COLLEGE COUNCIL

3:00 PM – 5:00 PM • Monday, September 21, 2020 • Zoom

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

<u>MINUTES</u>

Present:
Primavera Arvizu, Rebecca Baird, Kim Behrens, Elizabeth Buchanan, Sheri Burgess, Vern Butler, Michael Carley, James Carson, Joe Cascio, Todd Dearmore, Vickie Dugan, Chris Ebert, Lupe Guillen, Claudia Habib, Kendra Haney, Gerred Link, Melissa Long, Michelle Miller-Galaz, Jay Navarrette, Frank Ramirez, Thad Russell, Patricia Serrato, Robert Simpkins, James Thompson, Miles Vega, Kimanthi Warren, Shauna Williams, Arlitha Williams-Harmon and John Word

Absent:
ASPC President, ASPC Vice President, Errin Arcos, Terry Crewse, Johana Fisher, Jay Hargis, Tiffany Haynes and Erin Wingfield

Guest:
Reagen Dozier, Roger Perez and McKenna Salazar

I.   **Call to Order**
Vern Butler called the meeting to order at 3:00 pm.

II. **Adoption of Agenda**
Motion made to approve the September 21, 2020 agenda.
M/S/C: Thad Russell/Michael Carley

III. **Approval of Minutes**
Motion made to approve the August 17, 2020 minutes.
M/S/C: Joe Cascio/Jay Navarrette

IV. **Information/Announcement Items**

A. **Employee Remote Work Survey Results – Michael Carley (20 minutes)**
This survey focused on technology and non-technology challenges staff faced switching to working remotely due to the pandemic. The survey was sent out April, 2020 and there was a good response to the survey.
<u>Communication & Connection:</u>
How well the college was communicating with staff.
   • Good response, employees were pleased with how well the college was communicating with them at that time.
How well employees are maintaining connections with colleagues.
   • This was pretty evenly split between very well and somewhat well, with a small number that said not very well.
How concerned about health of self and family.
   • The responses were the same mix; 45.3% of staff said they were somewhat concerned, 38.5% were very concerned, and 16.1% were not at all concerned.

Non-Technology Challenges:

These were select all that apply; which of these challenges are you dealing with as you are transitioning to working at home.

- The biggest one at more than 30% of staff were feeling socially isolated already and this was back in April. Now that we are five months in, this is probably a bigger concern.
- 25% of employees had too many distractions at home.
- People who were sick or caring for someone who is sick was a smaller percentage (5%).
- 15% of staff did not have the adequate work supplies.
- Over 15% reported they were sharing technology with other family members or other people living in home.

Information Needed from College to Carry Out Work:

- Over 50% of employees wanted regular updates on status/plans for COVID. During April Dr. Habib was doing weekly updates regarding COVID and the plans for the college.
- More than 30% of staff wanted to know about expectation for hours/schedules, and adjustments to work goals and timelines.
- A little less than 30% was asking for flexible work schedules.
- There was a small number of other responses and they can be reviewed on the website.

Technology Issues:

The technology issues that we asked on the survey were about how reliable internet service is at home.

- A vast majority have either very reliable or reliable service. The two categories combined is over ¾ of the employees.
- Almost 20% say they have somewhat reliable service.
- Very small number of employees do not have internet or it is not reliable at all.

The survey also, ask about data plan.

- 80% of employees said they had a good data plan.
- 10% said they did not have a sufficient data plan.
- 10% did not know.

Asked how many people have regular access to work-related things so they can successful work at home.

- More than 90% had a computer or laptop at home.
- Most people have a smart phone (90%).
- Having a tablet was a little less common with a little over 60%.
- Only about 80% have a webcam/microphone.
- There was quite a large number (>70%) that did have the needed software to work from home.
- Just like our students, the biggest need was a quiet place to work.

What kind of technology challenges staff are still experiencing at the time of the survey in April.

- There were between 15 and 20% of employees that still needed access to reliable internet.
- A small number needing telephone or laptop.
- A little over 15% still had some software challenges
- The biggest challenge was learning new technology (zoom, canvas, etc.); almost 35%.

Employees were asked what supplies and services they needed from the college.

- Less than 15% still needed a laptop or desktop.
- The biggest need from over 25% of employees was a printer/scanner/copier at home.
- A little over 10% needed communication equipment (headset, microphone, webcam).

- Over 15% still needed internet or hotspot.

<u>Technology Concerns:</u>

Questions that were asked of faculty only.

Asked how comfortable using Canvas.

- About half of the faculty said they were very comfortable (49.5%).
- A little over a 1/3 said they were somewhat comfortable (36.3%).
- 14.3% said they were not comfortable at all.

On the student survey, students were asked how comfortable they were using Canvas and how comfortable they thought their faculty were. The students were a little less optimistic than the faculty about them using Canvas, but this was back in April and a lot of faculty had never used Canvas before.

Some of the technology-related challenges for faculty; there were two things right at the top and they weren't specific to faculty. Faculty expressed greater concern for students than what they have going on themselves throughout all the faculty questions.

- Student discomfort/lack of familiarity with specific technology they are asked to use; almost 60% of faculty experienced something like that.
- Similarly, more than ½ of faculty and concerns students not having access to computers, devices, or internet.
- Faculty's own lack of familiarity with technology was a little over 20%.
- Other categories were student access to library resources (a little under 20%), tutoring and related services (over 20%).
- A little over 20% of faculty were concerned about finding adequate digital replacements for tools used in the classroom such as whiteboards.

<u>Pedagogical Issues:</u>

How well faculty thought students were adapting to the transition.

- About 50% of faculty thought students were adapting reasonably well.
- 1/3 of faculty thought students were struggling somewhat.

Challenges faculty face in adapting to moving online.

- Many of our faculty have never taught online and 50% of faculty have a preference/skill for face-to-face.
- 20% of faculty lack familiarity with online tools.
- 25% having limited time to adapt to the technology.
- A little under 30% of faculty said their course lessons or activities have not translated well to remote learning (science labs, etc.).
- Over 30% of faculty said students have not been adequately available or responsive to questions or feedback.
- A quarter of faculty said their particular subject is not suited for remote learning.

Based on some of the feedback we were already hearing in April, we asked a couple questions of faculty because we were hearing that student were not participating or turning in assignments.

Faculty were asked, what percentage of students have stopped turning in assignments.

- The most common response was 10%.

What percent have stopped participating in class after the college switched to remote learning.

- The most common response was 10%.

Faculty concerns with transition.

- By far the two biggest with over 60% are diminished student learning and reduced communication with students.

- Concerns about grading was a little over 20%
- A quarter of faculty had concerns about the evaluation of their teaching effectiveness.
- There was some concerned about their privacy and that of their students.
- About 20% of faculty were concerned about proctoring of exams.

Faculty were asked an open-ended question: Other than the above, what, if anything else, would you like the college to know about the transition to working remotely.

- 13 people mentioned how well the college was handling the transition.
- 7 responses about increased workload and concern for students.
- Comments/concern about anxiety and depression from staff.

The results of this survey can be reviewed on the IR webpage. There will be another survey sent out this fall to address some of the issues (technology issues, communication, etc.) that staff brought up from the April survey.

PDF emailed to committee.

V.   **Discussion/Action Items**

A.   **ILO #4 Social and Cultural Responsibility (Demonstrate sensitivity to and respect for others, both locally and globally, and participate actively in group decision making) – Melissa Long (15 minutes Discussion)**

In the Spring, CC started revising ILO #4. During the March 2nd meeting CC created a list of statements to consider. Those statements are listed below, but the words used most often were: active, community, global perspective, participation, social, and awareness.

- ~~Exhibit~~ Demonstrate awareness, appreciation, and respect for the diversity of individuals in one's immediate environment as well as in the global community.
- Apply knowledge of diversity and multicultural competencies to promote equity and social justice in our communities.
- Recognize the interconnectedness of global, national, and local concerns from multiple perspectives.
- Demonstrate active engagement in community improvement, positively engage and collaborate with individuals unlike themselves, and apply critical thinking to global issues.
- Apply critical thinking using a global perspective.
- Critically think using a global perspective from unique and eclectic learning styles.
- Show participation in a collaborative decision-making process (such as through membership and/or leadership roles in a club, organization, institution or participation in an organized team activity or event).
- Demonstrate preparedness to engage a global world while exhibiting a broad sense of diversity, cultural awareness, environmental and social responsibility and stewardship.
- Show an improved understanding regarding the impact of social interaction and behavior and demonstrating cultural awareness.
- Recognize and respect social and cultural uniqueness and incorporate all perspectives in daily interactions and decision making.
- Demonstrate social awareness both in our community and more globally, be culturally responsive to those within our community, be culturally competent, and cultural diversity.
- Demonstrate understanding in social economic, cultural, and disability diversity and their role in the global world.
- Identify cultural inequities within their own community and be able to address those problems.

- Communicate how the knowledge, attitudes, and skills learned at Porterville College can be used to contribute to their local and diverse communities.

Professor Long is now hearing that people like the current ILO statement better than all the revisions. It is up to CC on how to proceed. Professor Long asked what the reason was the committee wanted to first revise which no could answer.

President Dr. Habib stated, maybe the committee could make the language more specific and mention something about social justice.

VP Arvizu liked the first two bullets.

VP Russell suggested changing Exhibit to Demonstrate.

Program Director Warren likes the idea of combining bullet one and two.

Professor Carson feels the only word the is important in the second bullet that the first does not have is the word promote.

IR Director Carley requested to look at the original ILO #4 statement, stating the committee was originally going for actively participating in community discord, not just about social equity and actively engaging in local citizenship decision making. One of the ways to look at measuring this is to look at the percentage of students who vote and compare that to other colleges to see how well we are doing. He wants to make sure that does not get lost when the committee talks about adding things like social justice.

Professor Long thinks that would give the college a concrete way of assessing ILO #4 as opposed to the way the college has been assessing the ILO.

Program Director Warren also like bullet number three.

Professor Long wants the committee to take a survey to see what language they want to pull out of the top three bullets to include in the new statement.

IR Director Carley suggests the committee first focus on the concepts they want to touch on. Then figure out how to pull all that together into something that is both worded well and consistently with our other ILOs.

VP Arvizu stated words like awareness, engagement, and cultural are mentioned a lot and building community is very important.

Professor Long will send out the draft and at the next meeting the committee can narrow down what they want to use in the wording for the new ILO #4 statement.

PDF emailed to committee.

B. **Review CC Membership and Charge – Co-Chairs (10 minutes/1ˢᵗ read/Discussion)**
Tabled
Review after the October 19ᵗʰ CC meeting where the committee will discuss governance restructure with Dr. Al Solano.
PDF emailed to committee.

C. **Mission Statement Evaluation Continuance– Primavera Arvizu (5 minutes/1ˢᵗ read/Discussion)**
There was a small group working on the mission statement evaluation last year then COVID occurred and now they are picking it back up. Kendra Haney, John Ghilarducci, Primavera Arvizu is the group who will gather information from the different constituency groups on campus and create a proposal to present to CC.

D. **Governance Structure Proposal – Primavera Arvizu (10 minutes/ 2ⁿᵈ read/Discussion)**
VP Arvizu stated at the previous meeting the committee had a discussion regarding the structure of CC and the sub-committees that report back up to CC. Some questions posed at that meeting were:
1. Are we duplicating some of the work?
2. Does the structure work for us right now at Porterville College?

3. Can we evaluate ourselves and look at the structure?

President Dr. Habib charged the co-chairs to bringing back a proposal. VP Arvizu reached out to Dr. Al Solano on how CC can have a facilitated discussion regarding the governance structure, just specifically looking at the CC component with the sub-committees and the work that is occurring, how the reports are coming through CC, how the approvals work and does everyone understand how that works, and does there need to be a change. Dr. Solano suggested CC can have a facilitated discussion on October 19th during the CC meeting. There will be some prework that would occur, a survey would be sent to the current committee chairs.

Some questions would be:

1. How does the committee structure work now?
2. Are goals set up for the year?
3. Do the committee chairs know how the approval process works?

Along with asking the chairs what are the top three goals the committee will be working on for 20-21. That pre-work would be completed before the facilitated discussion. The survey would be designed by the college and sent out to chairs. VP Arvizu shared a mock survey she received from Dr. Solano.

VP Arvizu proposed that if CC has the facilitated discussion on Monday, October 19th than by next week a survey can be sent out to the co-chairs and give a week to week and half timeframe to get the survey results plus the goals. This will give CC time to compile the results and have everything ready for the October 19th facilitated discussion.

VP Arvizu will confirm the October 19th date and inform the sub-committee chairs to expect the survey.

E. **Building Naming Campaign Taskforce – Dr. Claudia Habib (5 minutes/1st read/Discussion)**

The taskforce consists of Arlitha Williams-Harmon, Michael Carley, McKenna Salazar, Lupe Guillen, Frank Ramirez, Jim Carson, and John Word.

The taskforce has been meeting weekly to come up with a theme for naming our buildings following board policy. A new building is coming up for construction next year and the campus is wanting to name it and they want that name to be in alignment with a theme for the campus on how PC will be seen in the future. The taskforce came up with a list of themes (nature, towns, etc.) they are currently evaluating. IR Director Carley will create a survey to be sent out to the PC family and other community members. The goal is to come up with three themes to make a recommendation to President Dr. Habib.

F. **IPAA Document – Michael Carley (10 minutes/1st read/Discussion)**

The IPAA document most of the committee as seen before; we updated it last year. This document comes from the Strategic Planning Sub-Committee and is called the Integrating Planning Assessment and Action Document. The IPAA document was first put together a few years ago as a way of describing the college's entire planning process; all the documents, all the plans involved, and the timelines involved so the college had all the information in one place.

The IPAA document has been updated for several reasons; some of the plans have a changed, there are some new plans, or plans have been combined.

The changes are as follow:

1. Updated the flow chart to reflect the name change of the Success and Equity committee to the Pathways, Success and Equity committee.
2. Removed the integration flow chart as it was confusing.
3. Updated the timeline of major institutional processes.

The IPAA will come back at the next meeting for a vote.

PDF emailed to committee.

G. **PSEC Charter/Membership – Primavera Arvizu (5 minutes/1st read/Discussion)**
The PSEC Charter/Membership has very minor changes; those changes are:
   1. Updated/revised job titles and names.
The PSEC Charter/Membership will come back to the next meeting for a vote.
PDF emailed to committee.

H. **Grant Proposal Process – Dr. Arlitha Williams-Harmon (5 minutes/2nd read/Discussion)**
The Grants committee met last week to review and discuss the district administrative procedures, forms, and the reality of what actually happens. The grant timelines are more abbreviated than what the districts because sometimes the grantor gives the college things late and it is not always the college has thirty days to submit the intent to apply prior to submitting the grant approval form.
The committee also, discussed the districts indirect cost rate, and reviewed a list of the Chancellors Office categorical competitive grants and our non-categorical awards. Dr. Williams-Harmon will bring this back to CC. This information was reviewed in the Budget Committee last Friday, September 18, 2020. Dr. Williams-Harmon will be updating the list of competitive and non-competitive grants, categorical grants, and provide a legend to help everyone on campus, and stake holders to let everyone know what grants the campus has and how the college receives them. The Grants SharePoint does contain the information discussed with CC.
The Grants committee talked about the college's internal grant oversight process and campus grant routing process. It was suggested that the Strategic Planning committee with CC feedback develop a vision for the types of grants and initiatives the campus should peruse.
They also discussed the previous approach to grant solicitation based on overall campus capacity. Reviewed the previous developed internal grant addendum form in comparison with the administrative procedures that was updated more recently. The committee came up with a preliminary campus routing process that includes a process for a shortened timeframe being done through email to address the reality of some of the grant the college receives. It was discussed the Vice President of Finance and Administrative Services will forward the intent and approval forms to the committee. The committee will continue to discuss the process and review the grant addendum form for the campus during the October 1, 2020 meeting.
PDF emailed to committee.

I. **Equity and Social Justice Report/Update – Dr. Claudia Habib (5 minutes/1st read/Discussion)**
Program Director Warren and Counselor Vega have been doing a lot of work with the Social Justice Team and will be presenting today.
Program Director Warren introduced the Social Justice Team members which consists of three faculty members (Jeff Jacobs, Stephanie Cortez, Ethan Hartsell), four administrators (Joe Cascio, Frank Ramirez, Tiffany Haynes, McKenna Salazar), two classified (Sarah Phinney, Shauna Williams), two counselors (Roberto Maqueda, Christine Okialda) and one student rep (TBD) along with the co-chairs Kimanthi Warren and Miles Vega.

The team consists of staff from both Instruction and Student Services because when you talk about social justice you are discussing inclusion and equity. The team is a think tank, coming together to discuss ideas from experts in their areas.
   1. Define a benchmark perspective of social justice.
      • Social justice can include anything; race, economics, funding, etc.
   2. Assess current PC operational practices
      • What PC is currently doing?
      • What are the observations?

M/S/C (Motion/Second/Carried)

- What are the opportunities?
- Where are the gaps?
- What are PC's strengths?
3. Identify strengths and areas of opportunity and provide recommendations.
    - Supporting Student Services and Instruction to improve social justice on campus.

The social justice conversation will evolve over time in different platforms. There will also be opportunities to be a part of different initiatives, such as the USC Alliance Partnership. There are eleven future sessions and every session talks about different topic.

The team's conversations will be based on a method call SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis and its opportunity to break a part in four area metrics in are processes.

1. Strengths
    - Governed by internal factors
    - Strong and positive characteristics of any company
        - e.g. - company culture, human resources
2. Weaknesses
    - Caused by internal factors
    - Any process, areas or resources that hinder the growth of a company
        - e.g. – less skilled workforce, shortage of raw materials
3. Opportunities
    - Depend upon external factors
    - Circumstances that help the company expand its size and revenue
        - e.g. – growth in demand, relaxed trade laws
4. Threats
    - Controlled by external factors
    - Factors that could pose a risk to the company's success
        - e.g. – low economic development, changing climatic conditions

The team has representatives that will participate in training; disrupting inequities and pathways to equity.
PowerPoint Presentation via zoom.

VI.   **Subcommittee Reports**
   A. **Accreditation**
   - Have not yet met.
   - The co-chairs have discussed committee membership. A meeting will be scheduled shortly.
   B. **Budget**
   - Met last week
   - Reviewed the grants information discussed in item V.H. above.
   - Reviewed the Budget Planning Calendar to improve our professional development and allocation of resources. It was discussed to have the professional development committee review the professional development requests from program reviews, like is done for the IT requests. Not sure how that will look right now but the committee wanted to get it on the calendar for additional review. VP Russell will take this to the Professional Development committee and VP Arvizu will take it to Strategic Planning to gather information. More to come on this topic.

C. **Strategic Planning**
- Updated the IPAA document.
- Beginning work on the next Strategic Plan looking at what data to measure and what goals to have.

D. **Enrollment Management**
- Spent the time discussing Banner 9 rollout, and possible changes to the waitlist procedure and processes that are a forced adjustment to the new version of Banner.

E. **Pathways, Success and Equity**
- Discussed where some updates and where they were in the timeline with certain implementations of the Pirate Maps. The current 2-year plans have been updated with Marketing and Communications Team.
- The deadline has passed for divisions to provide updates on the type of careers and salary information.
- One of the first tasks for the Inquiry completion Team is to move with phase two of the Pirate Map and incorporate the careers and salary information.
- Plus, what was discussed a couple meetings ago was how we can expand on marketing and the timing of the Pirate Map process.

F. **Grant Oversight/Grant Progress Reports**
- See Discussion Item V.H. above.

G. **Facility Planning Advisory**
- Saturday, M7O Manager Word sent out to the administration team operational planning for the spring 2021 term regarding COVID, social distancing, hand washing and use of face coverings.
- Please provide M&O Manager Word any updates to your essential workers who will be on campus on a regular basis by Friday, October 23, 2020.
- Reminder to complete your COVID self-assessment form an hour prior to coming on campus and do your thermal scan upon arrival on campus.
- Meeting with Office of Instruction and professors getting an idea of their schedule to the next semester; deadline for schedules to M&O Manager Word is Friday, October 23, 2020.
- Please submit a work order for any personal protective equipment needed.
- Submit complete UOF, see additional information email for details.
- Be sure visitors to campus submit a form to M&O three days prior to visit.
- Restroom remodel project going well. Phase One: exterior AC bathrooms complete, and gym interior bathrooms has been delayed due to a tile delay. Phase Two: interior AC lobby restrooms are being demolished.
- Kitchen Plumbing project: replacing sewer – going to preconstruction the 23rd.
- New air conditioning air handler was installed on the SM building.
- New air conditioner in the LRC server room.
- Allied Health building plans are ahead of schedule, planning to have the plans (with comments) from DSA by the end of October.
- Received a big order of sneeze guards.
- PPE has been distributed to everyone who placed an order.

Additional information emailed to committee

     H. Information Technology
- Meeting this Friday.
- Been notified by the District Office that a number of faculty and staff have to change their passwords. Will be sending out information on how to change your password in an email.
- Anyone using the DUO security when remoting in will have to use it when logging into any office apps on laptop or phones.

     I. Title IX Advisory/Safety and Security
- Meeting next week
- Continuing to send out the safety campaigns.
- Please read the air quality emails being sent out.

     J. Outreach
- No report

VII. Other Reports

     A. President
- Please attend the forum next week September 29th at 4:00pm.

     B. Academic Senate
- No report

     C. Outcomes
- Support your outcomes representatives as the check up from spring.

     D. CCA
- No report

     E. CSEA
- No report

     F. ASPC
- Currently recruiting for ASPC.
- Doing information overviews for student population. Over 20 students showed interest in joining ASPC.

     G. Other

VIII. Future Agenda Items

IX. Adjournment

Meeting adjourned at 5:00 pm.