



**College Council  
Meeting Minutes  
September 14, 2015**

<b>Members</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>
Jill Stearns	MJC President, Chair	√	
Al Alt	Vice President, College Administrative Services/ Facilities Council	√	
Baljinder Gill	CSEA President		√
Bill Anelli	Academic Senate	√	
Brenda Thames	Vice President, Instruction	√	
Chad Redwing	Academic Senate		√
Curtis Martin	Academic Senate President	√	
Deborah Laffranchini	Instruction Council		√
Flora Carter	College Committee for Diversity and Community	√	
James Todd	Vice President, Student Services (Interim)	√	
Jennifer Hamilton	Resource Allocation Council	√	
Jim Sahlman	YFA President	√	
Jonathan Andrews	ASMJC	√	
Laura Yager	CSEA	√	
Lisa Husman	LTAC	√	
Martha Robles	Student Services Council	√	
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	ASMJC		√
Vacant	CSAC		√
Vacant	Professional Development Coordinating Committee		√
See Al Alt above	Facilities Council	-	
Amy Bethel	Recorder	√	

<b>Guests</b>	
Florida Arias	Dean, Equity and Student Learning

**I. CALL TO ORDER**

J. Stearns called the meeting to order at 3:01.

## II. ACTION ITEMS

### A. Approval of minutes

No action taken.

#### Action Item:

**Who:** Amy

**What:** Add Approval of June 2015 Minutes to next agenda

### B. Consent – YCCD Board Policies

There are no College Council seats on the Policy and Procedures Committee. Policies and procedures under review that affect the college come to CC for constituency input. Jill shared the Public Affairs Policies and Procedures Constituent Review Process that was created by Coni Chavez. YCCD Board Policy and Administrative Procedure Continuous Review Cycle was also shared and reviewed.

Policies and procedures are reviewed based on a regular cycle or when the CCLC sends updates. Faculty volunteers currently review updates; Jill asked the students to invite other students with an interest in legislative matters to assist with policy review.

The Policy and Procedure committee convenes on Wednesday to begin looking at the fifteen that are up for review. Most changes are legislative or due to accreditation standard updates. Changes may be seen online and are highlighted to stand out to reviewers.

Changes appear on the College Council Consent Agenda. Jill asked for suggestions of other ways to acknowledge and provide evidence that review and participation is occurring at the College Council. As the steward of policy review, Curtis recommended creating a process where we make sure that there is plenty of time for meaningful review.

Jennifer will let council members know when the policies are ready and available. Members should then let their constituents know they are available for review and comment.

Curtis noted that in a discussion with Coni Chavez, if an item appears on the agenda as a consent agenda item, it is interpreted as the College Council having approved it. Jill will contact Coni to let her know that when they are on a consent agenda, it means they have been seen.

#### Action Item - Motion:

**Who:** Flora moved, Curtis seconded

**What:** Motion to acknowledge that we have received the proposed revisions to the policies.

- Unanimous Approval
- Motion Carried

**Action Item:**

**Who:** Jennifer

**What:** Notify members that policies are ready for review

**Action Item:**

**Who:** Jill

**What:** Speak with Coni re: College Council consent agenda items

### III. Information and Discussion Items

#### A. Council Evaluation Workgroup

Martha, Brenda, Al, and Brian Sinclair began working on Council Evaluation last year. Brian Sanders is interested in leading the conversations around creating a tool that uses both qualitative and quantitative measures. Al and Martha will continue. Jill will contact Brian Sinclair to see if he is interested in continuing this work. Curtis will ask Michelle Christopherson or send out a call if she is unavailable.

**Action Item:**

**Who:** Jill/Curtis

**What:** Contact possible workgroup participants

#### B. Engaging All Voices Workgroup

James will lead the Engaging All Voices Workgroup. Jennifer will serve and YFA and Academic Senate appointments will be made. Proposals should be available when we come back in January.

**Action Item:**

**Who:** Jim/Curtis

**What:** Make appointments

#### C. Faculty Hiring Prioritization Process Revision

James stated that the revision was completed and approved by College Council at the June 2015 meeting. Specific language was developed addressing mid-year retirement announcements.

#### D. Substantive Change Proposals

Proposed changes are submitted to the ACCJ and asking if a formal Substantive Change Proposals are required. Two Substantive Change Proposals are due in October.

##### a. Respiratory Care Baccalaureate Degree Program

Jill asked if there were any questions regarding the Substantive Change Proposal. Curtis stated that the Academic Senate approved the proposal on their Consent Agenda. The Curriculum Course Outline was discussed and is due before the third Curriculum Committee meeting.

**Action Item - Motion:**

**Who:** Jennifer moved, James seconded

**What:** Motion to accept the Substantive Change Proposal for Respiratory Care Baccalaureate Degree.

- Unanimous Approval
- Motion Carried

**b. Distance Education**

In his review of the document, Jim noted the following areas of conflict between the Substantive Change Proposal and YFA Contract:

- Training offered before faculty can teach DE. Proposal implies that faculty are required to have annual training. He wants to be careful that hands are not tied and that DE faculty are not treated differently than those teaching face-to-face.
- It is unclear whether there will be a dean of DE who will evaluate DE faculty in addition to their division dean.
- Those evaluating DE faculty must also have the same training that faculty do.
- Clear language is necessary. The catalog needs to reflect that online classes are equivalent to face-to-face, not stated to be the same.

Mike requested that when DE Substantive Change Proposals are due, that they perhaps be shared with him and the DE Committee for review and input earlier in the process.

Jill noted that 17% of fall offerings are online. She is unsure of the number of FTES generated.

**Action Item - Motion:**

**Who:** James moved, Jim seconded

**What:** Motion to accept the Substantive Change Proposal for Distance Education with changes bring proposal in line with the YFA Contract. Revised document will be shared with College Council for review.

- Unanimous Approval
- Motion Carried

**IV. Representative Reports**

**A. Instruction Council**

No meeting.

**B. Student Services Council**

Review of student success coaches duties and how to close the loop. Review of proposed online orientation module. Need additional assistance and faculty involvement/DE faculty be a part of orientation. Standards of progress in each area will be reported out each meeting.

**C. Resource Allocation Council**

Recap of year end items; reviewed budget; ILEM report out.

**D. Facilities Council**

First meeting scheduled for Monday, 9/21.

**E. Accreditation Council**

Reviewed last plan and determined which committees will best serve the standards. The tri-chair model was adopted: faculty, staff, and administrator.

**F. ASMJC**

Senate meetings have occurred.

Events are being scheduled:

9/17 Constitution Day in front of EC Student Center WC MSR and Quad.

Civic Engagement Project will be doing a debate in FB that evening:

Constitutional Controversies

Voter Registration Drive

A new Associate Dean of Development and Campus Life, Bryan Justin Marks, has been hired.

**G. CSEA**

Meetings occurred throughout the summer.

A fundraiser will begin soon: NFL and College Team Tumblers.

Negotiations wrapped up.

**H. CSAC**

Will be meeting soon.

**I. YFA**

Rearranging some meetings; not meeting as much as they would like.

On 9/16 and 9/18 informational meetings will be held followed by a ratification meeting.

**J. Academic Senate**

Many items on the plate; upcoming agenda items: Basic Skills Initiative, Document Revision, Engaging All Voices Evaluation, Institutional Review Board at MJC for student research. A Senate Retreat is scheduled for 9/18.

**K. LTAC**

5 of 7 LTAC members' terms ending and a call will go out for folks to serve.

LTAC Handbook up for review.

**V. ADJOURNMENT**

The meeting was adjourned at 5 p.m.

**Future Agenda Items:**

Enrollment Updates (Standing Item)

Student Success and Equity under Discussion (Standing Item)

Review of Faculty Hiring Prioritization Process Revision (9/28/15)

Next meeting: Monday, September 28, 2015, 3 – 5 p.m., LB 55