

PORTERVILLE COLLEGE
COLLEGE COUNCIL

3:00 PM – 4:45 PM • Monday, December 2, 2019 • AC120

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

MINUTES

Present:

Primavera Arvizu, Rebecca Baird, Kim Behrens, Tim Brown, Sheri Burgess, Michael Carley, Todd Dearmore, Vickie Dugan, Lupe Guillen, Claudia Habib, Kendra Haney, Jay Hargis, Melissa Long, Jay Navarrette, Stephanie Olmedo-Hinde, Maria Roman, Robert Simpkins, Gregory South, Diane Thompson, James Thompson, Miles Vega, Ann Marie Wagstaff and Arlitha Williams-Harmon

Absent:

ASPC President, ASPC Vice President, Vern Butler, Joe Cascio, Terry Crewse, Erin Cruz, Chris Ebert, Tiffany Haynes, Kailani Knutson, Ann VanderHorst, Kimanthi Warren, Shauna Williams and John Word

Guest:

Reagen Dozier

I. Call to Order

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

II. Adoption of Agenda

Motion made to approve the amended December 2, 2019 agenda.

M/S/C: Tim Brown/Lupe Guillen

III. Approval of Minutes

November 18, 2019 minutes tabled

IV. Information/Announcement Items

A. RNL Visit – Primavera Arvizu (3 minutes)

RNL visit is this Wednesday, 12/4/19 and Thursday, 12/5/19 which is part of our IEPI Plan.

The consultant is coming to look out the different components of enrollment management

(recruitment, outreach, marketing, communication, student success and admission and records).

He will meet with different teams, the outlook invites were sent. At the end of the second day, the consultant will provide a recommendation and strategies regarding enrollment management.

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)

We have gathered the evidence, talked about the evidence and currently discussing how we can do better. Then will start to make a plan.

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.**
 - a. Increase the number of students who go on and have access to campus visits.
 - 4. Profession Development**
 - a. Research skills across curriculum – FLEX Day Presentation (Joy Lawrence)
 - 5. Review/Discuss what should require research**
 - 6. Library research skills**
 - a. Help students understand

Action Plan:

<u>Action</u>	<u>Person(s) Responsible</u>	<u>Completion Date/Progress</u>
Create a comprehensive list of courses with regards to Research to better access The outcome in the future	Reagen Dozier & Chris Ebert Maria Roman Division Chairs	Draft – prior to 2/3/20 meeting
Conduct a presentation and/or Workshop focused on research Across the curriculum emphasizing The multi-discipline nature of Research in out courses in order To combat the false assumption Some students have that research Skills are not necessary after they Finish a particular course	Robert Simpkins	Check-in at 2/3/20 meeting

Handouts provided to committee

B. HR Staffing Plan – Claudia Habib (5 minutes/1st read Discussion)

When thinking about new positions for the 2020-21 year Dr. Habib has four main considerations.

1. Student Center Funding Formula
2. FON
3. Strategic direction (growth) do we want to support – programs to support industry and community partners.
4. How do we best leverage different funding sources

We do not know how many positions PC will get in the upcoming years, as of right now we have three retirements. We need to look at the three retirements and decide how can we support the institution has a whole.

President Cabinet list of faculty positions is as follows (the list is unranked).

Administrative Justice – straight replacement, cannot afford not to support program.

Engineering/Math – look at High School trend

Kinesiology/Coach – gateway program to other careers

Language Arts/ASL/ESL – two requested (which program lacks full-time faculty)

Industrial Maintenance/Welding (prior vacancy that did not make list) – help local industry (Walmart)

Culinary Arts/Hospitality (proposed by community response, not on list) – partnership with Casino for new facility

Health Careers – EMT – think about strategic growth

Articulation Officer/Dedicated Adjunct (new proposed, not on list) – should have a dedicated articulation officer for all programs.

Social Science – History

Math

We need to utilize the strong workforce funds to support the growth of programs. Industrial Maintenance, Culinary Arts and EMT could qualify with a revision to the plan.

President Cabinet other positions.

Dean of Student Success – to support the VPSS, counselors, initiatives and programs

C. College Council Retreat – Claudia Habib (2 minutes/3rd read Discussion)

Dedicating the day assessing where PC is on the different initiatives and how they are all tied together.

Create a timeline over the next year, year and half outlining all the professional development activities to take place in support of initiatives already in place and what is to come.

D. Program Discontinuance – Miles Vega (5 minutes/2nd read Discussion/Action)

Motion, “move the discontinuance of Solar Sales for approval.”

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

Handout provided to committee

VI. Subcommittee Reports

A. Accreditation

- Committee meeting in early February
- ACCJC will take action January 12th on mid-term report

B. Budget

- Reviewing budgets requests and instructional request
- Debbie Martin resigned her CFO position at the District and taken a job at another college

C. Strategic Planning

- Reminder that program reviews are due February 1st

D. Enrollment Management

- Reviewed and got the charter and mission in alignment

E. Pathways, Success and Equity

- Operational committee for Guided Pathways; just remember Guided Pathways needs to be college wide.
- Met with ATD coach
- Working on the vision of Guided Pathways and what we want the students to get out of the initiative.
- Created a timeline of items GP wants to achieve.

F. Grant Oversight/Grant Progress Reports

- Attending webinar for TRIO grant (December 11, 12 and 16). Looking at students with disabilities and transfer TRIO grants.

G. Facility Planning Advisory

- Meeting tomorrow

H. Information Technology

- Teaching station is on its way
- Ordered 45 new computers for the instructors offices (installing over winter break)
- District purchased new telephones for PC (installing over winter break)
- Garage tables will arrive over winter break

I. Title IX Advisory/Safety and Security

- Safety and Security meeting in October
- Active Shooter Drill December 13th

J. Outreach

- No report

VII. Other Reports

A. President

- Reminder to respond to the Climate Survey
- Small Holiday gathering next Tuesday or Wednesday. Please come by and have pie and conversation.
- ASPC kicked off the fundraiser to get a mascot last Tuesday. Dr. Habib encourages everyone to contribute. Can donate directly to the foundation web page and note mascot.

B. Academic Senate

- No report

C. Outcomes

- Please help your representative to stay on top of outcomes.

D. CCA

- No report

E. CSEA

- No report

F. ASPC

- No report

G. Other

VIII. Future Agenda Items

A. Mission Statement Evaluation Results

IX. Adjournment

Meeting adjourned at 4:20 p.m.