

COLLEGE COUNCIL MEETING MINUTES

President's Conference Room

November 12, 2013; 9:00 – 11:00 a.m.

Present	Members (10)	Title
EXC	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
x	Mark Worden	Vice President, Classified Senate

Guests:

Recorder: Kathy Surgenor

Christine Nguyen convened the meeting at 9:00.a.m. and welcomed the Committee.

Review of Minutes (Dr. Vince Rodriguez) – Drafts of the October 8, 2013 and October 22, 2013 Meeting Minutes were distributed to the Committee for review. Changes were recommended for the 10/22/13 Meeting Minutes.

Action: A motion was made and seconded to approve the Minutes of 10/8/13 with Kevin Donahue's amendments. The 10/22/13 Minutes were unanimously approved as amended.

College Event Calendar

- "Let's Have a Ball" Dance, May 2, 2014, 5:30 – 8:30 pm; NBC.
Special Programs is having a Sports Themed Dance for students in the ID Program.

There were no objections to this event so the Committee agreed to add this event to the calendar.

- Joint PTA Mixer, December 10, 2013; NBC– Michelle Ma explained the purpose of this Mixer which is to engage with parents from various school districts. The approximate cost is \$2500 and may take place in the spring. Funding for this event has not yet been attained. Christine Nguyen suggested seeking funds from either the Foundation or ASG Accounts.

This event was removed since funding has yet not been obtained.

1.0 Constituency Updates

1.1 Academic Senate Update (Dr. Pedro Gutiérrez)

- The Senate approved the process as well as the new evaluation rubric for prioritizing full-time faculty. Presentations will take place on November 19 and all who are voting must attend all the presentation sessions. The sister colleges have 30-35 requests, so Coastline is aiming for a comparable number of requests.
- The last State Senate Plenary Session provided breakout sessions on differential funding. One session focused on MOOC (Massive Open Online Courses), prerequisites and CID (Course Identification) for college transfer students within the state. Other interesting presentations revisited aspects of the statewide college scorecard as well as a website called "Salary Surfer" which provides students with information about programs offered by specific schools and the earnings potential of those programs.

1.2 ASG Update: **(Sofia Sourivong)**

- ASG traveled to Louisiana last week to attend the ASACC Leadership Institute from Thursday to Sunday. The members participated in a community service project with St. Bernard's wherein houses were painted and refurbished. St. Bernard's purchases homes and along with volunteers, refurbishes homes affected by Hurricane Katrina and then sells the houses back to those affected by Katrina at a lower price.
- ASG attended workshops in Louisiana as well. College students from other states were also in attendance. These workshops covered items which included the Brown Act, Time Management and Conflict.
- ASG is discussing establishing an Honor Society Club.

1.3 Classified Senate Update: **(Ann French)**

- Ann mentioned the Board Policy on Free Speech and reported that there no longer is a bulletin board available for posting purposes. Michelle Ma suggested posting items on the carousel in the lobby downstairs. Suggestions were made for bulletin boards to be placed at all Coastline locations. Joycelyn Groot suggested the creation of a virtual bulletin board. Vince suggested that students be consulted for their input.

Action: John Colson will research the policy for free speech and provide recommendations back to this Committee.

2.0 **Old Business**

2.1 Follow Up Action Items from **September 24, 2013** meeting:**(Lori Adrian)**

- A. Action: Committee Support Training will be scheduled and an announcement will be generated.

Follow Up - **(DEFERRED)**

- B. 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. **(Michelle Ma)**

Follow Up – **NOT COMPLETED.**

New Action: Vince will forward a draft of Q & A's for CCCD's accreditation to Michelle and bring back to College Council.

2.2 Follow Up on Action Items from **October 8, 2013** meeting:

- A. Action: Vince will provide the Mandate and Membership for Planning Council at the next meeting. **(Vince Rodriguez)**

Follow Up – **NOT PROVIDED.**

New Action: Vince will send out a draft of the Mandate and Membership for the Planning Council to the Committee electronically

New Action: Three VP's to provide drafts of the Planning Council Committee List structure for review by December 3, 2013.

2.3 Follow Up on Action Items from **October 22, 2013** meeting:

- A. Action: Vince Rodriguez will forward all applicable student services board policies and procedures to Joycelyn Groot to be reviewed. Dr. Adrian will provide a list of the ones she has received as well. **(Vince Rodriguez)**

Follow Up: Vince discussed with Deans at the last meeting and they will review for a second time. . Review of the draft policies by everyone involved has been hazy. Managers need to be provided with copies of the policy drafts. **COMPLETED.**

- B. Action: Dr. Lori Adrian will follow-up with Richard Patterson directly regarding the LMS survey being completed. **(Lori Adrian)**

Follow Up: **(DEFERRED)**

- C. Action: Michelle Ma will work with Vince and Gail to develop Q & A's for CCCD's accreditation process specific to Coastline. A draft will be presented to College Council for review at the next meeting. (Michelle Ma.

Follow Up: Previously addressed in Section 2.1 under September 24, 2013 follow up items. **COMPLETED**

- D. Action: Christine Nguyen will provide the Committee Structure for review at the next meeting for the College Professional Development and Leadership Committee and the Diversity, International and Intercultural Work Group (sub-group of committee) **(Christine Nguyen)**

Follow Up: Christine distributed copies of the College Professional Development & Leadership Committee. The Committee discussed the structure and composition of this group. This item will be deferred until Bob Nash can attend the next meeting. **COMPLETED.**

- E. Action: Christine Nguyen will develop a communication process for reporting and feedback to this Committee. **(Christine Nguyen)**

Follow Up: Christine discussed this issue in the last Joint IT meeting with the District. The District has recommended that Richard Patterson, Sr. Director of IT attend the College Council or PIEAC meetings to provide a bridge of communication for IT. After discussion, the Committee agreed that Richard Patterson will attend PIEAC meetings (as necessary) to provide an IT perspective for Coastline. Christine will inform the District of this decision. One member inquired about IT positions being filled and Christine explained positions being filled and how they are now being structured. If any IT staff is needed to serve on any of CCC's committees, Christine needs to be informed as soon as possible. She confirmed that all IT questions for Coastline should be directed to Chris Blackmore. **COMPLETED.**

- F. Action: Christine Nguyen will provide the design for the restructure of the first floor reception area. **(Christine Nguyen)**

Follow Up: Christine needs to further discuss restructuring of receptionist area with Dr. Adrian. **(DEFERRED)**

- G. Action: Vince Rodriguez will complete revisions to the drafts of both the Planning Council and the Student Services Council and send out to the Committee. **(Vince Rodriguez)**

Follow Up: Previously addressed in Section 2.0 under October 8, 2013 follow up items. **COMPLETED**

3.0 Standing Items

3.1 PIEAC Update (Pedro Gutierrez/Vince Rodriguez)

Vince reported that Cheryl Stewart has assisted in reviewing the timeline for evaluating the process. The goal is to compile all original drafts into one final draft to be reviewed and approved. It is hoped that this will be completed by the end of this week. The target is to complete the process and provide a new updated guide.

Pedro reported meetings are being structured to be more timely and effective. PIEAC is working with the other constituency groups to ensure that each group is represented.

3.2 Committee Updates **(No Reports)**

- A. Budget
- B. College Professional Development & Leadership
- C. Distance Learning & Technology
- D. Facilities, Safety & Sustainability
- E. PIEAC **(Remove from list)**
- F. Student Success & Matriculation

3.3 Accreditation Update **(Vince Rodriguez)**

The Accreditation process is moving along well and all drafts were submitted a week ago for college recommendations to be reviewed. Vince, Mary and Gayle Berggren have reviewed them, recommended revisions and created a list of documents which are missing. A concern is Recommendation #5 related to full-time faculty. Vince discussed this with the Chancellor last week and sent an update. A meeting is scheduled today for the Board Accreditation Committee to address this process. The Chancellor is working on developing a new model for this process and District teams are currently working on this issue as well. A progress update should be available by next week. There was concern that Board Accreditation Items wouldn't be completed in a timely manner; however, they are now moving forward on these recommendations.

4.0 New Business

4.1 Coastline Management Team **(All)**

- Name Change
- Mandate – (Revised as shown below)

The Management Team serves as an information-sharing and professional development forum for improving institutional effectiveness:

- *To serve as a forum for discussion and formulating recommendations on college wide issues;*
- *~~To serve as an advisory body to College Council representing the views of the administrative and management leaders in the College;~~*
- *To review and interpret District policies ~~and departmental regulations~~, and procedures; and make recommendations as necessary or appropriate;*
- *To improve ~~the~~ working relationships and communication ~~among members~~;*
- *To provide opportunity for discussion of administrative issues.*

Action: A motion was made and seconded to approve the name change to COASTLINE MANAGEMENT TEAM (CMT) and the Mandate with recommended revisions. The name change and Mandate were unanimously approved as amended.

4.2 State Compliance and Next Steps **(Joycelyn Groot) (Deferred)**

4.3 Diversity, International & Intercultural Work Group **(Bob Nash) (Deferred)**

4.4 Committee Membership **(All)**

John Colson, Interim V.P. of Student Services was added to the following CCC Committees:

- Budget
- College Council
- Distance Learning & Technology
- Planning, Institutional Effectiveness and Accreditation (PIEAC)
- Student Success & Matriculation

Richard DeVecchio, Ed.D., Interim Dean of Counseling & Matriculation was added to the following CCC Committees:

- Program & Department Review
- Parking Adjudication Ad Hoc Panel
- Probation & Disqualification Ad Hoc Panel
- Coastline Management Team
- Marketing & Outreach Work Group

Other changes to the Committee Lists include:

- Changed Vince Rodriguez's title to Vice President, of Instruction
- Changed Joycelyn Groot's title to Dean of Contract & Military Education
- Replaced Mary Halvorson with Lois Wilkerson (Interim Dean of Newport Beach) on various committees.
- *Added Vinicio Lopez, Dean of Instruction and Nancy Jones, Dean of Instruction to Standard Emergency Management System (SEMS Team Work Group)*

Action:

- A. Kathy will provide revisions to Laila for updating Committee Lists.**
- B. John Colson will make recommendations and provide updates for vacant positions**
- C. Sofia Sourivong will make recommendations and provide updates for vacant positions**

4.5 Upcoming Events

Winter Feast Holiday Event (**Vince Rodriguez**) – Vince provided an overview of suggestions made for this event. After discussion, the committee decided that the preference for this year is a breakfast sponsored by M & O to be held at College Center on **Monday, December 9 (proposed date)**; however other sites and constituency groups should be consulted regarding next year's event. Joycelyn suggested the idea of an activity such as a Coastline run for upcoming year's events.

4.6 Hiring Update (**Vince Rodriguez/Christine Nguyen**)

Vince reported that work is continuing with the Senates to fill vacant positions. The job specs for the Administrative Director of Institutional Effectiveness have been finalized so an announcement will be done and then the position can be advertised. The next priority is the advertising of the dean positions followed by the director positions.

Three positions have been approved for the Military Department

- One Manager at Range G22
- Two (2) classified at Range E45

These positions are vacancies currently filled by personnel working out-of-class that now need to be filled permanently.

A Computer Science faculty position is still vacant.

Christine stated that the CCC Web Master position at Range 64 will be revisited and this position will probably report to the Marketing Director.

4.7 Instructional Planning Council (**Vince Rodriguez**) (**Removed**)

- Charge
- Membership

4.8 Student Services Planning Council (**Vince Rodriguez**) (**Removed**)

4.9 Administrative Services Planning Council (**Christine Nguyen**) (**Removed**)

5.0 Hot Topics

Michelle Ma announced that the intersession/spring searchable class schedule is now listed for all three colleges on the web site; however, District Marketing Committee had to address web issues with the search process, which previously didn't indicate "winter" at all. TV ads will begin December 2 for the District and for Coastline. Vince suggested a link that can be provided to resolve search issues in order to better direct students on the web site.

Ads have been placed in the Cal State Fullerton newspaper this semester and Facebook promoted posts advertising college programs and events are a regular occurrence. Two audiences have been targeted through Facebook and promoted posts. In addition, text messages with college important dates are regularly sent to full-time students.

Jennifer McDonald reported to Michelle in early October that she felt admissions applications were down, but Michelle wants to check numbers with Jorge now that the fall mailer went out (November 4). An article appeared in today's OC Register that has stimulated interest in the Learning 1st Program.

John Colson discussed an interview with the new Chancellor of the CSU system, Tim White, which aired on a local So Cal PBS station. The topic of the discussion was higher ed, MOOCs and alternative means of education. John discussed various aspects of the interview and how it impacts the process of moving in the direction to provide credit for students. A discussion ensued amongst the committee about this issue.

6.0 Vice President's Reports

- VPI (**Vince Rodriguez**) – Vince distributed measures on a Student Success Scorecard. He provided a presentation and overview of the Student Success Program and Coastline's Community College Scorecard. This Scorecard reflects a profile of statistics such as completion rates, student gender and ethnicity, student success rates, etc.
- VPSS (**John Colson**) – Discussed the importance of the college embracing a student success support program and implementation of compliance issues.
- VPA (**Christine Nguyen**) (**Deferred**)

7.0 Miscellaneous/Other Business

- Q & A for Accreditation – Vince discussed ideas for a list of questions and answers for posting on the website.

8.0 Agenda for next meeting

Announcements: (Christine Nguyen)

- John Colson was Board approved as Interim Vice President of Student Services through June, 2014 at the Board Meeting last Wednesday, November 6, 2013.
- The Interim Dean of Counseling, Richard DeVecchio, Ed.D. was also Board approved to start November 25, 2013 through the end of March, 2014.
- Lois Wilkerson was appointed Interim Dean of Newport Beach due to Mary Halvorson's assignment ending.
- Michelle Ma announced that today will be her last day as an attendee of the College Council Meeting.

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

Documents Distributed:

1. Meeting Agenda
2. Page 5 of 10/8/13 Minutes
3. Draft of 10/22/13 Minutes

4. Copy of Page 9 from Committee Lists

5. 2013-2014 College Committee List

6. CCC Student Success Scorecard

Next Meeting: November 26, 2013, President's Conference Room

Agenda Items for next Meeting:

- Review of 11/12/13 Minutes
- Board Policy on Free Speech (John Colson)

- Follow Up Action Items from September 24, 2013 meeting
- Follow Up Action Items from October 8, 2013 meeting
- Follow Up Action Items from October 22, 2013 meeting
- Follow Up Action Items from November 12, 2013 meeting
- State Compliance and Next Steps (Joycelyn Groot)
- Diversity, International & Intercultural Work Group (Bob Nash)