



**College Council
Meeting Minutes
March 23, 2015**

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	√	
Flerida Arias	Professional Development Coordinating Committee		√
Nancy Backlund	College Technology Committee	√	
Patrick Bettencourt	Dean		√
Debi Bolter	YFA President		√
Flora Carter	College Committee for Diversity & Community	√	
Baljinder Gill	CSEA President		√
Jennifer Hamilton	Resource Allocation Council	√	
Lisa Husman	LTAC	√	
Deborah Laffranchini	Instruction Council		√
Curtis Martin	Academic Senate VP	√	
Ross McKenzie	YFA Rep	√	
Chad Redwing	Academic Senate	√	
Martha Robles	Student Services Council	√	
Mike Smedshammer	Distance Ed Committee	√	
Tanya Smith	CSEA	√	
James Todd	Academic Senate President	√	
Luis Rebolledo	ASMJC President	√	
Tyler Minane	ASMJC		√
Roxanne Weaver	ASMJC	√	
Vacant	Accreditation Council		
Vacant	CSAC		
Vacant	Facilities Council		

GUESTS

Name	Title
Tommy Ledesman	ASMJC
Alison Wilburs	ASMJC

I. CALL TO ORDER

Al Alt called the meeting to order in Jill Stearns' absence.

II. ACTION ITEMS

A. Approval of Minutes

Action

Motion: Jennifer Hamilton moved to approve the minutes of March 9, 2015. Jennifer Hamilton amended her motion to include Ross McKenzie's suggestion* that there be a clarifying statement under student field trips.

Second: James Todd

Result: The minutes of March 9, 2015 were approved as amended by aye vote.

* Ross McKenzie stated that so many disciplines have alternate meeting locations and he really wants some clarification on that subject. Ross requested that a record of Jill Stearns' interpretation of alternate meeting location be included in the minutes after the reference to a discussion being held.

B. CONSENT

a. YCCD Board Policies

1. 7380 – Retiree Health Benefits: Academic Employees

No change has been made to policy 7380 since the last time College Council addressed it. Ross McKenzie asked that it be excluded until there is an update to the policy.

2. 5050 – Matriculation

Action

Motion: Martha Robles moved to approve Policy 5050 – Matriculation.

Second: James Todd

Result: Motion passed by aye vote.

3. 4-8079 – Student Transportation - Field Trips

4. 5-8079 – Student Transportation – Extra Curricular Activities

5. 6-8079 – Student Transportation

Ross McKenzie reported that YFA is concerned with the interpretation of policy 6-8079 as it pertains to alternate meeting location of classes. Ross would like Jill Stearns to be here to ask for her clarification regarding the alternate meeting location of classes.

Action

Martha Robles responded that she can take the alternative class meeting location issue back to the policy committee.

II. INFORMATION & DISCUSSION ITEMS

A. New Faculty Orientation

Curtis Martin reported that in looking through the 2005-06 files, he discovered that 2005 had a 3 day schedule with each day devoted to faculty orientation. The following year, 2006, there was a 2 day orientation schedule and now it is down to a 1 day schedule. Curtis stated that there is

no way for faculty to get items like the following unless we train them: Getting to know the culture of the institution, expectations, job conditions, governance, tips on grading, pay scale, evaluations, get to know your division secretaries, syllabus expectations. Curtis said we need to provide not too much and not too little and you have to make it worth their while, delivering all information in a way that attracts them. Curtis is all right with a 2 day schedule as it is more about getting groups together as a cohort.

Brenda Thames suggested providing a student data profile. James Todd suggested that time could be set aside at the end of the faculty retreat (Student Success and Equity Committee Planning Retreat). Curtis felt this was not necessary as the subject matter might be too confusing for new faculty. Jennifer Hamilton added that there might be some new faculty who have taught here before and are familiar with the subject matter that will be presented at the retreat. James responded that he would like faculty to hear about items coming in so they would not be blinded by historical information. James felt someone just coming to the institution could contribute.

Al Alt requested that new faculty orientation related materials be taken back to Jill Stearns

In previous orientations, participants received a folder of handouts of what was presented at the orientation. Curtis will provide Jill Stearns with copies of the schedules, agenda of activities, and lists of handouts from the 2005 and 2006 orientations.

Curtis will call the work group together for further planning.

B. Institution Set Standards

James Todd stated that this item pertains to ACCJC standards. He reminded members that last year, we took the rate over five years of data and the lowest foundational rate. Now, it is more important to have conversation on how we do better. Information has to be documented that we have talked about it and evidence shown. The big part is student learning and achievement and we want to be more robust.

James read the following **ACCJC Accreditation Standards**:

1.B1. The institution demonstrates a sustained, substantive and collegial dialog about student outcomes, student equity, academic quality, institutional effectiveness, and continuous improvement of student learning and achievement.

1.B.3. The institution establishes institution-set standards for student achievement, appropriate to its mission, assesses how well it is achieving them in pursuit of continuous improvement, and publishes this information.

1.C.3. The institution uses documented assessment of student learning and evaluation of student achievement to communicate matters of academic quality to appropriate constituencies, including current and prospective students and the public.

IV.C.8. To ensure the institution is accomplishing its goals for student success, the governing board regularly reviews key indicators of student learning and achievement and institutional plans for improving academic quality.

James continued that what we need to do is talk about what we mean by academic quality and what the quality of the learning experience is. Once an appropriate set of measures is agreed upon, how do we identify a standard of "acceptable" level of performance?

James stated that we should be having a conversation about retention and success rate. What kind of story does that tell us? We have to come up with a standard for student course completion rate. It was 67% last year. We need more data and identifying where we imagine our standards meet. James felt we are meeting our sets pretty well and that we need to look over data for a 9-10 year period to learn where to put the bar.

Jennifer Hamilton added that we have been reporting the same standards for two years in a row because we haven't had the conversation about where we should be. The report is due in March. The college needs real conversation about what the set standards need to be. They need to be realistic and we need to challenge ourselves to pull more students up. These numbers help us do that.

James shared the following **Gregg Stoup, RP Group notes**:

We often focus on the wrong data

1. The challenge of measuring performance
2. It's not a one-size fits-all world
3. We don't have complete control over student performance or a complete understanding of all the cause and effects
4. We serve a heterogeneous population and we don't fully understand all the non-linear forces that translate institutional actions to student performance.

~

James continued that the college has quite a variety of students. There are two ways to get to these standards:

1. Utilize a **top down** approach where the college sets institution-wide standards/goals and then those goals become benchmarks against program level standards/goals are evaluation or reflected upon.
2. Or, utilize a **bottoms-up** approach that allows colleges to identify targets for specific student populations which can then be added up to produce institution-wide standards and goals.

James clarified that the equity dollars is asking us to close the gap, not just improve each student by the same percentage. He demonstrated several different scenarios including top down and bottoms up, using graphs for visuals. James stressed the need to have conversations regarding setting the standards.

Jennifer Hamilton commented that there is not a common understanding of what is a successful student. Until we do have a common understanding, we won't succeed. We have to have a common base to start from. It will totally make sense and we will understand where we are headed once we have this common understanding.

Brenda Thames informed members that by June 30, we have to have completion reported.

C. College Conversation – Design for Success Update

Al Alt reminded members that a summary went out from Jill Stearns on March 19th. He stated that in short, there will be some realignment of Student Services divisions and no adjustments to academic divisions. We will use what was learned from this process for other areas.

College Council members would like some more communication of what the next steps would be.

IV. REPRESENTATIVE REPORTS

A. Instruction Council

James Todd reported that Instruction Council will be meeting tomorrow and will be discussing institution set standards and hiring prioritization.

B. Student Services Council

Martha Robles reported that the Student Services Council talked about success alignment. There was a presentation by Financial Aid about the importance of faculty dropping students so the college doesn't have to pay back money. The council brought back the priority registration document and it is being forwarded to the Student Success and Equity Committee. The council talked about mental health training and some issues faculty have experienced. She noted that Cognito training is centered around mental health.

Ross McKenzie added that the council has been working on the "Opening Doors" document that provides for multiple ways for students to place into math and English classes. Our document mirrors some of what CSU, Stanislaus does, but after we sent that document out for constituency review, we heard from CSU, Stanislaus that they want to mirror what we do.

C. Resource Allocation Council (RAC)

Jennifer Hamilton reported that RAC had an update about extending IELM money and received funds being used up. RAC is evaluating the allocation process and ways to improve everything from making use of the updates for resource allocation request to an annual supplement of program review, and making use of that.

Many of the requests that were funded came back quite a bit over the estimates from two years ago. They are trying to find ways to close this gap. Using the request will keep things up to date and have things more immediately on the table to be funded. The request can be updated on an annual basis and put in program review to keep things current. Jennifer requested that members make sure feedback gets back to RAC from their areas.

D. Facilities Council

Al Alt reported that the Facilities Council is more or less closing out business for the year and doing a self-evaluation. The pilot project request for campus beautification requests were discussed. ASMJC had a Founders Hall request and Brian Greene, a bike rack request. The council is reviewing request and process and annual evaluation. The last meeting of the Facilities Council is mid-April.

E. Accreditation Council

Jennifer Hamilton reported that the Accreditation Council is meeting this Thursday. The annual report is virtually finished except for one small piece of data and it must be submitted by the 31st. A large portion of this Thursday's meeting was timeline and the writing team report. Everyone is needed for the writing team and if anyone is interested, they can contact Jennifer. She added that this is definitely a campus wide effort.

F. ASMJC

Luis Rebolledo reported that he has two quick, exciting things to report. ASMJC is in mid swing of elections with 6 – 9 election sites on campuses. Results will be in soon and new leaders will be named. Cram night is April 23rd from 8:00 p.m. to midnight at MSR. Requests for tables are expected. ASMJC is still broadcasting their meetings on YouTube.

G. CSEA

Tanya Smith reported that CSEA had a chapter meeting on the 19th. CSEA held a vote for negotiation openers for wages, benefits and two articles. The entire contract will open 2015. Nominations are open for delegates to attend the annual conference. The CSEA office has a new printer. The candy order sales have finished. CSEA is promoting more fundraising in order to establish and fund a staff recognition program. A chapter audit will take place.

H. CSAC

No report.

I. YFA

Ross McKenzie reported that the YFA negotiations are ongoing, and the negotiation team feels they made a great deal of progress at their last meeting. The Benefits Committee is considering bids from SISC, CVT, and ASCIP. Rates should come out in the next couple of months, which means we might be able to negotiate wages and benefits earlier than we have in the past. Various offices are up for election, and the nomination forms should be going out tomorrow. Updating of the adjunct handbook is being worked on. Ways are being explored to provide full- and part-time faculty with laminated cards detailing their Weingarten rights.

J. Academic Senate

Curtis Martin reported that under new business, a resolution (SP15-A Collegiality in Design for Success) was written after the announcement was made, to call attention to the fact that consultation had not gone in time for meaningful conversation. Consultation was postponed indefinitely. There was an information item that had to do with process.

K. LTAC

Lisa Husman reported that LTAC has not met since the last College Council.

V. ANNOUNCEMENTS/COMMENTS

VI. FUTURE AGENDA

1. Board Policy 7380 – Retiree Health Benefits: Academic Employees – Revisit when updated
2. Board Policy 4-8078, 5-8079, 6-8079 – Consent when *alternate meeting locations* is clarified
3. Institutional Performance Indicators – Brenda Thames
4. New Faculty Orientation – Curtis Martin

VII. ADJOURNMENT