



**College Council
Meeting Minutes
April 10, 2017**

Members	Representing	Present	Absent
Jill Stearns	MJC President, Chair	√	
Al Alt	Vice President, College Administrative Services/ Facilities Council	√	
Vacant	Vice President, Instruction		
Chad Redwing	Academic Senate	√	
Curtis Martin	Academic Senate President	√	
Debbi Partridge	CSEA President	√	
Elizabeth David	Academic Senate	√	
Florida Arias	Dean of Equity and Student Learning	√	
Flora Carter	College Committee for Diversity and Community	√	
Francisco Banuelos	Student Services Council	√	
James Todd	Vice President, Student Services	√	
Jennifer Hamilton	Resource Allocation Council		√
Jim Sahlman	YFA President	√	
Jonathan Andrews	ASMJC	√	
Julie Hughes	CSEA	√	
Vacant	CSAC		
LaKiesha McDonald	CSEA	√	
Lisa Husman	LTAC	√	
Lonita Cordova	Academic Senate		√
Mike Smedshammer	Distance Ed Committee	√	
Nancy Backlund	College Technology Committee	√	
Patrick Bettencourt	Dean		√
Ross McKenzie	YFA	√	
Shelley Circle	Academic Senate	√	
Tommy Ledesma	ASMJC President		√
Vacant	Accreditation Council		
Jacob Cook	ASMJC	√	
Vacant	Instruction Council		
Vacant	Professional Development Coordinating Committee		
See Al Alt above	Facilities Council	√	
Sabrina Miranda	Recorder	√	
Guests			
Nancy Sill	Professor, Business Administration, Business, Behavioral and Social Science		
James Palmer	Research Analyst		

I. CALL TO ORDER

J. Stearns called the meeting to order at 3:02 pm.

II. INFORMATION AND DISCUSSION ITEMS

A. Enrollment Update

J. Stearns reported that currently we are 634 FTES below our target. Summer enrollment has only recently begun and there is room for change. Last summer, approximately 2200 FTES was generated and this summer is built to be very similar. It is anticipated that YCCD will claim 2016/17 as a stability year.

By early September, we will be able to predict the rest of the year. If we need to use summer to hit our target for next year, conversation can then begin around how we scale to fit within an FTES that we're able to generate.

B. Student Success and Equity Update

F. Arias reported that Ruth Luman attended a conference on ESL acceleration and that a report will be out early next week that will discuss what she learned and what the next steps are for the group.

C. Accreditation Update

J. Todd reported that he, Amanda Cannon, Jenni Abbott, Nita Gopal, and Jennifer Hamilton attended ACCJC training. Notes were compared at ACCJC training and it is determined that we are on the right track in terms of rewording and reducing of narratives and writing narratives to the evaluation criteria that came out in January. Significant progress has been made in terms of assessment and program review.

D. Policy and Procedure

No comments or suggested edits on policies:

BP 4-8067 – Sectarian, Partisan, or Denominational Teaching

BP 5220 – Showers Facilities for Homeless Students

6300 – Fiscal Management

6340 – Bids and Contracts

6600 – Capital Construction

6740 – Citizens' Oversight Committee

7400 – Staff Travel

7700 – Whistleblower Protection

III. ACTION ITEMS

A. Approval of minutes

Action Item - Motion:

Who: S. Circle moved, E. David seconded

What: Motion to approve the minutes of March 13, 2017

- **Result: 20-ayes, 0-no**
- **Motion Carried**

B. MJC 2017-2018 Tentative Budget

A. Alt stated that during the course of the spring term, budget development occurs at the District and Colleges. The budget development process is initiated by the January Governor's Proposal. Teresa Scott reduces the governor's proposal to a District allocation and provides each college with a budget target. The College's Resource Allocation Council has reviewed the target and anticipated expenditures and provided three scenarios for consideration by College Council.

C. College ATD Goals, IEPI Goals, and Institution Set Standards

J. Todd reported that we will not address Institutional Effectiveness Partnership Initiative goals (IEPI) until the April 24 College Council meeting. The CCCCO populated the IEPI data only within the last two days, and the Institutional Research Office is working on the projections discussion.

Institution Set Standard Procedure When Failing to Meet Baseline Goals: Institution Set Standards are our baseline goals. If a program falls below the institution Set Standards, College Council will establish a task force to analyze the issues, develop solutions, and report back to College Council to make recommendations to address institutional shortcomings.

MJC's process for establishing institution set standards is through analyzing the last five years of corresponding rates and adopting the lowest rates, which become our base line indicators.

Action Item - Motion:

Who: S. Circle moved, C. Redwing seconded

What: Motion to accept the MJC Scorecard Completion Rate Goal of a 10% increase by 2022.

- **Result: 20-ayes, 0-no**
- **Motion Carried**

D. Revisions to *Engaging All Voices* first reading

J. Stearns reported that an updated Engaging All Voices has been posted with highlights of all areas that have been updated. Of significance is an updated chart on page 7 that shows not only our decision making flow and process, but specifically spelling out the role of Academic Senate on professional and academic matters. Additionally, areas are updated to reflect CSEA on our committees. These are recommendations that came from the Engaging All Voices workgroup.

Ross McKenzie expressed concern as to page 27, specifically the statement that reads "Decision-making is by consensus, defined as a decision that all Council members either agree with or can live with, or by simply majority vote of members present." Noting Ross' concern on page 27, J. Stearns asks for a motion to accept revisions to Engaging All Voices first reading.

Action Item - Motion:

Who: J. Todd moved, C. Martin seconded

What: Motion to accept revisions to Engaging All Voices first reading

- **Result: 20-ayes, 0-no**
- **Motion Carried**

E. Program Review Process – First Read

J. Todd discussed that the Program Review Process document. The purpose of the instructional, non-instructional, and administrative unit program review process is the improvement of student success at Modesto Junior College. Program review ensures that our programs fulfill our mission of student-centered learning and meet student needs through high quality transfer, vocational, and general education programs. Program Review provides an opportunity for faculty to reflect on educational practices, engage learning and achievement rates, and review the role of their program in the context of all offerings at Modesto Junior College.

The updated Program Review Process includes a more robust two-year reporting cycle for all disciplines and departments, and illuminates how divisions and councils will be informed by Program Review. A multi-year project, the new Program Review in eLumen now includes disaggregated student achievement and learning data, drawn from Datatel and the last two years of eLumen SLO work. Resource requests will now draw on a thorough analysis of disaggregated data available from two years of faculty SLO assessment (including course, program, general education, and institutional learning outcomes). The new two-year cycle will allow for a more informed curriculum update by disciplines.

The Program Review Process document delineates how Program Review will inform resource allocation through the divisions, Resource Allocation Council, and College Council. Included in the process are more robust evaluation cycles for allocations made for improvement.

The new Program Review is due September 15 inside of eLumen for all departments. Each division will need to review programs in their area and prioritize the resource requests inside of their division before going out for college wide review.

Action Item - Motion:

Who: S. Circle moved, E. David seconded

What: Motion to accept first reading of Program Review Process

- **Result: 20-ayes, 0-no**
- **Motion Carried**

F. Hiring Prioritization Process

Action Item - Motion:

Who: C. Martin moved, J. Cook seconded

What: Motion to accept first reading of the Faculty Hiring Prioritization Process 2017-2018

- **Result: 20-ayes, 0-no**
- **Motion Carried**

VI. ADJOURNMENT

The meeting was adjourned at 5:05 pm.