



**College Council Meeting Minutes
November 24, 2014**

MEMBERS

Council Member	Representing	Present	Absent
Jill Stearns	MJC President, Chair		√
Susan Kincade	VP Instruction		√
Al Alt	VP College Administrative Services	√	
Brenda Thames	VP Student Services	√	
Bill Anelli	Academic Senate	√	
Florida Arias	Professional Development Coordinating Committee	√	
Nancy Backlund	College Technology Committee	√	
Patrick Bettencourt	Dean	√	
Debi Bolter	YFA President	√	
Flora Carter	College Committee for Diversity & Community		√
Rosanne Costa	CSEA President	√	
Jennifer Hamilton	Resource Allocation Council	√	
Lisa Husman	LTAC		√
Debbie Laffranchini	Instructional Council		√
Bryan Marks	CSAC		√
Curtis Martin	Academic Senate VP		√
Ross McKenzie	YFA Rep	√	
Martha Robles	Student Services Council	√	
Mike Smedshammer	Distance Ed Committee	√	
James Todd	Academic Senate President	√	
Luis Rebolledo	ASMJC President		√
Tyler Minane	ASMJC		√
Roxanne Weaver	ASMJC		√
Vacant	Accreditation Council		
Vacant	Academic Senate		
Vacant	CSEA		
Vacant	Facilities Council		

GUESTS

Name	Title
Jenni Abbott	Director Planning & Grant Development
Shirley Miranda	STEM/Library & Learning Center Manager
Brad Phillips	President, Institute of Evidence Based Change
Brian Sinclair	Faculty Consultant to the Board

SUBSTITUTES

SUBSTITUTE	FOR MEMBER
Lloyd Jackson	Lisa Husman

I. CALL TO ORDER

Brenda Thames called the meeting to order in the absence of Jill Stearns. Brenda introduced Patrick Bettencourt, the new dean rep on College Council and Lloyd Jackson who is substituting for Lisa Husman.

II. INFORMATIONAL ITEM

A. Respiratory Care Baccalaureate Degree Proposal

Patrick Bettencourt introduced Bonnie Hunt and John Basile, instructors in the MJC Respiratory Care Program. Patrick informed members that President Stearns asked them to come and talk about the response to the state program that allows for 15 community college districts in the state to offer a BA program and our committee and YCCD is going forward with the application to offer a BA degree in respiratory care.

Presentation highlights included:

- MJC already has an established AS degree in Respiratory Care (12 courses total)
- Health care institutions in the community have indicated a high level of support for a baccalaureate level program
- The local health care community has confirmed a need for baccalaureate level employees in our region and an ample pool of potential students exists in our region
- MJC has an established relationship with a clinical site which has confirmed their interest in and support of a baccalaureate level program at the college
- MJC in addition to classroom instruction, faculty also go to the clinical site
- MJC has the capacity to offer a baccalaureate program and is positioned to respond to the very tight timelines outlined by the CCCCCO
- Current and former students have expressed an interest in continuing their education at the baccalaureate level
- Currently, the minimum degree qualification for respiratory care faculty is a BA
- A BA degree program will require that the college hire additional faculty (at minimum one in FTE Respiratory Care and additional clinical faculty will be needed)
- Currently at least two other colleges have expressed an interest in establishing BA programs in Respiratory Care

Details about the proposal process are still evolving and applicants will “learn as they go” through the process. To date fiscal resources have not been identified by the CCCCCO to support the implementation of new BA level programs. CCCCCO BA proposal funding and budget meeting will occur in March 2015. MJC has submitted an interest letter. Proposal applications were released by the CCCCCO on Friday and are due back to the CCCCCO by December 19. A proposal scoring rubric will be available soon. BA degree programs must be fully implemented and operational by 2017. The MJC proposal committee has begun to identify resources that will be needed to implement a BA program. Library resources will be needed. The proposal committee will also network with other applicants/programs to “get a feel for what they are doing”. The two primary areas of interest are management or education.

III. ACTION ITEM

A. Approval of Minutes

This item was tabled due to lack of a quorum.

B. First Read – College Goals

Three documents that have been previously provided to the council were reviewed:

1. The final draft document from the College Goals Work Group
2. Additional commentary that was submitted by one or two committee members after the Work Group had approved the final draft and held its last meeting
3. The goals and objectives reflected in the original draft document reformatted and restructured to reflect additional detail and provide more clarity.

The commentary and additional concerns submitted after the Work Group had concluded its work was not subsequently forwarded to the group members. Brenda Thames stressed that the college needs goals that can serve as guiding parameters decision making now as well as provide a foundation for future planning efforts. Concerns were expressed regarding the difficulty in measuring benchmarks like retention and the need to maintain a broad perspective when establishing college goals. It was also emphasized that intentional effort must be made to ensure everyone understands and agrees on the terms and utilization of established college goals (i.e. goal metrics should not be utilized in faculty evaluations or influence curricular rigor). Brenda Thames noted that many metrics like retention and persistence are already identified in CA community college accountability tools and reports like the Student Success Scorecard and Equity reporting mandates and college goals should be inclusive of these externally identified metrics given the college has to report on them.

Al Alt informed members that the Resource Allocation Council is in the process of allocating Instructional Equipment and Library Materials funds. The allocation of funds will be tied to program reviews submitted for the 2012-13 year and 2014-2014 Resource Allocation Requests.

Action

Members agreed to send the *Strategic Directions and College Goals* document to constituents for input.

IV. INFORMATIONAL ITEM

A. Update on Student Equity Plan

The draft of the Student Equity Plan and budget were distributed. Dr. Brad Phillips, President, Institute of Evidence Based Change, who presented at the October 31st college wide forum on student equity, was introduced. Dr. Phillips and James Todd informed the Council that a vast amount of work and data analysis had occurred since the college wide workshop where there were 85 people in attendance. The plan requires the college to examine success metrics and milestones for students disaggregated by gender, age, ethnicity, disability status and economic status (economically disadvantaged). It was noted that additional populations such as Veterans and Foster Youth will be added next year. Data regarding access, course completion, ESL and Basic Skills completion, degree/certificate completion and transfer were extracted and analyzed. The presenters noted that the data analysis indicated that the success for two specific target student populations demonstrated disproportionate impact in the identified metrics: African American and Hispanic. This plan is the first step in addressing student success and achievement for all students particularly those doing less well. In order to address student success for all students and those disproportionately impacted the college will need to enhance and increase our capacity for data collection and analysis. Increased, specific, campus based, research is needed to guide conversations across the college. An important part of this process will be getting the data out to faculty and staff and helping people become better informed on how the college is doing as an institution. Data coaching is needed to assist with the management of this process. Data coaching will ensure that data is used appropriately and that

maximum utility of the data available is achieved. Coaching on program evaluation will also be needed.

A key component of the Student Equity Plan is the development of a multi-disciplinary First-Time-In-College (FTIC) course that will be taught full-time faculty. A committee is needed to develop the curriculum and attend conferences on such courses. Dr. Phillips provided Council members with additional information on the work that the Institute has done with the SSEC and other staff at MJC on the data analysis and development of the Student Equity Plan. He added that “kids do not know how to do college and the First-Time-In-College course will assist with persistence. The course teaches kids how to be a student and results across the board have been good”. Dr. Phillips also noted that MJC data indicated a very specific student behavioral trend occurring where students complete 30 units but fail to move beyond that milestone to complete a degree or certificate. Campus based research and data coaching will help the college determine why.

James Todd further noted that this first year plan places a heavy emphasis on enabling faculty to look at course sequencing patterns and begin to think about course redesign. This is accomplished through facilitating faculty participation in innovative professional development opportunities such as the Kellogg Center or NCAT. Dr. Phillips added that such training opportunities have demonstrated success in “really helping faculty understand what works”.

Bill Anelli strongly suggested a grass roots approach with a lot of faculty in every department. He suggested having 30 to 40% of faculty who have significant time to think about the information, probably in the summer, with reimbursement for their time. Dr. Phillips responded that this is a 3-year plan and there is money to spend. He added that data coaching is needed and the most important thing to understand is how to use the data.

The Student Equity Plan will go to the Academic Senate for approval on December 4th, to College Council on December 8th, and to the YCCD Board on December 10th.

Action

Members agreed to send the Student Equity Plan draft information to constituents and forward suggestions to Jenni Abbott, Brenda Thames or James Todd as soon as possible.

REPRESENTATIVE REPORTS

There were no reports.

V. ANNOUNCEMENTS/COMMENTS

VI. FUTURE AGENDA

1. New Faculty Orientation (March 2015)
2. November 10, 2014 minutes
3. Student Equity Plan

VII. ADJOURNMENT