

**PORTERVILLE COLLEGE**  
**COLLEGE COUNCIL**

3:00 PM – 5:00 PM • Monday, November 5, 2018 • SM125

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

**MINUTES**

**Present:** Bill Henry, Sam Aunai, Primavera Arvizu, Arlitha Williams-Harmon, Kailani Knutson, Kim Behrens, Kimanthi Warren, Diane Thompson, Joe Cascio, Jay Navarrette, Anne VanderHorst, Stephanie Olmedo-Hinde, Jeff Keele, Robert Simpkins, Tim Brown, James Entz, Lupe Guillen, Maria Roman, Stewart Hathaway, Joel Wiens, Melissa Long, Chris Ebert, Rebecca Baird, Esmeralda Rodriguez

**Absent:** James Thompson, Erin Cruz, Tiffany Haynes, John Word, Glenn Hall, Michael Carley, Vickie Dugan, Ann Marie Wagstaff, Vern Butler, Christy Chaves, Juan Guajardo

**Guest:** Karen Ball, Reagan Dozier

**I. Call to Order**

Dr. Robert Simpkins called the meeting to order at 3:02 p.m.

**II. Adoption of Agenda**

Motion made to approve the November 5, 2018 agenda.

**M/S/C:** Tim Brown/Joe Cascio

**III. Approval of Minutes**

Motion made to approve the minutes from October 15, 2018.

**M/S/C:** Tim Brown/Jim Entz

**IV. Information/Announcement Items**

**A. District Strategic Plan Update – No report**

**B. Program Review Updates**

- a. Office of Instruction (Curriculum/Scheduling, Learning Center, Library and Wellness Center) – Sam Aunai reported program review is coming and will be done.
- b. Child Care Center – Karen Ball reported program review is in progress, 2/3 outcomes identified.
- c. Natural Sciences – Joel Wiens reported he has reviewed the last program review natural science/math and working on removing math intricacies

from natural science. Redid the data table and a new copy for the new forum due to the various changes and a new rubric.

- d. Mathematics – Stewart Hathaway reported the input of the new program review data and trends of math and success rates of woman are higher of those of men. Goal is to request a full-time faculty position justified by the numbers. In progress and will be done.
- e. Fine & Applied Arts – James Entz reported growth and programs and majors and degree completers due to guided pathways part of the matrix. Data to support in two of the areas; music most recent information anecdote choir has doubled in size and have a band. Facilities: theater face-lift have occurred lighting, the facilities are inadequate to handle current and future growth projections in all of the areas. New music performance place increasing the size of the piano lab, upgrading the gallery, moved from tradition dark room to digital photography converting into a good size classroom for a light studio and lecture space. Staffing request for replacement or faculty position. Music for a program that functions well enough to provide a transfer degree, has to have choir and instrumental, which include band and string instruments. Potential for a full time position for music.
- f. Office of Finance & Administrative Services (Auxiliary, Safety & Security) – Arlitha Williams-Harmon reported they continue to look on how to improve the services to support other areas on the campus. Focus on campus safety, an area that received feedback. Bookstore is working with faculty testing resources and textbooks more affordable for students. Business services alignment for compliance with the state.
- g. Maintenance & Operations – Arlitha Williams-Harmon reported that a request for additional custodial support. After the approval of the facilities master plan by the board next month, John Word will incorporate a report.

### **C. Guided Pathways Update**

Primavera provided an updated on the planning stages of Guided Pathways. Guided Pathways taking a step back with the completion teams. Bring forward a proposal once ready submitted to Success and Equity. Reason being there was a development of the completion teams and other teams to discuss the multiple pillars and Guided Pathway and what needs to be accomplished; clusters, point of entry, if there is any barriers or obstacles for students that need to be removed. That would have created multiple meetings and multiple groups, when it is a small institution and there are already standing committees. Recommendations from two workshops with the facilitator and ADT coaches that looked at a broader prospective on how to do the work. Draft form, the coordinating steering group of Guided Pathways will be Success and Equity group that is already an established group address Achieving the Dream, that

group reports to College Council. Other work groups created for mapping, clusters, and still have faculty lead from every division-involved report to Success and Equity. Review communication and marketing team, the point entry in outreach. Working with logic models once all is iron out with Success and Equity presented to College Council.

**D. 100% Tobacco Free Campus**

Primavera provided an update the campus received a grant of \$8,000.00. The Task Force will meet in November and continuing communication with the District based on the legislation from the Board of Governors that is recommended and keeping mindful of student population and staff.

**V. Discussion/Action Items**

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

Melissa presented Actions to Help Our Students Meet ILO #1.

Review Bii - Increase the success rate in courses that fit into this ILO:

- More communicating with other divisions
- Learning communities for faculty members with different disciplines
- Faculty instruction component promoting student services
- Communicating the ILO to the student to know what they are expected- Outcome
- Equity in the classroom, training, professional development for faculty
- Applied learning – connecting the material to how the student can apply (theoretical learning).

Review Bb – Outside:

- More open mic days, clubs, presenting outside of class
- Self-publication or book every year were students can submit
- Networks with the community to promote

Next meeting will be assigning the ILO's to individuals to drive the outcome.

**B. Program Review Assessment Rubric – Michael Carley (Action)**

Primavera presented the updated Program Review Assessment Rubric

*“Motion to approve.”*

**M/S/C:** Joe Cascio/Maria Roman

*Pdf emailed to committee.*

**C. Budget Scoring Rubrics – Arlitha Williams-Harmon (Discussion)**

Arlitha reported how the new rubric for the campus and show the linkage between planning and fiscal allocation there are recent changes.

**D. Accreditation Committee Charge & Membership – Sam Aunai (Discussion)**

Sam presented a committee charge and membership for formal review. The purpose for the committee to communicate to the campus about accreditation. Also, contribute any progress in standards and those recommendations and changes made to address any gaps that the college may have in meeting accreditation requirements.

**E. SEC Charge and Membership – Primavera Arvizu (Discussion)**

Primavera presented the committees reviews with additions made to include Guided Pathways and the work and plans reviewing Success and Equity and to include the team data language as well as updated titles and committee membership and language changes.

**VI. Sub-Committee Reports**

**A. Accreditation**

- Discussed the Committee Charge and Outlined items on the report will be working progress and Quality focus

**B. Budget**

- Chancellor's office funding formula regarding new goals based on the Vision of Success. Include various indicators of completion indicators, transfer indicators, unit accumulation, workforce and equity indicators. That the colleges have alignment around those indicators and tie back to the resources and goals.
- A Plan is due to the Chancellor's office from the college and the district, certified by December 15 that states there is a planning process. The funding both categorical and general fund are in alignment with the Vision for Success.
- Closing the loop and giving feedback to the departments after the budget solutions are submitted.
- Information will be consolidated in a new portal in NOVA

**C. Strategic Planning**

- Working progress of the components of the District-Wide Strategic Plan

**D. Enrollment Management**

- Discussed working progress of the proposal for scheduling matrix of the courses
- Enrollment Management Plan will be intergraded with the Outreach activities since working on the same roles
- This week Enrollment Management workshops and meetings regarding maximize enrollment and FTE's
- The curriculum committee approved the new engineer program. The committee is working into how to alert or inform the campus on the program progresses.

**E. Success & Equity**

- Completed ADT ICAP focus groups and Guided Pathways focus groups with ADT coaches. Areas that need to concentrate on are communication, branding,

branding of Guided Pathways to make it simple for people to understand.  
Renaming Guided Pathways to make it the PC way.

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

- No report

**G. Facilities Planning Advisory**

- Meeting on November 29, 2018 at 2:30pm, opportunity to provide feedback to the campus on what you would like to see from the campus facilities

**H. Information Technology**

- Met on October 26 regarding laptop issues due to an update that caused them to go off the WIFI
- On October 26, network server storage update was completed
- New computer lab assistant has been hired
- Projects submitted to the District Wide for a winter session classes and a year round scheduling. Roles and specific documentation submitted.
- Met last week regarding projects around campus which included: data wiring, working on the fitness center to have the television back on

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

- Safety and Security have been focusing on having individual meetings with each department to review what to do in case of an emergency.
- Exercise activity/drill in December in the Academic Center for the staff

**J. Outreach**

- High School Seniors and parents will be on campus tonight in the SCCR at 5:30-7:00pm, displaying Porterville College.
- Veterans week coming up next week, guest speaker Mark Sanchez "Know no limits" on Wednesday in the Theater 4:30-5:30 pm.

**VII. Other Reports**

**A. President**

- Received the Draft Evaluation Team Report, Vice Presidents are currently reviewing the report for errors. Great report with minor recommendations, no recommendations for compliance, and several accommodations. Impressed by the transparency in which business is conducted at PC and continually sited the family environment that was unique and necessary to mention. Finish the review and send to ACCJC by December.
- Faculty hires will conclude on Friday one position is currently. Requested for one position from either BC and CC

**B. Academic Senate**

- Meeting this Friday will be ranking the open position, currently have eight positions to rank
- Approved Distance Education handbook, which included qualifications and spelled out the expectations for the instructors.

- Do not have an individual who has yet accepted the nomination for Senate President

**C. Outcomes**

- Continue to focus on PIO's and talking about best practices in assessing PIO's and the discipline specific in the handbook.
- Working progress on 'How to assess the SLO's in your classroom' guide.

**D. CCA**

- Held elections, Jay Hargis was elected the new chair for CCA
- Working progress for Faculty dinner for the Spring semester

**E. CSEA**

- No report

**F. ASPC**

- No report

**G. Other**

**VIII. Future Agenda Items**

**IX. Adjournment**

Meeting adjourned at 3:55 p.m.