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PORTERVILLE COLLEGE
COLLEGE COUNCIL

3:00 PM – 5:00 PM • Monday, October 1, 2018 • SM125
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Co-Chairs: Arlitha Williams-Harmon, Robert Simpkins, Vern Butler

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<u>MINUTES</u>
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Present:
Bill Henry, Sam Aunai, Primavera Arvizu, Arlitha Williams-Harmon, Kailani Knutson, James Thompson, Kim Behrens, Erin Cruz, Diane Thompson, Joe Cascio, Jay Navarrette, John Word, Anne VanderHorst, Stephanie Olmedo-Hinde, Michael Carley, Jeff Keele, Robert Simpkins, Tim Brown, James Entz, Lupe Guillen, Maria Roman, Stewart Hathaway, Joel Wiens, Anne Marie Wagstaff, Rebecca Baird, Vern Butler, Paczak

Absent:
ASPC President, Chris Ebert, Glenn Hall, and Vickie Dugan

Guest:
Reagen Dozier, Alex Schultz, Kimanthi Warren and Accreditation Team (Greg Aycock, Eva Bagg, Rebecca Bocchicchio, Stephen Fredricks, Meeta Goel, Sunny Greene, Michelle Lewellen, Ann Wright and Kim Lopez)

I. **Call to Order**
   Dr. Williams-Harmon called the meeting to order at 3:01pm.

II. **Adoption of Agenda**
   Motion made to approve the October 1, 2018 agenda.
   M/S/C: Tim Brown/Primavera Arvizu

III. **Approval of Minutes-amended**
   Motion made to approve the amended minutes from September 17, 2018.
   M/S/C: Sam Aunai/Jeff Keele

IV. **Information/Announcement Items**
   A. **District Strategic Plan Update**
      VP Arvizu will be serving as Admin Lead for the institution. She will report out to the Strategic Planning Committee and the Academic Senate regarding the development of the District Wide Strategic Planning process. The District Wide Strategic Planning Committee requested the college to align our strategic planning goals with the goals of the District and Board of Trustees.

V. **Discussion/Action Items**
   A. **Elect New Committee Chairs - Chairs (Discussion/Action)**
      VP Aunai nominated Primavera Arvizu as new Administrative co-chair.
      "Motion to approve Primavera taking over as administrative co-chair."
      M/S/C: Sam Aunai/Kailani Knutson
   B. **Review and Revise Committee Structure and Membership – Chairs (Discussion)**
      Revision of the Committee charge:

- Removal of the notation under College Council Committee, formerly known as College Learning Council
- Removal of 'At required intervals, act as the College's Accreditation Self Study Steering Committee' under Functions number 1
- Removal of 'Accreditation processes and products' under Specific tasks number 5
- Revision of 'Education Master Plan' to 'Institutional Plans' under Functions number 5
- Revision of the process for co-chairs on a rotating basis and cannot serve more than two-consecutive terms under Meetings
- Revision of 'program review items only an action after first read' under Quorum number 2. Add an explanation under emergency to why program reviews only go for one read before CC.
- Revision of the Membership to consolidate the total number of each area
- Revision of the Members titles include the following:
    - (Interim) Dean, Academic Affairs to Dean, Instruction
    - Dean, Academic Affairs to (Interim) Dean, Instruction
    - Director, Library to Librarian
    - Health, Physical Education & Recreation to Kinesiology
    - Coordinator, SLO to Coordinator Outcomes
    - Associate Dean, RN/Allied Health to Associate Dean, Health Careers
    - Director, Financial Aid
    - Director, Equity and Educational Services

Recommended changes are to be made to the document then brought back at the next CC meeting for review and approval.
Pdf emailed to committee.

C. **ILO #1 Communication (Use Language and non-verbal modes of expression appropriate to the audience and purpose) – Melisa Long (Discussion)**
   - Revise the definition of ILO (Institution Learning Outcomes) to Institution Outcomes (IO) or Institutional Level Outcomes (ILO).
       - Members will take the revision of defining ILO (Institution Learning Outcomes) to their divisions for discussion
   - Revise the statement ILO #1- Communication
       - Suggested revision to 'Use language and other modes of expression appropriate to the audience and purpose'
   - How to improve in helping students meet this outcome
       - Strategies suggested previous meeting:
           - Create a writing center
           - Increase writing across the curriculum
           - Have more core curriculum activities
           - Increase the success rate in courses that fit into this ILO

- Have the first SLO and for all performance based communication classes be a version of this ILO
- Provide more opportunities inside and out of the classroom for students to demonstrate the outcome
- Increase literacy level
- Ideas from other divisions on how to do better assessments in the classroom
- Staff model the behavior of reading, create the environment
- Faculty displaying book they enjoy reading in the library
- One book project

D. **IPAA Document – Michael Carley (Discussion)**
- Document needed to be updated
- Synopsis of the planning process how they come together and work for the college
  - Planning and Decision Making Flow Chart
    - Committee to discuss the addition of the Staff Development Committee to chart.
  - Planning Integration chart
  - Program Review Process
  - Porterville College Timeline of Major Institutional Processes

Pdf emailed to committee.

VI. **Subcommittee Reports**

A. **Accreditation**
- Revising the charge and structure
- Meets every month throughout the semester

B. **Budget**
- Discussed items presented to the Consultation Council
- Reserve limit changes to have the college maintain their 3% and the District reserve amount to raise from 18% to 20%.
- How the District office will incorporate the needs of the college in their budget and the approach of the use of that budget.
- The new programs and update them officially
- Budget 101 canvas course with new staff orientation.

C. **Strategic Planning**
- Updating IPAA documents, program review rubric and forms for instructional and non-instructional programs
- February 1, 2019 is the deadline for the program reviews due this year. A brief update given in November to College Council.

D. **Enrollment Management**
- Working on gathering student input into the schedule and how to generate to what students want to see.

- Scheduling matrix might need changes
- Focused on completion and transfer.

E. Success & Equity
- Reviewing and approving the updated community charter
- Working on Achieving the Dream visit which will be October 31 and November 1
- Designing components for the Guide of Pathway completion team
- Data Team recommendations to be reviewed for progress and completion

F. Grant Oversight/Grant Progress Reports
- Reports due in September were submitted and working on plans for next year
- Veterans program was awarded $100,000.00

G. Facility Planning Advisory
- Redefining the Crisis Management team members will be aligned with ICS
- Working on a campus safety training matrix
- Annual safety report is available online
- Measure G will have a district bond oversite committee visiting the campus on October 31

H. Information Technology
- Banner 9 testing on October 18, moving information over to the cloud
- Request for addition laptop charts for JEC and Health Careers
- New District Technology Advisory Committee member will be Kimanthi Warren
- Technology projects are being gathered for a priority list

I. Title IX Advisory/Safety and Security
- No report

J. Outreach
- Reviewed the outreach calendar for the events attending this semester
- Reviewed the outreach event process represent the campus as a whole
- Currently working on promotional material and promoting the programs and services at the events to be consistent material

VII. **Other Reports**
A. President
- Accreditation team on campus
- Senior Day on October 2
- Consultation Council dealt with Board Policy and Harassments, Complaints and Personnel

B. Academic Senate
- Process of recommending prioritizing for new faculty hires
    o October 22 request from faculty divisions
    o October 26 divisions make the presentations with a video
    o Vote will be November 9
- No retirements or positions to replace
- Updates from the Distance Education Handbook will be reviewed and approved

  C. Outcomes
- Database was fully updated

  D. CCA
- Continue working on the canvas
- Continuing plans for the mixer tentatively set for October 25
- Website is now available (kccd.cca.com)

  E. CSEA
- No report

  F. ASPC
- September 17-20 participated in club week and added 5 new members
- Participating in Relay for Life October 5-7

  G. Other
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VIII. Future Agenda Items

 IX. Adjournment

  Meeting adjourned at 4:13p.m.