Approved 11/14/13

LAS POSITAS COLLEGE

College Council
Thursday, October 24, 2013 | 2:30 -4:30 PM | Room 1687

MINUTES

Position	Name	Present		Position	Name	Present
President (Chair, Non-Voting)	Janice Noble	X		**VP Academic Services**	Janice Noble	X
VP Administrative Services	Janice Noble	X		**VP Student Services**	Diana Rodriguez	X
Academic Senate President	Thomas Orf	X		**Academic Senate Vice President**	Elena Cole	
Classified Senate Co-Presidents	Frances DeNisco Todd Steffan			**Inst. Effectiveness Comm. Chair**	Rajinder Samra	X
Student Senate President	Christopher Southorn	X		**Student Senate Vice President, Acting**	Shanan Sahota	X
Planning&Budget Comm. Chair	Scott Miner	X		**Facilities Comm. Chair**	Catherine Eagan	
CEMC Chair	LaVaughn Hart	X		**Staff Development Comm. Chair**	Gregory Daubenmire	X
Sustainability Comm. Co- Chairs	Rita Carson Colin Schatz	X		**LPC SEIU VP**	William Eddy	X
CLP FA Site VP	LaVaughn Hart	X				

Others Present: Barbara Morrissey, Dean of Student Services; Sharon Gach, recording secretary.

1. **Call to Order -** Dr. Noble called the meeting to order at 2:33 PM.

2. **Review and Approval of Agenda** –The agenda was reviewed and it was M/S to approve the draft as written. (Southorn/ Samra). Approved unanimously.

3. **Review and Approval of Minutes –** The minutes of October 10, 2013 were reviewed and discussed. It was motioned and seconded to approve the minutes with 4 changes, with 3 abstentions due to non-attendance. (Orf/Miner)

   The minutes of May 26, 2011were reviewed and discussed. Dr. Noble noted that the previous Executive Assistant incumbent did not have time to complete the 2011 minutes prior to her departure. It was motioned and seconded to approve the minutes of May 26, 2011 (Miner/ Hart). Discussion was held: Scott Miner stated that the minutes accurately reflect what he remembers from the meeting, Sharon Gach mentioned that Ms. Adams took very thorough typed notes during meetings and she could make sentences out of them very easily. Chris Southorn asked if there was a Student Senate Vice President at that time, and it was answered

that there was. Dr. Noble called for the vote, and the minutes of May 26, 2012 were approved as written, with 2 abstentions for non-attendance.

4. **Old Business**

   a. **Accreditation Update –** Dr. Noble presented the Summer 2013 Newsletter from ACCJC which details what their expectations are in providing evidence in three domains: Evidence of the student learning experience, Evaluation of student academic performance and Post-graduation outcomes**.**

   Next she announced that over the last few years the ACCJC has made a review of the Standards, and they are now changed to a cleaner version, with fewer redundancies. Dr. Noble read some of the changes. She mentioned that when we write our Self Evaluation we have not yet been told which Standards we will be writing to. The ACCJC will provide a cross-walk - how to make the changes if a college is in mid-process– which they will adopt in June 2014. She shared that an Accreditation kickoff meeting will be held tomorrow with 10 attendees from LPC; perhaps more information on which standards will be given.

   Dr. Noble mentioned further information about the structure of our Self Evaluation. Ms. Elena Cole has agreed to be the Lead from the faculty, to work with Dr. Noble as the ALO. Currently we are in process of doing our own self-assessments, then we will write our individual responses in the Fall of 2014, and finish that in early 2015. The Board will review and approve the Self Evaluation by July 2015, and we will submit it to ACCJC prior to the team arrival in Fall 2015.

   Between now and April 2014, we will be speaking with faculty and Classified staff to ask for volunteers to be the Standard Leads. Dr. Noble and Ms. Cole are cognizant of Classified Staff members' workload building up and will be respectful of that when inquiring for volunteers. This will be a focused core group.

   The Self Evaluation writing will start in Spring 2014. Each of the 4 units will write to their areas, and in late-Spring and Summer the documents will be given to the Editor to put it all in one voice and find any gaps. In Fall 2014 the Teams will begin finding and linking all the evidence for our Self Evaluation statements. We still have the Accreditation Wiki online.

   For our December Town Meeting we will use the 2nd hour to ask committee leads to have their first meeting and begin their study of the current methods of Self Evaluation. During Spring 2014 each committee lead will apply for reassigned time.

   It is proposed to form an ad hoc committee of College Council for the work of Accreditation; whose members would be the ALO, Ms. Cole the Co-Lead, the Committee Leads, and the Editor.

   It was motioned and seconded to form an ad hoc committee of College Council for the work of Accreditation; whose members would be the ALO, Ms. Cole the Faculty Co-Lead, the Committee Leads (to be determined), and the Editor (to be determined). (Hart/ Sahota)

   Discussion included:

- If faculty/staff leave their current committee assignments will this have a negative impact on those committees? It is hoped that others will step up and contribute; there are only 4 people on the Accreditation *Ad Hoc* Committee, plus the Editor.
- Students are welcome to sit on the committee for any Standard.

The vote was called for the motion to form an ad hoc committee of College Council for the work of Accreditation; whose members would be the ALO, Ms. Cole the Faculty Co-Lead, the Committee Leads (to be determined), and the Editor (to be determined). The motion was approved unanimously.

Mr. Samra asked a related question regarding the timing for the accreditation surveys for the campus community, including students. This should be in process by the beginning of January, and the Survey group needs to be formed. It was suggested that to maintain continuity the survey preparation group be: previous Editor Maureen O'Herin, one student, one classified staff member, Mr. Samra, Dr. Orf, and Dr. Noble.

It was agreed to use the group mentioned above and to set this survey planning group up within two months.

b. Standards Mapped to College Council / Assigning Responsibilities – Dr. Noble presented the College Council's responsibilities of the Mapped Standards for Accreditation. She began a dialogue about this, in preparation for actually mapping the standards at a later date. She oriented the Council about the various standards and there was discussion about Standards I. A. 1 through I. B. 4, as noted in the addendum to these minutes.

c. Governance Worksheets/ Received/Reviewed – Dr. Noble noted that the Council has received the SEIU Governance Worksheet with no changes from the current Participatory Governance Handbook

5. New Business – There was no new business**.**

6. Area Reports

a. **Academic Services** –Health Center staff , administrators and faculty have been working with our behavioral health team to guide students with mental health issues to our health center. The Behavioral Health team is also advising faculty and staff how to assist in their areas.

Chancellor Jackson has started a Chancellor's Work Group on integrated planning for both colleges and the district. Representing LPC are LaVaughn Hart, Tom Orf, Rajinder Samra, Todd Steffan, and VP Rodriguez.

Student Services continues work on the Student Success Act. The division is also coming along with the DegreeWorks software, adding SEP generation and degree audits. VP Rodriguez is thankful to the A&R staff for their hard work. She is hopeful be able to meet deadline to test DegreeWorks in the Spring, and go live in Fall 2014.

There are a large number of student discipline concerns this term in both classroom and outside on campus situations. No trends are apparent at this time. VP Rodriguez will add de-escalating language to the reference items for faculty.

b. **Administrative Services** – Dr. Noble shared that the VP of Administrative Services recruiting is now open, closes December 2, and the committee will try to have it completed by end of year so the candidate could begin in January. President Russell will be able to be on the Level 2 committee

c. **Student Services** –Vice President Rodriguez shared a number of items. She recently attended ACCJC meeting about proposed changes and asked for feedback from attendees. She has started the beginning discussion and working with the Tutorial Center, RAW Center and Math Lab on finding one facility for all tutoring, rather than students going around campus to several areas.

d. **College Enrollment Management Committee (CEMC)** – Ms. Hart commented that there is no meeting on October 25th. Discipline plans will be developed soon and due mid-November for end of November CEMC meeting.

e. **Facilities Committee -** Dr. Noble reported for the committee for Chairperson Catherine Eagan. The small projects list will be costed out if the following proposal will be accepted. Vice Chancellor Jeff Kingston attended the Facilities Committee meeting and shared an idea for a proposal regarding bond money of approximately $21M which is left to spend, $2-3M of it for the LPC campus. This is the interest earned from the original bond fund of $500,000,000, which has already been spent. By law the district must spend 85% of all funds, including interest, within 3 years.

   VC Kingston proposed the idea of using money from the Bond interest, District IT, and District general funds to build phase 1 of the Facilities Master Plan, which is an academic classroom and lab building. The area targeted in the Facilities Plan is where the current buildings 100, 200, 300 are located. The classroom/lab building is the idea at this point, as the Bond is only for building major capital investments for community college. If the college/district chooses not to build this sort of building, VC Kingston feels LPC could not spend $2-3 M in 3 years. There were questions and discussion about this idea. The next step will be for Dr. Noble to present this at Town Meeting and LPC constituents will begin discussing this in their Senates and unions, and with the District staff

f. **Institutional Effectiveness Committee (IEC) -** Mr. Samra reported that the Committee met for the first time last week, however no quorum was present. The attendees reviewed the charge and agreed with it. However the membership of 15 is from the time when we had 5 divisions and the committee will review that next month. The committee also reviewed some accreditation standards mapped to the IEC, and will make a recommendation next time on the Program Review Survey to the Program Review Committee and the College Council

g. **Resource Allocation Committee (RAC)** – Mr. Miner reported that the committee has not met since our last College Council meeting on October 10th.

h. **Staff Development Committee** – Mr. Daubenmire shared a written report, attached to these minutes. There have been some funding changes including Part-Time Faculty, which was $250, changed to 2 years of continuous service, and 40% load. This may be discussed at Academic Senate. The total Staff Development funding is $10K, which will be discussed as to adequacy.

i. **Sustainability Committee** – Ms. Carson said that the committee's next meeting will be on Nov4th, at 3 PM. They are investigating an idea for a mobile app for car-pooling.

j. **Academic Senate** – Dr. Orf said the Senate met yesterday and discussed accreditation with our Interim President, Dr. Noble. It also voted on hiring prioritizations from the Hiring Prioritization Committee for an emergency hire, and sent the prioritization back to the committee as Senate was concerned if the process was followed regarding consistency with past practice. The Committee is asked to re-rank or come up with good explanation of why this is an emergency hire. The Hiring Prioritization Committee can go forward with a recommendation to the President without the Academic Senate's approval.

   Senate also looked at an ACCJC resolution from another community college and decided to write a resolution also.

   The Board Policy Review Committee has met once and it will need at least 2 more meetings.

   The Academic Calendar Committee has met and there is a difference of opinion. Teri Henson will send out some information and contact Classified Senate also. For Summer 2015 we will go back to 5 day weeks for services and classes and it was mentioned that as long as departments are covered it will be possible to allow Friday or Monday vacation days, of course. The difference in opinion is regarding shrinking the summer session from 8 weeks to 7 weeks or 6 weeks, if needed. The process for the Calendar Committee decisions is from Committee, to Chancellor, to the Board. The Chancellor will explore those recommendations before sending to the Board.

k. **Classified Senate** – No representative was present.

l. **Student Senate** - Mr. Southorn mentioned that Dean Barbara Morrissey was their guest speaker on Priority Registration. Other reports include the Board Policies and Administrative Policies are in process of review with the Student Senate Legislative Committee. At a future meeting Dr. Noble will discuss the recommendation from the Integrated Planning Committee. The Public Relations Committee is working on bulletin boards Bldg. 800, and on the website. Campus Outreach is offering information tables often, a "Lunch with your Senator" program is starting, and the Senate is donating a cake to the Veterans Day event for the cake cutting ceremony.

   Ms. Sahota reported that the Fright Night event great success and many evening students attended. The November Club Day theme will be "Cities Around the World". Also a Talent Show is in the planning stage and faculty and staff are invited to participate as the talent.

The Senate has tried to start a mobile app for Student Government, there was a lot of discussion and the proposal was rejected this time due to the cost. VP Rodriguez suggested that our ITS department could possibly assist as they are designing a District mobile app, and we could see if Student government could be piggy-backed onto that. Ms. Hart mentioned that on the Spring schedule is a CS 16 class, which is design of mobile apps class. The Senate could discuss this with the instructor and it could become a class or student project.

m. **Faculty Association** – Faculty Association Ms.Hart shared that the FA will have its general meeting on October 30 with guest speaker Jonathan Lightman of the Faculty Association of California Community Colleges (FACCC), which is a lobbyist group for Community College faculty in California. Everyone is invited to attend; please RSVP to Ms. Hart.

   Ms Hart also reported that FA is working to have David Bella-Hawkins, a lobbyist working with the California Community College Independents (the FA is a member organization) to come to the campus to discuss legislative issues, provide lobbying training, etc. David Bella-Hawkins, working on behalf of CCCI, was instrumental in working with several state legislators to call for an audit of ACCJC. The audit is likely to occur next spring. The audit will look at how much the accreditation process is costing the State as an unfunded mandate on community colleges. ACCJC contracts with the State for its services.

n. **SEIU** – Mr. Eddy reported that there are two candidates for local SEIU President and that the vote is tomorrow.

7. **Adjournment** - The meeting was adjourned at 4:29 PM.

Respectfully submitted,
Sharon Gach

Sharon Gach
Executive Assistant, Interim
President's Office

<u>Addendum to Minutes – Dialogue about Accreditation Standards and LPC Compliance</u>

<u>Standard:</u>

I A 1. What have we done for this standard?

Have we established programs and services aligned with our purposes, character (culture), and our student population?

- Yes, Transfer programs, Career/Technology Programs; the Standard aligns with all LPC offerings
- Looking at students' educational goals: Yes aligns well with the Standard
- This will need a lot of the student data – include what is done through Puente Program (Michelle Gonzales)
- Culture: Clubs are supported by our Student Senate, Clubs are the 2nd largest expenditure of Student Senate
- College catalog and schedule of classes

Dr. Noble shared that the above discussion is exactly the type of thing we need to do for each Standard. Then we show how we do each with our evidence, and link to our documents in the Accreditation Wiki Website.

I A 3 – LPC reviewed and revised its mission statement last year, approved by the Board in April 2013.

I A 4

- The Program Review cycle will be incorporated into Integrated institutional Planning
- Integrated Planning itself is central to this
- Staff Development: We will make reference to Program Review which is aligned to Staff Development funding.

I B 4

- The Institutional Effectiveness Committee (IEC) provides feedback based on on the Program Review surveys
- The IEC and Resource Allocation Committee (RAC) are also accountable for this.