



**College Council  
Meeting Minutes  
February 12, 2018**

<b>Members</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>
Jill Stearns	MJC President, Chair		√
Al Alt	Vice President, College Administrative Services/Facilities Council	√	
Chad Redwing	Academic Senate	√	
Patrick Bettencourt	Dean of Instruction & Student Learning	√	
Flora Carter	Student Success and Equity Committee	√	
Shelley Circle	Academic Senate	√	
Jennifer Hamilton-Zellet	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	√	
Jim Sahlman	YFA		√
Elaine Schuber	CSAC	√	
Michael Smedshammer	Distance Education Committee	√	
James Todd	Vice President of Student Services	√	
Emily York	ASMJC	√	
Vacant	Technology Committee		
Vacant	Academic Senate		
Vacant	Accreditation Council		
Vacant	Resource Allocation Council		
Vacant	Instruction Council		
Vacant	Professional Development Coordinating Committee		
Vacant	ASMJC		
Sabrina Miranda	Recorder	√	

<b>Guests</b>	
James Palmer	College Research Analyst

**I. CALL TO ORDER**

J. Hamilton-Zellet called the meeting to order at 3:02 pm.

**II. ACTION ITEMS**

**A. Approval of minutes**

**Action Item - Motion:**

**Who: R. McKenzie moved, L. Husman seconded**

**What: Motion to approve the minutes of January 22, 2018**

- o **Result: 16-ayes, 0-no**
- o **Motion Carried**

**III. Information and Discussion**

**A. District Enrollment Report**

A. Alt explained that a new report was handed out at the Board Finance Committee last Monday and is being used at District Council. The report reflects how we have moved FTES across summers and that summer flexibility is used to hit targets. It is anticipated with the current FTES schedule that both Columbia and MJC would be about 200 FTES shy of our annual target and rollback would be needed in order to reach the FTES target. At MJC, summer enrollment continues to grow and has been known to be an ongoing trend over the last few years.

**B. Strategic Plan Year One Scorecard**

J. Todd stated that approximately one year ago, the Strategic Plan was brought forward and a graph was provided regarding how Strategic Plan goals would be tracked. Guest James Palmer was present to provide details about the information to College Council.

J. Palmer presented data and explained that they had a simple scale that was easy to digest and some areas proved difficult to measure. For example, the statement "we will communicate better as a college" is vague. J. Palmer stated that there are five strategic directions and each one of those has up to five or six goals. Those goals all have sub objectives inside them, totaling 200 to 300 data points. New metrics can be added as better ones are realized.

J. Todd and J. Palmer asked everyone to please explore the data on their own time and suggest input.

**C. OEI Application**

P. Bettencourt and M. Smedshammer explained that the Online Education Initiative Application is being brought forth for review and will need approval in order to move forward to the state. Approximately one to two months ago, senate and college leadership agreed that the college would move forward with an application. With senate approval, we are now at the stage of preparing the application, due March 1.

D. Partridge stated that her understanding of the document is that participation in the OEI would create a group of online classes from different colleges. P. Bettencourt explained that as a member of the OEI, we have the ability to join what is called the Course Exchange. The Course Exchange allows for students from other community colleges to enroll in courses at MJC if courses in their area are full without having to submit an additional application. The college offering the course will receive the

FTES. In exchange, Modesto students would be able to reach out to other colleges participating to help them move through their classes more quickly.

P. Bettencourt asked for a vote of approval to move forward with the application. J. Hamilton-Zellet clarified that President Stearns asked for College Council to discuss the item today and suggested an electronic vote on February 26, as College Council will not meet that day as regularly scheduled.

J. Hamilton-Zellet asked for approval for an electronic vote on February 26 regarding the OEI Application. C. Martin moved to approve, A. Alt seconded, and S. Circle opposed. There were 15 ayes and no abstentions.

#### **D. Accreditation Update**

J. Todd stated that we have received full accreditation status based on the report and the visit. There are three compliance issues, two of which are district compliance issues and one compliance issue for the college. The team recommends the college review and revise its existing processes to ensure that faculty teaching online courses consistency provide regular and substantive interaction with students. The timeline to get this written and approved is January 2019 at the very latest.

J. Todd explained that the Quality Focus Essay (QFE) will need a progress report and explained what the QFE asks of us. We have two projects that are defined in the QFE. One of the projects includes holistic support of student learning, strengthening the processes that enable faculty to analyze, refine, and document improvement based on learning outcomes, and provide regular opportunity for substantive and sustained dialogue about the analysis and refinement of curriculum and pedagogy. Additionally, we must institutionalize the integration of outcomes and institutional planning and evaluation processes. J. Todd asked for everyone to think about how we have continuous improvement that is also resource based and program review based and be able to place that into a cycle. The second action project is three pathways to improve student achievement. It is imperative to enhance support networks for student advising and identify and publish entry-level pathways or meta-majors. In thinking about this as a two-year project, it is important that we can evaluate and report this for our mid-term report.

A. Alt suggested that we streamline the work away from minutes and meetings and instead reduce it down to recommendations, those that were implemented, and the outcomes from that at the end of the next successive year. By obtaining summaries at the end of workgroup sessions, we can gather recommendations and begin implementation.

#### **E. Policy and Procedure**

D. Partridge expressed her concern regarding policies 7232: Classification Review and 7310: Nepotism, stating that her notes and objections have been submitted to her CSEA representative on the Policy and Procedures Committee who will be moving them forward.

### **IV. Representative Reports**

#### **A. LTAC**

L. Husman stated that the February 13 LTAC meeting will include discussion regarding an evaluation tool and possible PEP fund increase from \$1,500 to \$2,000. LTAC is in search of new members for upcoming expiring terms.

**B. CSEA**

D. Partridge stated she is currently consumed with a project involving CalPERS calculations for past retirees.

**C. ASMJC**

C. Lopez stated that the Banned Books event is being held on February 13. African American Heritage Week begins the week of February 20. February 23 will be the African American Education Conference. A Great Valley Museum Tour event will be held on February 26.

**D. Academic Senate**

C. Martin stated that the major projects for Academic Senate are regular and effective contact, OEI, and program viability.

**E. YFA**

No report at this time.

**F. CSAC**

No report at this time.

**V. ADJOURNMENT**

The meeting was adjourned at 4:33 pm.