

# PORTERVILLE COLLEGE

## END OF YEAR COMMITTEE REPORT

### COMMITTEE REPORTS

At the last College Council (CC) meeting of the spring term each year, committee chairs shall submit to CC a summary of the committee's activities for the year indicating the number of meetings held, goals, accomplishments, and recommendations. CC may, at any time during the year, make recommendations to the committee for consideration to improve the effectiveness or efficiency of the committee.

*From Committees/Councils/Sub-Committees/Etc. Structure of CC*

Date: 5/1/2018

Committee or Sub-Committee: Academic Senate

Number of Meetings Held: 17

### **Goals:**

The Academic Senate did not officially set goals for 2017-18. Our overall objectives were to support faculty and students at Porterville College by providing a discussion forum for faculty and a mechanism for making recommendations under the 10+1 areas of Academic and Professional matters identified in California education law for Community Colleges. We aim to maintain a professional and collegial process in support of the mission of Porterville College.

### **Accomplishments:**

The Senate's achievements included discussion and resolutions or recommendations as follows:

- Consulted with Administration to plan FLEX activities both Fall 2017 and Spring 2018
- Helped the campus set priorities for new faculty hiring through our regular process.
- Updated our bylaws to formalize our long-standing process of allowing for proxy voting
- Reviewed and supported the campus' application for the OEI Consortium
- Reviewed and supported the campus' application for the Guided Pathways project.
- Reviewed and approved the campus' distance education plan update
- Selected the Scholar of the Year through established processes
- Conducted several minimum qualification equivalency evaluations
- Reviewed and recommended the change of PE Division to Kinesiology

## PORTERVILLE COLLEGE

### Recommendations:

The Senate supported the position held by our campus counseling faculty that student education plans are, and should be, a responsibility of faculty counselors; that responsibility should not be assigned to academic advisors.

The senate has not made other formal recommendations beyond those listed in the accomplishments above.

Submitted to CC by: Jeff Keele

CC Meeting Date Received: 5/7/18

## PORTERVILLE COLLEGE

### END OF YEAR COMMITTEE REPORT

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*From Committees/Councils/Sub-Committees/ Etc. Structure of CLC*

Date: May 1, 2018

Committee or Sub-Committee: BSI/Subcommittee of Academic Senate

Number of Meetings Held: 6

#### **Goals:**

Representatives from every division meet to discuss ways of benefiting Basic Skills students on campus. We also have oversight of the Basic Skills Initiative Funding from the state and have worked to create a plan for the use of those funds. Our goals for this year were to regularly meet to engage in the discussion of how to use funds to benefit basic skills students on campus.

It has been the goal of of this committee to create and strengthen the link between Student Services and academics, recognizing the need to provide services to our students if we want to ensure their success. Basic skills students are often first generation, under-prepared, and second language students who require services from student services to be successful.

#### **Accomplishments:**

The committee met six times.

Elizabeth Buchanan attended CRLA tutor training in August 2017. She finished training the first cohort of Peer Tutors with the College Reading & Learning Association (CRLA) Level I Tutor certification training. This training is intended to not only norm tutoring practices for all Peer Tutors in the LRC, it will also enable certified Peer Tutors to use their certification to gain employment as tutors at their transfer colleges/universities. The CRLA Level I Tutor certification application was submitted in January 2018, and in April 2018, Porterville College received certification. We are now in the process of certifying students who have completed the required number of tutoring hours along with completing workshops.

Elizabeth Buchanan received approval, and attended the CRLA (College Reading & Learning Association) conference in November 2017.

Adjunct English Professor Roy Boswell submitted a proposal for Student Sentence Improvement Project, and was approved. He will be working on this from Spring to Summer 2018 semester. The project is intended to produce 14 sentence structure lessons that can be used in English remedial courses and across disciplines that may want to provide short, micro lessons about grammar in their courses.

Melissa Long from Language Arts attended California Acceleration Project workshops and conferences.

PASS leaders and the PASS coordinator were funded by BSI monies.

The Math Mentor coordinator was funded by BSI monies.

The Writing Mentors and Writing Mentor coordinator were funded by BSI monies.

Elizabeth Buchanan, Charlene Whitfield and Starla Whitehair attended the ATCLA conference in April (through the BSSOT grant).

## PORTERVILLE COLLEGE

### Recommendations:

This committee is a subcommittee of the Academic Senate, and as such is under their purview. It is essential that the campus recognize this as a faculty driven committee subject to the limitations set by the state for the expenditures of the BSI budget.

Submitted to CLC by: Elizabeth Buchanan

CLC Meeting Date Received: 5/7/18



## PORTERVILLE COLLEGE

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*From Committees/Councils/Sub-Committees/ Etc. Structure of CLC*

Date: 4/30/18

Committee or Sub-Committee: Budget Committee

Number of Meetings Held: 8

#### **Goals:**

The Budget Committee is a Sub-Committee of the College Council (CC), formerly College Learning Council - CLC. The Budget Sub-Committee has the responsibility for coordinating budget planning in a manner that assists the institution in effectively utilizing its fiscal resources in the pursuit of the college mission.

1. Update and follow established Budget Planning Process.
2. Document/communicate the process and state of the budget all campus constituency groups.
3. Review requests and prioritize budget recommendations and submit to the CC.
4. Review Accreditation Standards to ensure that the budget development process complies with the ACCJC Accreditation Standard III Section D.
5. Recommend to the CC issues as they relate to the college budget.

#### **Accomplishments:**

1. Revised the Annual Program Review & Budget Update evaluation rubric to address both instructional and non-instructional divisions/department funding requests.
2. Communicated the process and state of the budget to all campus constituency groups - The campus was informed about the budget at open forums, Fall Flex Day, and Mid Year Budget Update Newsletter. Additionally, we reviewed the District-wide Budget Allocation Model recommendations.
3. Reviewed District-wide Budget Committee fiscal risk assessment and discussed recommendations at College Council.
4. Reviewed Accreditation Standards to ensure that the budget development process complies with the ACCJC Accreditation Standard I and Standard III Section D.
5. Discussed Governor's proposed new funding formula elements and potential impact on ongoing funding.

## PORTERVILLE COLLEGE

### Recommendations:

- It is recommended that the campus & DO continue to provide information on the impact of the new funding formula on ongoing operations.
- PC Budget Committee recommends that the impact of budget revisions be evaluated again in the Fall when more information is available on the new funding formula and KCCD allocations.

Submitted to CLC by: Arlitha Harmon, VP of Finance & Administrative Services

CLC Meeting Date Received: 5/7/18

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*From Committees/Councils/Sub-Committees/Etc. Structure of CC*

Date: May 1, 2018

Committee or Sub-Committee: College Council

Number of Meetings Held: 14

#### **Goals:**

To work effectively with faculty, administration, and staff reviewing the various proposals and/or recommendations from the various constituents to provide the highest quality learning services to our students and communities served by the College.

#### **Accomplishments:**

- 1) Reviewed and approved sub-committee and task force structure and membership revisions.
- 2) Revised the Porterville College Mission Statement.
- 3) Discussed proposed legislation and new CCCCO programs (i.e. AB705, new funding formula, guided pathways).
- 4) Reviewed, discussed, and approved the Education Master Plan, Enrollment Management Plan, Facilities Master, and IT Plan.
- 5) Reviewed, discussed, and approved the accreditation standards and 2018 Self Evaluation.
- 5) Reviewed, discussed, and approved program reviews in the 2017-18 program review cycle.

## PORTERVILLE COLLEGE

### Recommendations:

- 1) Ensure all agenda items, including informational presentations, have adequate time for review and discussion.
- 2) Continue to update the committee on categorical program and funding changes

Submitted to CC by: Arlitha Williams-Harmon

CC Meeting Date Received: 5/7/18



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*From Committees/Councils/Sub-Committees/Etc. Structure of CC*

Date: 4/25/2018

Committee or Sub-Committee: Curriculum

Number of Meetings Held: 12

#### **Goals:**

- 1) To keep all courses and programs up to date with timely revisions.
- 2) To monitor state and national trends in curriculum and respond accordingly on our campus for the benefit of the student.
- 3) To effectively transition from Curricunet to eLumen for Curriculum

#### **Accomplishments:**

I took over as Curriculum Chair in August. During the fall semester, the primary task of keep courses revised and up to date continued with no interruption with the change in leadership. The Past Chair and the Curriculum Specialist were critical in maintaining this continuity.

The process of moving to eLumen continued with biweekly meetings and continued testing. During fall semester, courses were still being updated in Curricunet while the Past Chair, the Curriculum Specialist, and I transferred, with volunteers from the Curriculum Committee uploaded all the current courses into eLumen. We also deleted obsolete CORs and generally cleaned up the existing curriculum database. This process took two months of solid work by many individuals. Workflows were developed for eLumen and the anticipation to go live in January.

During the spring semester FLEX day, training was provided to the faculty on the use of eLumen for curriculum. Since then, all courses are being updated in eLumen. There have been issues with workflows and we are correcting this as we move forward. Several training sessions have been held during the semester as needed by faculty and divisions.

With the passage of AB705, the Curriculum Committee with Language Arts and Mathematics Divisions have been working to meet the requirements of AB705. New multiple measures have been developed and put in place. These continue to be revised as needed.

I would like to take this opportunity to commend the Curriculum Committee and the Curriculum Specialist on all the hard work in transitioning to eLumen. It would not have gone so smoothly without their efforts.

## PORTERVILLE COLLEGE

### Recommendations:

- 1) Continue to address the implementation of AB705 and any other legislated mandates that may arise.
- 2) Complete the transition to eLumen and the training of Faculty.
- 3) Finish mapping SLOs to the GELOs and formalize the assessment of GELOs.

Submitted to CC by: Richard Goode - Curriculum Chair

CC Meeting Date Received: 5/7/18

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*From Committees/Councils/Sub-Committees/Etc. Structure of CC*

Date: 4/26/18

Committee or Sub-Committee: Distance Education

Number of Meetings Held: 10

### **Goals:**

Establish criteria for which instructors are considered ready to teach online.

### **Accomplishments:**

1. Established policy that students have access to view their grades in Canvas for at least one week after the term ends.
2. Verified that we are not enrolling out-of-state students in online courses.
3. Secured funds to continue to offer NetTutor online tutoring through the spring 2018 term.
4. Applied to join the OEI consortium and were accepted.
5. Made significant updates to the Online Teaching Handbook.
6. Expanded membership in the committee.
7. Established a Distance Education Plan for the college.
8. Established criteria for which instructors are considered ready to teach online.

## PORTERVILLE COLLEGE

### Recommendations:

Follow through with recommendations for criteria needed to teach online, including offering stipends to ensure more widespread instructor certification.

Submitted to CC by: Sarah Phinney

CC Meeting Date Received: 5/7/18

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*From Committees/Councils/Sub-Committees/Etc. Structure of CC*

Date: 05/01/2018

Committee or Sub-Committee: Enrollment Management

Number of Meetings Held: 12

### **Goals:**

Enrollment Management is to:

- 1) Maintain optimum enrollment
- 2) Integrate instructional and student services programs
- 3) Improve access to information
- 4) Improve services

### **Accomplishments:**

1. Development of the 2017-2022 Enrollment Management Plan
2. Development of year-long schedules
3. Discussed AB 705 legislation and Porterville College implementation plans
4. Discussed safety and security on campus
5. Discussed distance education and plans going forward



## PORTERVILLE COLLEGE

### Recommendations:

1. Continue to be informed of new legislation and directives from the Chancellor's Office pertaining to enrollment
2. Continue to facilitate the implementation of the Enrollment Management Plan
3. Continue to facilitate and coordinate activities between instruction and student services to maximize enrollment and to ensure student retention, completion, transfer, career readiness.

Submitted to CC by: S.Aunai

CC Meeting Date Received: \_\_\_\_\_

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*From Committees/Councils/Sub-Committees/Etc. Structure of CC*

Date: April 26, 2018

Committee or Sub-Committee: Facilities Planning Advisory Sub-Committee

Number of Meetings Held: 2

#### **Goals:**

1. Review and respond to facility and infrastructure recommendations submitted by any interested party.
2. Give reports on activities, issues, and recommendations of the constituencies represented on the committee.
3. Function as liaison between the college President and the constituent groups represented concerning issues of facilities and infrastructure planning.
4. Review and recommend facilities and planning projects on consort with college and district policies and procedures.
5. Provide research on issues from groups represented as requested by the college President.

#### **Accomplishments:**

There were two meetings in the 2017-18 academic year – April 5, 2017 and May 4, 2018

##### April 5, 2017 Review

1. Report of Safety & Security Team previous meetings.
2. Review of SRID Measure G Bond status & Measure J Bond strategizing to maximize resources.
3. Staff photo ID's implemented and security cameras installation completed.
4. Educational Master Plan (EMP) working towards completion and submission date to KCCD Board.

##### May 4, 2018 Review

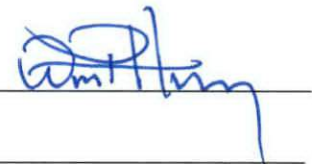
1. Summer replacement of front parking lots projected reviewed.
2. Report on Measure J Bond funds usage and future planning.
3. Phase 3 report by Deborah Shepley, of Gensler Global Design Firm contracted to update our Facilities Master Plan (FMP).

## PORTERVILLE COLLEGE

### Recommendations:

1. To continue to keep the Porterville College staff informed of all scheduled maintenance projects and future planning of the campus.
2. To continue to solicit input on all areas of the campus needing improvement.

Submitted to CC by: William P. Henry, President



CC Meeting Date Received: May 7, 2018

## PORTERVILLE COLLEGE

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*From Committees/Councils/Sub-Committees/Etc. Structure of CC*

Date: May 1, 2018

Committee or Sub-Committee: IT Committee

Number of Meetings Held: 6

#### **Goals:**

- Address Technology Issues on Campus
- IT Plan Update Submission
- Address new changes to website and impact to students, faculty and staff
- Introduce new District Wide IT Advisory Committee function

#### **Accomplishments:**

- Discussed and addressed the IT committee membership, assigned new Co-Chair
- Discussed and addressed the KCCD district wide IT committee function and membership
- Discussed the new Banner 9 Upgrade
- Reviewed IT Plan for submission
- Reviewed purchases of computers and copiers
- Discussed faculty websites moving into Canvas
- Discussed new Committees web page
- Discussed LTI integration in Canvas
- Reviewed updated Graphics Print Request Form
- Reviewed college division and department budget requests for 2018-2019
- Discussed Shoretel training on new Shoretel telephone system upgrade
- Discussed new Directory format on web site
- Discussed network outage on January 25, 2018 and steps taken to resolve problem
- Discussed IT Department reorganization, with Web Content Editor and Print Shop moving under new Communications and Marketing Manager
- Discussed maintaining Accessibility within IT technology and website
- Discussed transition of email service from Exchange to Office 365
- Reviewed KCCD Downtime Calendar for 2018-2019

**PORTERVILLE COLLEGE**

Recommendations:

Submitted to CC by: Jay Navarrette

CC Meeting Date Received: 5/7/18



## PORTERVILLE COLLEGE

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*From Committees/Councils/Sub-Committees/Etc. Structure of CC*

Date: 4/30/18

Committee or Sub-Committee: Outcomes Committee

Number of Meetings Held: 8

#### **Goals:**

(for 2018-2019)

- Close the loop in program learning outcomes (PLOs) across campus
- Design and implement a system for updating outcomes so that the Porterville College Database and eLumen contain the same information
- Begin each semester by giving each division a list of courses and programs in the "Collect" phase of the cycle
- Fine-tune the Outcomes Handbook with complete discipline-specific sections
- Figure out how to handle historical outcomes

#### **Accomplishments:**

- We completed and distributed the Porterville College Outcomes Handbook, a living guide to all things outcomes
- We created the Porterville College Outcomes Database, a complete list of all SLOs, PLOs, SAOs, GELOs, and ILOs with date of last cycle completion, date of next "Collect" phase, and links to assessments, results, and other outcomes information
- We updated and revamped the SAOs, their assessment, and inclusion in the campus-wide outcome assessment cycle
- We changed our committee outline to better reflect our mission and purpose and changed our name to the Outcomes Committee to show that we represent all outcomes on campus
- We have more divisions closing the loop (discussing assessments and making changes based on those discussions), especially in course-level SLOs

## PORTERVILLE COLLEGE

### Recommendations:

--Divisions need to help the Outcomes Committee representative to fully complete his or her job by cooperating in assessments and discussions and promptly and thoroughly completing outcomes-related work

--Food at our meetings would help tremendously (especially homemade baked goods)

Submitted to CC by: Melissa Long

CC Meeting Date Received: 5/7/18

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*From Committees/Councils/Sub-Committees/Etc. Structure of CC*

Date: April 24, 2018

Committee or Sub-Committee: Outreach Committee

Number of Meetings Held: 9

#### **Goals:**

- Develop and coordinate marketing and outreach activities which promote college programs
- Develop a master calendar visible to members of the campus community
- Develop a prospective student landing page on the main website

#### **Accomplishments:**

1) A new landing page was developed to prospective students identifying key events as well as providing the capability to request information as well as a campus tour.

2) A master calendar was developed via Office 365 Sharepoint -  
<https://kccd.sharepoint.com/sites/groups/pcoutreach/Lists/Calendar/calendar.aspx>

This allows members of the committee as well as others on campus to add events

3) The sharing of information with regards to graphics has led to similarities in developed materials for areas in students services as well as CTE and other areas on campus.

## PORTERVILLE COLLEGE

### Recommendations:

- Focus on Branding (consistency in look and message) across all materials provided to the public
- Develop a communication plan for prospective students
- Develop a manual or guide with relation to graphic standards (color scheme, font, etc).
- More faculty involvement with outreach to promote programs
- Find a way to make a more visible place for students who hold office with ASPC so they have a more visible and important position on our website

Submitted to CC by: Elmer Aguilar

CC Meeting Date Received: 5/7/18

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*From Committees/Councils/Sub-Committees/Etc. Structure of CC*

Date: 5/1/2018

Committee or Sub-Committee: Success and Equity Sub-committee

Number of Meetings Held: 7

#### Goals:

- 1) Remove barriers that limit student success.
- 2) Increase professional development opportunities for faculty and staff that assist in increasing students success and increase customer service.

#### Accomplishments:

1. Revised charter to reflect current committee structure.
2. Made DACA recommendations to the President.
3. Participated in DACA awareness week.
4. Reviewed Integrated Plan.
5. Reviewed Guided Pathways Plan.
6. Members attended the Dream 2018 conference in Nashville, Tennessee.
7. Members participated in the ATD coaches visit.
8. Began the process to close the gap on Data Team recommendations.



## PORTERVILLE COLLEGE

### Recommendations:

1. Play a larger role in campus wide student success based on the data provided by the Data Team.
2. Create measurable goals.

Submitted to CC by: Kailani Knutson

CC Meeting Date Received: 5/7/18

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*From Committees/Councils/Sub-Committees/ Etc. Structure of CLC*

Date: 4/30/2018

Committee or Sub-Committee: Staff Development Committee

Number of Meetings Held: 0

### **Goals:**

This committee was established to provide input for staff in programs providing opportunities for retraining, sabbatical leaves, participation in special programs, and participation in programs sponsored by the college and/or district.

1. Provide a forum for new and existing programs for staff development.
2. Assist the College President or designee in developing a budget for staff development for each fiscal year.
3. Establish criteria for determining individual compensation for staff development and to recommend projects, plans, etc., for funding.
4. Review and nominate staff members for consideration of awards and participation in programs, i.e., League for Innovation, "Innovator of the year", Great Teachers Seminar, etc.
5. Review and make recommendations for college participation in special projects and consortiums.

### **Accomplishments:**

The faculty, staff, and administrative responses to the professional development survey (distributed in April 2013) were used to plan Fall 2017 Flex Day and various campus staff development activities. A staff development survey was administered in again in Spring 2018. The results of this survey will be reviewed with the committee and Academic Senate in Fall 2018.

Additionally, the campus participated in additional development sessions on the following:

- Armed Intruder/Active Shooter Workshop
- Banner, Purchasing & Travel Training
- Campus Crisis Response Management Training
- Customer Service Workshop
- Interest Based Bargaining
- Liebert Cassidy Human Resource Webinars
- Suicide Prevention

The campus continued to promote online training available through the Lynda.com online training portal. Through Lynda.com staff can get just-in-time help on subjects that include education, business, IT, software programs, digital design, and much more. There are over 4,000 courses that are "chunked" into short topic-based videos that staff can access at their convenience. Also, the college joined the National Institute for Staff and Organizational Development (NISOD) to expand access to quality professional development for community college faculty, staff, and administrators.

## PORTERVILLE COLLEGE

### Recommendations:

It is recommended that the 2018 spring needs survey data and California Community College Council for Staff and Organizational Development (4C/SD) best practices be used to create a staff development plan. Additionally, it is recommended to expand the new faculty orientation program to a semester long development program. This plan will provide a campus-wide comprehensive and intentional approach to enhance professional development offerings.

Submitted to CLC by: Arlitha Harmon, VP of Finance & Administrative Services

CLC Meeting Date Received: \_\_\_\_\_

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*From Committees/Councils/Sub-Committees/Etc. Structure of CC*

Date: 5/1/2018

Committee or Sub-Committee: Strategic Planning

Number of Meetings Held: 23

### Goals:

- 1) To ensure 100% of program reviews due this academic year are completed.
- 2) Revise both the Non-instructional and Instructional Program Review forms.
- 3) Revise the Strategic Plan.

### Accomplishments:

1) To date all but one of the program reviews due this academic year have been completed. Following is a list of program reviews Strategic Planning assessed and where they are at in the process as of 5/1/18:

CTE - going to CC for approval 5/7/18  
Language Art - delayed due to the new AB705 guidelines and will submit in Fall 2018  
Social Science - going to CC for approval 5/7/18  
Admission & Records - CC Approved 2/5/18  
Advising/Counseling - CC approved 4/16/18  
Athletics - CC approved 3/5/18  
Calworks - CC approved 2/5/18  
DRC - CC approved 2/5/18  
EOP&S/CARE - CC approved 2/5/18  
Equity - Assessing 5/8/18  
Financial Aid - going to CC for approval 5/7/18  
SSSP - going to CC for approval 5/7/18  
Transfer Center - CC approved 3/5/18  
VRC - CC approved 4/16/18

- 2) Both the Non-instructional and Instructional Program Review forms have been revised and approved by CC.
- 3) The Strategic Plan has been revised and submitted to CC for approval.

**PORTERVILLE COLLEGE**

**Recommendations:**

Review and update the Integrated Planning Assessment and Action (IPAA) document during 2018-19.

Submitted to CC by: Jay Hargis

CC Meeting Date Received: 5/7/18