



**College Council
Meeting Minutes
February 8, 2016**

Members	Representing	Present	Absent
Jill Stearns	MJC President, Chair	√	
Al Alt	Vice President, College Administrative Services/ Facilities Council	√	
Alfonso Romero	ASMJC		√
Bill Anelli	Academic Senate	√	
Baljinder Gill	CSEA		√
Brenda Thames	Vice President, Instruction	√	
Curtis Martin	Academic Senate President	√	
Flerida 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 (Interim)		√
Jennifer Hamilton	Resource Allocation Council	√	
Jim Sahlman	YFA President		√
Jonathan Andrews	ASMJC	√	
June Hunt	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	√	
Tanya Smith	CSEA		√
Tommy Ledesma	ASMJC President		√
Vacant	Academic Senate		√
Vacant	Accreditation Council		√
Vacant	Instruction Council		√
Vacant	Professional Development Coordinating Committee		√
See Al Alt above	Facilities Council	-	
Amy Bethel	Recorder	√	

Guests	
Jacqueline Forte	Director of Basic Skills

I. CALL TO ORDER

J. Stearns called the meeting to order at 3:04 p.m.

II. ACTION ITEMS

A. Approval of minutes of January 25, 2016

Action Item - Motion:

Who: J. Hamilton moved, B. Anelli seconded

What: Motion to approve minutes of January 25, 2016 as corrected.

- **Result unanimous approval**
- **Motion Carried**

III. INFORMATION & DISCUSSION ITEMS

A. Baccalaureate Degree Handbook

P. Bettencourt shared the Table of Contents for the draft Baccalaureate Degree Handbook. The full document is posted on the Agendas and Minutes page of the College Council website. The handbook is intended to be used as a guideline and does not replace Title V. Portions of the handbook will effect each area, and Dean Bettencourt requested that everyone review relevant sections and forward any questions or comments to Bonnie Hunt or to him.

We are in good position for meeting the timelines for rolling out the program. ACCJC approved our courses and programs in January. The YCCD Board of Trustees is being asked to approve them this week. CTE and state Chancellor's approval will still be required. B. Thames added that the Bachelor's degree belongs to the campus not just Allied Health. President Stearns added that statewide, good, hard conversations have been taking place.

When asked how students might assist in this process, P. Bettencourt replied that focus groups were created mainly from students in the Respiratory Care Program to provide input for what might be most beneficial to the students. The division liaison may be able to bring any issues back to ASMJC.

B. Enrollment Update

J. Stearns shared a Section Enrollment Summary Report for the spring 2016 term dated 2/8/2016. The 2015-16 target FTES is 15,024.

Current Resident FTES: 5932.83
Current Non-Resident FTES: 32.25
Total Sections: 1631

There has been a slight increase from last week, but we are still below target. Deans are adding late start classes, selecting courses from waitlists where students could not be accommodated. Newly added class lists should be shared with the Dean of Counseling and with the Dean of Equity and Student Learning.

C. Student Success and Equity Committee Update

Action plans for Equity and SSSP were reviewed. Work was segmented out to

different areas. The committee will begin hearing presentations on seed and pilot projects.

IV. REPRESENTATIVE REPORTS

A. ASMJC

Things are going well. Senators working on projects and elections. A. Alt thanked the students for their active participation on the councils.

B. Instruction Council

There was no quorum, so informal discussion of enrollment management occurred and the IRB Handbook was reviewed. The IRB Handbook will be forwarded College Council for their review and approval. The next meeting will be a joint meeting with Student Services Council.

C. Student Services Council

The next meeting will be a joint meeting between Student Services Council and Instruction Council.

D. Resource Allocation Council

Timelines, processes and alignment with actual occurrences were discussed. It was determined that ILEM fund allocation will not occur until next year, allowing time for completion of processes and program review. Work was divided for Standard III and evidence was gathered. Budget development is underway.

E. Facilities Council

The Standard III template was reviewed. Test benches for student use in hallways are being considered. There is currently no estimated completion time for this project.

F. Accreditation Council

Completed templates should be forwarded to Amanda Cannon for posting. Brian Greene will begin work on Substantive Change Reports. The Accreditation Council meets on Thursday. A team from MJC will attend the Accreditation Institute and will bring back what they learn.

G. CSEA

No report.

H. CSAC

No report.

I. YFA

YFA is completing the survey instrument for full time faculty regarding part time faculty issues. The union is working on personnel issues and issues of underload for full-time faculty at both MJC and Columbia College.

J. Academic Senate

President Stearns and the vice presidents gave a presentation on FTES issues; questions and concerns followed the presentations. C. Martin added that having the president's and vice presidents in attendance to share the information directly with faculty was helpful to understanding the issues. The Senate will forward recommendations from faculty to the president or appropriate councils. Mike

Smedshammer gave a presentation on Canvas. Enough people are teaching in the pilot program to help allay concerns about changing to Canvas.

K. LTAC

New council members were elected in January. Annual LTAC dues of \$30 are currently being collected; fifteen dollars of each thirty collected are used to fund student scholarships. Changes to the evaluations process have been placed on hold due to a medical leave in HR.

V. IN CLOSING

President Stearns thanked those who attended the Standard IV meeting. The Standard IV.A. Template was completed. Processes, practices and documents for the section were identified. This information will be used to answer the questions and create the narrative for the report. A meeting to complete the Standard IV.B. Template is scheduled for 2/22/16.

President Stearns encouraged council members to visit the Aspen Institute website. MJC is honored to have been invited to apply for an award that acknowledges the good work we are doing as well as our commitment to making a difference in our students' lives.

B. Thames attended a Guided Pathways & Student Completion presentation given by Dr. Robert Johnstone. Dr. Johnstone provided useful information and validation of the efforts at MJC in the areas of Student Success and Equity.

Vice President Thames reminded the council that a program review refresh must be done this semester and is due March 30. Any suggestions for Faculty Hiring Prioritization improvements need to be submitted to herself or C. Martin.

VI. ADJOURNMENT

The meeting was adjourned at 3:55 p.m.

Next Meeting: February 29, 2016, CAT Room 262, 3 – 5 p.m.