting**  
**District** will provide a new student scheduler program once support and funding is obtained through District Consultation Council.  
**-Aeron** will conduct a focus group related to class formatting and outline. **ONGOING**
- 4.1.2 **Committee** members will discuss Professional Development and Participatory Governance with their constituency groups and report back to committee. Dr. Adrian and the Committee discussed

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parity vs. number of representatives on committees. Ann reported that PIEAC has discussed this item and will be providing a recommendation. **ONGOING**

- 4.1.3 **Laila** will arrange a meeting for discussion and planning of Professional Development Committee. **Will be scheduled for April**

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. Laila will send an E-mail to Marilyn to obtain her feedback for training and availability. Dr. Adrian recommended that a second session be provided on the role of chairs serving as facilitators which could be presented by Josh Levenshus. Training to be completed in March. **ONGOING**

- 4.2.2 **Josh** and Aeron met to determine various ways of developing a communications flow chart. Josh reported that they met prior to the holiday break and developed a flow chart, but they have not yet met 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. **DEFERRED**

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 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 Dr. Serban has reviewed the Technology Plan for the District overall. As a result, the District has developed an initiative based on the technology plan. 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 District 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 College 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 Committee. 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 still meet with Cheryl Stewart to discuss the incarcerated students program and will provide data and suggestions at the next meeting. **DEFERRED TO NEXT MEETING ON MARCH 22.**

- 4.4.2 **Vince** will chair the Task Force for the Multi-cultural Center and appoint representation from the various constituency groups. Ann stated that Erin Johnson will serve as a representative. **DEFERRED TO MARCH**

4.5 Follow-Up on Action Items from January 12, 2016 meeting:

- 4.5.1 **Reza** will obtain more information about the book scanning process and report back to the Committee. **Naomi will work with Vince on contacting and meeting the representative from the company.** **ONGOING**

4.6 Follow-Up on Action Items from January 26, 2016 meeting:

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

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

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- 4.7.1 **Ross** will provide email invitation letter for All-College Spring workshop for Dr. Adrian.  
**Completed**
- 4.7.2 **Naomi** will work with Vince on contacting and meeting the representative from the company regarding ASG scanner and copyright issues. Representative will be scheduled to speak with **Vince Rodriguez** prior to meeting with the entire Council.
- 4.7.3 **Nhadira** will cover Newport Beach campus event for mid-terms and finals week to help in reducing stress to students.
- 4.7.4 **Vince** will forward recommendations to District IT regarding confusion about hybrid courses and will provide a report to Council regarding hybrid courses at the next meeting.

## **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 Canvas Marketing (Josh Levenshus/Nhadira Johnson)
- 6.2 Fall 2016 All-College Meeting
- 6.3 \*Participatory Governance Custom Research by EAB
- 6.4 \*Draft District Technology Plan (Ann Holliday)

## **7 ANNOUNCEMENTS**

## **8 SUMMARY OF KEY ITEMS DISCUSSED/ACTIONS TAKEN**

## **9 ADJOURNMENT**

- 9.1 Items for next meeting:

\*Requirement and Process for Adopting Institutional Effectiveness (IE) Goals Framework and 2016-17 IE College/District Goals (Aeron Zentner)

*\*Attachment has been emailed.*

*\*\*Attachment available at meeting.*