



**College Council
Meeting Minutes
November 13, 2017**

Members	Representing	Present	Absent
Jill Stearns	MJC President, Chair	√	
Al Alt	Vice President, College Administrative Services/Facilities Council	√	
Steve Amador	Academic Senate	√	
Patrick Bettencourt	Dean of Instruction & Student Learning	√	
Flora Carter	Diversity Committee		√
Shelley Circle	Academic Senate	√	
Jennifer Hamilton	Vice President of Instruction	√	
Julie Hughes	CSEA	√	
Lisa Husman	LTAC	√	
Cindy Lopez	ASMJC	√	
Curtis Martin	Academic Senate	√	
LaKiesha McDonald	CSEA	√	
Ross McKenzie	YFA	√	
Debbi Partridge	CSEA	√	
Saul Portillo	ASMJC	√	
Jim Sahlman	YFA	√	
Alexandra Salgado	ASMJC		√
Elaine Schuber	CSAC	√	
Michael Smedshammer	Distance Education Committee	√	
James Todd	Vice President of Student Services	√	
Vacant	Technology Committee		
Vacant	Academic Senate		
Vacant	Accreditation Council		
Vacant	Facilities Council		
Vacant	Instruction Council		
Vacant	Professional Development Coordinating Committee		
Sabrina Miranda	Recorder	√	

Guests	

I. CALL TO ORDER

J. Stearns called the meeting to order at 3:03 pm.

II. ACTION ITEMS

A. Approval of minutes

Action Item - Motion:

Who: R. McKenzie moved, S. Circle seconded

What: Motion to approve the minutes of October 9, 2017 and October 23, 2017

- o Result: 18-ayes, 0-no
- o Motion Carried

B. Faculty Hiring and Prioritization On Cycle Replacements 2018/19

The matter is deferred to the next College Council meeting set for November 27, 2017.

C. Developmental Education EMP Workgroup

C. Martin and S. Circle requested that the Acceleration Workgroup and the Developmental Education Workgroup be merged together and rebranded as the Developmental Education EMP Workgroup.

Action Item - Motion:

Who: C. Martin moved, S. Circle seconded

What: Motion to approve the Developmental Education EMP Workgroup

- o Result: 18-ayes, 0-no
- o Motion Carried

III. INFORMATION AND DISCUSSION ITEMS

A. Accreditation Visit

J. Stearns reported that on Thursday, November 9, the accreditation external evaluation report was received and is confidential at this time. The recommendations shared in the exit debrief remain the same. An hour-long phone conference was held today between J. Stearns and two vice presidents of ACCJC and a phone call with the team chair, Dr. Lori Adrian, is scheduled for tomorrow. At this time, there is an opportunity to correct errors of fact. The recommendations in the 73-page report include the mission statement, Quality Focus Essay, institution set standards regarding job placement rates and licensure exam rates for medical assisting and respiratory care, and Distance Education. The vice presidents from ACCJC have communicated that their concern is compliance. There are two compliance recommendations for our district level and while those will be discussed after speaking to the commission in January, the compliance recommendations are to be addressed by the Chancellor.

B. Policy and Procedure

No comments or suggested edits on the following policies:

4230: Grading and Academic Record Symbols

4231: Grade Changes

4235: Credit by Examination

4-8059: Open Class

4-8060: Schedule of Classes

4-8061: Library Acquisitions

- 4-8062: Evaluation of Instructional Programs
- 4-8063: Complaints Concerning Instructional Materials
- 4-8065: Syllabus
- 4-8066: Nondiscrimination in Instruction

IV. Representative Reports

A. Academic Senate

C. Martin reported that the Instruction Council On-Cycle Replacement list was approved at the November 9 Academic Senate meeting. Some faculty hiring procedures were amended and an open discussion was held regarding board policies and the Brandman University and MJC University Center initiative.

B. LTAC

L. Husman reported that LTAC's last meeting was held on November 8. A subcommittee was formed and will be working on survey results. The LTAC president will be meeting with Chancellor Yong to discuss items in the LTAC handbook as well as other items. Elections will be held in January.

C. CSEA

No report at this time.

D. CSAC

No report at this time.

E. YFA

No report at this time.

F. ASMJC

C. Lopez reported that the Veterans Day Celebration was held on November 6 and included speaker Mike Ritland, who served in the Operation Iraqi Freedom, specializes in providing private protection K9s to government agencies, and is a best-selling author. An upcoming pathways event will be held on campus that will have a career specialist on site to assist students with any questions they have regarding their education.

V. ADJOURNMENT

The meeting was adjourned at 4:28 pm.