PORTERVILLE COLLEGE

COLLEGE COUNCIL

3:00 PM – 5:00 PM • **Monday, April 5, 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, Jay Hargis, Gerred Link, Melissa Long, Michelle Miller-Galaz, Jay Navarrette, Frank Ramirez, Thad Russell, Patricia Serrato, Robert Simpkins, James Thompson, Miles Vega, Shauna Williams, Erin Wingfield and John Word

Absent:
ASPC President, ASPC Vice President, Terry Crewse, Johana Fisher, Tiffany Haynes, Errin Sullivan-Arcos and Arlitha Williams-Harmon

Guest:
Reagen Dozier and Joel Wiens

I. **Call to Order**
VP Arvizu called the meeting to order at 3:01 pm.

II. **Adoption of Agenda**
Motion made to approve the April 5, 2021 agenda.
M/S/C: Michael Carley/Lupe Guillen

III. **Approval of Minutes**
Motion made to approve the February 1, 2021 minutes.
M/S/C: James Thompson/James Carson

IV. **Information/Announcement Items**

A. **Governance structure Update – Co-Chairs (5 minutes)**
The CC restructure group has been meeting to discuss membership, how the agenda is formatted, as well as how to tackle sub-committee reports, the purpose of CC and what we are doing in the meetings.
VP Arvizu shared the CC membership draft with the committee. The proposal is to decrease the number of members. The new membership would consist of three representatives, one from each Instruction, Student Services and Administrative Services (1-year or 2-year term). Three Division Chars on a 1-year rotating basis with one serving as faculty co-chair. One classified and one student representative. The President (non-voting), three Vice Presidents, Academic Senate President, Institutional Researcher, Safety and Security Manager (serving in a non-voting capacity), HR Manager (non-voting), Adjunct Faculty representative, CCA Campus Chair, and CSEA President will all remain. Then CC would determine what role the members would serve and how information would disseminated.
Feedback:

Accessibility Note: If you are an individual with a disability and need accommodations, please contact Jodie Logan at 559-791-2208

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

- Professor Thompson wanted to know how information from IT and M&O be related to CC if those positions were no longer part of the membership? VP Arvizu stated they would still report out to CC.
- IR Director Carley stated his title needs to be corrected. Would Student Services want to have representation on an annual basis? Professor Dr. Simpkins stated that the term for Division Chairs still needs to be decided. IR Director Carley mentioned having Student Service serve yearly and then have the other eight divisions rotate (four divisions for a determined time then the other four serve). He also expressed concerned that this will inhibit communication if not all the divisions were represented.
- How do we define the role of CC on campus? Definition of CC's role could determine the membership.
- Professor Vega's concern is that non-teaching faculty would not have representation on CC.
- All memberships need to be distinct. For example, what happens if the Division Chair is also Academic Senate President and CCA Chair?

The group will continue the process with a Logic Model activity during this meeting and the remaining CC meetings this term to help determine the role CC plays on campus (governance structure, goals of CC, and where we are in relation to where we need to be).

B. Program Discontinuance Proposal Customer Services – Miles Vega (2 minutes)

Professor Vega informed CC of two program discontinuance proposals brought to Academic Senate by the CTE division. The procedure if for Academic Senate to notify CC and Curriculum of these program discontinuance proposals.

Students do not seem to interested in the Customer Service and AS Logistic programs. They are not filling the seats and CTE is trying to more efficient in the courses and programs offered therefore, CTE has asked to discontinue the two programs.

Feedback:

- In general terms do we look at programs based on enrollment/lack of enrollment or are we looking at market trends, potential jobs in the area? CTE sought input from the local community. Professor Carson stated, the customer service academy was designed to help our retail partners and the demand never took off. The logistic was a similar program, once developed and CTE started talking to Walmart Distribution Center who said there was not a need. These classes were not offered and CTE would like them removed from the catalog.
- Is this the same customer service we are working with the Casino? Even though customer service is a small part of the Casino it is not the same as hospitality.

Word Document provided to committee.

C. Program Discontinuance Proposal AS Logistic - Miles Vega (2 minutes)

See information item IV.B above.

Word Document provided to committee.

D. Equity and Social Justice Report/Update – Frank Ramirez & Miles Vega (5 minutes)

- Next USC event is on 4/21: Implementing AB-705 and Other Legislation in Equitable Ways. The topics discussed go into a lot of background and you get ideas from other campus'. There are five spots, inform Frank Ramirez if you are interested. April registration link: http://uscrec.info/allianceapril
- Poem in Your Pocket Virtual Open Mic Night is schedule for April 29th from 4:00 pm – 5:00 pm. The focus is social justice. The link is https://www.portervillecollege.edu/national-poetry-month

- Upcoming meetings – April 7th will be a discussion on Equity Gap data, and April 21st will discuss open education resources.
- Working on having a fall speaker.

Feedback:

- When discussing committee governance how does this taskforce fit in? IR Director Carley stated, in the past taskforce is meant to mean temporary and equity and social justice is not something we want to be temporary. Also, PC has a committee that as equity in the title of the committee. Is this taskforce doing parallel work or is it coordinating with PSEC? Are the two duplicating roles/work?
- VP Dr. Russell stated, Equity and student success is absolutely essential in every committee and every part of everything we do and everything we do has to be considered in the context of equity and student success.
- This taskforce had the charge to open up discussion of race and social justice.

Discussion/Action Items

A. **ILO #5 Demonstrate self-management and ethical awareness through practices that promote physical, mental, and emotional well-being – Melissa Long (15 minutes Discussion)**
The committee discussed whether or not to reword ILO #5; after discussion most members liked the wording and a vote was taken.
Vote: *to keep ILO #5 as currently worded.*
Ayes: 13

Homework: Send evidence that students are or are not meeting outcome ILO #4: Social and Cultural Responsibility (apply knowledge of diversity and multicultural competencies to promote equity, social justice, and civic engagement in our communities) to Professor Long before next meeting on April 19th.
PowerPoint presentation.

B. **Accreditation Institution set Standards and Stretch Goals – Michael Carley (25 minutes/1st read/Discussion/Action)**
The Annual Accreditation report is due this Friday. The Accreditation Committee suggested Strategic Planning Committee set goals for the Accreditation Institution Set Standards. Strategic Planning has a recommendation for how to approach this and some goal options for CC to review. Two items we are focused on, Institution Set Standards (ISS) and Aspirational (Stretch) goals.

The ISS are a "floor" metric. The college set these standards and we should not fall below. Should we drop below this standard, we should be taking notice, and in some cases, immediate action.

Stretch Goals are goals we want to achieve in the future. The goals are the same metric and set above our usual level of performance, a level at which we hope to achieve. Something we can achieve in the next few years.

ISS and Stretch Goals can vary from year to year, but currently must be set for metrics such as:
1) Course success rates
2) Associate's Degrees awarded
3) Certificates awarded
4) Transfers
5) Licensure Pass Rates for CTE Programs (i.e. register nurse)

ACCJC wants us to have an articulated process for how we go about setting these goals and have a mechanism for when we fall below the ISS. We should not set some random target but set based on discussion that have been agreed upon, have a systematic process. If the college uses standard deviation to establish our ISS and Stretch Goals, we will have a way to be systematic across all of our standards/goals. ISS would be set at 1.0 deviation below the mean.

Strategic Planning discussed if using 1.0 standard deviation for the Stretch Goals is ambitious enough and the committee did not think so. The Strategic Planning committee came up with a few options using 1.5 and 2.0 standard deviations above the mean, see table below.

Porterville College Institution-Set Standards: 2020-21

	ISS Metric	Source	2015-16	2016-17	2017-18	2018-19	2019-20	ISS	Goal Option 1 1.5 SD	Goal Option 2 2.0 SD
Course Success	Successful Course Completion	KCCD	71.0%	72.5%	74.5%	76.6%	73.9%	**71.6%**	76.9	77.9
Outcomes	Associate's Degrees Awarded	KCCD	433	439	502	696	837	**403**	849	938
	Certificates of Achievement Awarded	KCCD	98	65	104	130	84	**72**	132	144
	Transfers	KCCD	289	290	260	324	318	**355**	335	348
Licensing Pass Rates	Registered Nursing	Health Careers	94%	94%	95%	100%	78%	**83.9%**	100%*	100%*
	Psychiatric Technician	Health Careers	67%	57%	68%	86%	87%	**60.0%**	92.6	99.1
	EMT	Health Careers	48%	59%	60%	60%	48%	**48.6%**	64.6	67.8

*Goal adjusted to 100% because current performance is already high.

If you agree to this approach of how the college would set our Stretch Goals, the two options above is what Strategic Planning wants the committee to consider (1.5 standard deviations above the mean or 2.0 standard deviations above the mean).

If the committee adopts this, going forward:

1) We will set ISS at 1.0 deviation below mean and Stretch Goals according to one of the two options above
2) Each fall, as the data becomes available Strategic Planning should review the standards and goals, update achievement data on each, update the ISS and Stretch Goals for the upcoming year, and the upcoming ACCJC annual report.
3) Revised ISS and stretch Goals will go forward to CC each year before the annual report is due.

Strategic Planning recommends: any ISS falls below the standard (1.0 deviation below the mean) should be brought to the attention of the Office of Instruction for consideration and possible action. If the ISS falls below the standard two consecutive years, there should be a written report and action plan for remediation.

Motion, *"to approve the Strategic Planning ISS recommendation"*
M/S/C: Miles Vega/James Thompson

Strategic Planning recommends: a 1.5 standard deviation above the mean (option 1) or a 2.0 standard deviation above the mean (option 2) for the stretch Goals.

Motion, "approve Stretch Goal, Goal Option 2 (2.0 standard deviation above the mean)"
M/S/C: James Thompson/Kendra Haney
PowerPoint presentation.

C. **Logic Model – Co-Chairs (15 minutes/1st read/Discussion)**
What is the overall charge of CC, what are the goals of CC, and is CC really following CC should be doing? The committee will spend time discussing and completing the logic model.

- CC's more important role is information but has become an approval body. PC should have a place where all faculty, classified, and administrators have a voice. CC should vote on the important decisions; it votes on matters that it really should not. Overall CC should be an informative body.
- There is another option, CC should be a deliberative body. An opportunity to have productive discussion for those who do make decisions can hear what everyone thinks. Want to get away from just hearing reports; that just put CC in a passive role.
- Program reviews should not come to CC for approval as they already go through a rigorous vetting though Strategic Planning. Program reviews should come to CC for information. Right now, program reviews only come to CC for a brief recap and approval.
- CC is a recommending body to the President.
- Body that oversees the larger college-wide planning and decision-making process across the whole campus. Sub-committees look at a specific area, while CC is the overview of it all.
- The long-term goal of CC is to look at the institution's big decisions; like institutional set standards. If we look at the logic model in that way when can look at what CC typically does and then discuss whether they belong or not and if CC wants to continue them or not.

The logic model link will be shared with CC; please take the time to review what has been written and add at least one long term outcome before the next meeting. Below is what CC has completed thus far:

Inputs/ Resources	Activities	Outputs / Deliverables / Direct Results	Outcomes		
In order to accomplish our set of activities we will need the following: WHAT WE HAVE	To address/complete our project we will complete the following activities: WHAT WE DO	Once completed or underway, these activities will produce the following: WHAT WE PRODUCE	We expect that if completed or ongoing these activities will lead to the following changes over time. OUR IMPACT		
			Short-term	Medium-term	Long-term
CONNECTION					
Sub-Committee Reports	Review & Approve Reports	Official documentation & legitimization of committee & sub-committee activities			Informative Body: Communication Meeting
Cross-campus representation	Cross-campus dialogue	Consensus & Recommendations for Next Steps			Body that oversees the larger planning wide process for the college
Presentation of campus issues	Cross-campus dialogue	Consensus & Recommendations for Next Steps			
	Maybe all program reviews do not have to go through CC				
ENTRY					

D. **Foster Youth Program Review – Christine Okialda/Frank Ramirez (5 minutes/1st read/Discussion/Action)**
The Foster Youth Program in 2018 took on an additional layer which is NextUp Program. In the SAOs we are looking to see what the Foster Youth and NextUp student satisfaction is, and student performance. Director Ramirez goes over the changes over the last three years; the addition of the NextUp Program and the problems COVID posed to the programs. He continued on to discuss the data referring to the amount of money awarded to students, awards, retention and success rates. The program is working to identify and recruitment more students to the program. Some of the

program goals are to increase enrollment by 15%, increase the percentage of first-time foster youth students with a comprehensive ed plan, and increase foster youth student participation in transfer preparation activities. The program is requesting a program technician to help support the program. The program is also requesting more facility space.
Motion, *"to approve the Foster Youth Program"*
M/S/C: Miles Vega/Lupe Guillen
Word Document provided to committee.

E. **Admission and Records Program Review – Erin Wingfield (5minutes/1ˢᵗ read/Discussion/Action)**
Tabled
Word Document provided to committee.

V. **Subcommittee Reports**

A. **Accreditation**
- Tabled

B. **Budget**
- Tabled

C. **Strategic Planning**
- Tabled

D. **Enrollment Management**
- Tabled

E. **Pathways, Success and Equity**
- Tabled

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

G. **Facility Planning Advisory**
- Tabled

H. **Information Technology**
- Tabled

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

J. **Outreach**
- Tabled

VI. **Other Reports**

A. **President**
- Tabled

B. **Academic Senate**
- Tabled

C. **Outcomes**
- Tabled

D. **CCA**
- Tabled

E. **CSEA**
- Tabled

F. **ASPC**
- Tabled

G. **Other**

- Last week an announcement was sent out for the Plant a Tree event on Friday March 16th, please register for the event so the organizers have a count of volunteers. Once you 've register you will receive an email with instructions.
- Dr. Habib encourages everyone to attend the Chancellor's forum Monday, April 12th. You will be able to submit questions and give feedback.

VII.   Future Agenda Items
VIII.   Adjournment

Meeting adjourned at 4:59 pm.

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