

**PORTERVILLE COLLEGE  
COLLEGE COUNCIL**

3:00 PM – 5:00 PM • Monday, October 15, 2018 • SM125

Co-Chairs: Primavera Arvizu, Robert Simpkins, Vern Butler

**MINUTES**

**Present:**

Bill Henry, Sam Aunai, Primavera Arvizu, Kailani Knutson, James Thompson, Kim Behrens, Jay Navarrette, John Word, Michael Carley, Robert Simpkins, Tim Brown, James Entz, Lupe Guillen, Stewart Hathaway, Joel Wiens, Ann Marie Wagstaff, Melissa Long, Christ Ebert, Rebecca Baird, Vern Butler, Myla Paczak, Juan Guajardo

**Absent:**

Arlitha Williams-Harmon, Erin Cruz, Diane Thompson, Joe Cascio, Ann VanderHorst, Glenn Hall, Stephanie Olmedo-Hinde, Jeff Keele, Vickie Dugan, Maria Roman, Christy Chaves

**Guest:**

Alex Schultz and Kimanthi Warren

**I. Call to Order**

VP Arvizu called the meeting to order at 3:03pm.

**II. Adoption of Agenda**

Motion made to approve the October 15, 2018 agenda.

**M/S/C:** Tim Brown/Ann Marie Wagstaff

**III. Approval of Minutes**

Motion made to approve the minutes from October 1, 2018.

**M/S/C:** Tim Brown/Stewart Hathaway

**IV. Information/Announcement Items**

**A. District Strategic Plan Update**

Primavera Arvizu presented the process of the District Strategic Plan. The Colleges provide their strategic plans to the District and the District review the process on creating their strategic goals based on the Colleges strategic plan. The District created a matrix on KCCD strategic goals based on 2015 Board of Trustees approved goals. Each College represented as they aligned their strategic plan and the goals of the Board of Trustees. There is a timeframe of March 2019 for the Board to approve the KCCD vision. In the new funding formula, there language in the legislation that states that the Colleges and District shall adopt or follow the State Chancellors Office strategic vision. State Chancellors Office Strategic goals are as follows:

1. Over five years, increase by at least 20 percent the number of CCC students annually who acquire associates degrees, credentials, certificates, or specific skills sets that prepare them for an in-demand job.
2. Over five years, increase by 35 percent the number of CCC students system-wide transferring annually to a UC or CSU.
3. Over five years, decrease the average number of units accumulated by CCC students earning associate's degrees, from approximately 87 total units (the most recent system-wide average) to 79 total units- the average among the quintile of colleges showing the strongest performance on this measure.
4. Over five years, increase the percent of exiting CTE students who report being employed in their field of study, from the most recent statewide average of 60 percent to an improved rate of 69 percent-that average among the quintile of colleges showing the strongest performance on this measure and ensure the median earnings gains of the exiting students are at least twice the statewide consumer price index.
5. Reduce equity gaps
6. Reduce regional achievement gaps

**B. Guided Pathway Update**

Primavera Arvizu presented Momentum Proposal from Leading from the Middle. This aligns with the work the college has been doing; what is the communication plan, how we are making sure, everyone is educated in guided pathways. Each division will have one faculty representative, Admission and Records, Financial Aid, a Counselor and an individual focused on data for these completion teams. The State wide strategic goals have to align with the work Guided Pathways outcome. Develop a pathway program maps for students coming in so that they know how long it will take; how much money they can make after graduating; what type of careers they could be taking. The completion design team is taking the work, organizing ourselves, and creating a pathway that makes sense for students first. Need to be student ready and eliminating the barriers and any gaps and aligning pathways.

**C. BIT/Student Conduct**

Primavera Arvizu presented how to locate and processes of the Student Complaint and Behavioral Intervention Team. On the PC website, locate Student Services; inside Student Services locate Student Code of Conduct, then go to the form (online-intake form). Once the form is completed it is then determined to whom it will be distributed to Student Services or Academics. When distributed if Student Services or Academics then a Dean is involved and the Dean then contacts the Division chair at that point in time there is approximately a 10-day window to conduct a full investigation.

**D. CAPP Grant**

Primavera Arvizu updated on California Academic Partnership Program Guided Pathway Alignment Project awarded the college a \$12,000 grant. In partnership with three high schools, which include Summit, Monache and Porterville High School given a three to five-month period to determine where is the gap from the pathway from the high school to the college. The college has the opportunity to apply for a much larger grant, which is \$50,000 for a three-year period with the high school partners to address that gap. There are faculty representation, administration, and high school partners at the table trying to brainstorm and figure this piece out for retention of resistance from the high school students coming in to the college environment.

**E. 15 to Finish**

Kimanthi Warren presented an overview of 15 to finish campaign pamphlet a nationwide campaign to encourage increase enrollment to 30 units per academic year. Promotes many of the initiatives that are getting the students into their programs quickly, supporting transfer for student's to their next educational goal. Saving cost for the students. Rolled out a pledge form to capture the interest of the students to get them involved, get excited, and capture data located on the PC website. Push is to collect data to ensure how many students are specifically taking the challenge of 15 to finish. An updated brochure about 15 to finish program it also provides information about the benefits and tips for success.

**V. Discussion/Action Items**

**A. ILO #1 Communication (Use language and non-verbal modes of expression appropriate to the audience and purpose – Melissa Long (20 minute Discussion)**

The committee has discussed over the last couple of meetings to change the name. ILO (Institutional Learning Outcomes), ILO (Institutional Level Outcomes), IO (Institutional Outcomes) changing the name definition.

*"Motion to approve the Institutional Level Outcomes (ILO) name change."*

**M/S/C:** Joel Wiens/ Sam Aunai

*Pdf emailed to committee.*

The committee has discussed over the last couple of meetings to change the outline definition. Use language and non-verbal modes of expression appropriate to the audience and purpose.

*"Motion to approve revised version to Use language and other modes of expression appropriate to the audience and purpose."*

**M/S/C:** Jim Entz/Kailani Knutson

*Pdf emailed to committee.*

The committee will continue to discuss how to improve in helping students meet this outcome

- Strategies suggested at previous meetings:
  - 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 by a version of this ILO
  - Provide more opportunities 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 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
  - Teaching statistical writing
  - Use the technological language
  - Create educational terms for students available on the website
  - Equip students with the ability to communicate with their counselors

**B. CC Structure and Membership – Co-chairs (Action)**

The committee has discussed over the last couple of meetings the College Council structure and membership.

- Move adaptation to included membership detailing of all the roles.

*“Motion to approve.”*

**M/S/C:** Anne Marie Wagstaff/Joel Wiens

*Pdf emailed to committee.*

**C. IPAA Document – Michael Carley (Discussion)**

The committee has discussed over the last couple of meetings the IPAA - Integrated Planning, Assessment, and Action.

- Planning Integration chart will be modified to illustrate the integration of the various plans

**D. Program Review Assessment Rubric – Michael Carley (10 minute Discussion)**

The committee discussed the revisions of to the Program Review Assessment Rubric.

## **VI. Sub-Committee Reports**

### **A. Accreditation**

- Discussed working progress during the semester in the areas that have been identified in the ISER Institutional Self-Evaluation Report

### **B. Budget**

- No report

### **C. Strategic Planning**

- Progress of Program Review Assessment Rubric and Integrated Planning, Assessment, and Action
- Programs that are due for Program Review for spring 2019, a verbal is expected at the November 5 meeting for February 1, 2019 deadline.

### **D. Enrollment Management**

- Met last week reviewed enrollment management plan
- Scheduling Matrix subgroup that will be reviewed
- Institutional program web pages for the programs and help students understand what is available to them.
- Enrollment management presentation on campus on how to maximize the schedule and FTE's

### **E. Success & Equity**

- Reviewed data team recommendations and completed the list in regards to are they being met or not
- Achieving the Dream visit October 31-November 1
- ICAP survey sending an all campus email regarding the visit

### **F. Grant Oversight/Grant Progress Reports**

- No report

### **G. Facilities Planning Advisory**

- State has released scheduled maintenance funds which be utilized on focus areas.
- Great California Shakedown will occur October 18

### **H. Information Technology**

- Banner 9 testing scheduled for October 18 for the new banner location on the cloud
- Scam/hacking email requesting personal information and passwords

### **I. Title IX Advisory/Safety and Security**

- No report

### **J. Outreach**

- Future events:
  - October 23-College and Career fair at Elder Creek elementary in Visalia

- October 24-College and Career fair at Tulare County Office of Education in Visalia
- October 30-High school counselor and Principal retreat in SCCR
- November 5-College and Financial Aid night in SCCR

## **VII. Other Reports**

### **A. President**

- Pending Accreditation Team Draft report for review
- KCCD Board meeting was hosted on campus

### **B. Academic Senate**

- No report

### **C. Outcomes**

- Forms from Flex day were reviewed for assessing outcomes, forms will be redistributed to the divisions for a full completion of the forms

### **D. CCA**

- Elections were held for CCA chair
- October 25 mixer will be held at El Tapatio at 6pm
- CCA conference cancelled

### **E. CSEA**

- Pending dates for negotiations of contract

### **F. ASPC**

- Participated in Relay for Life
- Fundraiser to raise funds for the Library
- Community event coming up Dig Pink volleyball game on October 24 at 6:00pm
- Halloween event on October 31

### **G. Other**

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## **VIII. Future Agenda Items**

### **IX. Adjournment**

Meeting adjourned at 4:23p.m.