

COLLEGE COUNCIL MEETING MINUTES

President's Conference Room

January 14, 2014; 9:00 – 11:00 a.m.

Present	Members (10)	Title
X	Dr. Lori Adrian	Chair, President
X	John Colson	Interim Vice President, Student Services
EXC	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
ABS	Dr. Vince Rodriguez	Vice President, Instruction/Student Services
X	Sofia Sourivong	Associated Student Government
x	Mark Worden	Vice President, Classified Senate

Guests: Araba Mensah (for Ann French)

Jorge Sanchez

Recorder: Kathy Surgenor

Dr. Lori Adrian convened the meeting at 9:00.a.m. and welcomed the Committee. She introduced Araba Mensah who attended the meeting in Ann French's place.

Announcements

- Presentation at Mayor's Breakfast – January 16, 2014 – 8:00 a.m. – Fountain Valley Regional Hospital (Christine Nguyen)
- Cancellation of January 28, 2014 Meeting: First week of Spring Semester – Dr. Adrian announced cancellation of January 28 meeting and the Team agreed unanimously.

Review of Minutes (All)

- April 9, 2013 Meeting Minutes
- April 26, 2013 Meeting Minutes
- May 14, 2013 Meeting Minutes
- June 25, 2013 Meeting Minutes
- July 23, 2013 Meeting Minutes
- August 13, 2013 Meeting Minutes
- November 26, 2013 Meeting Minutes
- December 10, 2013 Meeting Minutes

Action: Approval deferred. Revisions to be submitted to Laila and Kathy. Vote will be taken online on January 28 to approve these minutes.

College Event Calendar

- Classified Professional Development Event: "Growing Your Career: Talent + Inspiration + Opportunity = Leadership in Action" February 28, 2014, 1 – 4 p.m.; Garden Grove Center

Araba Mensah distributed a handout and provided an overview of this event for classified staff. A motivational speaker will attend and breakout sessions will be held. Will be submitted for Board approval at the February 5, 2014 BOT meeting. Dr. Adrian stated that managers will be encouraged to support staff to attend this event.

Action: Kathy to add the Classified Professional Development Event: "Growing Your Career: Talent + Inspiration + Opportunity = Leadership in Action" on February 4, 2014 CMT meeting Agenda.

1.0 Constituency Updates

1.1 Academic Senate Update (Dr. Pedro Gutiérrez)

Committee appointments have been approved for:

- Chemistry Hiring Committee – Dr. Ted Marcus, Dr. Deborah Henry and Pedro Gutierrez were appointed to this Committee.
- Director of EOPS Hiring Committee – Lois Wilkerson was appointed. Committee will elect a chair.
- Financial Aid Hiring Committee – Rozanne Capoccia was appointed to this Committee.

Dr. Gutierrez advised that if anyone has knowledge of faculty members willing to serve on hiring committees, they should submit names directly to him.

- Six Faculty members are being sought for the District wide Faculty Hiring Committee Task Force (to work on Faculty Hiring Plan).

1.2 ASG Update: (Sofia Sourivong)

- Last meeting was held in December and a new student representative was appointed for the Le-Jao Center.
- Training will be held with Golden West College on February 13 with Bruce Bishop
- Determined finalists for the Business Honor Society
- Upcoming meeting on Wednesday
- Working on appointing a new military representative.

Dr. Adrian mentioned new Board Policies on Student Organizations that were presented at Chancellor's Cabinet yesterday and she distributed copies of these policies to the Team as follows:

1. BP 5400 Associated Student Organizations – Ed Code Section 76060
2. AP 5050 Student Success and Support Program (new)
3. AP 5055 Enrollment Priorities (new)

Priority Registration: (P. Gutierrez/John Colson):

Pedro requested that the Student Success Committee be afforded an opportunity to review the Enrollment policy with regard to priority registration. John Colson announced that an E-mail is being generated by Dr. Andreea Serban to all students alerting them to this policy. John advised that the email will include a link to Title 5 requirements. A web site is being provided for students advising them of specific District policies and student standings.

John Colson discussed priority registration and criteria that will need to be considered when reviewing that policy. He added that a District wide GPA as well as an institutional GPA will be part of the criteria being considered. Dr. Adrian requested that John provide feedback to College Council with regard to final approval of this policy. In addition, a petition process is being developed. John discussed outcomes of the Priority Registration meeting. The team discussed the status of student athletes and international students. John added that the hope is to provide an introduction into the web portal for all students by the third week of the Spring semester. This web portal will reflect specific information for each individual student's categorization with regard to priority registration.

Dr. Adrian asked the Team to forward any questions or recommendations to John Colson.

Pedro requested development of a report that reflects displaced students due to priority registration. Dr. Adrian stated that Jorge should provide this research. She advised Sophia to alert all students that they will be required to submit an education plan.

Action: Jorge Sanchez will complete a Research Impact Study to determine the impact Priority Registration has on displaced students.

1.3 Classified Senate Update: **(Araba Mensah)**

Holiday Boutique that was held on the 4th floor created a little less traffic due to the closure Bristol Park Medical Group (with whom we share a parking lot). However, a larger number of vendors were able to participate since the space was larger.

2.0 Old Business

2.1 Follow Up on Action Items from **September 24, 2013** meeting:

- A. Committee Support Training for staff taking meeting minutes will be scheduled and an announcement will be generated by January 15, 2014 **(Dr. Lori Adrian)**

Follow Up – **Not completed. Deferred to next meeting.**

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

- A. New Action: Christine Nguyen will report on the status of the formation of the renovation task force for College Center at the next College Council Meeting on January 14, 2014 **(C. Nguyen)**

Follow-up – Christine reported that a task force can be formed from the Facilities Committee as sub group. **Completed.**

2.3 Follow Up on Action Items from **November 26, 2013** meeting:

- A. Action: Rick Lockwood will forward names of representatives to Christine Nguyen to serve on the District LMS Task Force. **(R. Lockwood)**

Follow-up: **Not Completed. Deferred to next meeting.**

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

Follow-up: Rick distributed a draft of an LMS evaluation for the Council to review. A checklist was compiled by all three colleges. Several items were discussed and Rick recommended that they should be formalized into a requirement by each respective member and forwarded to him directly. He stated that a final list will be reviewed by each college and approved by the appropriate committees by March 1. Once approved by all of the colleges, the list will then be shared with the District Committee. He stated that any recommendations or revisions should be sent to him directly. Rick reported that Banner is building a connection between Banner and Canvas which will be available in September. **Completed.**

2.4 Follow Up on Action Items from **December 10, 2013** meeting:

- A. Action: VP's will:

1. Obtain SLO and program area information for each discipline.
2. Schedule times to work with teams on assessments of SLOs in early January.
3. Schedule a half-day working session in January for department chairs and program managers in Student Services.
4. Cabinet and Accreditation co-chairs will develop a draft Agenda/Program and templates for the All-College meeting to be submitted to this Council.

Follow-up: John Colson reported that an SLO meeting has been scheduled for Student Services and Admin Services for tomorrow (January 15) from 1:00-5:00 p.m. on the Fourth Floor. The participants will review all of the SLO's and John will provide a brief overview of the accreditation process. Classified staff has been encouraged to attend. Groups will review Student Success survey data from Gayle Berggren. Assessments from that survey were sent to each of the SLO's. Following this meeting, at the all college meeting, secondary

work will be completed with regard to accreditation. Action items will be determined and implemented for each of the SLO's. Gayle Berggren sent an email to department chairs alerting them to a meeting on January 28 when department chairs will come together and review individual SLO's per department. Joycelyn mentioned that military was not included in the SLO surveys. Dr. Adrian advised Joycelyn to work with Jorge Sanchez on that issue.

John provided a draft Agenda/Program and template for the All-College meeting to the Council and explained the format for tomorrow's meeting. Laptops, recorders and USB drives will be provided at each table. Assignments for each table will be provided and a grid will be developed from the assignment data. Follow-up work will then be discussed at the All College meeting. Dr. Adrian commented that a discussion guide and recorders will be provided at the All College meeting as well. – **Completed.**

Action: A Motion was made and seconded to approve the template form for Student Services and Admin Services with recommended revisions. Template was approved with revisions unanimously.

Action: All of the Wings will develop their own individual discussion guides for the All-College Meeting.

- B. Action: Vince will establish a Task Force to identify planning for the Center for Teaching and Learning and schedule a visit to Le Croix Center in Dallas. **(V. Rodriguez)**

Follow-up: Dr. Adrian requested that Joycelyn Groot work together with Nancy and Vince to schedule a two-day visit and determine the date for the visit. – **Completed.**

3.0 Standing Items

3.1 PIEAC Update (Pedro Gutierrez/Vince Rodriguez) – No Report

3.2 Accreditation Update (Pedro Gutierrez)

The team met yesterday (January 13) after District Consultation Council. Recommendations are being finalized and final dates are being determined.

Dr. Adrian discussed the draft report. She stated that Gayle and Daniel are still working on that report. Prior to final copy being sent to Board, she would like it disseminated to this Team. Dr. Adrian advised the Team that the deadline will be tight. Hopefully, the Team will be able to review the report in early February.

4.0 New Business

4.1 LMS Evaluation Criteria – Final Draft (Rick Lockwood)

- Report provided previously in Section 2.

4.2 Purchase of Event Furniture (Christine Nguyen)

The Facility Committee agreed and made a motion to request that the Foundation to cover the cost of Event Furniture in the amount of \$5,000.

Action: A Motion was made and seconded to approve a recommendation to the Foundation requesting funds to cover the cost of \$5,000 for Event Furniture. The recommendation was approved unanimously.

4.3 Policy for use of "E" Cigarettes (Christine Nguyen)

A handout was distributed describing designated smoking areas at the various Coastline locations. The Facility Committee has made a recommendation for the "E" Cigarettes policy to be the same as the one for non-smoking. Current policy is that smoking is allowed only in designated areas and more than twenty feet away from student areas. Dr. Adrian inquired about non-smoking" signage posted in designated areas and recommended that enforcement of the policy be researched further.

Action: Christine Nguyen will research the non-smoking policy signage and enforcement of the smoking policy.

4.4 Reports (**Jorge Sanchez**)

- CCCD Institutional Effectiveness Report
- CCCD Environmental Scan 2013

Jorge distributed an Environmental Scan Report and District Institutional Effectiveness Report for 2012-2013. He provided an explanation and overview of these reports and charts which were distributed District wide.

- One document reflects external data such as demographic, employment, educational trends, etc. throughout the county.
- The other document reflects internal data such as enrollment trends, faculty info, productivity, etc.

Jorge provided a synopsis of these two reports. He explained that in the Orange County workforce, strong employment opportunities appear to be mostly in the life sciences and high tech (advanced electronics) areas which lead to higher paying wages. That sector is going to grow and is Coastline's focus at this time. In addition, the service sector area continues to grow as well. Although employment opportunities are good in that area, wages are fairly low. The greatest amount of occupational growth seems to be in office and administrative support positions and sales. The report also reflects the state student success score card and student success rates for all three (3) colleges. Dr. Adrian stated that degree completion is good. Jorge reviewed and discussed the various charts and college levels within various courses such as writing, English and math. A discussion ensued amongst the committee regarding student levels, enrollments, transfer students, credits completed, degree and certificate completion, military students (FTES exempt), and student success rates. Jorge commented that military students are not included in these reports. Dr. Adrian discussed remedial levels, advanced students, and career and technical education. Jorge reported that these reports reflect the progress and outcomes of 517 Coastline students over a six-year period and is basically a historical viewpoint.

Dr. Adrian discussed how other colleges are implementing different measures of student success rates.

Joycelyn Groot requested that the exemption of military students be reported when presenting this report to the District BOT.

5.0 Hot Topics

6.0 President's Report (Lori Adrian) – No Report

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

- VP I – (Vince Rodriguez) – **No Report**
- VPSS – (John Colson) - **No Report**
- VPA – (Christine Nguyen) – **No Report**

Action: Christine to submit a budget update to Elaine by Tuesday, January 21, 2014.

Action: John Colson will provide Title 5 information and link to Elaine for the Bulletin.

8.0 Miscellaneous/Other Business

9.0 Agenda Items for next meeting

1. Re-review and approval of Minutes of 4/9, 4/23, 5/14, 6/25, 7/23, 8/13, 11/26 and 12/10/13 meetings.
2. Follow up Action Items from 9/24, 11/26/14 and 1/14/14.
3. PIEAC Update
4. Accreditation Update

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

Documents Distributed:

1. January 14, 2014 CCC Agenda
2. Outline for "Growing Your Career....." Event on February 28, 2014
3. Drafts of Board Policies for BP 5400, AP 5050 and AP 5055
4. LMS Evaluation Checklist
5. Draft Agenda template for SLO Workshop for All College Meeting
6. Outline of proposed designated smoking areas
7. Highlights from CCCD Environmental Scan.....Report
8. CCCD Environmental Scan Report

Next Meeting: February 11, 2014, President's Conference Room