

PORTERVILLE COLLEGE
COLLEGE COUNCIL

3:00 PM – 4:45 PM • Monday, November 4, 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, Erin Cruz, Lupe Guillen, Claudia Habib, Kendra Haney, Melissa Long, Jay Navarrette, Maria Roman, Robert Simpkins, Gregory South, James Thompson, Miles Vega, Ann Marie Wagstaff, Arlitha Williams-Harmon and John Word

Absent:

ASPC President, ASPC Vice President, Rebecca Baird, Terry Crewse, Todd Dearmore, Vickie Dugan, Chris Ebert, Jay Hargis, Tiffany Haynes, Kailani Knutson, Stephanie Olmedo-Hinde, Diane Thompson, Ann VanderHorst, Kimanthi Warren and Shauna Williams

I. Call to Order

Mr. Butler called the meeting to order at 3:00 pm.

II. Adoption of Agenda

Motion made to approve the November 4, 2019 agenda.

M/S/C: Tim Brown/Kendra Haney

III. Approval of Minutes

Motion made to approve the amended October 21, 2019 minutes

M/S/C: Tim Brown/James Thompson

IV. Information/Announcement Items

A. Program Review Progress Report (5 minutes)

i. President's Office

The program review from the President's Office includes PIO, Information Desk and the Foundation. Dr. Habib met with all the people in her area over several meetings to review the previous program review and discuss the changes in responsibility from IT to PIO that will take place in the new program review. A draft program review is expected to be complete by end of fall semester.

ii. IR

Have the data for the SAOs plugged into the document. Reviewed and updated the goals from three years ago. Right now working on three or four new goals and resource requests. Hopes to have a draft by end of semester.

iii. IT

Has Dr. Habib mentioned in her report, areas that were once part of the IT program review have been moved under PIO (print shop, web person and Distance Ed which is now under Academic Affairs). Reviewed SAOs to see how we have changed, updated some numbers and working on the budget.

iv. Health Careers

Received data from IR Director Carley and with the help of Executive Secretary Velasco and Kinesiology Professor Guillen is able to view the data. Working to get the new data in the program review and will have done by the February 1st deadline.

- v. Kinesiology – no report

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)

Today we are discussing the evidence presented at the previous meetings. If there is time, we can discuss how we as a campus can do better and ways to help our students meet this ILO.

The additional information on the paper was evidence submitted to Professor Long by Professor Thompson and Librarian Ebert.

Assessment:

1. Different Types of Research:

a. EBSCO Usage Statistics:

- Fall 2018 data is not correct and Librarian Ebert is running the data again.
- What does this data tell us?

2. Outside the Classroom:

a. Where do we get feedback? (surveys, track data)

- Need more specific data (information adequate, are students using the information)
- How many students are attending the workshops?
- What are students saying after they attend the workshops?

b. Transfer Fair

- Students are able to meet with the transfer reps.
- The Transfer Center provides resources to research the opportunities.

3. Inside the Classroom:

a. Specific SLOs tied to research

- A few COMM courses have submitted SLOs
- Still waiting on SLOs from ENGL, SPAN and CHDV
- It would be good to know how many of our classes assign research papers.

Actions:

1. Improve Assessment in terms of evidence collection

a. SAO assessments from workshops/centers (Examples: JEC)

- Use SAO assessment data from programs so that we can see if students do feel successful in meeting this outcome (not just that we are providing opportunities)

b. More SLO assessments for courses requiring research

- Only Communication classes have completed the assessment cycle within the last four years
- We listed many other courses that require research, but we do not have completed cycles for those courses.

c. Determine how many classes require research

d. Include more specific evidence

- For example: calendar of campus visits

2. Emphasize multi-discipline nature of research in our courses

- a. Students should not assume research is finished after a particular course (Example: ENGL P101A)

3. Promote activities that give our students opportunities to research outside the classroom.

- c. Increase the number of students who go on and have access to campus visits.

Continue to think about the evidence and what we might do to help our students meet ILO# 3.

Handouts provided to committee

B. College Council Retreat – Primavera Arvizu (2 minute/2nd read Discussion)

There is two more CC meetings this semester and the group needs to decide when is the best time for the retreat.

Options for CC Retreat:

1. Early spring before the semester begins
2. During Flex Day
3. During one of our spring meetings (January/February)

The retreat would be best before the spring begins so we can go through the different themes we discussed in previous meetings.

Dr. Simpkins suggested that clear agenda topics are established prior to the meeting allowing everyone to prepare.

The group consensus is to have the retreat on January 16th.

Have a draft agenda by next meeting.

C. IEPI Update – Primavera Arvizu (2 minute/1st read Discussion)

If you have not already reviewed the IEPI Plan, please do so as the IEPI PRT Team visit is Tuesday, November 12th at 10:00am – 12:00pm

The PRT Team will be meeting with a group of individuals from CC, Academic Senate, and Enrollment Management. Invites will start to go out for that meeting. The meeting is to review the status of the report. The goals and activities we highlighted, where we are at in the timeline, and what is the status of some of the projects.

VP Arvizu reached out to a lot of the group with input and assistance regarding the items identified in the plan (Example: Distance Education, Non-Credit, Professional Development, and Enrollment Management). If you have feedback or ideas, please contact VP Arvizu. Many of the items have not been completed and we have one year (June 30th) to complete these items and spend down the funds. Some of the money will be spent working on computer replacement and software.

Pdf emailed to committee

D. IT Charge/Membership – Jay Navarrette (1 minute/1st read Discussion)

The only changes were to the members and their titles. Faculty membership changed due to other commitments and clarified the title for distance education. The second page list all those who are on the IT committee.

It was pointed out the resource librarian is actually the reference librarian.

Pdf emailed to committee

E. PSEC Charge/Membership – Primavera Arvizu (1 minute/2nd read Discussion/Action)

PSEC Charge and membership is coming back for the second read. There were no recommended changes during the first read.

Motion, “move to approve.”

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

Pdf emailed to committee

F. Program Review Process Chart – Michael Carley (1 minute/2nd read Discussion/Action)

The Program Review Process Chart is the second read. This document is also in the PR Handbook and the IPAA Document.

The only revision to the document is the boxes listing committees who use program reviews in their planning process. Instead of having an individual box for each of the five committee, those five committees are now listed inside one box.

No recommended changes came from the first reading.

Motion, “motion to approve.”

M/S/C: James Thompson/Tim Brown

Pdf emailed to committee

G. Program Review Handbook – Michael Carley (5 minute/2nd read Discussion/Action)

The Program Review Handbook is back for a second reading. During the first read, last CC meeting, it was recommended by Budget to change the language regarding pricing resource requests. IR Director Carley put in almost verbatim budget Committees language.

IR Director Carley went over the common errors and pitfalls of program reviews.

- Using old PR forms – sometime people will just grab the last program review they completed and update it. The problem is the forms may have changed; please get the form from the IR website. You can copy and paste things that have stayed the same.
- Assessment – this has gotten better over time as we have gone through a few cycles but some areas that still do not have a grasp on assessment. The best advice is to speak with the Outcomes Coordinator or your SLO representative.
- Goals and Resource Request are not the same thing – For example; your goal might be to expand a program offerings in a certain area, not to hire a new faculty member. A new faculty member is needed because you want to expand program offerings. Please do not disguise resource request as goals. Adding faculty, adding positions, or asking for things, those are things you need to accomplish your goals those are not goals themselves.
- Consult the rubric and after today, you can consult the handbook.
- Complaining – There have been program reviews that use the form to air their complaints. It is okay to keep asking for things and you should keep putting the request in your program review.
- The document should be one completely integrated document - As you go through program review, you have your mission. Then you have your outcomes and your assessment of your outcomes; in some instances, this can generate goals. You have your area where you list your data, go over your strength and weaknesses. From all this you should be able to create your goals and resource request.
If later on in the program review, Strategic Planning see a request asking for a position or asking for budget dollars, these should be tied back to things identified earlier in the program review.

The PR Handbook will be posted on the webpage and sent out to committee.

Motion, “motion to approve the handbook.”

M/S/C: James Thompson/Kendra Haney

Pdf emailed to committee

H. Program Review Forms Revision – Michael Carley (3 minute/2nd read Discussion/Action)

This is the second read on the Program Review Forms. The only change was adding professional development to resource request. The only other change was to the language regarding pricing request. Previously the language said not to price out your request, now due to changes in the process that language has been removed.

During the last CC meeting, Budget recommended that we do get a tentative price/quote on request.

Motion, “move approval.”

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

Pdf emailed to committee

VI. Subcommittee Reports

A. Accreditation

- In the process of scheduling a meeting before end of term.
- PC will receive a letter in January regarding the follow-up meeting.

B. Budget

- Met last Friday
- Discussed the changes to the new Student Center Funding Formula. The State Chancellors Office is running back into the number, how much they have and re rank each element. There is also talk the Chancellors Office is adding two additional metrics that will be used for funding (first generation students and total cost of education). We have a higher first gen population, which will help us, but we also have a lower cost of living, which could hurt us.
- The State is going back over FY 18-19 and giving additional monies to the colleges and districts that were constrained. We do not know how much of the additional funds KCCD will receive.
- Dr. Harmon sent out the instructional materials and equipment listing earlier today. PC was getting \$50,000 for instructional one-time monies, now we are getting \$15,000. There is also funding from IEPI to help support classroom instructional equipment. We are still maintaining the list, the funds may not all come from the one-time instructional monies. The requests are still there even if we have yet to purchase the items. Dr. Harmon asked the group to go through their request and see if the items are still needed or have been purchased through another funding source.
- Dr. Harmon sent out the link to the program review update form and budget worksheet. The deadline to submit your instructional request is November 18th and budget worksheet is November 19th.
- One suggestion in the comment box – people are playing with the automatic door openers. We are asking if you see anyone playing with the door openers to contact John.

C. Strategic Planning

- No report

D. Enrollment Management

- Had a couple of presentations one from Early Alert given by Counselor Serrato and Ed Advisor Escareno, and the other from IR Director Carley on the Goals Crosswalk.
- Discussion on the IEPI Plan.
- The Professional Development Committee met last week. Dr. Simpkins is the Professional Development Coordinator.

E. Pathways, Success and Equity

- Focusing on the Pirate Map process with the Pirate Map Major Clusters and that information will be coming out in a final version. The Pirate Map and major clusters is the first round in a chain this first year. We are preparing ourselves for marketing, communication, the two-year plans, the major clusters and how that will work with the implementation with fall 2020 with completion teams, the incoming freshman regarding those pathways.
- Tuesday, November 5th we have a Pirate Map component with the High Schools Counselors and Principals. This event will focus on how we will be aligning with the pathways at the high schools so that way it is a fluid component and collaboration between the high schools and once the students come here, the pathways at PC.
- There is another component with the marketing and communication piece. Just because we have the major clusters, how is that going to look with our web presence? How are new or incoming students going to navigate through the pirate map within the major cluster? The goal is for the student within a couple clicks can pick a major and see the jobs that go with the major. We are on a tight timeframe and will be moving at a quicker pace.
- VP Arvizu and Professor Pummill are working on a timeframe for everyone.
- Had a scale and adoption webinar today for Guided Pathways, as there is a report due March 1st.

Within that process, they really emphasize to include our governance. We submitted our scale of adoption and shared with the Academic Senate in the spring. That was a partial report; the full report is due next year. They are telling the colleges to work backwards from that.

Therefore, if the report has to go to the Board, CC, Academic Senate, etc. we need to have the report done and submitted to our governance bodies in enough time to meet the March 1st deadline. This will be discussed in PSSEC tomorrow so we can make sure to include every governing structure.

- ATD updates on where we are because we are having an ATD visit. Talking about hosting a Data Technology Summit and having ATD possible help.
- LFM there was some recommendations on faculty members or a team from LFM, that application was extended and invitation went out to faculty, staff and admin for that team of five would be the next co-hort for LFM.
- Had two book discussion on campus regarding Redesigning Community Colleges for Pirate Map; there was not a lot of attendance but for those who did attend we had some discussion and feedback.

F. Grant Oversight/Grant Progress Reports

- No report

G. Facility Planning Advisory

- Safety and Security Team met October 24th and will report to FPA on December 3rd at 2:30pm in SCCR.
- Health Careers Building design has been decided.
- Working on Gym Foyer, AC building (inside/outside) restroom project. If there is enough money the FA Building bathrooms as well.
- Working with Athletic Group for the Stadium upgrade to accommodate soccer and football. With Measure J bond money the Stadium will receive a wider field with turf, the track will be narrowed, and restroom remodel, additional bleachers on the guest side, and press box upgrade.
- The Gym floor cover is four to six weeks out after the order date.
- Computer tables scheduled to be installed December 18th in LRC513, L449 and FA1.
- Ordering new furniture for AC117 using Measure J funds.
- Theater back curtain ordered and expected delivery is two to three weeks out.

H. Information Technology

- Talked about the new systems support specialist who started last Friday, November 1st.
- Windows 2008 service and support go away January.
- Discussed IT Program Review.

I. Title IX Advisory/Safety and Security

- Met October 24th and reported to the Facilities Advisory Committee on October 30th.
- Crisis Management Team continues to meet planning for the December 13th Armed Intruder Drill in SM114. Police, Fire and EMT will all be participating.
- Associate Dean Behrens is working with staff on Red Bag and CPR Training.

J. Outreach

- Discussed the Calendar of Events and Master Calendar of Events.
- Reviewed the charter and end of year report.
- Currently promoting registration for spring 2020. Priority registration starts November 6th.
- Worked on a variety of ads that can be seen across town (Native American, ESL, Veterans, etc.) on Billboards, buses, and radio stations.
- Working with PIO Perez to update the Galaxy Theater ad.
- November 5th is the High School Counselor Retreat from 8:00am-2:15pm. Forty area School Principals and Counselors will attend. PC Admin, faculty and staff presenting throughout the day.
- RegFest starts November 6th for our priority students. Day 1 (11/6) is Veterans, EOPS, CalWORKs, DRC, and current and former foster youth students. Day 2 (11/7) is Presidential Scholar lists, honor and dean's list, and Athlete students. November 8th, 12th and 13th is continuing students with less than a hundred units. Priority registration will continue until open registration begins on November 20th.
- Wednesday, November 6th is the EOPS 50th Anniversary event.
- November 7th is PC Salutes our Student Veterans from 11:00am-1:00pm.
- November 8th is PC's first ever First Gen National Day of Celebration from 9:00am-11:00am.
- There are several more events coming up throughout the month of November that can be viewed on the master schedule.

VII. Other Reports

A. President

- Last week met with the President of COS to collaborate on serving their area high schools with English classes.
- The second Pizza with the President had many student attendees with a lot of good feedback. College life was a big discussion (furniture, access to games, safe space, healthier food options. Etc.).
- Visited West Putnam, it was impressive to see student and teachers working with minimal resources. Dr. Habib will be talking with faculty and staff about how we can support other k-12 schools within our district.
- Met with Academic Senate President (Miles Vega), CSEA President (Vern Butler) and CCA Campus Chair (Jay Hargis) regarding the concerns of the security cameras. Have an agreement to have a workgroup to create guidelines of the purpose of the use of security cameras on campus.
- Next week is the Forum with the Presidents. College President, Academic Senate President and ASPC President will present an update and answer questions.
- The admin team has been attending Tableau training.
- Goal for first year is to have individual meetings with everyone on campus. This is taking longer than anticipated and Dr. Habib will continue to meet with faculty and staff in fall 2020.

B. Academic Senate

- Thanked Dr. Habib for the meeting last week regarding the cameras.
- Working on the faculty hiring process. Reviewing the request over the next couple of weeks.
- PC will host the Academic Senate Presidents for area A in the fall 2020.

C. Outcomes

- Please continue to support your outcomes representative.

D. CCA

- No report

E. CSEA

- Reached an impasse and will go to mediation for contract.

F. ASPC

- No Report

G. Other

VIII. Future Agenda Items

A. Mission Statement Evaluation Results

IX. Adjournment

Meeting adjourned at 4:30 p.m.