

**PORTERVILLE COLLEGE
COLLEGE COUNCIL**

3:00 PM – 5:00 PM • Monday, March 4, 2019 • AC107

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

MINUTES

Present:

Primavera Arvizu, Sam Aunai, Kim Behrens, Tim Brown, Vern Butler, Michael Carley, Joe Cascio, Erin Cruz, Chris Ebert, Jim Entz, Lupe Guillen, Glen Hall, Jay Hargis, Stewart Hathaway, Bill Henry, Kailani Knutson, Melissa Long, Jay Navarrette, Stephanie Olmedo-Hinde, Robert Simpkins, Diane Thompson, James Thompson, Ann VanderHorst, Ann Marie Wagstaff, Joel Wiens and Arlitha Williams-Harmon

Absent:

ASPC President, ASPC Vice-President, Terry Crewse, Vickie Dugan, Tiffany Haynes, Jeff Keele, Maria Roman, Miles Vega, Kimanthi Warren and John Word

I. Call to Order

Dr. Simpkins called the meeting to order at 3:02pm.

II. Adoption of Agenda

Motion made to approve the March 4, 2019 agenda.

M/S/C: Tim Brown/Joe Cascio

III. Approval of Minutes

Motion made to approve the minutes from February 4, 2019.

M/S/C: Joe Cascio/Tim Brown

IV. Information/Announcement Items

A. District Strategic Plan Update – Primavera Arvizu/Michael Carley (5 minutes)

Working on the District wide Strategic Plan aligning the Strategic Plan with all three colleges Strategic Plans in addition to adding the Vision for Success Goals and metrics.

The District IR Director has compiled a report with data from all the communities we serve.

The goal is to have a finished draft by the 22nd.

B. Guided Pathway Update – Primavera Arvizu (5 minutes)

Kicked off the Division Mapping Exercises. The first went very well and two more divisions will meet this week (March 7 and 8th). The administrators and Dual Enrollment groups will also participate in the Mapping Exercise. We hope to have all the Mapping Exercises completed by the first week in April. The goal for the Mapping workgroup is to review the data and give recommendations during fall Flex Day. Another workgroup may be convening depending on the feedback.

Simultaneously, we will work with the Entry workgroup regarding the student's journey as well as working with VP Aunai with the two-year plan. We will also, be working with the Leading from the Middle team and their momentum proposal. Some workgroups have yet to meet, the focus this semester is Mapping.

C. Vision for Success Goals – Michael Carley/Primavera Arvizu (5 minutes)

Several meetings back we discussed how the colleges have to develop metrics for the Vision for Success Goals. Strategic Planning has been working on developing the metrics and choosing the goals.

The college got clarification that the Vision for Success Goals only has to go to the Board once which is good news since the information coming from the State has been delayed with multiple changes in goals, definitions and baseline data.

The Strategic Planning Committee has a draft of the first three goals, focusing on awards, transfers, and the average number of units a student should have when getting an award. For instance, students are required to have 60 units to get an associate's degree and the average student statewide has 87 units. The goal statewide is to get the average down to 79 units for an associate's degree. Goal 4 is regarding workforce, mainly CTE students getting a job in their field of study. Goal 5 is decreasing equity gaps. The data for Goal 5 should be available by the end of today. The RP Group has come out with data regarding equity along with some guidance for applying that data.

Within the next two weeks, Strategic Planning will have a completed draft to present at the next, April 1st, CC meeting.

V. Discussion/Action Items

A. ILO #2 Cognition (Think independently, creatively, and critically in order to analyze, synthesize, and evaluate ideas and information) – Melissa Long (20 minute Discussion)

During this meeting, the committee will present evidence on how PC and our students are or are not meeting this ILO.

- IR Director Carley looked up CCSSE survey questions related to critical thinking; it is indirect evidence, and student perception not actual direct measurement. On all six questions, PC is above average for all small colleges and the CCSSE cohort. Our students believe PC is focused thinking independently, and critically more than other students at similar colleges in the cohort are. (Michael Carley)

There is a series of questions (#11) that ask “How much has our experience at this college contributed to your knowledge, skills and personal development in the following areas.” Of these, question 11d is the one that most applies to critical thinking. Here is the percentage of students who answered “Quite a bit” or “Very Much”.

	PC	Small Colleges	2017 Cohort
11d Thinking critically and Analytically	79.6%	71.5%	70.4%

There is a series of questions (#5) that ask, “During the current academic year, how much has your coursework at this college emphasized the following mental activities?” Of these, five questions seem to apply to critical thinking. Here is the percentage of students who answered “Quite a bit” or “Very much”.

	PC	Small Colleges	2017 Cohort
5b Analyzing the basic elements of an idea, experience, or theory	74.3%	68.0%	69.2%
5c Forming a new idea or understanding from various pieces of information	71.9%	67.2%	67.3%
5d Making judgements about the value or soundness of information, arguments, or methods	62.5%	55.4%	55.9%
5e Applying theories or concepts to practical problems or in new situations	61.3%	60.6%	60.3%
5f Using information you have read or heard to perform a new skill	68.6%	66.6%	65.2%

- Success rates up in PC’s critical thinking area courses

	Success Rates
English 101B	up by 4%, up from 68 to 72
Philosophy 107	up by 15% over last five years (72%)
Communication 105	very high, above 90%

- More students are completing educational plans (Primavera Arvizu)

Think critically in determining which courses to take and how long to complete them.

Percentage is up for students who have completed an Ed Plan.

- More students are taking workshops/surveys (Primavera Arvizu)

Within Student Services, surveys completed at the end of workshops to determine what they learned.

- Student-Centered Teaching Workshop (the training that all instructors who teach English 101AX undergo) emphasizes teaching methods that integrate critical and creative thinking into all aspects of English 101AX (Ann Marie Wagstaff)

“The Learning Pit” (a metaphor for critical thinking) is referenced by students in course surveys

- Health Careers – students complete assessments that show critical and creative thinking, evaluating ideas and information (Lupe Guillen)

Whether in EMT, Nursing or Psych Tech all students have to do an assessment, where they need to think independently, critically and creatively from the knowledge they learned in regards to the plan of care. Next, they have to evaluate on the plan of care, analyzing and synthesizing if they should continue with the plan of care or change it to meet the client’s needs.

- Created a critical thinking course for RN Program (Lupe Guillen)

Since the creation of the course, HC students have started thinking critically sooner than students have in previous semesters.

- Student learning support services (Primavera Arvizu)

Are more students using these services?

Are the services helping students to think independently and critically?

Check with Professor Ian Onizuka who wrote a report about the PASS Program

- Athletics – student athletes are always thinking on their feet and need to make almost instant decisions that require complex thinking (Joe Cascio)

Student athletes are required to think independently, creatively, and critically on a moment-to-moment basis. They are constantly analyzing, synthesizing and evaluating information fed to them on the spot and making split second decisions.

Student Athletes are taught to make critical decisions that affect them and their team. For example, it takes three seconds for a ball to get from the mound to the plate. The athlete needs to make decisions quickly to hit the ball.

- Examples of instructors integrating critical thinking in all disciplines (Bob)
- Examples of instructors integrating creative thinking in courses where such thinking might be expected (Creative Writing, Art), but also where it isn't expected (James Thompson)

Outside the classroom where creative thinking should take place and courses where creative thinking is encouraged.

- Critical thinking in Natural Science courses as demonstrated by use of the scientific method (Joel Wiens)

Uses the scientific method in most all experiments. Constantly hypothesize, gathering data, performing experiment, evaluating, and writing conclusion.

- Time Management reflects critical thinking (Joe Cascio)

Being able to make critical decisions how to write a paper, complete math homework, and work to get everything done on time while maintaining passing grades.

Workshops offered by JEC

- CHAP encourages critical thinking (Ann Marie Wagstaff)

Outcomes Coordinator Long will type up all the evidence, during the next several meetings CC will discuss the evidence, identify how PC can do better, and then CC will build the implementation plan to improve in this area.
Homework for CC is to consider the evidence.

In review, completion/progress dates on ILO #1 action items are April 1st.

- Create a writing center Ann Marie Wagstaff Completed
- Provide more opportunities

Inside and out of the classroom		
For students to demonstrate	Jeff Keele and	
The outcome	Primavera Arvizu	Check-in 4/1
• Increase Literacy levels	Division Chairs	Check-in 4/1
• Increase communication		
across the disciplines	Division Chairs	Check-in 4/1
• Help students to communicate	Sam Aunai and	
within the college culture	Primavera Arvizu	Check-in 4/1

PowerPoint presentation

B. Mathematics Program Review – Stewart Hathaway (5 minute Discussion/Action)

Strategic Planning goes through each program review in detail. Last year SP updated the rubric, the rubric is stricter than it used to be. Strategic Planning ask people to address the SLOs and SAOs, and SP has increased the standards.

Strategic Planning has assessed four out of the twelve program reviews due this year, three of which are up for CC approval. The program reviews were sent out for review last week. Each PR has a representative to answer questions except the LRC and IR Director Carley can answer some questions for that one. He recommends we approve all three program reviews whether all at once or one at a time.

Professor Hathaway stated all SLOs have an assessment schedule and this Friday the department will be discussing the results. The current schedule, which ends 2019, does not have the engineering classes as these are new and show on the future schedule. The engineering program is to be implemented in the fall. The Program learning Outcomes go through the same process, assess and discuss.

Math has recently gone through a huge change with AB705. Students below level took basic skill courses and now with AB705 students are placed right into transfer level Math courses and provided support as needed, same as English.

Multiple Measures is the placement tool used to place students in the correct Math course. There is a STEM and B-STEM MMA tool. Now there are several pathways to calculus for the STEM students.

Math has eight full-time members and looking at the waitlist data with over 500 students on the waitlist for two consecutive years, this suggests Math can use additional full-time faculty members.

Some of the strengths are the implementation of AB705 and B-STEM. It is interesting that the productivity ratio FTES/FTEF for Math is significantly higher for traditional and distance education than for the college as a whole.

Math is working to address the waitlist, which might be more efficient scheduling. Another concern is that STEM majors currently have to take two classes before calculus; the goal is for them to only needing one class. Math would also like to get a MESA program.

Some goals are to build an engineering lab, offer a second Math for education majors, implement a one-semester pathway to calculus, create a Math Lab, have a

MESA program, to have certificate of achievement for engineering, successful implementation of AB705 and to respond appropriately to student performance data.

Math is requesting Math and Engineering instructors, and an Engineering Lab Technician.

After several trips to other engineering labs, Professor Hathaway noted the materials that is need for an engineering lab under request section. The request for a Math and Engineering Labs are noted in this section.

PDF provided

C. Learning Center Program Review – Reagen Dozier (5 minute Discussion/Action)

Submission date is still missing.

SLOs: The LRC is looking to improve course completion rates, and the success related behavior of the students who use the Learning Center. Several things were looked at such as how many times students visit the Learning Center and related that to course completion rate.

# of visits:	0	1	2-3	4-8	9+
English	61%	69%	72%	76%	82%
Math	59%	66%	69%	74%	82%
All Others	71%	77%	79%	80%	83%

The data shows the more visits the higher the course completion rate. They also looked at CCSSE data to determine if students who use the tutoring services and skills labs were more likely to do other things related to student success such as asking questions in class, or doing two or more drafts of a paper. There is also data on the Math Mentors.

Changes over the last few years have been creation of a smart lab, tutors, mentors, and the writing center just opened.

Goals: LRC wants to adopt a new system for data collection, increase data collection on some of the things the LRC does, and advertise the LRC to increase use.

They are requesting a full-time Learning Center Technician (afternoon/evening) and a Director over the Library and Learning Center.

No request were noted or budget increases.

PDF provided

D. Office of Instruction Program Review – Sam Aunai (5 minute Discussion/Action)

Increased distance education offerings in the fall of 17 PC only had 43 PE courses compared to fall of 18 PC had 72 courses. Dual Enrollment has significantly increased, now they will complete a program review.

Programs such as Dual Enrollment and Distance Education as grown tremendously and a need has risen for more support. Distance Education has gone from 20 sections in summer of 17 to 71 section this spring (2019) with an increase of 148 FTES. Dual Enrollment FTES went from 89.1 in 2016-17 to 99.8 this year (2018-19).

Instruction has worked with various other faculty, staff and administrators, departments and programs to develop various institutional plans such as distance education.

Some areas that need improvement are enrollment management and scheduling. Currently looking into new software because Schedule Plus is out dated. Since the growth of both distance education and dual enrollment there has become a need for more support.

It is the goal of Instruction to complete the division chairs handbook, complete the ACCJC follow up report, finish the staff development plan, to get 100% of all ILOs, GELOs and PLOs assessed within the assessment cycle, formalize operational structures for dual enrollment and distance education.

Instruction feels with the growth of both distance education and dual enrollment a full-time faculty (Instructional Design and Technology) and a part-time classified (Academic Services Assistant) position is warranted to help with the increase in work.

Requesting new scheduling software, reconfigure Fine & Applied Building to make available of unused space for more classrooms, and emergency training for faculty and staff.

Increases in the budget are for supplies, enrollment management scheduling software and staff/professional development.

PDF provided

“Motion to approve all three program reviews under consideration”

M/S/C: Ann Marie Wagstaff/James Entz

E. Staff Development Plan – Sam Aunai (5 minute Discussion)

This is the first review of the Staff Development Plan. The Plan is the work of the Staff Development committee consisting of faculty, administrators, classified and HR Manager VanDerHorst.

The plan supports the professional development of not only faculty but classified and management without taking away from trainings individual departments provide.

Nine activities are covered in this plan such as safety/emergency, stress management, distance education, marketing and access to resources.

The biggest obstacle for staff development is not one office or person to coordinate and bring all this together. To remedy the problem each committee member was assigned an activity and become the lead of that activity.

IR Director Carley mentioned as a campus we are inundated with surveys and he would like to cut back on the number of surveys being generated. He stated a staff development survey has been created with a three-year cycle starting fall of 2020.

There is not a budget for staff development. It was recommended that a request for a staff development budget be included in the plan.

PDF provided

F. Success and Equity Charter – Primavera Arvizu (5 minute Discussion)

This is the first review of the Success and Equity charter. The only change to the charter is the name. SEC recommends changing the name of the committee to Pathways to Success/Equity since Guided Pathways falls under this committee.

PDF provided

VI. Subcommittee Reports

A. Accreditation

- Met last week discussed the ACCJC action letter and timeline for the follow-up, who should be involved and what needs to be done. The follow-up report draft is scheduled for completion March 15th, to CC for approval April 1st, and then to the Board in May.
- Working to ensure the institutional standards of the college align with the metrics of other college goals and plans.

B. Budget

- Next meeting is March 15th
- The Chancellors Office still has not released data to colleges
- The District-wide Budget Committee is working with a consultant from Cambridge West to help develop a District Allocation Model and new funding formula that mirrors the state.

C. Strategic Planning

- Continue work on the metrics for the Vision for Success Goals as available information allows.
- If you have a program review due, please submit and set a date for review with Strategic Planning.

D. Enrollment Management

- Met last week and heard several reports from the Guided Pathways Mapping.
- Bulk of meeting was looking at revising the Scheduling Matrix
- Had a presentation regarding a new dashboard for enrollment data
- Discussed course success rates

E. Success & Equity

- The last meeting worked on the Equity Plan template but was unable to get to the data portion, as this information is not yet available. A workgroup will convene to help write the plan. The Equity Plan is due to the state June 30th and must go through several other approvals before the May Board meeting.

F. Grant Oversight/Grant Progress Reports

- Meeting next week
- The campus is looking to apply for a CTE grant of \$500,000, the webinar is this week. This grant is for distance education and offer more degree and certificates.
- Received funding for the Tobacco Free Initiative from the American Cancer Foundation.

- Also, applied for the CAPP Grant for AB705 and received \$50,000 for Guided Pathways.

G. Facility Planning Advisory

- The choir room chairs are being replaced due to a warranty issue.
- Pruned 58 trees in the efforts to keep them alive.
- The office for the relocation of Human Resources is still underway and is about 60% complete.
- The Gym floor project, which includes PA speakers in the gym, new gym floor, renovated foyer floor, coach's row and Men's Basketball coach's office begins end of April.
- The restroom modernization project working drawings approximately 65% complete.
- The campus utility project is ongoing
- AC Building LED lights are in the process of being repaired.
- Looking at erecting shades in the CA and Science areas for students during summer months.
- District Wide project to look at how the public request use of college facilities.

H. Information Technology

- Met Friday
- District wide budgeting software request submitted to District Technology Advisory Committee (DTAC) for spring submission.
- Request from Health Careers for laptop cart
- Creation of local Porterville College Computer Agreement
- Working with District IT for Wi-Fi upgrade project
- On March 18th, network wiring upgrade to be done by vendor in FA1 computer lab.

I. Title IX Advisory/Safety and Security

- After today's lockdown VP Williams-Harmon received very informative emails. Not everyone received notification of the lockdown, so VP Williams-Harmon is asking everyone to check settings in banner for PC Alert; an email went out describing the process. An audit will also be done on the ShoreTel system. Athletic Director Cascio is concerned about student athletes during practice and there is no way to notify them of a lockdown.

J. Outreach

- Met February 21st
- Discussed the importance of putting all events on the master calendar to make sure M&O is not overwhelmed with events.
- Counselors and Ed Advisors are at Granite Hills working on Ed Plans.
- February and March dedicated to working on Ed plans for all student populations.
- Working on Reg Fest and PC Connection events coming up in April

- Priority registration opens April 3rd and open registration is April 17th
- Working on marketing in newspapers, radio, bus, billboards and social media

VII. Other Reports

A. President

- Spring numbers held and at 50% of our target.
- Lockdown went really well. When we lock down, clear lobbies and close doors. DO NOT hold the doors open.

B. Academic Senate

- No report

C. Outcomes

- New reporting form tailored for each division coming soon

D. CCA

- There is a need for leaders to step up and serve in CCA

E. CSEA

- Ratification coming that will allow classified to teach. Taking effect in fall of 2019, able to apply to adjunct pool in May.
- Negotiations starting after next board meeting.

F. ASPC

- Phone Conference with the company who provides the services to the Student Center TVs. Between the bandwidth issue and the PC student demographics, this service is likely to be cancelled.
- Thursday March 14th St. Patrick Day and Student Club event in the library quad, please come out.
- A request to reactivate the Pride Club. The club will rename to Gay Straight Alliance and Dr. Wagstaff will be temporary advisor.

G. Other

VIII. Future Agenda Items

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

IX. Adjournment

Meeting adjourned at 4:35 p.m.