

COLLEGE COUNCIL MEETING MINUTES

President's Conference Room

November 26, 2013; 9:00 – 11:00 a.m.

Present	Members (10)	Title
X	Dr. Lori Adrian	Chair, President
X	John Colson	Interim Vice President, Student Services
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	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: Bob Nash, Nate Harrison, Dr. Richard DeVecchio

Recorder: Kathy Surgenor

Dr. Lori Adrian convened the meeting at 9:00.a.m. and welcomed the Committee. John Colson introduced Dr. Richard DeVecchio, Interim Dean of Counseling & Matriculation. Dr. DeVecchio is a historian and an instructor who served as Vice President of Student Services prior to his retirement.

Review of Minutes (Dr. Vince Rodriguez) –

- Review of October 22, 2013 (for Joycelyn Groot's changes) – The Committee reviewed changes made to these minutes.
- November 12, 2013 Meeting Minutes – The Committee reviewed the minutes and recommended revisions.

Action: Motions were made and seconded to approve the Minutes of 10/22/13 and Minutes of 11/12/13 with suggested revisions. The Minutes of 10/22/13 and 11/12/13 were unanimously approved as amended.

College Event Calendar – No Events to report

1.0 Constituency Updates

1.1 Academic Senate Update (Dr. Pedro Gutiérrez)

- At the last Senate meeting the Faculty Prioritization presentations were completed and the Senate will continue working on the rankings. The goal is to provide the President with a single list. At the last BOT Meeting full-time faculty hiring was discussed and the Senate is waiting to see how the Board and the District decides to proceed in this matter.
- Rick Lockwood reported that the LMS Task Force met last Friday and agreed to finalize the selection criteria by January 4. All the colleges will submit their criteria to the Academic Senate by March 1 for approval. Once approved, it will be released to the District. Four LMS programs were identified as listed:
 1. Seaport
 2. Canvas
 3. Blackboard
 4. Desire to Learn
- Rick added that an open source system will also be a consideration.
- Christine Nguyen reported that the faculty formed a task force at the last Joint IT meeting and invited senates from the other campuses. Nothing has been decided as yet, but recommendations from the

Task Force from a faculty perspective are forthcoming. At that point, the District will incorporate perspectives from other constituency groups and then the final criteria can be selected. At this time, no formalized District task force has been established. The Council discussed nomination of prospective representatives from Coastline for the District's Task Force. All agreed that Bob Nash, John Colson and Christine Nguyen would serve on the as CCC management representatives on the District Wide Task Force. The Blackboard contract is due to expire in June 2015 so the District is hoping to make a final selection for an LMS system by June 2014 which will allow all colleges to migrate into the selected system.

Action: Rick Lockwood will forward names of faculty representatives to Christine Nguyen to serve on the District LMS Task Force.

Action: ASG will forward names of student representative(s) to Christine Nguyen to serve on the District LMS Task Force.

- Lori Adrian suggested that the college should consider researching the system used by Foothill-De Anza which is a hosted Moodle. This may become the statewide system which could be an option as well. That would enable students to move around within the system easier and at a reduced cost.

Action: Rick Lockwood will present the final draft of the LMS Task Force criteria to College Council after the January 4 meeting.

1.2 ASG Update: (Sofia Sourivong)

- ASG discussed their main goals at the last meeting which includes:
 1. Focus on more student involvement
 2. Open up more ASG positions in order to serve on more committees
 3. Finals week Gifts – to offer scantrons, snacks, water, etc. during finals week
- ASG established a task force for a movies night event to determine when and how to set in place.
- ASG is working with GWC and OCC to provide student government training sometime in January which will cover subjects such as legislative procedures, Brown Act, etc.
- Currently, ASG has student rep vacancies to fill for the Military and the Le-Jao Center (selection of a local rep is preferred).

1.3 Classified Senate Update: (Ann French)

- Discussed the All-College meeting; the Classified Senate prefers scheduling the week of February 7.
- Discussed the Planning Councils and forwarded comments to Dr. Adrian. There is difficulty locating people to serve due to schedules and availability. Ann added that she would welcome assistance in establishing language for encouraging classified staff participation to serve on councils. Dr. Adrian commented that it is important to include staff in the planning process.
- The Classified Senate discussed sponsoring a potluck before the end of the year – possibly Wednesday, December 11.

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 – **Dr. Adrian will complete by January 15, 2014.**

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

Follow Up – **Vince will complete by December 10, 2013.**

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

- A. New Action: Vince will send out a draft of the Mandate and Membership for the Planning Council to the Committee electronically (**Vince Rodriguez**)

Follow Up – **Completed**

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

Follow Up – The Planning Council Charge and structure has been sent to the constituency groups. **Completed**

New Action: After review by the constituency groups, the Planning Council Charge and structure will be submitted to College Council for approval by December 10, 2013.

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

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

Follow Up: **Christine Nguyen will follow up by December 10.**

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

Follow Up: Christine and Vince met with John Colson to examine the reconfiguration of college center as a whole vs. just the first floor reception area. Measure M funding was identified to renovate the complete facility. Dr. Adrian inquired about hiring an architectural consulting firm for programming and design purposes. Christine added that completing renovations for college center would happen within the next four years. However, Dr. Adrian suggested that a small task force be established but recommended that the reception area renovation be completed as soon as possible.

New Action: Christine Nguyen will create a task force for renovation of the entire college center. Renovation of the reception area will be discussed at President's Cabinet and recommendations will be provided at the next College Council meeting on December 10.

2.4 Follow Up on Action Items from **November 12, 2013** meeting:

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

Follow Up: John distributed copies of the Administrative Procedure proposal for *AP 3900 Speech: Time, Place, and Manner*. The Committee discussed placement of bulletin boards at the various Coastline facilities, locations of bulletin boards and availability to students. This proposal is scheduled to go to Board for review at the next BOT meeting. Dr. Adrian recommended that all bulletin boards be placed outside of the buildings. Otherwise, the building itself would become a public forum area for free speech (which could become a legal issue). A discussion ensued regarding free speech protocol, free speech areas, posting of information, visibility, availability of boards for posting, and maintenance of the bulletin boards. The AP3900 document was reviewed and the Committee discussed verbiage in detail. A question was posed regarding the General Purpose Posting Locations sections (Page11) and members questioned why only Coastline College was addressed in this paragraph. Dr. Adrian requested that Bill Kerwin be consulted regarding this concern.

New Action: John Colson will confer with Bill Kerwin regarding the clarification of the General Purpose Posting Locations issue in the AP3900 document on Free Speech and whether to remove or change that specific paragraph.

New Action: Christine and John will research new bulletin boards for the free speech areas at Coastline facilities.

B. Kathy will provide revisions to Laila for updating Committee Lists.

Follow Up: **Completed**

C. John Colson will make recommendations and provide updates for vacant Student Services positions

Follow Up: John reported that he now has obtained names of management and student representatives to serve on the three hiring committees for the vacant student services positions. He is also working on obtaining names of reps from CFE. However, he still needs one more representative from the Senate to serve on each of the hiring committees for the Director of EOPS, Director of Financial Aid and Title 3 positions.

New Action: Academic Senate will forward recommendations to John Colson to serve on the three hiring committees for the vacant Student Services positions.

D. Sophia Sourivong will make recommendations and provide updates for vacant ASG positions

Follow Up: ASG is still working to locate students who might be available to serve on the hiring committees.

E. Ann French will make recommendation and provide update for Visual Art Exhibition & Performing Arts Activity Work Shop.

Follow Up: Motion was made and seconded to delete Item E from follow-up list.

New Action: Committee unanimously approved deleting Item 2.4.E from the Follow-up List and the Agenda.

3.0 Standing Items

3.1 PIEAC Update (Pedro Gutierrez/Vince Rodriguez)

Vince reported that PIEAC conducted significant discussions regarding program review and updating of the annual form. Secondly, they discussed feedback provided by AACJC on SLO Reports, specifically, how SLO reports are tied to allocation of resources. PIEAC also conducted considerable discussions regarding completing and closing out the scorecard for the 2012-13 year, and establishing measures for the 2013-14 scorecard.

3.2 Accreditation Update (Vince Rodriguez)

First drafts of the Accreditation Report were sent out with edits from Mary and Gayle to the college community for their input. They are still awaiting feedback. There are concerns regarding meeting District recommendation #5 related to increasing full-time faculty. The committee will demonstrate that they are doing everything possible to meet this requirement; however, this is a challenge that requires District assistance.

Action: Vince will send a follow-up E-mail requesting the college community to provide feedback on the Accreditation Report Draft by December 4, 2014.

3.3 Student Success Committee Update (Lori Adrian/John Colson/Vince Rodriguez)

- John Colson will act as co-chair - Lori Adrian stated that weekly reports are needed to meet this endeavor. She agreed that John Colson should serve as co-chair on this committee. John discussed the process for changes to the mandates and committee charges.

Action: John Colson will provide revisions and updates to the Student Success Committee to be submitted to College Council at the next meeting on December 10.

- Update Report – Vince reported that the Student Success Committee discussed utilizing the committee to take a comprehensive look at student services and instruction. John advised that this group is going to be a collegial consultation group and he discussed roles and responsibilities of student services as well as compliance requirements, SSSP, degrees and certificates, and student success measures. Lori Adrian stated that the college as a whole needs to understand matriculation. A discussion ensued amongst the committee regarding components of matriculation and the new approach.

Action: John will provide a report on the Student Success Committee at the next meeting on December 10.

4.0 New Business

- 4.1 State Compliance and Next Steps (**Joycelyn Groot/Nate Harrison**) – Joycelyn Groot discussed the new federal regulations which impact Distance Learning students. Nate Harrison provided an overview of student locations, site reps and compliance regulations in various states with regard to Associate Degree Transfer Status. He discussed the federal government involvement once again for compliance requirements in all 50 states. Joycelyn mentioned that if CCC is not in compliance, the base ESO will not renew the MOU and we would therefore, not have presence on a specific base. Nate reported that CCC has been approved in 30 states. For approval in another eleven (11) states, we will just need signatures from Dr. Adrian along with minor fees to be submitted. In five (5) other states, the ruling has been changed. Joycelyn stated that application fees are being used as a revenue source. Some other states have numerous requirements prior to approval. Joycelyn commented that CCC will have to implement tracking mechanisms for the future and she advised that student input is very important. Nate reported that compliance requirements in many of the states are being reviewed over again but that approval in most of the states should still be valid. However, after July 2013, CCC will need to review all of the applications once again. Rules and regulations continue to change in many states and we will continue to review each state so that we can work to be in compliance”. Joycelyn discussed state authorization committees that meet quarterly to share information. The District needs to examine this project before continuing to proceed. Joycelyn stated that Nate and Mary Beth have become the state experts for our college. Nate discussed the SARA agreement – a reciprocity agreement- which would be signed by any states who wish to participate. The SARA group hopes to get 25 – 30 states on board by the end of next year. However, Nate feels that it is unlikely that all 50 states will sign onto SARA. It is important that Coastline continue to obtain authorization in as many of the states as possible. The cost is approximately \$10,000 to cover most of the states at this time.
- 4.2 Diversity, International & Intercultural Work Group (**Bob Nash**) – Bob discussed his representation on this Committee and requested that he and Cheryl Chapman be removed as co-chairs. He recommended and proposed that representation be sought from Human Resources and Coastline faculty who teach intercultural relations. Dr. Adrian discussed the creation of this committee due to past EEO regulations and how Prop 209 reversed the EEO regulatory requirements. She mentioned that in the proposed revisions to accreditation standards, the word diversity will be replaced with equity. The members discussed the creation and the need for this committee. Since there are so many numerous committees, faculty, management and staff find it difficult to serve on many of these committees due to time and schedules. Bob added that currently the College Professional Development & Leadership Committee assists with training events/resources on many topics, including Diversity, and will continue to do so. Christine stated that funding for this purpose has shrunk over the past years for diversity workshops and most of the funding has subsided due to budget cuts. Dr. Adrian stated that since this committee is focused on growing global competence, perhaps this issue should be imbedded into other committees and diversity should be part the Human Resources function as well.

Action: Members to consider imbedding diversity into other committees and deleting the Diversity, International & Intercultural Work Group. Place on next Agenda for discussion and a final decision.

4.3 Committee Membership (**All**)

The committee discussed missing representation and locating members to serve on the various committees.

4.4 Hiring Update (**Christine Nguyen/Vince Rodriguez/Lori Adrian**)

- Administrative Director of Institutional Effectiveness – The hiring committee met and reviewed the job specs which have been posted. The application end date has been extended due to the upcoming holiday break.
- Title 3 Director – Need further representation on this hiring committee.
- Dean of Instruction for Newport Beach – Is moving forward and the hiring committee will meet together.

This position will remain open as long as necessary to locate a viable candidate.

Dr. Adrian suggested providing applicants with a timeline for the interview process from all of the hiring committees.

- AANAPISI Coordinator position is in progress.
- One Faculty position is in progress.

5.0 Hot Topics

5.1 Joycelyn Groot announced that California Community Colleges is sponsoring a Veterans Summit next Thursday and Friday. Coastline will participate.

The Chancellor's Office has requested utilization of CCC's Veteran's Success Center in Newport Beach for a special meeting.

An open house for the Newport Beach Veteran's Success Center will be sponsored in February and the community will be invited to attend. Five or six Veterans are utilizing the new center. The military marketing team is targeting specific programs. The marine corps students especially are very interested in the health and fitness program. Joycelyn discussed marketing ideas and plans for developing interest in this program.

6.0 President's Report (Lori Adrian)

Dr. Lori Adrian announced that Michelle Ma (Director of Marketing) will be going on an official unpaid leave of absence beginning the end of the term through the end of June 2014. In her absence, Elaine Hill will serve as Acting Director of Marketing and Public Relations while Michelle is out on leave.

Dr. Adrian distributed two documents she received at the CCLC meeting she attended which exhibit an update on Student Success Task Force recommendations, status of various colleges and fulfilling goals for ADTs. She discussed presentations provided at the meeting one of which focused on the 2 plus 2 plus three pathway. There was large CEO support for the Baccalaureate degree program for community colleges at the meeting. However, Chancellor Brice Harris is ambivalent about this and it was agreed in the last Chancellor's Cabinet that all members will write letters to Chancellor Harris in support of the Baccalaureate program.

South Orange County is piloting a SHERPA program which is an intuitive interactive program similar to those used by Amazon and others. VP John Colson is looking into this program for CCC.

7.0 Vice President's Reports - (Vince Rodriguez/John Colson/Christine Nguyen)

- VPI – Vince reported that work is continuing with the Senate on Faculty Prioritization.
- VPSS – John reported that his division is working on defining the role of student services in order to develop some programs and protocols.
- VPA – Christine reported that they are presenting a computer refresh plan to the management team next Tuesday morning, to the Senate in the afternoon and to the Classified Senate at their next meeting.

8.0 Miscellaneous/Other Business

9.0 Agenda Items for next meeting

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

Documents Distributed:

1. Meeting Agenda
2. Draft of 10/22/13 Minutes for re review
3. Draft of November 11/12/13 Minutes
4. Administrative Procedure for AP 3900 Speech: Time, Place and Manner
5. Student Service Planning Council Mandate and Committee List
6. Implementation of Student Success Task Force Recommendations (from CCLC meeting)
7. ADT Status Summary (from CCLC meeting)

Next Meeting: December 10, 2013, President's Conference Room