

COLLEGE COUNCIL MEETING MINUTES

President's Conference Room

September 24, 2013; 9:30 – 11:25 a.m.

Present	Members (10)	Title
X	Dr. Lori Adrian	Chair, President
X	Ann French	President, Classified Senate
ABS	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
ABS	Christine Nguyen	Vice President, Administrative Services
ABS	Dr. Vince Rodriguez	Vice President, Instruction/Student Services
X	Mark Worden	Vice President, Classified Senate
ABS	Sofia Sourivong	Associated Student Government

Guests: Helen Rothgeb (representing Christine Nguyen)
Laurie Melby (representing Joycelyn Groot)

Recorder: Kathy Surgenor

Dr. Lori Adrian convened the meeting at 9:30 a.m. and welcomed the Committee.

College Event Calendar (Dr. Lori Adrian)

- 8th Annual Walk for Brain Injury Awareness – March 22, 2014; 8-11am; Huntington Central Park

There were no objections and all of the above were approved.

Review of Minutes (Dr. Lori Adrian)

Committee briefly reviewed Minutes of 3/9/13 Meeting. Minor changes were made which will be implemented by Kathy Surgenor. Minutes will be reviewed further by the Committee. **Any recommended changes should be emailed to Kathy and** Minutes will be sent electronically for review.

1.0 Constituency Updates

1.1 Academic Senate Update: (Dr. Pedro Gutierrez)

- The Chancellor attended the last meeting and provided a presentation which was well received. He outlined how he would like CCC to be the innovator college in the District.
- AS has been going through the Board Policies and Procedures that were received from the District and the Vice Chancellor of Educational Service and Technology has provided a list of Board Policies that are to be reviewed. The Senate is reviewing Policies and Procedures and is specifically identifying those that are more related to academic professional issues and is focusing on those. Other policies are more informational and will be disseminated to other departments, faculty and staff (for their input).
- The Policies and Procedures Committee discussed the Faculty Prioritization process and will meet on Thursday. A report will be provided at the next Senate Meeting.
- Communication has been transmitted to all department chairs and the Program Review Committee requesting that they submit a list of all full-time faculty requests. On October 7 a special meeting of the District Governance Council will be held to discuss full-time faculty planning throughout the District. Dr. Adrian interjected that criteria processes utilized should be discussed.

1.2 ASG Update: No ASG rep was present. **Dr. Adrian will follow up on ASG representation of this Committee.**

Michelle Ma reported that ASG is developing a community movie night to be held outside at the Garden Grove Center once a month which will include snacks and informational booths. This will probably be scheduled for the Spring.

1.3 Classified Senate Update: (Ann French)

- A faculty member provided a travel abroad (to Italy) presentation at their last meeting.
- Discussed the "Smoke Free" policy which was supported provided there were designated areas where people can smoke.
- CS is looking at the Classified Staff scholarship application in order to make some revisions.
- Developing a student scholarship that would be sponsored by Classified Staff.
- Fall Festival is scheduled for October 31 at lunch time. Flyers will be sent out.
- Next meeting to be held on October 17.

2.0 Old Business

2.1 College Committee List Update (**Laila Rusamiprasert/Dr. Lori Adrian**)

- Dr. Adrian reported that Laila updated the voting (13) and non-voting (2) members for the Budget Committee (page 8). Laila confirmed and added reported that the end time of the meeting was changed to 3:30 pm instead of 3:00 pm.
- Michelle Ma referred to the Marketing & Outreach Work Group (page 19) and pointed out that there is still one faculty position vacant and Chau Tran will replace Jeanne Oelstom's position.
- Joycelyn Groot recommended that a Military & Veterans Work Group be established in order to discuss issues that impact military, veterans and the new legislation. A college-wide focus would help to continue our strength with the military and veteran community. She outlined which constituency groups should be represented for this committee. Dr. Adrian felt it would be advantageous to have the support of the Council. It was recommended that Faculty liaisons provide input for this committee.

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.

- Dr. Adrian addressed the attendance of members of committees who do not attend meetings and how and to whom they should report absences and whether they should be replaced. Michelle Ma recommended that group e-mail lists be updated for announcements.
- Dr. Adrian reported that the Co-chair committee meeting was helpful and that those who support the committees have laptops and recorders. An overview of surveys was provided by Jorge Sanchez at the last meeting. Successes of committee work and improvements that needed to be made were discussed. A discussion ensued regarding format and posting of future minutes for committee.

Action: Training will be scheduled and an announcement will be generated.

2.2 Accreditation Update (**Vince Rodriguez**) Dr. Adrian reported (in Vince's absence) that there are 3 representatives from each of the colleges. For CCC the representatives will be Margaret Lovig, Ann Holiday and the Academic Senate President. Those individuals will elect their own co-chairs who will be responsible for writing a response. The first deadline for rough drafts is October 15.

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

2.3 Seaport Evaluation Update (**Rick Lockwood/Pedro Gutierrez**) Dr. Adrian discussed the key points for the Seaport Evaluation to include the following:

- CCC will take the lead on selection of a Learning Management System.
- The Seaport Evaluation Task Force will continue to develop criteria.
- A survey will be sent out to staff and students.
- Task force will consider adding an instructional designer.
- Task force will collaborate with other colleges.
- An evaluation should be all encompassing and risk factors need to be considered.
- CCC must have support of the District for any LMS.

Action: At next Chancellor's Cabinet, Dr. Adrian will inform that CCC is open to exploring different Learning Management Systems (including Seaport) District wide.

2.4 Hiring Update (Christine Nguyen) Helen Rothgeb (in Christine Nguyen's absence) reported that:

- Committees have been established for the Dean of Institutional Effectiveness, and Dean of Newport Beach Center positions.
- They are waiting for a CFE representative to be appointed for the Dean of Counseling and Director of EOPS Hiring Committees. Need to speak with Dean Mancina.
- Faculty hiring process for Computer Science is in interview phase.
- Waiting for Job Descriptions on some classified positions.
- Instructional Associate of Biology has been advertised; committee is in process. **(Helen will follow-up)**
- Dr. Adrian reported resumes are being received for the Interim Vice President for Student Services position. The permanent search process will begin in the spring. First meeting for the permanent position will be held in December.

2.5 Enrollment Update (Vince Rodriguez) No update.

2.6 (This item deferred to next meeting)
College Goals and Priorities
Instruction
Student Services
Administrative Services

2.7 Faculty Prioritization Process (Dr. Lori Adrian)

Policy & Procedures Committee will be reviewing the Rubric and will discuss at the District meeting. Report will come in October 1. October 15 presentations will be done. The Committee will work with Academic Deans to develop one list opposed to having two lists. Recommendation will go to the President around November.

2.8 Committee Report Form Update (Michelle Ma)

Goals would be to engage committees that report to College Council. Michelle Ma distributed a *Monthly Report To College Council Form*. The intent of this form is for submission of topics discussed at meetings, action items, and accomplishments to date. The Committee discussed the form and recommended changes to be made. Michelle will revise the form to be sent out as a PDF form on the web.

3.0 New Business (Dr. Lori Adrian)

3.1 Study Abroad Advisory Group (Kevin Donahue) Deferred to next meeting.

3.2 PIEAC Mandate: The Committee discussed the wording of the Mandate and recommended grammatical changes.

This Mandate reads as follows:

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 reports, informs, and seeks approval from College Council.

Action: A motion was made and seconded to approve the adoption of this new Mandate. The Council approved unanimously the adoption of this new Mandate with recommended changes.

3.3 Innovation Summit: Dr. Adrian discussed inviting a dynamic speaker on innovation and allowing individuals to present ideas for innovative practices. There is a \$25,000 Master Plan Initiative Grant for which 5 to 6 winners would be selected to be granted a specific dollar amount of money. Dr. Adrian requested feedback and a discussion ensued amongst the Committee with regard to the goals, initiatives and timing on the scheduling of this Summit. All agreed that this event should be scheduled for Spring 2014. Pedro Gutierrez and Rick Lockwood volunteered to serve on the Planning Committee.

- 3.4 District wide Computerization and Standardization (Helen Rothgeb) Standardization is proceeding, but there appears to be little faculty input. A catalogue may be created listing PC, MAC, Tablet, Laptop options to meet everyone's needs. The Committee feels that the Senate and the various constituencies need to provide input prior to approval.

Action: Dr. Adrian will send a memo requesting names of those on the Committee along with recommendations of those who should be appointed to the Committee.

A college level supervisor has been hired and will start on October 1.

Action: Helen Rothgeb will check to see if an announcement will be made.

- 3.5 CVC (California Virtual College) Chancellor's Grant Update (Joycelyn Groot)
State Chancellor's Office is offering a grant that is an online education initiative to embrace some grant projects that have been underway throughout the past many years. Joycelyn provided an explanation of the requirements for the bidding process, the intent of the grant, the application process and referral system. The intent is to provide online education to students more efficiently in order to support more degrees and transfers within the state. The grant is \$16.9 mil for the first stage of the project and then \$10 mil for the following three (3) years. CCC has been asked to address this RFP and to submit a proposal. A team has been established which includes faculty members. CCC is looking at what Coastline's strengths might be in terms of bidding on this grant and wants to propose something that would work to increase access and degree completion. Dr. Adrian stated it is important for CCC to bid on this grant. **Due to the short time frame, she recommended that a good grant writer be hired to oversee and put together the bid.**

4.0 Hot Topics

- 4.1 Kaiser Visit – October 9 (Joycelyn Groot) – Kaiser is would like for CCC to deliver online educational opportunities to their employees across the nation. Funding is provided through two (2) foundations that support the tuition assistance that goes to their employees for education. A team is currently being established. A faculty member will be asked to provide a 20 minute presentation on our LMS Report and the faculty perspective as to how they use the system online. Kaiser wants to launch in February or the Spring. The Committee discussed focus and curriculum needs for this visit. Dr. Adrian recommended inviting some CCC faculty members.

Learning First Program – Working with Nancy Jones and still trying to launch this program and pilot with UIS (*University of Illinois, Springfield*) to deliver a transition pathway for computer science. A portal system has been built to engage the process and training is underway.

Small project with BESAC (*Business Education State Advisory Council*) as a mechanism for contract readiness training for small businesses. This is a joint project with OLIT and is a shared project development plan. They hope to have completion by the end of this month. Several projects are impacting the Contract Ed Department. A discussion ensued regarding working with native American tribes in Utah on reservations to motivate their children to move from high school to college (approximately 2700 students could be involved). CCC will pilot and start with a hybrid model. More information will be presented later.

5.0 **President's Report (Dr. Lori Adrian)** No Report

- District Governance Council
- Chancellor's Cabinet

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

- VPI & SS
- VPA

7.0 **Miscellaneous/Other Business**

Announcements:

Dr. Lori Adrian announced that there will be a Canvass demonstration from 2-3:00pm today. Anyone interested is welcome to attend.

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

Next Meeting: October 8, 2013, President's Conference Room