

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

3:00 PM – 4:45 PM • Monday, October 21, 2019 • AC120

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

**MINUTES**

**Present:**

Primavera Arvizu, Kim Behrens, Tim Brown, Sheri Burgess, Vern Butler, Michael Carley, Joe Cascio, Chris Ebert, Lupe Guillen, Claudia Habib, Kendra Haney, Jay Hargis, Melissa Long, Jay Navarrette, Robert Simpkins, Patty Serrato, Gregory South, James Thompson, Miles Vega, Ann Marie Wagstaff

**Absent:**

ASPC President, ASPC Vice President, Rebecca Baird, Terry Crewse, Erin Cruz, Todd Dearmore, Vickie Dugan, Tiffany Haynes, Kailani Knutson, Stephanie Olmedo-Hinde, Diane Thompson, Ann VanderHorst, Kimanthi Warren, Arlitha Williams-Harmon and John Word

**I. Call to Order**

VP Arvizu called the meeting to order at 3:00 pm.

**II. Adoption of Agenda**

Motion made to approve the October 21, 2019 agenda.

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

**III. Approval of Minutes**

Motion made to approve the October 7, 2019 minutes

**M/S/C:** Joe Cascio/Jay Navarrette

**IV. Information/Announcement Items**

**A. End of Year Report – CC (10 minutes)**

Accreditation, Enrollment Management and Title IX have not submitted end year reports. All reports submitted have been compiled into one document sent out to all committee members and will be uploaded to the committees page.

Academic Senate, Facilities Planning, IT, and Outreach still need to review their charge and membership.

The chairs will reach out to those committees who have not submitted the report.

*Pdf emailed to committee*

**B. Pirate Maps Update – Primavera Arvizu (3 minutes)**

1. Close in finishing all the work everyone did with the major clusters and moving forward on how that will work with marketing and branding on the major clusters online.
2. Professor Pummill reported the two-year educational plans should be updated and finalized before the end of this term.
3. Our marketing and communication groups focus is marketing the pirate maps. When the counselors go out to the high school in early spring that information will be available. We plan to implement fall 20 the pathways and major clusters.
4. The entry team is working on a journey map and the Seven Seas. They are working on the marketing piece.
5. Finalize another group, Leading From the Middle (LFM), who will be working on another project for pirate maps.

There are multiple groups working on multiple items that funnels in through the Pathways, Success and Equity Committee to make sure we are moving everything along with the pirate map process. VP Arvizu held a book session on “Redesigning American Committee Colleges” book handed out last year to all faculty with another session this Thursday, October 24<sup>th</sup> at 1pm in SCCR.

*Pdf emailed to committee*

**C. KCCD Climate Survey – Claudia Habib (3 minutes)**

The Climate Survey is going to be sent out. This survey is a survey the district sends out every three years as part of the Districts Strategic Planning Process that looks at things such as trust, moral, participation and communication. The Climate Survey is only for employees, there has been discussion to create one for students but at this time, we do not have one for students. The survey will be distributed on October 30<sup>th</sup> and everyone will have November to complete.

**V. Discussion/Action Items**

**A. ILO #3 Information Competency (Utilize research skills necessary to achieve educational, professional, and personal objectives) – Melissa Long (15 minute Discussion)**

The group will spend 10 minutes going over the evidence gathered for ILO# 3 and 5 minutes discussing the Glossary of Terms booklet created by VP’s Arvizu and Aunai.

The steps in the process is collect the evidence → analyze the evidence → identify places to improve → create a plan for implementation. We are in the collect evidence phase, which means we gather evidence from across campus.

During the last meeting, the group created a list of evidence inside the classroom, outside the classroom and different types of research.

**Evidence:**

Professor Long sent out an email to the committee members begging for evidence to be submitted and she did not get any response. If we are going to assess ILO #3 we need to have as much evidence from across the campus.

Evidence is stronger if it can be tied to an SLO. SLOs can tie success to the various courses.

**Inside Classroom**

In addition to what was listed during the previous meeting, the group added:

1. Courses require research success rates going up
  - COMM 103 (specifics will be sent to Professor Long)
  - Child Development (presentations, unsure of which class)
  - Add back the CCSSE survey questions that relate to research (4b, 4c, 4f, 4g)

**Outside Classroom**

1. Counselors encourage students/student Athletes to compare majors using ASSIST and transfer research of other colleges.
2. Encourage students/student Athletes to visits other campus’
3. Wrap around services in the community (therapist, social workers, etc.)
4. Transfer Fair
5. Health Fair
6. Workshops (EOPS, CalWORKs, Study Skills, time management, stress, anxiety, etc.)
7. Student Government (bylaws to review/update, etc.)

**Other Types of Research**

1. Field trips

**Homework:**

- Professor Long would like everyone to send her more evidence like was presented today.
- Continue to discuss and analyze the evidence presented over the last couple of meetings.
- At the next CC meeting, come prepared to identify areas of improvement.
- Send whatever evidence directly to Professor Long so she can compile a handout before the next CC meeting.

**Implementation Plan for ILO #1: Communication**

<u>Action</u>	<u>Person Responsible</u>	<u>Completion Date/Notes/ Progress Check-In Date</u>
Help students to Communicate within the college culture	Primavera Arvizu Sam Aunai	Draft completed May 2019 Review beginning fall 2019
<ul style="list-style-type: none"> <li>— The committee reviewed the Glossary of Terms draft created by VP’s Arvizu and Aunai.</li> <li>— The group recommended adding embedded tutors, tutors, office hours, advisor, counselor, and grade forgiveness to the Glossary of Terms.</li> <li>— The committee recommended posting/distributing the Glossary of Terms by way of our website (specifically where?), in the catalog, student handbook, and to use in the student success classes, summer bridge, promise, and orientations.</li> </ul>		

*Handouts provided to committee*

**B. College Council Retreat – Primavera Arvizu (2 minute Discussion)**

During a previous meeting, the committee discussed having a College Council Retreat. VP Arvizu would like to determine a date for this retreat and timeframe.

Dr. Habib’s thoughts on a date was at the beginning of the spring term (week before) or on a Friday.

It was asked, what the idea of the retreat and VP Arvizu stated the Idea is to determine what is the structure of CC and how is it working right now. She also suggested the retreat could explain how the structure of the sub-committees under CC work or be a training.

VP Arvizu will come up with some dates for the committee to review at the next meeting and pick which date works best.

**C. PSEC Charge/Membership – Primavera Arvizu (1 minute Discussion)**

Changes to individuals membership titles, some wording and making sure they aligned a lot of the work to the pirate map process. This will come to the next CC meeting for a vote.

IR Director Carley stated, when a committee changes its name we need to make sure we look through all our structures and documents to make sure wherever that committee is referenced the name is changed.

This will come back to the next CC meeting for a vote.

*Pdf emailed to committee*

**D. Program Review Process Chart – Michael Carley (1 minute Discussion)**

The only change is the boxes listing the different committees who use the program review in their planning processes was combined; instead of a separate box for each committee there is now only one large boxes with all the committees and a disclaimer “These and other committees use program reviews in their planning processes”.

This is the first read and once approved by CC, the Program Review Process Chart will be updated in the PR Handbook and the IPAA document.

This will come back to the next CC meeting for a vote.

*Pdf emailed to committee*

**E. Program Review Handbook – Michael Carley (5 minute Discussion)**

This is the first read. There is confusion on what the program review process is and what information is to be included in a program review. IR Director Carley over the summer created the Program Review Handbook and the Strategic Planning Committee reviewed this handbook the first part of the fall term.

The PR Handbook goes over the purpose of the program review, the cycle, the process, how a program review is assessed, what committees the program review goes through, how a program review is used in planning and resource allocation. The handbook also talks about how it is used in accreditation, where to find the program review forms, how to complete a program review and common errors and pitfalls.

The resource request is one area that needs discussed to get clarification on wording. Dr. Harmon and the budget committee reviewed the PR Handbook and the resource request process. The Budget Committee recommends the following information be added to Page 13 of the Program Review Handbook:

**Information Technology Request**

The IT Department will provide a general quote for office and classroom equipment (i.e. computers, laptops, and printers) to assist departments/divisions prepare their Program Review and Program Review Budget Update Forms. After items are approved in the tentative or adopted budget, the budget manager should submit a Technology Request Form for ordering and installation.

**Facilities/Safety Request**

The Maintenance & Operations Department will provide a general quote for office and classroom furniture (i.e. chairs, desks, and cabinets) to assist departments/divisions prepare their Program Review and Program Review Budget Update Forms. After items are approved in the tentative or adopted budget, the budget manager should submit a School Dude for ordering and installation.

**Professional Development Request**

Budget Managers should list and estimate their area’s professional development request on their Program Review and Program Review Budget Update Forms. Administration will work with the Budget Managers to determine the appropriate funding for the request (unrestricted or restricted).

She also suggested that a New Employee Checklist be established to capture the above and other planning elements (i.e. Phones, email, etc.)

The Strategic Planning committee will review the recommended changes in wording for resource request.

The PR Handbook will come to the next CC meeting for vote.

*Pdf emailed to committee*

**F. Program Review Forms Revision – Michael Carley (3 minute Discussion)**

Professional development was added to the resource request in both instructional and non-instructional program review forms.

This is the first read and will come back to the next CC meeting for a vote.

*Pdf emailed to committee*

**G. Strategic Planning Charge/Membership – Michael Carley (1 minute Discussion/Action)**

This is the second read and the only changes was adding, under Program Review Responsibility, “with” after “charged” and “ing” to the end of “align”.

*Motion, “move to approve the Strategic Planning Committee Charge and membership.”*

**M/S/C:** Ann Marie Wagstaff/Joe Cascio

*Pdf emailed to committee*

**H. Budget Calendar – Ann Marie Wagstaff/Arlitha Williams-Harmon (1 minute Discussion/Action)**

This is the second read and the recommended change suggested at the last meeting was made. “Budget” was added to the title, now the calendar is called the Porterville Budget Planning Calendar.

The calendar is an internal calendar used by the Budget Committee to keep track of upcoming District and campus deadlines.

The annual budget worksheet is normally due to the committee by October 15<sup>th</sup>, this year the worksheet will be due in November (Dr. Harmon will communicate the new deadline when she sends out the budget worksheets)

*Motion, “move to approve.”*

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

*Pdf emailed to committee*

**I. Budget Committee Charge/Membership – Ann Marie Wagstaff/Arlitha Williams-Harmon (1 minute Discussion/Action)**

This is the second read; the committee had no recommended changes during the last meeting.

*Motion, “to approve.”*

**M/S/C:** James Thompson/Tim Brown

*Pdf emailed to committee*

**J. Fine and Applied Arts Program Review – James Thompson (1 minute Discussion)**

The communication department continues to grow last program review they enrolled just over a 1,000 student and now have 1,300. They are averaging 34 completers per year in certificates and transfer degrees.

**Fine Arts:**

- Up to 10 graduates in Studio Art alone not to mention counting Commercial Art or Art Humanities.

**Music:**

- Has a certificate and on track to have a completer this year. A transfer degree has been written and is awaiting approval.
- Since hiring the new music professor, the program has exploded. Less than three years ago the music program had four to six people and now it has over 40.
- Professor Rector hold many community events throughout the year (mic nights, fall choir/band concerts, faculty recital, piano recital and choir caroling at Stafford's Chocolates on Main).
- The department expects degree and certificate completers to increase despite being a difficult degree.

**Facilities**

- The Fine and Applied Arts Department have outgrown their buildings.
- The FA building is the oldest on campus and there is entire dark room that is not being utilized anymore as we have moved to digital photography. This room should be renovated so it can be used as another classroom.
- The CA Building has an issue with having enough space for the keyboarding/piano course. The room that houses the keyboards only holds sixteen student keyboards and the class capped at 22 students. To meet the needs of students we had to shove an extra piano in the room, use the instructor's piano, use the grand piano in CA2 and use the pianos in the three practice rooms in the hall. This in not conducive to teaching let alone getting a cap that is a reasonable size.

*Motion, "move for approval."*

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

**VI. Subcommittee Reports**

**A. Accreditation**

- Follow-up with Accreditation team regarding the Distance Ed piece, faculty remembers were present. The team had a few follow-up questions on the process if a faculty member is not having continuous contact with students.
- The overall visit went very well.

**B. Budget**

- Met Friday
- Had an extensive discussion about the PR Handbook. How the process works for budget managers when requesting IT and Facilities.
- In the process of reviewing all other funding that is not GU001, such as grants.

**C. Strategic Planning**

- Going over the PR Handbook, please review the handbook before approval at the next meeting.
- The Child Care Center PR is being reviewed at Wednesday's meeting.
- Dual Enrollment will have its first review sometime later this term.

- If you have a program review due this year, please remember a one minute status report is due at the November 4<sup>th</sup> CC meeting (kinesiology, Health Careers, Presidents Office, IT and IR).

**D. Enrollment Management**

- No report

**E. Pathways, Success and Equity**

- The chairs has a zoom meeting the new ATD coach in regards to supporting our work within the Guided Pathways framework.
- Leading From the Middle (LFM) team selection
- The bulk of the work has been around the Guided Pathways framework and going over the Data Team recommendations.

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

- No report

**G. Facility Planning Advisory**

- Gym floor replacement is complete
- Gym floor cover in December 2019
- FA and Financial Aid door replacements in November and December 2019
- Cameras – phase II interior and exterior October-December 2019
- Campus Nurse Office/Gym locker room renovations December 2019-June 2020
- Infrastructure mapping/repairs – Campus Infrastructure Report
- Stadium Parking Lot seal and strip spring/summer 2020
- Drought tolerant landscape – phase II November 2019-2020
- Restroom renovations in AC Building and Gym foyer Aril 1,2020-November 30, 2020
- Stadium renovations summer 2021
- Ongoing campus maintenance

**H. Information Technology**

- Meeting Friday.

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

- CPR training (TBD)
- Falls Stand Down Exercises include initial actions, evacuation exercise/drill, great shakeout, armed intruder.
- City of Porterville First Responder Exercise December 13<sup>th</sup> in the SM-SS Building.
- Adding 11 red bags and assignments. To distribute new bags and have training

**J. Outreach**

- No report

**VII. Other Reports**

**A. President**

- Thank you for everyone who participated during undocumented action week.
- The Foundation will give a presentation to different groups to learn all the foundation has to offer.
- 12/13/19 is the Armed Intruder Drill and will take place around 11am. More information to come to those who will participate.
- Attended a Tulare County Office of Ed Superintends Advisory meeting.

- Attended a P8 (PUSD Pathways) meeting. Most of the city programs have advisory committees and Dr. Habib would like to see a stronger faculty presence on these committees.
- Dr. Habib was pleasantly surprised to learn we have a new Environmental Science degree and was shared at the P8 meeting.

**B. Academic Senate**

- At the last Senate meeting, the issue of cameras came up. Faculty are concerned and want to know where the cameras are pointing, who is watching and do the cameras have to be inside. Some of the areas the cameras are located are where the faculty have lunch, meet with students or congregate and talk with colleagues regarding academic matters or union issues. Another issue is faculty feel left out of the process.
- Dr. Habib stated there was a safety assessment done in the past that suggested surveillance. We can discuss the consequences of having cameras on campus. We can draft some guidelines on what we can expect as a campus community, the level of privacy, the ethical concern, who has access to this information. We also, need to think about the responsibility we have to the community and our students. Dr. Habib would like to know the specific concerns so she can address them. The best venue would be through CCA.

**C. Outcomes**

- Please continue to support your outcomes representative and remember when assessing ILOs and GLOs it helps when people assess their SLOs.

**D. CCA**

- No report

**E. CSEA**

- CSEA has two new officers, Shauna Williams as the new Vice President and Kelly Moua as Treasurer.

**F. ASPC**

- No Report

**G. Other**

- VP Arvizu received response from faculty with interest in participating in the mission statement evaluation and will come back this term with the results.
- Dr. Habib would like to discuss the format of the agenda during the retreat regarding first and second read.

**VIII. Future Agenda Items**

**A. Mission Statement Evaluation Results**

**IX. Adjournment**

Meeting adjourned at 4:12 p.m.