

**PORTERVILLE COLLEGE
COLLEGE COUNCIL**

3:00 PM – 5:00 PM • Monday, April 1, 2019 • AC107

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

MINUTES

Present:

Primavera Arvizu, Sam Aunai, Kathy Benander, Vern Butler, Michael Carley, Joe Cascio, Erin Cruz, Chris Ebert, Jim Entz, Glen Hall, Jay Hargis, Stewart Hathaway, Bill Henry, Melissa Long, Jay Navarrette, Maria Roman, Robert Simpkins, Diane Thompson, James Thompson, Ann Marie Wagstaff, Joel Wiens and Arlitha Williams-Harmon and John Word

Absent:

ASPC President, ASPC Vice-President, Rebecca Baird, Kim Behrens, Tim Brown, Terry Crewse, Vickie Dugan, Lupe Guillen, Tiffany Haynes, Kailani Knutson, Stephanie Olmedo-Hinde, Ann VanderHorst, Miles Vega, Kimanthi Warren

Guest:

Karen Bishop and Reagen Dozier

I. Call to Order

Mr. Butler called the meeting to order at 3:04 pm.

II. Adoption of Agenda

Motion made to approve the April 1, 2019 agenda.

M/S/C: Joel Wiens/Sam Aunai

III. Approval of Minutes

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

M/S/C: Joel Wiens/Ann Marie Wagstaff

IV. Information/Announcement Items

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

IR Carley attended the District Strategic Planning Committee where they are still working on the District Strategic Plan. The plan has been more complicated to create as all the three colleges created their plans first and the District is trying to align the District Strategic Plan with the other college's Strategic Plan. PC and CC's plans are similar to the last one while BC created something completely different. This has made the goals across the district not correlate in the way they are measured. The District is trying to come up with something that works District wide while also aligning the District Strategic Plan with the state Vision for Success Goals. A draft should be complete within the next couple of weeks. The District Strategic Plan is to go to the May Board Meeting.

There was a question if the District Strategic Plan will come to CC before going to the board meeting allowing feedback and input. IR Carley stated input could be delivered through the PC representatives who sit on the District committee. PC's

Strategic Planning Committee is monitoring what goes in the District's plan and can bring to CC as an information item once the District Strategic Plan is complete.

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 discuss the evidence that was gathered and identify what PC could improve for our students to meet this ILO.

Outcomes Coordinator Long asked the question, "Are our students meeting this outcome?"

Dr. Wagstaff stated there is a difference between us doing things to help the students meet the ILO and the students actually meeting the ILO. She is not sure how to bridge that gap for the students to have the critical thinking skills Dr. Wagstaff feels they need.

Professor Benander related her English 101B class is assigned to go out and get criticism on a read novel then respond to and evaluate the criticism. She feels most of the students achieve the critical thinking skills necessary to complete the assignment. Since her 101B students have had a progression of classes, she feels this is verification that they are meeting the ILO. Outcomes Coordinator Long added they are seeing higher success rates in English 101B, Philosophy 107 and Communication 105.

IR Carley says it is hard to make this a yes or no as we do not expect are students to have achieved this ILO prior to attending the college more so the students leave with these skills. We could compare our students with students at other colleges to determine PC student success.

Discussion included how the ILO was measured. What is measureable and at what point, do we determine our students have met this ILO? How do we teach critical thinking so the skill can be used in a variety of different ways and applied in all aspects of the students' lives? This question brings the committee to the next step in the ILO process, "How can PC improve in helping students meet this outcome?"

Some actions recommended by the committee are:

1. Tie into Pirate Maps
 - provide tools to help students think critically about their pathway
2. Tie into transfer assistance
 - Help students think about their transfer choices from many angles (financial aid, life circumstances and support)
3. Get away from technology to promote independent and creative thinking
4. Promoting classes in art/literature/music/etc. as a way to develop critical thinking
5. Market critical thinking as a career skill

- Embed something into Pirate Maps and/or the onboarding process from employers that talks about the value of critical thinking.
6. FLEX presentation about critical thinking across the disciplines (Kathryn Benander)
 7. Make a connection between critical thinking and parenting.

Next meeting the committee will talk more about ideas for implantation.

Outcomes Coordinator Long checked in with the progress of ILO 1 action items.

1. Create a writing center Ann Marie Wagstaff Completed
2. Provide more opportunities
 Inside and out of the classroom
 For students to demonstrate Jeff Keele and
 The outcome Primavera Arvizu Check-in 4/1
 - Incorporating co-circular activities with Guided Pathways (onboarding to Pirate Map to completion) where parts take place inside the classroom and other components happen outside the classroom. Implementation fall 2019.
3. Increase Literacy levels Division Chairs Check-in 4/1
 - Model the reading component, having faculty share their favorite books with students. Update on progress April 15, 2019.
4. Increase communication
 across the disciplines Division Chairs Check-in 4/1
 - Create a list of commonly used terms/phrases for each discipline. Update on progress fall 2019
5. Help students to communicate Sam Aunai and
 within the college culture Primavera Arvizu Check-in 4/1
 - Draft of commonly used terms/phrases within the college setting. Draft will be presented during the April 15, 2019 meeting.

PowerPoint presentation

B. Staff Development Plan – Sam Aunai (2 minute Action)

The Staff Development Plan was discussed during the March 4th CC meeting. The Staff Development Committee met last week and began looking at the activities underlined within the plan. The Budget Committee is discussing funds.

Motion, “move to accept the Staff Development Plan.”

M/S/C: Ann Marie Wagstaff/Joe Cascio
Pdf emailed to committee

C. Success & Equity Charter – Primavera Arvizu (2 minute Action)

The Success and Equity name change was presented to CC during the March 4th meeting. The new name is Pathways to Success/Equity.

Motion, “move approval.”

M/S/C: Ann Marie Wagstaff/Joel Wiens

Pdf emailed to committee

D. Library Program Review – Chris Ebert (5 minute Discussion/Action)

The Library Program Review was assessed during the January 30th Strategic Planning meeting where it was determined to meet standards and moved to CC for approval after recommended changes.

Goal 4, to create a recreational reading section by 2021. To complete goal 4 extensive reorganization of the library will need to be completed.

The library is also creating a presentation study room, utilizing one of the larger study rooms in the library with a projector and computer.

Motion, “to approve the Library Program Review.”

M/S/C: Michael Carley/Jim Entz

Pdf emailed to committee

E. Distance Ed Program Review – Sarah Phinney (5 minute Discussion/Action)

The Distance Ed Program Review was assessed during the March 27th Strategic Planning meeting where it was determined to meet standards and moved to CC for approval after recommended changes.

Distance Education has been very busy over the last couple of years as the success rates will reflect. Distance Ed 2017-18 success rates are 3.2% lower than PC’s traditional courses and 6% higher than the statewide average.

Distance Ed also joined the CVC-OEI (Online Education Initiative) which lead them to receiving many resources that will continue to support Distance Ed (online and hybrid) courses as well as benefitting all other traditional courses. For example, 60% of courses are making use of canvas.

Just submitted Peer Online course review processes, requested by the State Legislative, to Senate.

Distance Ed Program Review is requesting a full-time faculty member who will support faculty by working one-on-one with faculty; provide staff development, etc. to get courses aligned with the online education initiative rubric. The other position requested is a management position to help support the Distance Ed program. The faculty position request will be presented to Senate next cycle. The next step is to determine what department the position will be housed.

In addition, a budget has been requested to help purchase supplies.

Motion, "to approve."

M/S/C: Joe Cascio/Michael Carley

Pdf emailed to committee

F. Accreditation Follow-up Report – Sam Aunai (10 minute Discussion/Action)

The first part is the preparation of the report, the timeline.

The second part talks about being compliant in our substantial and regular contact with students. There is conversation about data, policy, procedures and best practices to make sure we are meeting those components. Also, addresses that the EMDS person checks online classes once a week to make sure there is regular contact with students.

The third part addresses professional development, which involves training and what is expected of online instructors.

The fourth part is communication and how PC communicates standards in regards to Distance Ed policies, practices and regular and effective contact.

The fifth part is curriculum. PC is addressing updating the approval processes and ensuring regular and effective contact.

Motion, "to adopt the draft report."

M/S/C: Ann Marie Wagstaff/Stewart Hathaway

Pdf emailed to committee

G. PC Strategic Plan Vision for Success Addendum – Michael Carley (10 minute Discussion/Action)

All community colleges are required to adopt the States Vision for Success Goals.

The state set ambitious goals such as increases students who get a degree by 20%, and transfers by 35%. We do not have to set metrics for all the goals; we do have to set metrics for at least one part (i.e. 1A, 1B, 1C) of each goal. We wanted to set ambitious but achievable goals. Below is what Strategic Planning set for PC's Vision for Success Goals.

Goal 1A: Increase all students who earned and associate degree (including ADTs)

#'s in 2016-17	Expected # in 2021-22	% increase
396	455	15%

Goal 1B: Increase all students who earned a Chancellor's Office approved certificate

#'s in 2016-17	Expected # in 2021-22	% increase
65	88	35%

Goal 2A: Increase all students who earned an associate degree for transfer

#'s in 2016-17	Expected # in 2021-22	% increase
115	144	25%

Goal 2B: Increase all students who transferred to a CSU or UC institution

#’s in 2016-17	Expected # in 2021-22	% increase
193	232	20%

Goal 3A: Decrease average number of units accumulated by all associate degree earners

#’s in 2016-17	Expected # in 2021-22	% increase
87.56	79	10%

Goal 4C: Increase all students with a job closely related to their field of study

% in 2016-17	Expected % in 2021-22	% increase
55%	69%	25%

Goal 5: After checking all the areas PC identifies as disadvantage only two areas required goal setting in the area of equity. The group “not economically disadvantaged” had lower rates of success on earning Associate’s degrees (Goal 1A) and earning Associate’s degrees for transfer (Goal 2A). Other groups either had no equity gaps or were of insufficient size to warrant goal setting.

Among the not-economically disadvantaged group, the number who earn an associate degree or associate degree for transfer

% in 2016-17	Expected % in 2021-21	% increase
47	55	22

Among the not-economically disadvantaged group, the number of students who earn an associate degree or associate degree for transfer

% in 2016-17	Expected % in 2021-21	% increase
10	13	30%

There could be several reasons why this is the only group showing as disadvantage that does not have to do with equity. The not-economically disadvantage group could be, the group does have some disadvantage and did not get financial aid, not full-time (not taking enough units to qualify) and could not get financial aid, or any number of reasons. Whatever the reason the system only populated for these two groups.

The Vision for Success Goals was taken to Senate on Friday, March 29th and was passed on this basis. A question came up regarding the Equity Plan and the data for disadvantage groups reported within. Should the Vision for Success Goals report on the same disadvantage groups as the Equity Plan (LBGQ, Veterans, etc.)? The State said we do not have to report on those. PC would have been okay if we left the entire equity portion out of the goals.

The Senate already approved the Vision for Success Goals and without their input and vote, do we leave Goal 5 as is or take it out?
It was decided to keep goal 5 in the addendum.

Motion, "to adopt the Strategic Plan Vision for Success addendum."

M/S/C: Diane Thompson/Kathryn Benander
Pdf emailed to committee

H. Draft Student Equity Plan – Erin Cruz (10 minute Discussion)

Director Cruz gave an update on the Equity Plan.

The college was tasked in 2015-16 to write the Student Equity Plan, 2016-17 no plan required, then the State came out with the 2017-19 Integrated Plan (Student Equity, SSSP & BSI), and now the State is going back to the Student Equity Plan.

This plan is the 2019-22 Student Equity Plan not including SSSP and BSI. At this point PC is not sure if we will be required to write separate plans for SSSP and BSI. In this Student Equity Plan, PC is required to outline a process and schedule for evaluating the progress made to meeting our Equity goals, how our college will ensure coordination across student related equity categorical programs, and include our updated executive summary that will contain how we have worked on our goals over the 15-16, 16-17, 17-18, and 18-19 years. Additional information required is screen shots of our budget; discuss how they look. The Equity Plan is required to include past goals and all the goals we have achieved over the years.

Director Cruz was notified that the Equity Plan deadline has been extended. The plan will need to go to the June Board meeting to meet the State deadline of June 30th.

This extension gives PC more time to review the data that has been constantly changing over the past few weeks.

A draft has been sent out to PSE (Pathways to Success/Equity Committee), Academic Senate and Equity workgroup. Still coming up with new activities that PC wants to address in the next three years, building upon what we are already doing for our overall student population as well as out disproportionately impacted student groups so we have to complete two tables that address five different metrics. These metrics are:

1. Access – successful enrollment
2. Retention from fall to spring
3. Transfer to a four year institution
4. Completion of transfer level Math and English
5. Earned high school equivalency, non-credit certificate, community college approved certificate, associate degree or community college bachelor's degree

Within these metrics, we have to address our baseline data for disproportionately impacted students, the goals for the group, and the activities that will support the goal. This must be completed for the disproportionate groups as well for the overall student population. All this information needs to be loaded into NOVA.

To clarify what the State is requiring with the disproportionately impacted student groups; goal and activities only need to be set for those groups of 10 or more students. Any group smaller than 10 or not disproportionately impacted do not have to be included in the goals or metrics. Director Cruz stated whether that the student group is impacted not and a goal set, PC would still have activities for all groups. Most of those activities cross groups.

The Equity Plan will be up for action (approval) at the next CC meeting, April 15th.

VI. Subcommittee Reports

A. Accreditation

- Met last week
- Discussed institutional set standards, these are the minimum set standards. Then there are aspiration goals, which are a higher. ACCJC is asking the college to set both.

The group decided to use 5-year averages for institutional set standards and use the Vision for Success goals as our aspiration goals keeping us in line with all the plans.

- The annual report draft was completed and sent out to committee. The District IR Office provided much of the data. This report will only contain the institutional set standards as we are still setting aspiration goals. Next year's report and going forward will contain the aspiration goals.

B. Budget

- Met a week ago Friday.
- Mid-year requests are approved and Dr. Williams-Harmon will send them out when complete.
- We still do not have our 19-20 allocation yet, last heard only a preliminary budget has been completed.

C. Strategic Planning

- Been busy assessing program reviews and working on the Vision for Success Metrics.
- There are still a few meetings left this semester. If you have not submitted your program review, please do so. We will try to get all program reviews due this year assessed. If we cannot get to your program review, we will review first thing in the fall.

D. Enrollment Management

- Discussed the Enrollment Management Plan, looking at the status of varying activities that are outlined in the plan.
- Talked about continuous support for adjunct faculty.
- Looked at student data to determine the reasons students' withdrawal. The committee is discussing if they should ask the question to students why they

withdrawal, so they can get an idea of the issues and identify intervention techniques.

- Reviewed the finals schedule.
- Discussed ILOs

E. Success & Equity

- During one meeting, the Equity Plan was reviewed and the team gave feedback.
- Another meeting discussed the entry communication workgroup merging and working on a specific project to develop the Pirate Map journey for students (a checklist for what students should be doing) from the point of onboarding to commencement. The group's first meeting is this Friday.
- Professor Pummill and VP Arvizu have been hosting mapping activities, which concluded this week with Dual Enrollment and two student groups. Will report on the results of the mapping activities during fall Flex.
- Joel expected to lead a workgroup over the summer.
- Updates from Leading from the Middle regarding Guided Pathways and a proposal.

F. Grant Oversight/Grant Progress Reports

- No report

G. Facility Planning Advisory

- Pruned 113 trees on campus
- Measure J projects: looking for an architect for develop plans for kitchen plumbing replacement. The kitchen will be shut down for five months, starting March of next year and looking into food service substitutes.
- Looking at garage tables to place in the computer classrooms to transform them into a multipurpose classroom. Next week in LRC512 come, look at a sample garage table.
- This Wednesday is a Facility Advisory meeting
- April 11th is a Safety and Security Team meeting

H. Information Technology

- Met last Friday
- Talked about District wide projects submitted to the district IT committee and campus IT project requests.
- April 12th the committee will assign points to the requests.
- Discussed new laser projectors. IT purchased a laser projector to test and installed in SM114. Director Navarrette is looking to replace, as many projectors as they can with one time instructional money.
- Over the break rewired the FA1 Lab.
- Part-time computer tech left in February and hoping to promote the position to full-time. The Media Specialist left and hoping to reduce the full-time position to part-time and update job description.

- As the end of the year approaches, IT is getting more and more requests for computer quotes, set-up and delivery. Please be patient, IT will get computers set-up.

I. Title IX Advisory/Safety and Security

- After the March 4th lockdown, PC is working with the District Office to address the issues identified with the phone system. Another exercise is coming up to test the system.
- Safety and Security Manager Hall will attend department meetings addressing concerns regarding the fire alarm from last week.

J. Outreach

- Next meeting April 18th
- Working on updated billboard messaging with Galaxy Theater
- Just signed a contract with Momentum to do the summer concert series (April thru September) with radio announcements.
- Updated messages in the recorder and bus ads including summer and fall enrollment.
- Reg Fest starts Wednesday. April 3rd – 5th for continuing students. April 22nd and 23rd for new and returning students.
- PC Connection for high school seniors on April 15th and 16th.
- Preparing for end of the semester recognition events.

VII. Other Reports

A. President

- No report

B. Academic Senate

- Appointments for committees need to go through the Senate President as it is their purview, wants to enhance the diversity makeup of the committees and Dr. Keele does not want to overburden anyone faculty.
- Working on a volunteering signup sheet to allow other faculty to observe another's class. This is separate from the evaluation process and is strictly for the free flow of ideas.

C. Outcomes

- Please support your representatives as they make the last push in collecting, assessing and discussing SLOs.

D. CCA

- Upcoming election with Jay Hargis running for chair and Rebecca Baird for representative, Sherri Burgess for treasurer. Still seeking an adjunct rep for CCA
- There are some open positions at the district CCA and the president's position. Please turn in a candidacy form if you are interested in running for one of the positions.

E. CSEA

- All three campus approved the MOU for classified to go back into the classroom and waiting board approval. If anyone want to be, an adjunct instructor and meets minimum qualifications see Vern Butler or HR.
- Starting negotiations for CSEA contract in May.

F. ASPC

- The student government as voted not to renew Chetter U's (company that provides the content to the Student Center TVs) contract. The student government prefer to go to a more in house digital signage.

G. Other

- April 16th in the Theater, the District Attorney's Office give a 90-minute presentation on dating safety, human trafficking, and social media use.

VIII. Future Agenda Items

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

IX. Adjournment

Meeting adjourned at 4:47 p.m.