

PORTERVILLE COLLEGE
COLLEGE COUNCIL

3:00 PM – 5:00 PM • Monday, September 17, 2018 • SM125

Co-Chairs: Arlitha Williams-Harmon, Robert Simpkins, Vern Butler

MINUTES

Present:

Primavera Arvizu, Sam Aunai, Rebecca Baird, Kim Behrens, Tim Brown, Vern Butler, Michael Carley, Joe Cascio, (Juan ASPC Treasurer), Chris Ebert, Jim Entz, Lupe Guillen, Stewart Hathaway, Bill Henry, Jeff Keele, Melissa Long, Jay Navarrette, Stephanie Olmedo-Hinde, Myla Paczak, Maria Roman, Robert Simpkins, James Thompson, Ann Marie Wagstaff, Joel Wiens, Arlitha Williams-Harmon and John Word

Absent:

Erin Cruz, Vickie Dugan, Kailani Knutson, Diane Thompson and Anne VanDerHorst

Guest:

Reagen Dozier, Tiffany Haynes, Alex Schultz and Kimanthi Warren

I. Call to Order

Mr. Simpkins called the meeting to order at 3:05pm.

II. Adoption of Agenda

Motion made to approve the September 17, 2018 agenda.

M/S/C: Joe Cascio/Maria Roman

III. Approval of Minutes

Motion made to approve the minutes from May 7, 2018.

M/S/C: Maria Roman/Tim Brown

IV. Information/Announcement Items

A. Transfer Fair (Informational) – Stephanie Olmedo-Hinde

The Second Annual Transfer Fair is October 15 from 10-1pm. Donations can be made to Counselor Olmedo-Hinde for the raffle. She encourages faculty to wear alumni gear.

V. Discussion/Action Items

A. SLO Committee Name Change – Melissa Long (Discussion/Action)

Professor Long went over the changes made to the committee name and outline.

“Motion to approve the name change and outline.”

M/S/C: James Entz/Jeff Keele

Pdf emailed to committee.

B. ILO #1 Communication (Use Language and non-verbal modes of expression appropriate to the audience and purpose) – Melisa Long (Discussion)

Professor Long talked about the several phases of assessing ILOs. The committee will start assessing ILO #1 Communication during this meeting.

1. Collect Evidence

— 65% success rate in English.

- ASL enrollment increased by 60%/success 80%
- ESL enrollment increased by 50%/success 73%
- Spanish enrollments steady success rates at 80%
- 81% using scientific terminology correctly
- Increased offerings in communication
- 25 Communication Degree/Certificate completed each year.
- Success rates are up
- Number of double majors
- Budget drop box is accessible
- Student complaint process online and more streamlined
- Student reps
- DegreeWorks usage increased
- Orientations increased
- 90% of students are placed using Multiple Measures
- Student handbook online
- BIT created
- PC Connection
- Senior Day
- Pirate in a week
- Counselors going to high schools for Ed Plans
- Cranium Café
- EAB
- Student Satisfaction (2015 results: reading 61%, writing 69% and speaking 70%)
- Mental Health: Counselor/Self screening

2. Analyze

- The committee discussed the different ways ILO 1 is successful in the different areas.
- There was much discussion of what the meaning of ILO 1 actually is.
- What is the parameters of verbal and non-verbal?

3. Identify

- Should this ILO need revision? Professor Simpkins feels ILO 1 needs clarification.
- Possibly changing ILO to IO (Institution Outcomes)

4. Plan to Implement

- Provide more opportunity outside and inside of class for students to demonstrate outcome.
- Co-circular activity
- Encourage more writing across the curriculum
- Writing Center so student can get support
- Revise ILO

Discussion on ILO #1 will continue at the next meeting.

C. Equity Program Review – Kimanthi Warren/Erin Cruz (Discussion/Action)

Dr. Wagstaff pointed out that since the program review was completed a few goals have become outdated because AB705. Dr. Wagstaff suggest that Director Warren meet with her to discuss the revision needing made to align with AB705. Professor Long also would like to discuss Equity's SLOs.

Most likely, by next cycle Equity, SSSP and Basics Skills will be combined.

"Motion to approve program review as written with the understanding ongoing discussion about changes that immediately effect what we are doing."

M/S/C: Joe Cascio/Ann Marie Wagstaff

Pdf emailed to committee.

D. Child Care Program Review – Karen Ball (Discussion/Action)

Would like to see child care provided in the evening.

"Motion to approve."

M/S/C: Joel Wiens/Sam Aunai

Pdf emailed to committee.

E. Language Arts Program Review – Ann Marie Wagstaff (Discussion/Action)

Dr. Wagstaff highlighted several areas in the program review.

- Language arts has 12 full-time faculty and numerous adjuncts without support staff.
- Language Arts PR is late due to the implementation of AB705, and so decided to redesign Language Arts and submit an update program review.
- The AB705 implementation plan has been successful.
- Discussing another option offering support for English 101A.
- Went over the achievements Language Arts has made.
- Integrating programs with Leading with language
- The increase in the Division budget request is in response to reduced funding to LAD, particularly the end of the BSSOT grant.

"Motion to approve."

M/S/C: Tim Brown/Lupe Guillen

Pdf emailed to committee.

F. Program Review Schedule - Michael Carley (Discussion/Action)

Mr. Carley notified the committee the departments up for review. He stated the schedules only changes are to change Office of Academic Affairs to Instruction and moving the cycles forward.

"Motion to approve."

M/S/C: James Entz/Maria Roman

Pdf emailed to committee.

G. Enrollment Management Membership Change – Sam Aunai (Discussion/Action)

"Motion to approve the amendment to the agenda to take action"

M/S/C: Joe Cascio/Primavera Arvizu

VP Aunai reviewed the changes to the membership.

“Motion to approve.”

M/S/C: Ann Marie Wagstaff/Joe Cascio

Pdf emailed to committee.

H. Facilities Master Plan – Arlitha Williams-Harmon (Discussion/Action)

VP Williams-Harmon stated the document has not changed since the first reading in the Spring.

“Motion to approve.”

M/S/C: Maria Roman/John Word

Pdf emailed to committee.

VI. Subcommittee Reports

A. Budget Committee

- Met two weeks ago and went over adopted budget; discussed increases in CalPERS (18.062% to 18.10%), Workers Compensation (1.026% to 1.20%) and OPEB-ARC (.98% to 1.96%).
- Also, discussed doing a mid-year budget update adding monies back into the 4000, 5000 and 6000 accounts. Budget managers will receive their worksheets for review.
- Rollout an online budget worksheet this month
- Gave an update on the new funding formula.
- The District Budget Committee met to discuss the recommendations on reserves.

B. Strategic Planning Committee

- Going over program reviews, updating IPAA document and the program review rubric.
- Plans to work on the Strategic Plan goals and objectives.

C. Enrollment Management Committee

- Briefly discussed the Enrollment Management Plan going over goals.
- Had a conversation with Math regarding placing student in transferable level Math courses.

D. Success & Equity

- Reviewing the SEC charge and membership with plans to bring it to CC in the near future.
- Discussed the ATD visit this fall, ICAT survey and creating focus groups.

E. Grant Oversight/Grant Progress Reports Committee

- Student Services applied and awarded the CAPP grant. This grant helps to align Guided Pathways and partnerships with high schools. The grant is \$12,000 for five months with an opportunity to apply for a larger grant.

F. Facility Planning Advisory Committee

- Completed the parking lot
- Installing draught tolerant landscaping on College Ave.
- SM elevator passed fire alarm test and waiting for the elevator inspector.

- Replaced AC lobby.
- Scheduled the replacement of Student Center doors on Sept. 28th.
- One-time schedule maintenance money from the State. This money will replace lecterns.
- New Gym floor project (April 27th through to July of next year)
- Oct 18th great American shake out
- Sept 27th Safety and Security meeting

G. Information Technology

- Met on August 31st and talked about move to office 365, issues with sending and receiving mail, went over importance of using IT request.
- District IT committee's new PC rep is Kimanthi Warren.
- Print Shop falls under Alex Schultz
- New Copier installed in the SM Building

H. Title IX Advisory/Safety and Security

- Several staff attended a webinar over the summer on Title IX and being compliant.

I. Outreach

- First meeting this Thursday, Sept. 20th
- PC had a booth for the Tulare County College Night at the Ag Center in Tulare.
- PC has three ads running on HITS 104.9
- Ad ran in the Recorder last week promoting the CHAPP event
- CARE focus ad ran in the Recorder over the weekend
- Billboard on 65 will run for three months (Oct 1st – Dec 31st)
- Promoting late start classes

J. Outcomes

- Working hard to fill in the holes in the college's database.
- Working with the departments to help update SLOs/SAOs
- Assessed first GLEOs last week in Curriculum
- Begun to assess PC's first ILO
- After the Accreditation visit, the committee will focus on PLOs.

VII. Other Reports

A. President

- Showing 4% growth at census
- Hit our fall growth target.
- Completion and success rates are up

B. Accreditation

- The site visit is Oct 1st-4th
- There will be two open forums
- Team bios are on the website
- Please leave availability in your schedule for meetings

- Will continue to meet every semester

C. Academic Senate

- Dr. Keele wished PC Happy Constitution Day
- Met with the new CC Senate President.
- Discussed access to facilities
- Began process for making recommendations for new faculty hires
- Dr. Keele's term is ending and looking for replacement

D. CCA

- Member canvas
- Upcoming elections to vote for PC Chair and part-time representative
- Faculty mixer planned for Oct. 25th
- Mode A Workshop this Friday morning
- Adjunct seniority list posted to the KCCD website
- Updating the CCA website

E. CSEA

- Starting negotiations
- Gearing up for election of all positions

F. ASPC

- Introduction of ASPC VP President and Treasure

G. Other

- Volleyball game PC vs CC at 5pm Wednesday, September 19th

VIII. Future Agenda Items

A. CC Structure & Membership – Co-chairs (review/update specific task, etc.)

B. District Strategic Plan Update

IX. Adjournment

Meeting adjourned at 4:47p.m.