



**College Council
Meeting Minutes
March 9, 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 |
|-----------------|---------------------------------------|
| Shirley Miranda | STEM/Library, Learning Center Manager |

I. CALL TO ORDER

Jill Stearns called the meeting to order.

II. ACTION ITEMS

A. Approval of Minutes

Action

Motion: James Todd moved to approve the minutes of February 9 and February 23, 2015.

Second: Ross McKenzie

Result: The minutes of February 9, 2015 and February 23, 2015 were approved by aye vote.

B. CONSENT

a. YCCD Board Policies

1. 2015 – Student Member(s)
2. 7380 – Retiree Health Benefits: Academic Employees

Jill explained that College Council reviews policies because some of them impact us as an institution. College Council's role is to acknowledge that we have seen the policies and build awareness of changes coming forward. When the policies concern the institution as a whole or impact college process, we can put forth our recommendation for change. It is important for members to be informed and ensure that there be discussion held in other venues to increase awareness. Further, this is another way to make sure our students are aware of proposed policy and they have the opportunity to weigh in.

Action

Motion: James Todd moved to table policy 7380 until changes are made and approve policy 2015 as presented.

Second: Ross McKenzie

Result: Motion passed by aye vote.

C. First Read – YCCD Board Policies

b. YCCD Board Policies

1. 5050 – Matriculation

Martha Robles explained that policy 5050 is primarily to align with the new regulations. Matriculation is stricken and Student Success and Support Program is inserted throughout the policy.

2. 4-8079 – Student Transportation - Field Trips
3. 5-8079 – Student Transportation – Extra Curricular Activities
4. 6-8079 – Student Transportation

Martha Robles explained that student transportation is combining 4-8078 and 5-8079 into one policy, 6-8079 Student Transportation.

James Todd stated that policy 6-8079 states that student shall not be required to pay for a fee in order to participate in an instructionally related field trip. The concern is whether or not students

are required to pay for extracurricular activities. Note: Policy 6-8079 does not address extracurricular activities. Patrick Bettencourt pointed out that the catalog states field trips may or may not be required. It was thought that a material fee may be required that might be used to fund field trips. Discussion took place regarding requiring class members to meet at an alternate location.

D. Consent – Student Services Council Recommendation

a. Opening Doors to Transferable Courses – Adjustments to Assessment

The Student Services Council recommended actions in order to open doors to transferable courses and improve students' ability to access math and English courses that are most appropriate to their developmental level. Brenda Thames explained that these actions will enhance the process by providing access to more tools for students and increasing flexibility. Most options follow CSU procedures.

Mike Smedshammer asked about vendors. Jill Stearns responded that the selected vendors' assessment tool to colleges would be available at a greatly reduced rate, if not free.

Brenda Thames added that Student Services would like to start using multiple measures for placement on a broader scale. At this time, most of this happens in the math department so it is not a huge workload on other areas.

Action

Motion: Martha Robles moved to approve the “Opening Doors to Transferable Courses – Adjustments to Assessment” document as presented.

Second: James Todd

Result: Motion passed by aye vote.

Jill Stearns added that this is a good move on behalf of our students as most would like an opportunity to refresh their math skills.

II. INFORMATION & DISCUSSION ITEMS

A. Institution Set Standards

James Todd informed members that he has not been heavily involved in this topic and wishes to connect with Jill Stearns regarding it. Institution set standards is on the Instruction Council agenda and are required by accreditation standards for student achievement rate. The college is asked to strategically look at our institutional health and ask what do we want retention or success rate to be and what do we benchmark? Part of the conversation is what does it look like, is it something we want to achieve or just a percentage higher? They are really asking the college to set a rate and have a conversation about improving the college.

James further explained that last year we took the rate over the last five years and the lowest foundational rate. If we were not hitting that low rate, we were in serious trouble. He thought this year we would look at an average and a rate that we think is attainable in the next few years. He wants to look at this in Instruction Council and bring it back to College Council. He is thinking of a broad scale indicator and wants to see us have conversations about a rate. The thought is that we set the bar too low last year. Next time, James will put out what was actually discussed in Instruction Council, adding that he has studied it in a robust way. Jill Stearns added that it is about identifying things that do make sense for us as an institution. It is not one major number as some areas would not be able to hit, and for some it would be too easy. The

reality of having to be meaningful is different across disciplines and programs. James Todd stated that one way is to target 2% over what areas already have achieved and tracking progress moving forward.

B. New Faculty Orientation

Curtis Martin reminded members that early in the fall semester he made a plea that we need to get back to faculty orientation. This means meeting staff, administration and faculty and basically celebrating the fact that we are here and introducing new faculty to the college. In the past, this has been led by faculty and supported by administration with full participation of the campus. It used to be 3 days and it went down to one day. It included lunch for all those days and meetings with faculty, staff, and trustees.

Debi Bolter said it was talked about having it on a Wednesday with district items. Curtis added that it made sense to have it the week before Institute week. Jill Stearns suggested a full day and meeting each month. Curtis clarified that it is literally an orientation to celebrate and feel welcome and to guide new faculty. He felt it makes sense to meet once a month. There would be a presentation by YFA, tenure information, visiting different departments, tour of campus, meeting trustees, the music department playing at lunch, and meeting division secretaries. Curtis added that the Foundation even paid for polo shirts in the past.

New Faculty Orientation Work Group:

Curtis Martin, Ross McKenzie, Mike Smedshammer, Brenda Thames, Jennifer Hamilton, Martha Robles

C. College Conversation – Design for Success

Jill Stearns reported that she was pleased with the conversation and what came forward. She thanked the college leaders who were here and able to manage about 100 more participants than expected. She added that next time we will use ACE. This morning, Jill, the deans and Brenda Thames sat down with all the comments that came out of the table tops. Comments were addressed and items that came forward in Academic Senate and divisions. There is yet another draft that gets us further down the road where you can really see how the pieces fit together with student success. Jill requested that College Council meet again next Monday and get this level of the draft and provide feedback. She will send out all the comments and history of where we started from so members can see progress of options and go from there. She emphasized that this is a work in progress and wants everyone to understand this and that it is changing.

James Todd reported that at the Senate meeting there were some concerns regarding: It was felt that speech is more aligned with arts and humanities as a performance oriented discipline. BBSS - how do you keep science together with math. Tech Ed – the way in which it got grouped with Ag. How do you deal with a large discipline? Math - raised issued with wanting to be with science. Discussion on issues that rise with math and science's intricate relationship they have. Making sure we have the rationale for why. Discussion about workload with different deans. Thought it was interesting mixing with Ag. Talked about having a math and English mixture.

James Todd thought the discussion that was held this morning was really thoughtful. It is more about the students we are helping and administrators we are able to accommodate.

IV. REPRESENTATIVE REPORTS

A. Instruction Council

James Todd reported that Instruction Council talked about the hiring prioritization process. Mike Sundquist presented a power point drafted from changes to the process in hiring prioritization language the work group created. James said how we form a rubric needs to be agreed upon before it is sent to the Senate. The deans' cabinet needs to discuss the process as well. What the process is for an emergency hire was discussed in the meeting. Planning out farther in advance is critical. Jill Stearns added that continuous quality improvement is our current state of engagement. It is important to follow process, evaluate, and make changes. We are making progress and refining process based upon our experience and it is a good thing.

B. Student Services Council

Brenda Thames reported that the assessment document was finalized. There was a presentation by Shirley Miranda on Learning Resources. The group talked about their council assessment instrument.

C. Resource Allocation Council (RAC)

Al Alt reported that RAC has been struggling with making a quorum the last three months or so. Members have spent a lot of time talking about this and looking into Engaging All Voices to see if a quorum is required. Questions have been drafted and have gone out for a self-evaluation which included how can we get a quorum and what more information can we provide to make it more meaningful to attend. Goals will be set for next year's agenda from the evaluation.

Jill Stearns added that Brian Greene is working on a packet for each of our councils that would include both quantitative and qualitative evaluation so we can have more meaningful evaluations.

D. Facilities Council

Al Alt reported that the Facilities Council did have a quorum and only meets once a month. There are two meetings left. At next Monday's meeting, members will set annual goals for next year and set business for next year.

E. Accreditation Council

The council will be meeting this week.

F. ASMJC

No report.

G. CSEA

Tanya Smith reported that personally, she thought the design for success meeting was great. However, there were many concerns among classified staff. If members have any concerns, they can contact Gill or Debbie Partridge. There is now a fundraising team established so they can recognize staff and acknowledge fantastic co-workers who go above and beyond.

H. CSAC

No report.

I. YFA

Ross McKenzie reported that the YFA and district negotiators have set up some ground rules for future negotiation, using a hybrid traditional/IBB model. Re-opener proposals are on this Wednesday's Board of Trustees agenda. The YFA and district agreed on an MOU clarifying the interaction between small class sizes and large lecture loads.

Debi Bolter added that they are having principles of non-adversarial with bargaining personnel coming in and talking about solving and having a work group assigned. Having everyone having a voice and it was a very productive meeting on Friday.

J. Academic Senate

No report.

K. LTAC

Lisa Husman reported that LTAC is scheduled to meet with Gina Leguria in HR to finalize language changes that have been made to the Leadership Team handbook. YCCD Core Values & Guiding Principles were sent to LTAC. LTAC will send these out for a vote via survey monkey.

As requested by HR, a rubric has been developed for the evaluation forms that have been submitted to HR. There is one more meeting that will include more rubric discussion before forwarding the rubric to HR.

V. ANNOUNCEMENTS/COMMENTS

Jill Stearns informed members that there will be an additional College Council meeting on Monday, March 16th to discuss College Conversation – Design for Success.

VI. FUTURE AGENDA

1. Board Policy 7380 – Retiree Health Benefits: Academic Employees – Revisit
2. Board Policy 5050, 4-8078, 5-8079, 6-8079 - Consent
3. New Faculty Orientation
4. Institution Set Standards

VII. ADJOURNMENT