

COLLEGE COUNCIL MEETING MINUTES

President's Conference Room

December 10, 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
EXC	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: Laurie Melby (for Joycelyn Groot)

Recorder: Kathy Surgenor

Dr. Lori Adrian convened the meeting at 9:00.a.m. and welcomed the Committee. Dr. Adrian introduced Elaine Hill who will be serving as Acting Director of Marketing and Public Relations (replacing Michele Ma).

Review of Minutes (Dr. Vince Rodriguez) –

November 26, 2013 Meeting Minutes – The Committee reviewed the minutes of 11/26/13 and recommended revisions.

Action: A Motion was made and seconded to approve the Minutes of 11/26/13 with recommended revisions. Minutes were approved unanimously with revisions pending review from other team members. If further revisions are recommended, these Minutes will be brought back to the next meeting for further approval.

College Event Calendar – No Events to report

1.0 Constituency Updates

1.1 Academic Senate Update (Dr. Pedro Gutiérrez)

- Prioritization lists have been forward to Dr. Lori Adrian. There is some concern amongst Faculty about the need for full-time faculty (related to the Accreditation recommendations) and the number of full-time faculty that may or may not be hired. The Senate is unsure about District action at this time and monies to support this will not be available until next year. Christine Nguyen reported that she met with the VP's and the Chancellor yesterday and indications are that OCC and GWC will be advertising for full-time faculty positions. However, these are not new positions, but rather replacement positions for existing full-time faculty vacancies. Therefore, no new funding will be utilized for these positions.
- Senate reviewed the proposed hardware standardizations from the District and the different options available. Faculty recommended adding a tablet to the list since many of them utilize the tablet quite frequently. Rick Lockwood forwarded the computer list and faculty recommendations to IT.
- The Senate will not meet until February so faculty volunteers can be identified for search committees. The Executive Committee will approve them in order to expedite the process more quickly.

1.2 ASG Update: (Sofia Sourivong)

- The Christmas tree was set up in the President's Office following the last CC meeting for the Angel Tags.
- Currently at each campus, snacks and scantrons are being provided for finals week.
- An honor society is being established and the By-Laws are being reviewed.

- A Higher One survey is being developed for all of the campuses. Questions are being posted online in order to obtain feedback from students regarding any concerns they may have.
- An ASG retreat is being planned for Coastline to be held prior to the spring semester.

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

- Succeeded identifying classified staff volunteers to serve on the hiring committees.
- Raised \$1200+ from the Fall Festival
- Another event, the Holiday Boutique is being held today.

2.0 **Old Business**

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

- A. Vince will forward a draft of Q & A's for CCCD's accreditation to Michelle and bring back to College Council by December 10

Follow Up – Does not have at this time. However, Vince has gathered samples from other JCCs.

New Action: Vince and Elaine Hill hope to provide a draft of Q & A's for CCCD's accreditation by December 18.

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

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

Follow-up – Has been sent and continues to obtain feedback from the Senates. Will present after all senates have reviewed. **Completed.**

- B. Action: 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.

Follow-up: John Colson distributed the Student Services Planning Council to the Team for review and the committee discussed the placement of employee names into the vacant positions on the lists from the various constituency groups.

New Action: Planning Council Charge and structure will be submitted to College Council for approval by after the senates have reviewed by the end of February.

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

- A. Action: Christine Nguyen (for Dr. Adrian) will follow-up with Richard Patterson directly regarding the completion of the LMS survey by December 10.

Follow-up: Christine met with Richard Patterson. All efforts at this time are focusing on the migration process. The IT staff was brought together but the District has not officially formed a task force as yet. There is no action from the District regarding the LMS survey at this point so this item will need to be brought forward at a later date. Pedro reported that the Senate's LMS Task Force has provided criteria to be shared with the other senates. Rick Lockwood reported that the academic senates are moving forward from a faculty perspective, but the others are on hold since there is no official LMS task force established at this time. Students will be invited to participate in this process and that will need to be addressed by the District at a later date – **On Hold**

- B. 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.

Follow-up: Has not had a chance to meet in President's cabinet and discuss. At the next Cabinet, they will make a recommendation for a task force to be formed to oversee the renovation of College Center.

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.

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

- A. 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.

Follow-Up: John had discussions with Bill Kerwin and Bill advised forwarding the AP3900 document through as is. He advised that the Team can make further amendments at a later date if necessary. Free Speech bulletin boards will be placed outside buildings. John will report on the locations of bulletin board once they are placed.
– **Completed.**

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

Follow-Up: John and Christine have discussed this issue and are currently trying to determine where bulletin boards should be placed at the various CC facilities. Bulletin boards will need to be monitored on a regular basis. John will provide recommendations for free speech areas to be approved by the Council at a later date – **Completed.**

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

Follow-Up: John distributed a copy of an overview of faculty positions being advertised exhibiting the timelines, names of hiring committee members, and hiring committee vacancies that still need representation from the individual groups. The Council discussed the vacancies and how best to fill them.

- Admin Director of IE position has been advertised and is the recruitment phase but a student rep still needs to be appointed and the timeline needs to be changed.
- Dean of the NB position hiring committee has been completed except for part-time faculty representation.
- Dean of Counseling position is completed except for part-time faculty representation and ready to move forward.
- Director of EOPS position needs manager, CDMA and faculty representatives to be appointed.

These open faculty positions will be discussed at President's Cabinet and timelines will be adjusted. All of these positions have been listed with HR and John feels hopeful that candidates can be placed in these positions by July or August of 2014. The Senates will follow up with their recommendations.

Follow-up: **Completed.**

2.5 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.

Follow-up: **This Action Item deferred to January 2014 meeting.**

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

Follow-up: **This Action Item deferred to February 2014 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: **This Action Item deferred to January 2014 meeting.**

- C. 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.

Follow-up: **Completed.**

- D. 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.

Follow-up: John distributed a copy of the old Student Success Committee List and Mandate. He reported that he met with Daniel Pittaway. The Student Success Committee has not yet met to discuss changes. Vince has informed Vinicio that John will serve as the new co-chair of this Committee. The new direction will be focused primarily on the Student Success Support Program (SSSP). The direction of this Committee will be reviewed at the first meeting and they will act in an advisory capacity for the college with regard to SSSP and the progress that is being made. John will brief members on the SSSP and will provide a PowerPoint presentation that was previously presented at the Summit he attended in October. The hope is to add structure and to move ahead with work in order to provide tutoring and student success.

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

Follow-up: **Completed.**

- F. 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.

Follow-up: A motion was made and seconded to delete this Work Group and to imbed diversity into the other committees. The Council approved deleting this Work Group unanimously. - **Completed.**

New Action: Review various committees in the spring and recommend to the chairs imbedding diversity into the committees.

3.0 Standing Items

3.1 PIEAC Update (Pedro Gutierrez/Vince Rodriguez)

- The review of the planning process (Accreditation recommendation) is almost complete; specifically, the review and editing of the Planning Guide and the Planning Timeline. PIEAC is trying to ensure that the process has a clear and strong connection with regard to allocating resources and to ensure that those allocations are tied directly to Student Learning Outcomes which is the number one goal. The Scorecard has been reviewed and establishment of the standard was discussed. Jorge Sanchez will provide the updated version of scorecard at the next PIEAC meeting held in February, 2014. Accreditation standards will be met upon completion of the review of the Planning Guide.
- PIEAC continues to discuss the Planning Guide and prioritizing needs with regard to available budget. After agreement, they discussed the additional monies in the ending balance which amount to \$150,000. The desire is to request that the Budget Committee increase monies available for resource requests from last year's list. Pedro interjected that when most departments scheduled their annual reports this year, the focused was on goals of the College and how to map requests to goals. Vince added that there is consideration to move funding for the full-time Student Success Coordinator position from Title 3 funds to the General Fund. This issue will be addressed by the Budget Committee this week in order to make a recommendation.
- PIEAC also discussed prioritizing strategic college wide initiatives and it was determined that a survey will be conducted.

3.2 Accreditation Update (**Vince Rodriguez**)

A preliminary draft has been sent college wide and constituencies have responded. The Accreditation co-coordinators are working with Program Review and the report will be turned over to the editor. The deadline for obtaining feedback was last week. Gayle met with Program Review to discuss areas that needed editing. The Planning Guide and full-time faculty hiring should be completed by the end of the week. The timeline is as follows:

1. January 20 – CCC internal review of report.
2. January 8 - District recommendations will be forwarded to Dr. Andreea Serban.
3. January 27 - Final draft of College and District recommendations will be submitted.
4. February 5 BOT meeting - Board will review and provide their approval.
5. February 10 - A copy of the final report will be sent to the District.

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

Addressed earlier in the meeting (Section 2.5). Dr. Lori Adrian reported that the Board of Trustees attended the Student Success Governance Institute where measures of success were presented. Preliminary discussions were held at Cabinet with regard to ensuring that the District adopts these measures. She stated that Coastline should align its scorecard with these measures. Vince discussed how Coastline identifies transfer data.

4.0 New Business

4.1 All-College Meeting

- February 7, 2014 (Confirm or not) - **Confirmed**
- Newport Beach Center
- Theme/Agenda – Innovation for Student Success

A discussion ensued amongst the Council regarding development of notes to document the All College Meetings. The Council discussed conducting breakout sessions vs. one large session. John Colson suggested that one person from each breakout sessions be assigned to take notes and document outcomes of the sessions. The intent would be to provide a record of the All College Meetings. Vince agreed and added that this exercise should be established in order to address the instructional and non-instructional areas. Dr. Adrian suggested that a common Agenda be provided for each group. The following structure was discussed:

1. Completion of assessment
2. Results of assessment are provided
3. Changes to improve what is being done are established
4. College allocates resources to support improvements

The Council discussed meeting to discuss details of the All-College Meeting with regard to facilities, data and criteria to be provided. Dr. Adrian advised setting a meeting to devise a plan for the All-College meeting by January. Vince suggested providing a tentative Agenda by January. Pedro stated that a standard form should be provided to various departments in order to record what is to be accomplished at the All-College Meeting. Various meeting times and dates were discussed which will include department chairs, but availability of participants will need to be considered. Vince suggested meeting a week prior to the All-College Meeting. A discussion took place regarding SLO data to be provided to department chairs in order to assist them with analysis and assessment of courses and curriculum. Pedro suggested developing the annual reports in the spring for the upcoming year wherein SLO's would be incorporated into plans for the following year. John Colson discussed survey data and how surveys reflect SLO data and assessment. Christine Nguyen reported that she forwarded service area outcome surveys to Jorge Sanchez so that data can be utilized in the Admin Planning Council.

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.

4.2 Center for Teaching and Learning

Rick Lockwood distributed an overview of the Center for Teaching and Learning to the Council and discussed workspace needs, goals, support needed and the organizational structure for the new Center for Teaching and Learning. The Council discussed how this Center would be a support system for faculty in course development. Dr. Adrian suggested developing a Task Force for further planning of the CTL planning a visit to the Le Croix Center sometime in January. Laurie Melby suggested leveraging this forum with the Summer Institute.

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.

5.0 Hot Topics

5.1 Ann French mentioned that she read today's news that Newport Beach is planning to build a park next to the CCC Newport Beach Center which include sports fields, pedestrian walkways, etc.

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

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

- VPI – (Vince Rodriguez) A comparison is being made to this year's enrollments vs. last year's enrollments. Vince will send out announcements by the end of the week. If enrollment is strong, there should be no problem meeting the target. Vince has asked deans to work with department chairs in order to identify late start classes to be added to the schedule. Most of the Inter-Session classes are full at this time.
- VPSS – (John Colson) A group attended a SOAR (orientation assessment program for placing high school students) meeting. This would be a new entry for Coastline. Proctors will be generic vs. identifying a specific college. Support and script will be provided for the proctors. Coastline has not yet adopted the EAP whereas many other community colleges already have. The District should consider adopting the EAP and exploring utilization of ESARS which would enable students to be self-directed in scheduling counseling forums. Student Services is reviewing the challenge in Degree Works with regard to addressing the many existing pencil and paper Ed plans and inserting them into Degree Works. The priority registration objective is also being reviewed to ensure that all the groups have Ed plans. The Counselors are taking the lead in addressing this issue. The effective date for priority registration is in the fall of 2015.

Sophia Sourivong reported that students are discussing this matter at the District Student Council meeting. They are also considering developing flyers and a list of questions and answers to be addressed for students. The students have also discussed priority registration at each college within the District and determined that priority registration should be maintained individually at each college vs. a district wide priority. The students are also reviewing Title 9 conformity within the District.

- VPA – (Christine Nguyen) The Measure M report to the Citizen's Oversight Committee will take place next Wednesday. All the projects for Measure M will be rolled out. Coastline's project is the Le-Jao renovation including the Student Resource Center. This is an expansion to create gathering space for students. There is a seat open for a Foundation rep on COC due to a resignation. The District will be sending an E-mail to the Foundation Boards seeking a replacement rep. The long term District financial plan will be developed in the spring and will address staffing needs and individual plans for each college.

8.0 Miscellaneous/Other Business

9.0 Agenda Items for next meeting

1. Re-review of November 26, 2013 Minutes
2. College Event Calendar
3. Constituency Updates
4. Old Business/Follow-up Action Items (from 9/24/13, 10/22/13, 11/26/13, and 12/10/10 meetings)

5. PIEAC Update
6. Accreditation Update
7. New Business
8. Hot Topics
9. President's Report
10. Miscellaneous/Other Business
11. Agenda Items for next Meeting

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

Documents Distributed:

Meeting Agenda

Draft of November 26, 2013 Meeting Minutes

Student Services Planning Council

Composition and Timeline Synopsis of open F/T Faculty positions

Student Success Committee

Plan for CTL - Center for Teaching and Learning

Next Meeting: January 14, 2014, President's Conference Room