

**Modesto Junior College**  
**College Council Meeting Minutes**  
**February 25, 2013**

**MEMBERS**

<b>Council Member</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>
Jill Stearns	MJC President, Chair		√
Susan Kincade	VP Instruction	√	
Michael Guerra	VP College Administrative Services	√	
Brenda Thames	VP Student Services	√	
Flerida Arias	Professional Development Coordinating Committee	√	
Nancy Backlund	College Technology Committee	√	
Francisco Banuelos	Facilities Council	√	
Debi Bolter	YFA Rep	√	
Iris Carroll	Distance Ed Advisory Committee	√	
Flora Carter	College Committee for Diversity & Community	√	
Paul Cripe	Resource Allocation Council	√	
Jillian Daly	YFA President		√
Rosanne Faughn	CSEA President	√	
Rhonda Green	LTAC		√
Jennifer Hamilton	Academic Senate President-elect	√	
Cece Hudelson-Putnam	Dean	√	
Deborah Laffranchini	Instructional Council	√	
Eva Mo	Academic Senate	√	
Debbi Partridge	CSEA	√	
Martha Robles	Student Services Council		√
Tanya Smith	CSAC	√	
James Todd	Academic Senate President	√	
Korey Keith	ASMJC	√	
Kevin Sabo	ASMJC President	√	
Mike Sharif	ASMJC	√	

**GUESTS**

<b>Name</b>	<b>Title</b>
Brian Sinclair	Computer Graphics Professor

**Business**

**1. Call to Order and Introductions**

Susan Kincade called the meeting to order and introduced new members, Iris Carroll and Deborah Laffranchini.

**2. Review of Agenda**

Susan Kincade reviewed the agenda with members.

## Action Items

### 3. Review of Minutes

Debi Bolter amended her comments regarding the accreditation workshop to provide more clarification. Flora Carter informed members that she is volunteering for the College Council Goals Taskforce and would like her name included in the minutes. Rosanne Faughn stated that there were two abstentions on the voting of Board Policy 2015, both CSEA and CSAC abstained.

Rosanne Faughn moved to approve the minutes of February 11, 2013 as amended. Kevin Sabo seconded. Minutes were approved as amended.

Susan Kincade requested that the blue color text for action items be made in a darker shade or color.

### 4. Consideration of Board Policy and Administrative Procedure – *Third Reading*

#### ***Board Policy 7-8049 Academic Senate***

James Todd informed members that the Academic Senate has convened a taskforce that is going to provide input, weighing in on *Board Policy 7-8049 Academic Senate*. James stressed that this input will be returned for review by all constituencies. He clarified that after the Academic Senate reviews the policy, it will be referred back to the district policy and procedures group followed by review at MJC councils.

There was general consensus for the Academic Senate to provide input to the policies and procedures group and allow the information to flow through the constituency review process. No further action was taken by College Council.

## Informational Items

### 5. Accreditation Action Letter of February 11, 2013

Susan Kincade informed members that she is the accreditation liaison officer to the Commission and to the Teams visiting here. She encouraged members to read the two letters posted on the web. The February 11<sup>th</sup> action letter is in its entirety on MJC's accreditation website under governance and planning.

#### ***Recommendation #1***

**Commission Comment:** Regarding College Recommendation 1, thorough integration of the new mission with documented budget and planning processes has not been demonstrated.

Susan Kincade responded that the college has not had time to integrate the new mission statement since it was adopted in October.

#### ***Recommendation #2***

Susan Kincade stated that this is the exact same recommendation repeated from the original team and there was no comment given by the Commission.

#### ***Recommendation #5***

**Commission Comment:** Regarding Recommendation 5, the College has recently created a resource allocation process that integrates learning outcomes assessment data into the program review process; however, the entire process still needs to be written and shared with the campus community, and it needs to show the linkages between assessment, program review, and the different college councils.

Susan Kincade stated, that again, the Commission wants to see the college go through a whole cycle. One thing that was brought out is that the college is changing processes and not really codifying them.

### **Recommendation #6**

**Commission Comment:** While the college has developed a handbook, the handbook has not been adopted by all constituent groups, and planning agenda for recommendation 6 notes: "During spring 2014, the handbook will be reviewed, assessed, and evaluated..."

Susan Kincade stated that the handbook will be reviewed, assessed, and evaluated this term in April 2013.

### **Recommendation #7**

**Commission Comment:** The College is still working to deploy student services software for online access to counseling.

Susan Kincade responded that this and #2 are difficult recommendations. Regarding #2 she feels we need to go back to the Commission for greater clarification. Susan added that it is hard to respond when the recommendation just repeats the standard and says it is partly met. Regarding #7, the recommendation is prescriptive. There is counseling available for online students and MJC completed the Distance Education Strategic Plan 2012-2017 and is following that plan. Susan will put her concerns in writing to the Commission regarding #2 and #7, asking the question, where did we **partially** meet standard #2? MJC would like the Commission to clarify what they meant in the action letter.

Susan added that the college will review the handbook in spring 2013. Kevin Sabo asked how we are going to say if it is working or not by already evaluating in spring 2013. Susan responded that we are trying to implement something with all the constituent groups' involvement and it does not hurt to start assessing now and there are some things we can do. James Todd added to look at this as positive feedback to see how the constituents are doing. Michael Guerra felt that it is doable and there are some things we can review.

Susan Kincade stated that there is a lot of movement in terms of sanctions in the state. Sometime after October 15<sup>th</sup> is the college's visit. The colleges are changing standards and process. For example, everything will be sent electronically.

Regarding ACCJC Substantive Change, Susan will be going back in the college's history five years and researching what needs to be presented to the substantive change committee. The Commission has two reports on file from the college but they should have more. The Commission Substantive Change Committee will decide if what we submit is substantive enough to have a report submitted. The Commission wants to keep track of progress and curriculum. Cece Hudelson-Putnam responded that the curriculum members would know the changes that have been made.

Kevin Sabo informed members that he is a student rep on the State Consultation Council Accreditation Task Force that advises the state chancellor. The task force is researching colleges and why some have come off sanction while others have not and the reasons why.

## **REPRESENTATIVE REPORTS**

### **Instructional Council**

Deborah Laffranchini reported that James Todd presented CLOs for the Curriculum Review Matrix. Susan Kincade spoke about program review being a separate process from resource allocation. The council had its first reading of Board Policy 3310 *Records Retention and Destruction*. There was an update on accreditation: Colleges that got off probation were successful in embedding and integrating

principles of assessment into ongoing and daily practices. Accreditation integrated into every discussion, each committee meeting, centered on what is needed to accomplish for accreditation. Descriptors of colleges on sanction include: ramping up to accreditation without integrating into ongoing processes, is an external event instead of continual improvement. Groups and people not sure of their role and responsibility stayed on probation.

### **Student Services Council**

Flerida Arias reported that members will be going through the actual matriculation process in order for them to be better informed and experience what the students experience and feel. James Todd responded that he would like to know how members felt as they were going through the matriculation process.

Flerida Arias reported that the college hopes to have a high school Assessment Day, a day when all the high schools come in and students receive assessment, orientation and visit different areas where faculty are represented for students to see more information on offerings. The high schools have really missed the communication. She added that it is nice to have the whole college involved because it shows our commitment.

### **Resource Allocation Council**

Paul Cripe reported that the Resource Allocation Council has not had a meeting since the last College Council meeting.

### **Facilities Council**

Francisco Banuelos reported that the Facilities Council has not met.

### **Accreditation Council**

Debi Bolter informed members that the council talked about the annual report and a little bit about their goals.

### **ASMJC**

Kevin Sabo reported that spring is always very busy for ASMJC. The Academic Senate was at the last meeting where the election code was adopted. Kevin added that Antoinette Herrera was also there and did a great job of selling the fee increase to ASMJC because they voted on it and they could see the extra that dollar could do for us. Brenda Thames interjected that they are doing everything they can, it is just about codifying the process. Kevin thanked James Todd and Antoinette Herrera for coming to the ASMJC meeting. The Black Student Union was ratified and Kevin thanked Brenda and Francisco Banuelos for helping in that whole process.

Kevin Sabo expressed appreciation of Christine Serrano who went to the conference where students really learned a lot. The students are planning once again to attend the March rally at the state capitol. A lot of the message is about policy, 90 unit cap, and other funding. ASMJC voted to fund AGS to state convention and Phi Theta Kappa as well. A rally for the election will be held on the quad on March 28. A forum will also be held. Elections on east campus are April 1<sup>st</sup> & 2<sup>nd</sup> and on west campus April 3<sup>rd</sup> and 4<sup>th</sup>.

### **CSEA**

Rosanne Faughn reported that they attended leadership training last week in Merced for all 7 CSEA officers. She acknowledged that Tanya Smith stepped up as an officer. CSEA is going to go into negotiations in a couple of weeks. The annual conference is coming up in July.

## **CSAC**

Tanya Smith informed members that CSAC is working on a classified staff development day in May. There will be speakers, lunch and several breakout sessions.

## **YFA**

Debi Bolter reported that on February 13<sup>th</sup> YFA held a district wide forum on "Benefits of Political Advocacy for Independent Unions." The California Community College Independents (CCCI) President, Vice-President and Lobbyist were in attendance to answer questions about the advantages of YFA being an independent union. On February 22<sup>nd</sup> there was a general meeting at MJC and another one at Columbia to discuss the bylaw revisions and the proposed due increase, both of which will be put to ballot for ratification beginning early March. The YFA president and budget analyst are at the BFA (Bay Area Faculty Association) meeting today. Negotiations are underway with the district; they are focused on workload and will probably continue for some duration.

## **Academic Senate**

James Todd informed members that Mike Smedshammer presented at their last meeting and talked about rubrics for online courses. The Senate is meeting on additional FSAs contacting 30 or so for those who applied. The Senate is having a program review study session to discuss the process of program reviews in certificates and degrees. There is a general call out for the study session.

## **LTAC**

No report.

## **ANNOUNCEMENTS/COMMENTS**

Rosanne Faughn informed members that when the accreditation visiting team was here, they asked CSEA if all classified members know what accreditation was about and responded that she would like to think so but was sure that wasn't true. She felt that it would be beneficial for the college to do some type of training for CSEA. She knows that there are some who would participate and she thinks it would also be a way to reinforce processes for those who are already engaged with accreditation.

## **FUTURE AGENDA**

## **ADJOURNMENT**