

COLLEGE COUNCIL MEETING MINUTES

President's Conference Room

October 8, 2013; 9:30 – 11:00 a.m.

Present	Members (10)	Title
X	Dr. Lori Adrian	Chair, President
X	Ann French	President, Classified Senate
X	Joycelyn Groot	Military/Contract Ed or Learning Information Technologies
X	Dr. Pedro Gutiérrez	President, Academic Senate
X	Rick Lockwood	Vice President, Academic Senate
X	Michelle Ma	Director, Marketing and Public Relations
X	Christine Nguyen	Vice President, Administrative Services
X	Dr. Vince Rodriguez	Vice President, Instruction/Student Services
X	Sofia Sourivong	Associated Student Government
ABS	Mark Worden	Vice President, Classified Senate

Guests: Megan Yanalunas (representing Mark Worden)

Kevin Donahue

Recorder: Kathy Surgenor

Dr. Lori Adrian convened the meeting at 9:00 a.m. and welcomed the Committee. Members were introduced the new Student Government President, Sofia Sourivong. Sofia applied for the APISF scholarship and was awarded one of the scholarships. She was also one of few students invited to go to Washington, DC during the summer to participate in a two-day leadership conference and summit in higher education. Dr. Adrian requested a volunteer to mentor to Sophia and Christine Nguyen volunteered to be her mentor. Vince commented that the committee has an interest in input from a student perspective. Dr. Adrian discussed the importance of the Student representative and their contribution to this Committee.

Review of the September 10, 2013 Minutes was added to the Agenda

College Event Calendar (Dr. Lori Adrian) No Events reported.

Review of Minutes (Dr. Lori Adrian) – Copies of the September 10 and September 24 Meeting Draft Minutes were distributed to the Committee.

- September 10, 2013 Minutes - Committee briefly reviewed Minutes of 9/10/13 Meeting.
- September 24, 2013 Minutes – Committee briefly reviewed Minutes of 9/24/13 Meeting. It was recommended that Laurie Melby's name be deleted as a member since she attended the meeting as an alternate for Joycelyn.

Both sets of Minutes were approved by the Committee with recommended change.

1.0 Constituency Updates

1.1 Academic Senate Update: (Dr. Pedro Gutierrez)

At the last Senate meeting, work continued on the Board Policies to approve or modify the Policies. That committee is also charged with revising the Faculty prioritization process and the rubric to be used. The process was approved at the last meeting and they will be working on the rubric today. The plan is to present only one list to the President. As a result of discussions at the DGC they are also looking at District wide data in terms of faculty and providing feedback to the District. Pedro explained the way in which classes are taught with regard to disciplines and how they were broken down on the report. Dr. Adrian suggested Jorge Sanchez can assist in the mapping of these classes to Faculty.

The LMS Task Force continues to work on evaluating criteria used to evaluate various learning management systems and the District is also working on this project. Joycelyn Groot added that the OLIT team submitted a draft of the survey for the District and they were asked to do an overview. Pedro added that Dr. Serban may have additional information. (At this point, Dr. Adrian provided an explanation of the Seaport/LMS Task Force and its role in the District's evaluation of learning management systems.) Rick Lockwood reported

that they have completed a first pass of the evaluation criteria and will have a draft which will be shared with other colleges, i.e. GWC and OCC. They are waiting for the study from USC and have received a very thorough study done by Pasadena College.

Action: *Megan Yanalunas will send a copy of the draft of the survey done for LMS.*

Action: *Dr. Lori Adrian will follow up with Dr. Serban to discuss the District's process and what Coastline's Senate is doing in collaboration with the other Senates.*

Pedro reported that the Senate is discussing a theme for the spring All College Meeting and Dr. Adrian requested that the Classified Senate and ASG do the same.

1.2 ASG Update: (Sofia Sourivong)

- Sophia reported that the ASG Public Relations Director has been working with Michelle Ma on the development of the movie night's event. There may be one scheduled for November. The plan is to schedule one every month. However, at this point, no set dates have been determined due to weather and selection of movies to be shown.
- At the last meeting they reviewed the criteria and requirements for student scholarships. Constitution books were distributed on September 17 at each college as part of Constitution Day.
- Leadership training is still being done and ASG will be attending a leadership training conference in Sacramento next week. All positions for the Executive Board have been filled. They have a few positions open at the campuses, possibly Garden Grove. Dr. Adrian requested the names of the open positions to be included in the Bulletin and so that the Academic and Classified Senates can help in identifying students interesting in serving as campus reps.

1.3 Classified Senate Update: (Ann French)

- Ann reported that a subcommittee is working on the Fall Festival and flyers have been distributed. Gift baskets will be offered and they will be posting pictures.
- They are establishing a date for the Holiday Boutique.
- Working on classified employee scholarship and will determine the criteria for the student scholarship.

2.0 Old Business

2.1 Follow Up Action Items from September 24, 2013 Meeting:

A. Action: Dr. Adrian requested that Joycelyn bring the document (draft change and membership recommendation) for this to the next meeting for the committee to review.

Follow Up: Joycelyn distributed a draft of recommendations for a working group for veterans and military. She asked the committee to make recommendations and explained how new government regulations are impacting the way in which we operate in order to receive federal funds. This could also impact several other departments. A decision was made to do a college wide official working group in order to make recommendations to the President through College Council with regard to best practices. An informal ad hoc committee had previously been formed but dissipated over the last year. Nate Harrison and Jennifer De La Rosa (both veterans) continue to facilitate veteran's resources. However, compliance requirements haven't been met with regard to following government regulations in her department. Joycelyn asked the committee for recommendations and input. Dr. Adrian commented that working groups are more expertise based. Christine asked about a standing meeting time and Joycelyn responded that she will work with Laila to determine a schedule or she will pull the group together to discuss. Rick Lockwood will continue to serve on this working group. Joycelyn stated that she will discuss representation with the individual groups for appointments. Dr. Adrian asked the committee if it would support the mandate and membership as recommended for the Military and Veterans Working Group. All agreed. Dr. Adrian stated that this is now considered sent to the Senate for two (2) representatives: preferably a Veteran and one (1) student to serve on the Working Group. Joycelyn will confer with John Colson to select a member from their group.

Status: Completed

Action: A motion was made and seconded to approve this Working Group with the Charge and Membership. The Council approved the adoption of this new Working Group unanimously.

B. Action: Committee Support Training will be scheduled and an announcement will be generated. **(this item carried over to next Agenda)**

C. Action: It was recommended that a script and/or Q & A's be developed to assist staff in answering questions about CCCD's accreditation. District wide Marketing will provide a draft at the next meeting.

Follow Up: Michelle Ma reported that a meeting is scheduled this week so this item will be discussed at that meeting.

D. Action: Dr. Adrian will call Dr. Serban to relay the concerns of the Senate and recommend that faculty be included on the District Computer and Standardization Committee.

Follow Up: Dr. Adrian sent out an E-mail but has not yet received a response. Christine Nguyen reported that per a conversation with Craig Oberlin a standardization template is being developed. Once completed, it will be sent to all of the colleges to be vetted by all constituents. She made a recommendation that faculty be added as representation to the committee. The team is open to appointing a faculty member, but requested that vetting take place after a survey has been transmitted.

Dr. Gutierrez indicated that the above arrangement responds to their concern.

E. Action: Helen Rothgeb will check to see if an announcement for new IT position will be made.

Follow-Up: Christine Nguyen reported that an announcement will be sent out today. The IT person was introduced at the Management Team Meeting, and his name is Chris Blackmore. Christine has scheduled a tour for Chris at the college sites to meet specifically with the deans. He will assess the IT needs for each site. Chris was introduced to everyone at the college center. FYI, his extension is x16225 and he is housed in the same area as the OLIT Department.

2.2 PIEAC Update (Pedro Gutierrez/Vince Rodriguez)

Pedro reported that the Mandate which was approved at the previous meeting actually had two additional amendments. Therefore, since it was further modified, he provided the revised version as follows:

Last sentence previously read, "*PIEAC makes recommendations to the President through College Council*".
Revision: added, "*and through appropriate bodies as necessary and all bodies provide reports to the PIEAC*".

Proposed Mandate:

To provide oversight and leadership in support of institutional effectiveness and through ongoing intentional college wide evaluation, dialogue, planning, coordination, and use of systematic data to ensure student learning, ensure that the college fulfills its mission, and meets or exceeds institutional accreditation standards. PIEAC makes recommendations through the College Council and through appropriate bodies as necessary and all bodies provide reports to the PIEAC".

Action: Pedro will send the verbiage to Kathy electronically.

Action: A motion was made and seconded to approve the PIEAC Mandate (above) with added amendments.

The Mandate was approved unanimously.

Christine Nguyen inquired as to whether this Committee approves Mandates for all other Committees. Dr. Adrian responded that if any changes are made, they should be brought back to this Committee for approval. Vince commented that Mandates are usually evaluated annually.

Pedro reported that the Committee also discussed goals and changed them to three instead of four goals. They updated and completed scorecard measures and evaluated the Planning Guide. They continued looking through the Planning Guide in order to establish a timeline and some members worked on the calendar in order to carry out the planning process.

Also discussed was the top down vs. bottom up approach with regard to goals. Example: When initiatives are made, do we as a college look at our goals and decide that this is the strategic initiative for those goals? Or, do the departments and the units decide upon their own goals which would then filter into the planning councils in order to determine direction? After discussion a decision was made that the Committee would follow the Planning Guide which outlines starting out at the unit level and then the prioritization process would take place. Christine commented that some members voiced a concern with regard to limited resources and the decision to focus on certain goals. Otherwise, there is no organization. With goals established for the next five years, not all units would be able to tie their initiative to specific goals because some are non-instructional and some are instructional support. Therefore, they deferred back to the Planning Guide which drove the conversation to the unit's level approach. Thus, at least one or more of the goals could be established. Pedro reported that PIEAC had a lengthy discussion about PIEAC approving strategic initiatives. The key is that they wanted measurable outcomes within a small group to ensure that work is completed in a timely manner. Christine added that there was a discussion with regard to Budget Committee Members also serving as PIEAC Committee Members. Currently, some Budget Committee Members do not serve on the PIEAC Committee so concerns were raised about redundancy and communication between the two Committees with regard to decisions being made and prioritization of requests. A suggestion was made that one of these Committees be structured as a subcommittee of the other. Dr. Adrian discussed the role of the Budget Committee in determining strategies to maintain a balanced budget as well as establishing resources for increasing revenue.

Vince Rodriguez reported that two goals scheduled to be completed by December 4 are:

1. Update and complete the Scorecard Measures
2. Refine and update the Planning Guide

Action: There may be a third goal so Vince will check his notes and report back.

2.3 Accreditation Update (Vince Rodriguez)

Vince reported that the teams are continuing work and the first draft is due to be submitted on October 11. By late Friday, they should know where they are. Mary Halverson will assist in reviewing the draft which will then be compiled into one document.

2.4 FT Faculty Meeting (Pedro Gutierrez/Vince Rodriguez)

The meeting consisted primarily of information sharing. It was a very informative meeting, but they still would like input from the Senate. The meeting takes places from 12:30-4:00 p.m. Rick Lockwood interjected that because this meeting takes place infrequently, it has become more information sharing than planning. He recommended that for future meetings it be restructured as one half sharing and the other half planning which may be more effective.

2.5 College Goals and Priorities (All)

A. Instruction (Pedro Gutierrez)

Pedro reported that the last discussion included highlighting services and attention to the incarcerated student population. The incarcerated student population may need basic skills and it needs to be determined how this could be accomplished. Dr. Adrian suggested modules and utilizing OLIT for this purpose. This should be a student success driven program. Joycelyn suggested that NCPACE should

be included in these discussions because NCPACE has the same need for access without internet. CTC has the grant to contract basic skills on board ships. Perhaps this can be handled in an offline environment without instruction effectively. They have access to computers, but no to the internet. It is

sort of a CD ROM focus. An NCPACE Faculty group is being established to do a review with OLIT on the courses being offered in NCPACE because some courses are very outdated. Vince Rodriguez commented that the Instructional Council has not yet met.

B. Student Services (Vince Rodriguez)

C. Administrative Services (Christine Nguyen)

Christine Nguyen reported that based outcome of the program review reports (which is outlined in the Planning Guide) which are due by the end of October and November; a survey will be deployed in November. This survey will help establish initiatives to support these goals. As outlined in the Planning Guide, all council will form the goals and initiatives in order to drive the resource request to be presented in February. Vince reported that when they met with the Faculty, goals were reviewed as well. Most goals focused on the following items:

- Increasing graduation
- transfer and retention
- success rates (many of which are on the scorecard)

Christine requested that a faculty, classified and student representation to serve on the Admin Services Council. (She will discuss with Sophia.)

Action: Vince will provide the Mandate and Membership for the Institutional Planning Council at the next meeting.

Ann French reported that the Bookstore has requested a rep for the Bookstore Advisory Committee. Dr. Adrian stated that this request should be presented to College Council. Vince added that we may need to formalize this as a college team. Dr. Adrian commented that a faculty member should be a part of the Committee. Ann French read out a quote of the objective of this Committee.

Action: Vince will discuss with the Bookstore Manager to determine the intentions of the Committee.

2.6 Innovation Summit Update (Dr. Lori Adrian)

Dr. Adrian announced that Rick Lockwood and Pedro Gutierrez volunteered to serve on this Summit. Ann Nguyen, who is a program manager, was a substitute speaker at the ACCT Conference she attended. Ann outlined some of the initiatives of the Gates Foundation. Dr. Adrian invited her to be a judge for the next Summit and she accepted. She requested names of others who might be interested to serve on our committee and if classified has interest in representation to let her know. No further update at this time.

3.0 New Business (Dr. Lori Adrian)

Dr. Adrian asked about the status of the development of the Committee update form and Michelle Ma responded.

Action: Michelle Ma will implement the most recent changes and then send to Laila for distribution to the various committees. Michelle will also provide copy of the template to Ann French for the classified committees.

3.1 Study Abroad Advisory Group (Kevin Donahue - Guest)

Dr. Adrian introduced the committee. Kevin distributed to the Committee a brochure for a program to Rome, Italy next Summer along with a preparatory memo, a copy of the study abroad program review validation report, and a copy of the "group leader release" form from EF College Study Tours.

Kevin requested the formation of an advisory group for the Study Abroad Program as referenced in the program review validation report. The preparatory memo (see above) outlines the composition of the group which would consist of a group of people from all constituencies. The memo describes the objective,

meeting schedule (preferably two or three times a term or as needed), location, number of representatives, and to inquire as to whether there is already a committee formed for this purpose. This group would be asked to serve as an advisory group to Study Abroad to assist in the continued creation and formation of viable FTES-generating programs at Coastline.

Vince inquired about the goal of the committee. Kevin responded that it has been recommended by the program review validation report in order for the Study Abroad Program to continue to grow. Others, such as instructors experienced in conducting programs, could provide input. In discussion with EF College Study Tours, instructors were asked to sign a form that Kevin felt was inappropriate. However, others should be included in this type of decision-making. Vince interjected that this might be something that could be done through the Dean and Risk Services. Dr. Adrian agreed since liability issues may be involved, but an advisory group could play a role. She recommended a group of ten people or less. Vince voiced a concern about a challenge of looking at one to three programs a year and how many resources would be devoted on a regular basis for planning rather than the actual implementation. Dr. Adrian outlined what the instructional wing should discuss in order to develop a viable program that meets the needs and interests of Coastline.

She suggested that this item be placed on the next Agenda. Vince recommended that this be discussed in the first Planning Council Instructional meeting to determine how the program fits in and to work with Kevin for some recommendations. The Committee agreed with Vince's recommendation.

Action: This item will be deferred to the Instructional Council for discussion.

3.2 District wide Computer Systems Standardization (Dr. Pedro Gutierrez) This item previously addressed under 2.1, Action Items.

3.3 CVC (California Virtual College) Chancellor's Grant (Joycelyn Groot)
Deadline is Friday, October 13 and should be ready to go by then. The group is doing reviews and writing drafts. Joycelyn announced that she was appointed project manager. Vince remarked that the lead needs to be identified soon and someone will need to be hired full-time ASAP. Multiple people will be needed for this endeavor. In the meantime, Joycelyn can serve in the leadership capacity. Joycelyn reported that Coastline might have a 33% chance of receiving the grant.

3.4 President's Draft Goals 2013-14 (Dr. Lori Adrian)
Dr. Adrian distributed a draft of her Goals for 2013-2014. She commented that these goals are in alignment with the educational Master Plan Goals. Dr. Adrian reviewed and outlined each of these goals and requested input from the Committee. (see attached list of goals)

Joycelyn discussed the impact that too many innovations might have on staff. Dr. Adrian recommended further discussion for this.

Dr. Adrian pointed out that Coastline is doing a lot of good work with regard to Planning. She has requested that Jorge go out and meet with deans, supervisors, department chairs, and staff to assist in helping them access and interpret the Data Cube (reporting database).

Michelle Ma pointed out that technology and automation of our functions makes jobs easier. She reported that utilizing Facebook for advertising, results in good statistics which are used in the decision-making process. New technology needs to be integrated into our systems.

Vince commented that the Data Cube has helped in the analysis of information in a timely manner. As a result we are more accountable to dates and timelines set forth. Pedro pointed out that the Data Cube does not always work in all areas or with all software and that it may be browser specific. Vince stated that Jorge has provided a lot of assistance in this area.

With regard to Participatory Governance, the survey that was deployed and results are being reviewed by committees. Dr. Adrian reported that at this time, all of the committees are doing well in terms of providing meeting minutes and utilizing organizational tools. She welcomes any feedback and other recommended goals from the Council.

3.5 Student Priority Registration (Dr. Lori Adrian/Vince Rodriguez)

As a result of the Student Matriculation Act, some new requirements will take effect next fall. By fall of 2014 changes will need to be implemented in Priority Registration. Students who are new to the college may have priority registration if they complete the steps required by Matriculation and have a degree plan. A new requirement is that a student must have an educational plan on file. The State requires that certain groups such as Veterans, EOPS, foster use, etc will have priority over others. However, they will only maintain that priority if they have an educational plan. Other groups may be added as well. In addition, the task force recommended that new students coming out of high school be given priority. In the past, new students haven't been able to attain the classes they needed. A lot of discussion took place at the District with regard to that group of students and where they should be placed. Each college has a formula that is used for the priority registration. Items of concern are:

- Priority order
- Communication with students
- Working with ASG on new requirements

This topic should be discussed with ASG since it will impact students. This process will be standardized. A question was posed about the college where students have accumulated units and how that impacts priority registration from college to college. Vince reported that this has not yet been determined and is still a topic of discussion. A discussion ensued amongst the Committee regarding the variables and strategies of the student priority registration process. The Degree Works is critical in terms of the student education plan.

4.0 Hot Topics

Sofia asked for an explanation about the Higher One cards that were sent to students. Vince provided a summary. The District changed from distributing refunds by checks to providing them electronically. Therefore every student was sent a card (whether needed or not) so that if any refunds were forthcoming, students would need to inform the District how they prefer to receive monies. The options are:

1. monies can be disbursed through the card
2. can be applied directly to a personal bank account
3. a check to be mailed (very slow process)
4. If a credit card is used, the money will be returned on the credit card

He explained that an ATM for the card is available at the Garden Grove Center and other colleges. Schools First Credit Union ATM's may also be used, but there are some fees attached to using the card as an ATM. Activation may be made online.

5.0 President's Report (Dr. Lori Adrian)

- District Governance Council – Pedro discussed briefly previously. A discussion was held regarding the roles of faculty members in terms of change and state regulations. Community Colleges do not respond quickly enough with regard to training needs and writing curriculum. Upcoming trends, rotating faculty and the role of faculty in governance were discussed as well.
- Chancellor's Cabinet (No report)

6.0 Vice President's Reports (Vince Rodriguez/Christine Nguyen)

- VPI & SS
- VPA

7.0 Miscellaneous/Other Business

Announcements: Christine Nguyen reported that an active directory will be rolled out in two weeks.

The meeting was adjourned at 11:00 a.m.

Next Meeting: October 15, 2013, President's Conference Room