PORTERVILLE COLLEGE

END OF YEAR COMMITTEE REPORT

COMMITTEE REPORTS

At the last College Council (CC) meeting of the spring term each year, committee chairs shall submit to CC a summary of the committee's activities for the year indicating the number of meetings held, goals, accomplishments, and recommendations. CC may, at any time during the year, make recommendations to the committee for consideration to improve the effectiveness or efficiency of the committee.   *From Committees/Councils/Sub-Committees/Etc. Structure of CC*

Date: 04/02/21

Committee or Sub-Committee: Academic Senate

Number of Meetings Held: 14

Goals:

Title 5 § 53200 (b): Academic Senate means an organization whose primary function is to make recommendations with respect to academic and professional matters. In Sections 53200 (c), "Academic and professional matters" mean the following policy development and implementation matters

Curriculum including establishing prerequisites and placing courses within disciplines
Degree and certificate requirements
Grading policies
Educational program development
Standards or policies regarding student preparation and success
District and college governance structures, as related to faculty roles
Faculty roles and involvement in accreditation processes, including self-study and annual reports
Policies for faculty professional development activities
Processes for program review
Processes for institutional planning and budget development
Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

Goals -
1) Support faculty as they transition between online and face-to-face instruction
2) Actively support professional development of faculty
3) Improve dual and concurrent enrollment conditions for students and faculty

Accomplishments:

1) Coordinated (with Vice President of Instruction) and hosted Flex Day activities
2) Represented faculty on campus, in the district, and statewide on a variety of issues.
3) Promoted social justice by co-leading and supporting Social Justice Committee

Recommendations:

1) Increase faculty paticipation on committees
2) Create policies and procedures for student awards and Faculty Emeritus recommendations
3) Update Academic Senate file on googledocs and in the Senate office

Submitted to CC by: _____

CC Meeting Date Received: _____

PORTERVILLE COLLEGE

END OF YEAR COMMITTEE REPORT

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Date: 4/24/2021

Committee or Sub-Committee: Accreditation

Number of Meetings Held: 5

Goals:

i. Define the committee structure and prepare for 2022 Mid Term Report
ii. Evaluate and refine institutional crosswalk to align goals across various college initiatives

Accomplishments:

i. Defined the committee structure in preparation for Mid Term Report
ii. Define the ongoing co-chairs for each standard
iii. Reviewed crosswalk and defined regular review timelines

Recommendations:

i. Generate draft of Mid Term Report – Due Fall 2022

ii. Define the committee charge

Submitted to CC by: _____

CC Meeting Date Received: _____

END OF YEAR COMMITTEE REPORT

COMMITTEE REPORTS

At the last College Learning Council (CLC) meeting of the spring term each year, committee chairs shall submit to the CLC a summary of the committee's activities for the year indicating the number of meetings held, goals, accomplishments, and recommendations. CLC may, at any time during the year, make recommendations to the committee for consideration to improve the effectiveness or efficiency of the committee. *From Committees/Councils/Sub-Committees/ Etc. Structure of CLC*

Date: 4/2/2021

Committee or Sub-Committee: Budget Committee

Number of Meetings Held: 8

Goals:

The Budget Committee is a Sub-Committee of the College Council (CC),formerly College Learning Council - CLC. The Budget Sub-Committee has the responsibility for coordinating budget planning in a manner that assists the institution in effectively utilizing its fiscal resources in the pursuit of the college mission.

1. Update and follow established Budget Planning Process.

2. Document/communicate the process and state of the budget all campus constituency groups.

3. Review requests and prioritize budget recommendations and submit to the CC.

4. Review Accreditation Standards to ensure that the budget development process complies with the ACCJC Accreditation Standard III Section D.

5. Recommend to the CC issues as they relate to the college budget.

Accomplishments:

1. Reviewed District-wide Budget Committee new budget allocation information recommendations at College Council.

2. Discussed Governor's proposed budget, COVID-19 proposed workload budget, and potential impact on FY21-22 funding.

3. Reviewed annual budget requests and COVID budget requests and recommendations to address the pandemic fiscal concerns.

4. Communicated the process and state of the budget to all campus constituency groups.

Recommendations:

• It is recommended that the campus & District Office continue to provide information on the impact of the new funding formula on ongoing operations.

• PC Budget Committee recommends that the impact of budget revisions be evaluated again in the Fall when more information is available on the new funding formula and KCCD allocations.

• PC Budget Committee recommends incorporating the review and completion of a logic map in the FY21-22 committee calendar.

Submitted to CLC by: Arlitha Harmon, VP of Finance & Administrative Services

CLC Meeting Date Received: _____

END OF YEAR COMMITTEE REPORT

COMMITTEE REPORTS

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Date: 3/3/2021

Committee or Sub-Committee: Curriculum

Number of Meetings Held: 14

Goals:

1. To keep all courses and programs up to date with timely revisions.

2. To monitor state and national trends in curriculum and respond accordingly on our campus for the benefit of the student.

3. To continually provide training and support to faculty in eLumen as necessary.

4. To begin the systematic and continuing review of all programs on a regular cycle similar to our 4 year cycle on course review.

5. To work on language to allow flexibility with Distance Education in the event of emergencies.

Accomplishments:

I would like to commend the members of the Curriculum Committee for their commitment and dedication to the curriculum process and our students.

1) Initiated an ongoing and regular review process for all programs (degrees, certificates and job skills) in eLumen.
2) Increased curriculum faculty training in the use of eLumen by provide regularly scheduled training sessions as well as additional sessions as requested.
3) Completed emergency DE approval for all Porterville College courses.
4) Completed language to allow flexibility with Distance Education in the event of emergencies.

Recommendations:

1. Continue to train Faculty as necessary in the use of eLumen.

2. To continue to revise the Curriculum process as necessary.

3. To monitor state and national trends in curriculum and respond accordingly on our campus for the benefit of the students.

4. Refine the process for reviewing programs in eLumen

5. Revise and update the Curriculum Handbook to reflect new processes.

6. Maintain integrity of the Curricular process during the Pandemic.

Submitted to CC by: ___Richard Goode_____

CC Meeting Date Received: _____

END OF YEAR COMMITTEE REPORT

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Date: April 6, 2021

Committee or Sub-Committee: Distance Education

Number of Meetings Held: 7

Goals:

1. Review and update appropriate guidance for online instruction.
2. Review, update, and implement the local POCR process.

Accomplishments:

1. Created a Zoom Guidance document for PC Faculty in accordance with FERPA.
2. Made minor updates to the "Online Teaching Handbook."
3. Made procedural change so that decisions about Canvas changes are routed through the DE Committee for approval.
4. Developed an alternative clearance for online teaching, for instructors who feel their experience has prepared them and they want to avoid taking the required courses.
5. Approved the change to the Turnitin Canvas plagiarism framework.
6. Approved the inclusion of a link to online tutoring in all Canvas shells.
7. Secured funding for the launch of PC-POCR (Porterville College Peer Online Course Review).
8. Began accepting courses for PC-POCR review.
9. Began offering courses specifically for understanding the CVC-OEI Course Design Rubric.

Recommendations:

1. Review and update Online Teaching Handbook.
2. Consider process that ensures online courses are accessible.
3. Consider how to address online synchronous instruction, in the event it persists beyond the pandemic.
4. Consider how to address HyFlex courses moving forward.
5. Consider adopting an equity rubric.
6. Try to get agreement on definitions for various DE course modalities across the district.
7. Improve transparency of DE course modalities and requirements of students in particular course sections, in a visible location for students prior to registering for courses. (e.g. synchronous vs. asynchronous, hyflex clearly explained, hardware requirements, requirements for any place-based testing, etc.)

Submitted to CC by: Sarah Phinney _____

CC Meeting Date Received: _____

PORTERVILLE COLLEGE

END OF YEAR COMMITTEE REPORT

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Date: _____

Committee or Sub-Committee: Enrollment Management

Number of Meetings Held: 11 _____

Goals:

Continue refining strategic enrollment management by evaluating course offerings to maximize student completion within three areas:
Daytime scheduled courses,
Evening scheduled courses,
Online scheduled courses.

Incorporate enrollment management dashboards into schedule planning.

Accomplishments:

Survived a tumultuous and dynamic year.
All courses were converted for virtual learning. All faculty completed at least one District virtual learning workshop or otherwise qualified for virtual instruction.
Acknowledged that sometimes being forced to change is necessary and okay. In some cases, we didn't think we could teach it online, but discovered we could.
Increased the number of dual enrollment sections.
Implemented dynamic forms, to include electronic signatures and fillable PDFs.
Implemented course/section coding changes in the schedule to differentiate between synchronous and asynchronous.
Approved the use of HyFlex instructional implementation.

Recommendations:

Improve dual enrollment efficiencies
Update enrollment management plan
Fully implement paperless forms
Incorporate recruitment tool
Evaluate and adjust HyFlex instruction

Submitted to CC by: _____

CC Meeting Date Received: _____

END OF YEAR COMMITTEE REPORT

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Date: 4/5/2021

Committee or Sub-Committee: Facilities Planning Advisory Sub-Committee

Number of Meetings Held: 1

Goals:

1. Review and respond to facility and infrastructure recommendations submitted by any interested party.

2. Give reports on activities, issues, and recommendations of the constituencies represented on the committee.

3. Function as liaison between the college President and the constituent groups represented concerning issues of facilities and infrastructure planning.

4. Review and recommend facilities and planning projects on consort with college and district policies and procedures.

5. Provide research on issues from groups represented as requested by the college President.

Accomplishments:

There was one meeting held in the 2020-21 academic year - December 3, 2020 and there is one scheduled for May 5, 2021.

December 3, 2020:
1. Report of KCCD Facilities regarding Porterville College

2. Report of Porterville College's Safety and Security Update

3. Review of M&O Project Update
   a. Review of ongoing projects at Porterville College including HVAC upgrades and water main/pipe replacements near Student Center.

4. Review of Campus Space Planning
   a. Review of upcoming projects at Porterville College including Stadium upgrades, Allied Health Building, possible Career Technology Education Building, new land acquisition,

Recommendations:

1. To continue to keep the Porterville College staff informed of all scheduled maintenance projects and future planning of the campus.

2. To continue to solicit input on all areas of the campus needing improvement.

Submitted to CC by: _Claudia Habib_

CC Meeting Date Received: _____

END OF YEAR COMMITTEE REPORT

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Date: 4/8/2021

Committee or Sub-Committee: Grants Committee

Number of Meetings Held: 6

Goals:

1. Maintain a list of prioritized needs of the college that might be served through seeking grants.

2. Research available grant opportunities that might serve the identified college needs.

3. Oversee the grant application process, including a review of the research, evaluation, and long-term planning and budgetary implications of any potential grant application.

4. Maintain a grant website so that potential applicants among the college staff have the information necessary to complete the process successfully.

Accomplishments:

• The committee reviewed the District grant procedures, forms, and Campus Grant Oversight charge. This review resulted in the creation of a Canvas Grant 101 Course.

• Several committee members participated in the District-wide Grant Training Series.

• The committee reviewed federal, state, and non-profit grant opportunities and attended grant intent webinars making recommendations to College Council. This resulted in members assisting in securing grant program funding for PC.

• The committee is developing a addendum grant form to provide additional campus guidance.

Recommendations:

• Continue to develop and finalize the addendum grant form to provide additional campus guidance.

• Continue to document the Grant Oversight Committee processes and collaborate with Strategic Planning to identify grant program initiatives.

Submitted to CC by: _____

CC Meeting Date Received: _____

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Date: 4/8/2021

Committee or Sub-Committee: Information Technology (IT)

Number of Meetings Held: 6

Goals:

- Provide guidance on technology service and support for campus and remote staff
- Ensure technology is available for student access
- Ensure campus technology infrastructure is properly working and configured to provide access both on campus and remote.

Accomplishments:

- Annual review of IT Committee membership, function and Mission Statement
- Worked to help implement the PC Tech Navigators student support system.
- Order of new computers for Commons areas and two new laptop carts

- Discussed the check out equipment to staff for remote work from home, such as laptops, monitors, headsets, Wi-Fi hot spots and document cameras.

- Discussed the order, configuration and checkout of over 200 laptops to students.
- Discussed the initial and completion steps for the campus parking lot Wi-Fi project.
- Discussed the changes to the Canvas support and the affects on students and faculty.
- Discussed the implementation of the Mitel soft phone feature to allow staff to answer their campus telephone extension remotely.

- Discussed the changes and operation of Adobe Sign.
- Discussed the new policy for staff network passwords to be 15 characters in length
- Discussed the installation and configuration of new battery backup unit for the main campus data room.
- Discussed the implementation of Microsoft Teams
- Discussed the new equipment needed for hybrid smart classrooms

Recommendations:

- Continue to assess the technology needs of the campus
- Evaluate and implement new technologies for the classrooms for remote and enhanced teaching.
- Work with District IT to address all campus Wi-Fi needs and support

Submitted to CC by: Jay Navarrette _____

CC Meeting Date Received: _____

END OF YEAR COMMITTEE REPORT

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Date: 4/14/2021

Committee or Sub-Committee: Outcomes Committee

Number of Meetings Held: 8

Goals:

- **Align with Guided Pathways/Pirate Maps to create a cohesive and efficient process for ensuring student learning**
- **Promote faculty use of the Canvas Outcomes page to the degree that all faculty now how to get to it and have watched the appropriate video guide for their outcomes**
- **Use the orientation video effectively for new and returning Outcomes Committee representatives at the beginning of the fall and spring semesters**
- **Figure out a simple and effective way to align the PC Outcomes Database and eLumen**
- **Complete a rotation in the assessment cycle for GELO #4, GELO #5, and GELO #6**
- **Complete a rotation in the assessment cycle for ILO #5, ILO #1, and ILO #2**
- **Have the outcomes coordinator visit a division meeting for each of the divisions to discuss that division's status**
- **Bring back snacks to the meetings**

Accomplishments:

- **Creation of an Outcomes Canvas page that houses all of the information an employee of Porterville College needs to know about outcomes**
- **Creation of "An Instructor's Guide to Completing a Rotation in the SLO Cycle," a how-to video guide that covers everything faculty at PC need to know about SLOs**
- **Creation of "A Guide to Creating and Assessing SAOs," a how-to video guide that covers everything Student Services faculty, classified, and staff at PC need to know about SAOs**
- **Creation of "What to Do When You Find Yourself on the Outcomes Committee," a how-to video guide that covers everything division representatives need to know about their role as OC division representatives**
- **Simplified the form for division collection of SLO assessments**
- **Completed an assessment cycle for more PLOs than PC has in previous years**
- **Facilitated the assessment of GELO #3 and began the facilitation of assessment of GELO #4 and GELO #5**
- **Facilitated the assessment of ILO #3 and began the facilitation of assessment of ILO #4**
- **Updated the PC Outcomes Database to make it current**

PORTERVILLE COLLEGE

Recommendations:

- **The Outcomes Committee and the Guided Pathways team need to work together closely to align outcomes with pillar 4**
- **Use Canvas Studio Insights to ensure people are watching the tutorial videos and division representatives can hold them accountable for outcomes work**
- **D⌐ca c⌐Y˙⌐⌐ Y˙7 U⌐bj Ug˙Ci⌐HW⌐ca Yg˙dU⌐[Y˙Ug˙U˙cbY!ghcd˙g\ cd˙Z⌐f˙U``⌐⌐]b[g˙ci⌐HW⌐ca Yg**
- **Divisions need to help the Outcomes Committee representative to fully complete his or her job by cooperating in assessments and discussions and promptly and thoroughly completing outcomes work**
- **The outcomes coordinator should continue to facilitate GELO assessments with the Curriculum Committee**
- **The outcomes coordinator should continue to facilitate ILO assessments with College Council**
- **We should return to face-to-face meetings so that we can have snacks**

Submitted to CC by: ____Melissa Long_____

CC Meeting Date Received: _____

PORTERVILLE COLLEGE

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Date: 4/7/2021

Committee or Sub-Committee: Outreach

Number of Meetings Held: 8

Goals:

Continue to create new and innovative ways to develop enrollment opportunities through Outreach and Marketing via remote or in-person.

Develop more partnerships and cultural events with Businesses and Organizations.

Offer virtual events, workshops, activities through an online platform.

Research various student recruitment technology - Banner Recruit or Navigate.

Accomplishments:
1. Purchased Wide Format Printer for internal printing of signs, flyer's, and banners. This has cut cost with outside vendors.
2. Financial Aid Services-Workshops/Campus Logic Online Platform implementation.
3. Next Gen Electronic Forms-Campus wide.
4. Counseling and Advising Virtual Services-Orientation, ASEPS, Workshops offered remotely for the High Schools.
5. Virtual RegFest, Virtual PC Connection, Virtual Pirate in a day enrollment events.
6. Partnership with California Farmworkers Foundation to coordinate outreach in rural communities.
7. Food Pantry Drive Thru and Awarded Laptops Drive Thru- Financial Aid.
8. Virtual campus tours.
9. Creation of How-To Videos across Student Services.
10. Educational Advisor training/rebranding marketing approach.
11. ESL Express Enrollment events on campus.
12. Virtual Job, College, and Career Fairs.
13. Learning Center services completely online with new STAR-CA program added to virtual tutoring options.
14. End of Year Recognition Drive Thru's.
15. Backpack/Supplies distribution Drive Thru's.
16. ID card Drive Thru's.
17. Lending Library/Tech Drive Thru.
18. Telehealth/TeleMental Health marketing and outreach.
19. KCCD App-Pre-screening/contact tracing implementation.
20. Student Services Drive Thru assistance event-First Week of school in Fall and Spring.
21. Partnership with Vandalia Elementary-Fast Forward to College Series.
22. Continued Partnership Development with community and industry partners.

Recommendations:

1. Develop new outreach materials for each division that includes new branding.

2. Development of new outreach presentations and materials for the Educational Advisor team.

3. Develop new community partnerships.

4. Continue innovative outreach for the new academic year.

5. Develop next steps for returning to campus/outreach and marketing to potential students.

Submitted to CC by: Erin Wingfield _____

CC Meeting Date Received: _____

END OF YEAR COMMITTEE REPORT

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Date: 4/6/21

Committee or Sub-Committee: Pathways to Success and Equity Committee

Number of Meetings Held: 12

Goals:

To coordinate and communicate college-wide planning for identifying and implementing student success strategies across the campus. The goals of this committees is to identify specific plans to strategically across the campus. The goals of this committee is to identify specific plans to strategically address the five (5) California Community College Keys to Success: Priority Enrollment and Academic Standards; Redesigned Student support services, Transparency and Accountability; Streamlined transfer and improving basic skills instruction. This committee will identify task force groups as needed to concentrate on specific data and identify best practices to implement.

1) Design and implement first Pirate Maps Inquiry Completion Team.
2) Complete first and second phase of Pirate Maps 2-year plans.
3) Incorporate career and salary information into the second version of the Pirate Maps.
4) Establish milestones for second phase of 2-year plans.
5) Complete and approve plans.
6) Review Data Team recommendations.
7) Review and discuss student success and achievement data.

Accomplishments:

1) Submitted the Guided Pathways Scale of Adoption Report
2) Approved updated Committee Charter
3) Approved the revised Academic and Career Pathways proposal
4) Completed and submitted the Achieving the Dream 2020 Annual Reflection Report
5) Addressed Data Team recommendations: Recommendation 1 and Recommendation 2
6) Committee reviewed and discussed the changes from the state's baseline data for the Student Success Metrics
7) Discussed Equity Gaps and made recommendations
8) Launched the Pirate Maps webpage
9) Entry Orientation Team streamlined the new student orientation
10) Selected a new Guided Pathways Faculty Co-Lead
11) Reviewed and discussed Student Focus Group Report
12) Reviewed and discussed the Student Success Dashboards
13) Approved two proposed Academic and Career Pathways to move forward to Academic Senate, ASPC, Enrollment Management, and College Council for feedback and approval

Recommendations:

1) Implement second phase of the Pirate Maps Inquiry Completion Teams
2) Plan and implement Pillar 4 of Guided Pathways: Ensure Learning
3) Complete all 2-year plans
4) Align Guided Pathways work with Market Informed Strategies
5) Align Guided Pathways with Program Review and Strategic Planning
6) Use data/Equity Gaps/
7) Market and Brand Pathways processes
8) Begin the Logic Model process

Submitted to CC by: Primavera Arvizu _____

CC Meeting Date Received: _____

PORTERVILLE COLLEGE

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Date: 03/23/2021

Committee or Sub-Committee: Safety & Security Team

Number of Meetings Held: 3

Goals:

Campus Security During COVID
-Contact Tracing
-Supporting Access to Campus Requests
-Enforcement of Campus Closure and Campus Re-Openings (Scaled)
-Campus Incidents

Safety Awareness Campaigns: Adobe Sparks & Emails, Training Calendar

Social Justice Campaigns: Martin Luther King, Jr, Black History Month, Women's History Month

Initial Action Trainings: Adobe Spark & Emails, Classroom presentations

Student Workshops-Zoom

CSA: Identification, Training, Reporting

Accomplishments:

Campus security during Covid-19: Worked with administration and campus stakeholders in developing procedures for the safety of our college community during the COVID pandemic.

Safety Awareness Campaigns: Understanding Consent, Stalking, Winter Weather Safety & Driving Tips, Prevention Efforts-Back to School, College Safety Tips, Dating & Domestic Violence, Drunk & Drugged Driving, Employee Assistance Program, Emotional Wellness & Coping Skills, Great California Shakeout, Holiday Safety Tips, Human Trafficking. Initial Actions.

Participation in the Great California ShakeOut: Hybrid virtual and on campus drill. Created a PC specific training video.

Workshops: Sexual Assault Awareness, Dating & Domestic Violence, Dealing with Stress, Sexual Assault & the LGBTQ Community, Consent, and Hostage Survival.

Social Justice Campaigns: Martin Luther King, Jr Day, Black History Month, & Women's History Month.

Recommendations:

*Campus Safety Authority (CSA) - Enhance training, identification of CSA's and annually review Maxient Incident reporting forms for Clery compliance. Continue to educate the campus community on Clery defined CSA's and develop a online training platform for CSA's.

*Partner with cadets, ASPC, PASS Leaders/Mentors, and PC Navigators to continue the peer student champions.

*Review adequacy of safety and security staffing to address coverage gaps and campus needs to:
• Provide the campus community with a sense of security.
• Allow the campus community to feel better about their personal safety.
• Deter criminal activity (early intervention to criminal activity, protect property from damage, and protect college assets).
• Provide a resource for the students/public who need directions or where to find resources.
• Allows PC to comply with Clery requirements through education and training campaigns.
Officers can provide trainings/awareness campaigns for the afternoon and evening classes.

Submitted to CC by: Todd Dearmore Safety and Security Manager

CC Meeting Date Received: _____

END OF YEAR COMMITTEE REPORT

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Date: 4-8-2021

Committee or Sub-Committee: Strategic Planning

Number of Meetings Held: 25

Goals:

Review planning documents, including updating the plans scheduled to be updated in the IPAA. Also update the IPAA with new timelines, etc.

Keep on track with program reviews, including finishing up with those programs leftover from 2019-20.

If there is sufficient time, update the program review forms to take most of the information out of the current table format.

Accomplishments:

Updated IPAA plan.

Kept mostly on track with program reviews, but with the large number this year, some will carry over to fall 2021. We still have two we have not received from 2019-20.

Made substantial progress on a new Strategic Plan, but this will also carry over in to fall.

Worked on a process for accreditation Institution Set Standards and Stretch Goals.

PORTERVILLE COLLEGE

Recommendations:

Complete Strategic Plan (fall 2021) and forward to College Council.

Update program review forms.

Implement new accreditation process for Institution Set Standards and stretch goals, review each fall.

Submitted to CC by: _____

CC Meeting Date Received: _____