

**Modesto Junior College**  
**College Council Meeting Minutes**  
**February 23, 2009**

**Present:** Mike Adams, Julie Berg, Rosanne Faughn, Emily Malsam, Bob Nadell, Rich Rose, Jim Sahlman, David Shrock, Joan Van Kuren, Karen Walters Dunlap, Gary Whitfield, Taylor White (ASMJC), David Baggett (Faculty Consultant to the Board), Maurice McKinnon for Mark Anglin

**Absent:** Mark Anglin, Jillian Daly, Lauren Cisneros (ASMJC)

**Guests:** Shelley Circle, Ken Hart, Gene Hill

**Business**

**1. Review of Minutes**

**Action Item**

Bob Nadell corrected the minutes to read Service Area Outcomes not Student Services Learning that Student Services would like to call SLOs for Student Services. The minutes of February 9, 2009 were approved as corrected.

**2. Review of Agenda**

The agenda was amended to start with Intersession Task Force Update to accommodate the schedule of the guest.

*Addition:*

1. Recommendation by the MJC president to add the CSEA president to College Council
2. Instruction: Professional Development Committee – Institute Day
3. Research & Planning – Spring 09 student enrollment demographics
4. IPEDS data feedback report customized
5. Accreditation Celebration event planning update

**PRESIDENT'S OFFICE**

**3. Intersession Task Force Update**

Shelley Circle stated that a one semester call for this task force about a year and a half ago took on a life of its own. This task force was charged by both the YFA and Academic Senate with tasks mutually agreed upon by these two governing bodies along with President Rose. Its charge was as follows:

1. Create a list of research questions that need to be answered in order to successfully consider a Winter Intersession
2. Identify the kinds of data that would be useful and valid in determining if a Winter Intersession at MJC is warranted
3. Identify the data that would provide valid and reliable evidence needed to make a conclusion about the Winter Intersession.

The task force was ultimately given two additional charges: Identify community college cohorts and do on-site visits; and participate in focus groups at MJC in order to hear a broad range of perspectives on the issue. The final stage of this research and data collecting was to submit a report of its findings and conduct college-wide forums.

Shelley Circle added that she is particularly proud that there is a web page through the work of Ellen Dambrosio. There are quite a bit of notes on the web site from every campus visit and all studies are on the web site. Colleges that are doing winter intersession are doing a lot of research data collecting for their own school. Some colleges allow their students to split their load taking, for example, 3 units in winter and 9 units in spring combining units to equal a full 12 unit load. This benefits those students who struggle to maintain 12 units per semester in order to meet financial aid eligibility.

One advantage of a winter intersession is getting up-front data before the spring semester starts to enable enrollment management. Unexpected findings were some of the creative way schools worked as some start on Tuesday or Wednesday for example. One college eliminated finals week and have finals the last week class is meeting. Some colleges have former employees come back and help out in crunch time. Colleges were able to teach labs in winter session by having a split day. The college now has a lot of data available to assist in making a decision.

Dr. Rose praised the task force for the enormous amount of work that has been done. He encouraged sharing of the information, adding that maybe it is not the time to be looking at an intersession right now, but the research is here.

Jim Sahlman commented that this is excellent and invited Ms. Circle to do a presentation in April to the Academic Senate.

Shelley Circle added that the information was gathered because we have to make data driven decisions and we now have the data. The task force would still like to have some interaction with the students to hear what they think.

## **ACTION ITEM**

The President's Office and Senate will do a Winter Intersession forum. Jim Sahlman suggested letting the Modesto Bee know about the forum.

## **Check In – What have you been Hearing?**

**Jim Sahlman:** Can't think of anything in particular of what I am hearing in the hallways. Just specific to Planning & Budget, an issue raised and discussion about grants and what type of impact they have. That is just in my own world right now.

**Mike Adams:** Extended discussion in Senate involving Institute Day and I didn't expect as much discussion as it generated. Many faculty wanting to be sure the proper role is maintained of how it is arranged and I think it is going to be a topic again. It got tabled for further discussion. *Response:* Drs. Rose and Walters Dunlap will attend Senate to provide input.

**David Shrock:** The Senator who was most concerned came through Institute Day wars and I reminded him it is Senate, classified, and VPI. There needs to be a balance. There does need to be some re-education. They are looking for transparency and we will provide.

**Rosanne Faughn:** Just waiting for the classification study to be implemented the end of March.

**Karen Walters Dunlap:** Every time when I am down in San Diego I ask why I don't live there. I just got back from a conference there.

**Emily Malsam:** Not hearing anything specific. YFA and Senate have enjoyed some very productive co-executive meetings.

**Bob Nadell:** We had a wonderful African/American conference on Saturday. About 100 or so students were there. It was well run. I attended a conference on Friday. They are looking to revise their funding regarding distributing money that is available. Good to be back.

**Gary Whitfield:** We have a budget. Don't know what it really means for us yet. Only question I have is about property tax shortfall.

#### **4. MJC Decision Making Structure**

Dr. Rose distributed a copy of the proposed changes and asked if the document is capturing what is needed or are there other changes. David Shrock responded that it is a very good representation. It was suggested that maybe College Council should sit beside the president on the matrix.

#### **Action Item**

There was general consensus to leave the MJC Decision Making Structure as a working document to be brought back to the May 7 retreat for evaluation.

#### **INSTRUCTION**

#### **5. Professional Development Task Force**

Karen Walters Dunlap informed council members that the Professional Development Task Force sets the theme or focus of what Institute Day will be. Suggestions will be going through groups. A proposal that each division sponsor an Institute Day is being considered.

## 6. CSEA President on College Council

Dr. Rose had a discussion with CSEA president, Rosanne Faughn in terms of all the presidents from groups serving on College Council with the exception of CSEA. He recommended having the CSEA president as a standing member of College Council. Jim Sahlman agreed and said that it is something different from having a representative when you have the president. He reminded members that we have really changed our culture to be more interest based so the number of reps from groups is irrelevant and added that we have also tried to find ways to improve relationships.

### Action Item

Dr. Rose thanked College Council for accepting his recommendation to have the CSEA president serve as a standing member on College Council.

## 7. Accreditation Celebration

MJC Foundation Director, Gene Hill, informed members that the first meeting will be Wednesday morning to plan the all day event to celebrate MJC being removed from Accreditation probation. He invited anyone interested to attend this meeting.

## 8. Accreditation/Institutional Effectiveness (AIE) Committee Update

Karen Walters Dunlap reported that AIE is working on finalizing any changes in the program review process. AIE is also determining a template to use for the Institutional Effectiveness report as well as going through SLO assessment. Adrienne Peek will be conducting an assessment workshop to train faculty and staff so they know how to proceed. There is a substantive change proposal for distance education, and doing one for Patterson in order to be proactive, is also being explored.

## 9. Planning & Budget Committee (PBC)

Jim Sahlman reported that at the last meeting the committee went over the budget timeline with a great chart that showed the process the district uses for MJC, lining up where we are and who has deadlines. There was a draft presentation regarding classified staff prioritization process. It was brought to his attention that one of the members of the committee is supposed to be from the library and the person will be Ellen Dambrosio. The committee went through the budget plan values. The word *reduction* was dropped from the title of the plan by the committee to reflect a more positive connotation. Jim added that the committee is going in the right direction of what is valued most and it was a good meeting.

## COLLEGE ADMINISTRATIVE SERVICES/FACILITIES

### 10. Budget

Gary Whitfield reported that he is just trying to clarify block grant and budget short fall issues. The Student Center (East) will be closed from May through October for an HVAC

project. And he is trying to find relocation facilities and also get the word out. Admissions & Records and Food Services will still be housed in the Student Center during closure.

There will be a facilities/capital construction meeting Friday. There will also be a Founders Hall swing space meeting, however, that project may be delayed about six months to allow for other projects to go online. Consequently, new timelines for projects will have to be determined.

## **RESEARCH & PLANNING**

### **11. Student Demographics**

Director of College Research, Ken Hart, reported that 19,978 students were enrolled at MJC first census date for Spring 09. The colleges and central services are trying to move toward a data warehouse which is different from accessing data directly from Datatel as the college research has used operational data up to now and it changes daily. A data warehouse would provide archival data. Eighteen cities provide 90% of MJC's enrollment. Twenty percent of ethnicity is either unknown or undeclared. The U. S. Department of Education through its National Center for Education Statistics (NCES) and its Integrated Postsecondary Data System (IPEDS) is requiring all colleges/universities to use different race/ethnicity questions to gather these data. It remains to be seen whether a clearer picture of race/ethnicity will emerge.

### **12. IPEDS Data Feedback Report**

Ken Hart informed members that IPEDS is part of the National Center for Education Statistics. The data is customized for MJC, comparing against 14 other institutions. IPEDS produces an annual Data Feedback Report for each community college, using community colleges throughout the country as a comparison group to compare each data element against. Ken Hart developed and presented a Customized IPEDS Data Feedback Report, using 14 California Community Colleges derived from YFA's selected districts for comparison, CSEA's same list from the CPS Study, and some colleges not included in this list from the Winter Intersession Task Force's community college comparison research. He facilitated an overview of comparison data elements such as enrollment measure, student status, ethnicity, financial aid, graduation rates, level of award, and core expenses per FTE enrollment by function, and endowment per FTE which was substantially lower than the comparison groups. Other areas were pretty much in line with the comparison group median.

For a copy of this report, please contact Ken Hart.

## **CONSTITUENCY REPORTS**

### **Academic Senate**

No report.

### **YFA**

No report.

## **CSEA**

Rosanne Faughn reported that Amy Bethel presented the statement of resolve at the chapter meeting to try to encourage more signatures and also take a look at what was created. CPS implementation was discussed at the meeting. Rosanne and Jim Sahlman will meet and discuss a spring classified luncheon. Contract negotiations are going very well.

## **IAC**

Maurice McKinnon reported that Tobin Clarke, Dean of Library & Information Technology gave a report to IAC. The new web person is working out well and training will be conducted for users.

## **Student Services**

No report.

## **INFORMATION/ANNOUNCEMENTS**

David Shrock announced that David Baggett is working on a March 18 date for the strategic conversation. Gary Whitfield will facilitate.

## **FUTURE AGENDA ITEMS**

1. Board Policy/Procedure – Enrollment Priorities

## **ADJOURNMENT**