

College Council Minutes

February 5, 2010



Present: Kathleen Rosellini, Janet Thomas, Brent Damron, Sue Vaughn, Tom Greenwood, Kristi Newsom, Shawn Newsom, Pam Boyles, John Gerhold, Primavera Arvizu, Joyce Coleman, LaMont Schiers, Anna Agenjo, Nick Strobel, Nan Gomez-Heitzeberg, Cindi Swoboda, Jennifer Johnson

Guest: Pat Coyle, Becki Whitson, Diana Kelly (IEC, co-chair)

1.	Welcome - Agenda Review Nan Gomez-Heitzeberg reviewed enrollment management topic prior to her departure.
2.	Review of Minutes Dec 4, 2009 A typo was noted on the last page. The correction will be noted.

3. Program Review

a. FACE

Presentation by Pat Coyle, on behalf of the FACE Department. The division consists of Early Childhood Education, Food and Nutrition Program, Education, and Independent Living. A part of the mission statement for the division is to take practical and theory and merge them through internships to prepare students to work in the industry.

One of the department's greatest strengths is the faculty – 90% of the faculty members are working in the industry they are teaching in. A certificate program offered online offers the convenience for students to not have to attend on campus. The Food and Nutrition Program is active within the community and maintaining this positive public image is part of the goals.

The Delano Center CDC has one full time instructor and has (4) core classes offered in Spanish, but are not offered every semester. The Renegade restaurant serves approximately 50-75 people each day. Managing enrollment is part of the goals, which have increased for the division.

The Renegade Room and Nutritional programs' are at no cost for food supplies to the College and receives revenue for the district and BC.

Where are we going? CA standardizes core units for AA degree and teachers in CDC. Some of the curriculum has been rewritten and are in final negotiations at this level. VTEA has helped target nursing, special populations, and males get into CDC and there is a committee working to increase these populations in all areas.

What do we need? A CDC replacement faculty position and an assistant working in department, and upgrades for technology are needed.

b. Behavioral Science

Becki Whitson presented (5) programs that fall under Behavioral Science: 1). Anthropology can be a stand alone. 2). Criminal Justice could also be a stand alone 3). Human Services could be a Voc Ed program 4). Psychology 5). Sociology. All of these programs either offer degrees and/or certificates. They are the highest FTE producing department on campus with 228 sections, with at least 40 students enrolled for each course. They provide core courses accepted by Cal State and CSU systems. The department is the lowest cost per FTE at the college and is cost effective, averaging 40% to 42.8 % above the campus average.

Where are we going?

1. Anthropology – the department will increase course offerings, expand faculty, and would like to add an anthropology lab.
2. Criminal Injustice – this discipline will continue to have students majoring in the field of probation, law enforcement & corrections
3. Human Services – provide internships that provide structure from class to field work for productive employment that will increase in the next 10 years.
4. Psychology – would like to develop more online/hybrid classes to meet child development, abnormal psychology, biological psychology, and behavior modification. The department has increased FTE that support other classes.
5. Sociology – has increased and will continue to increase in the next 10 years.

	<p><u>What we need to get there?</u> There is currently one individual working in this program and would like to see the hours increased for this person from a 19 hour position to a 30 hour position. There is a need for (3) more faculty members, because of anticipated retirements. There will be a decrease in load that we will have to work out to meet demand without these additional faculty members. The department would like to build a lab that will support all disciplines to be able to use in the division.</p>
<p>4.</p>	<p>Accreditation Task Force</p> <p>Greg announced there is a BC campus ongoing committee that will deal with accreditation. A letter was received that our mid-term report was accepted and it listed all the actions taken from the accreditation report.</p> <p>The chart looks at DMTF structure of committees by making accreditation an ongoing process, ongoing assessment. A plan to develop a timeline, a meeting schedule, and a plan to review and monitor the current status is part of the goal. This could be accomplished by looking at the self-study and mid term and rating the college on (3) rubrics from the accreditation report. The committee members recommended for this group involves representatives from student services, research, IT, instruction, classified, Gen Ed, Library, and students.</p> <p>John Gerhold received a letter from the Commission of Statewide Academic Senate that states institutions are to maintain standards at all time, not just during reporting time. Forming this group will accomplish this. Should the assessment coordinator be a mandatory member?</p> <p>Action – Each representative will seek general feedback from all constituents for the next meeting, preparing to finalize things at the next meeting.</p> <p>There is a Committee on Committees formed by John Gerhold and Greg Chamberlain with the possibility of adding new committee members. The next step for this committee is to agree to take it to all constituency groups.</p> <p>Pam Boyles asked if it is approved does it go to senate for final approval. It was stated that it should first come back for feedback through College Council to agree on what is presented for approval. In order to be in compliance with the 10 +1 rule, a faculty co-chair is needed in order to keep with the core mission.</p> <p>Action – Greg will circulate a draft from the subcommittee after adding the assessment coordinator and faculty co-chair to the form</p>

<p>5.</p>	<p>Decision-Making Task Force</p> <p>Greg discussed the (2) documents that were sent out consisting of a draft of the Table of Contents, and Values and Assumptions from the committee that met this week. The philosophy statement has been circulated, decision making chart, a narrative with links, an understanding of committees chart, and evaluation process. The task force has been working on the evaluation process, which is a possible topic for next meeting.</p> <p>The current focus is an outline on decision making. The purpose for the college conference improves institutional effectiveness, ongoing professional development, intent improvement for faculty, and student learning to name a few as a functional format.</p> <p>Action – Council members are asked to circulate the DMTF documents to constituent groups and have feedback for next meeting</p> <p>Sue Vaughn discussed the form explaining that some listed on the form are underlined to provide links for additional information. The committee initiated that some revisions needed to take place before circulation.</p> <p>Action – revise and add picture in PDF file before circulating for feedback.</p> <p>The DMTF committee consists of John Gerhold, Mike McNellis, Sue, Candice, MJ Johnson, Nan, Ann Morgan, and Dan O’Connor.</p>
<p>6.</p>	<p>Construction</p> <p>Greg sent out an email recently regarding the latest facility update.</p> <ol style="list-style-type: none"> 1). <u>The Levan Center</u> is now scheduled for completion on February 28, 2010 and the dedication is scheduled for March 4, 2010. 2). <u>Thermal Energy Storage System</u> (TES system). Greg had received a question regarding lost rebates with the installation of the system. Greg answered that there are rebates available that are linked to target dates. July 2009 target date was not met and the potential PG&E rebate estimated to be \$173,000. The next target date is July 2010. If this target is not met there is a \$173,000 rebate with a \$167,000 building rebate loss. The contract with TRAIN stipulates they are responsible for any lost rebates while building the project. The worst case scenario is that the company walks away. But the objective is to acquire potential savings in electricity. 3). There was a grand opening of the <u>Dean and Adah Gay Sports Complex</u> last night. 4). <u>SAM building</u> - money for planning, approved for reconstruction on this project, but funding will be sometime in the future. 5). <u>Theatre</u> – A consultant will meet with faculty regarding the remodel, which will upgrade usage and make it more energy efficient. 6). <u>Facilities</u> - Greg would like to see campus personnel begin using the building name when referring it to others, including students. The Archives department has a document that lists the names for each building on campus. <p>Action – Greg will ask Archives to provide the document with the list of building names</p> <p>Concern was expressed that this wouldn’t be consisted with the printed schedules, signage, and maps.</p>

<p>7.</p>	<p>Budget</p> <p>Greg has forwarded Sacramento reports regarding the budget from the State that includes updated information. All three colleges have been asked to prepare for a 5% - 10% and 15% budget reduction. The reality is there will be more cuts; the district must be prepared. Preparations are being made for March 15 notices to faculty and educational administrators that will not be here for next year. Human Resources has been in touch with faculty unions and the total number of names is very small. Next year we will have approximately the same number of faculty, classified, management, and adjunct faculty, but a re-organization may be needed to avoid laying off additional faculty members and programs. As it stands right now the 2010-2011 with March 15 notices will have a minimal impact, but we may have to reduce overload and adjuncts.</p> <p>The District Office is preparing to cut 15% through reorganization. Ideas on revenue generation are still needed. The budget task force frequently asks for suggestions regarding the budget and is currently working on developing a budget process. The Task Force looked at survey results and received some suggestions.</p> <p><i>Action</i> – for the next Budget Task Force meeting, the survey results should be grouped by categories to look for commonalities.</p> <p>Pam Boyles asked if there are any opportunities for revenue on the 2010 Amgen Tour race. Greg answered that facilities costs will generate some revenue; the Foundation may also provide a fundraiser at the same time. Food service booths will be available.</p> <p><i>Action</i> – Greg to send a copy of the memo from ACCJA regarding the opening of two new colleges.</p>
<p>8.</p>	<p>Enrollment Management</p> <p>Nan reported that, in comparison to last spring, the college has 219 fewer sections. In comparison to fall, we have 114 more, with 1600 for each semester with room for adjustment for summer. Approximately 40% less will be offered during the summer.</p> <p>We need to look at our own transfer requirements and make sure we are providing basic skills and CTE. This includes updated information for different enrollment management models where we can reduce and expand when resources are available. These plans will move forward to Academic Senate and College Council. Any other ideas can be forwarded to the committee for consideration.</p> <p>Lisa Fitzgerald has posted information in the Institutional Research Website regarding enrollment, and the Educational Master Plan link was distributed by Ann Morgan.</p> <p><i>Action</i> – Send a hard copy of the Educational Master Plan to the Library for reference.</p> <p>Brent asked if there is an assumption that we want to aim for students to transfer as juniors. Greg said the question is whether the degree important. The issue is part of the reason why articulation agreements are important.</p>

<p>9.</p>	<p>Things we need to know... Bernadette Towns has been added to the Accreditation team as Assessment Coordinator.</p> <p>The certificates that were withheld during the fall are currently being printed and are awaiting Nan's signature.</p> <p>Kathy Rosellini asked why the telephone directory was distributed so late from the Graphics Center; she was referred to LaMont regarding this question.</p> <p><i>Action</i> - Greg will distribute a new organization chart for the District office.</p> <p>Primavera Arvizu announced that Sharon Adams met last Tuesday to discuss the continuity of the GoPro Academy on campus that is a part of our categorical program staff development.</p> <p>Shawn Newsom thanked everyone for their participation for the Pantry Program and for their generous donations. He announced that Jennifer Johnson helped arrange for a community donation of \$1,000 towards the program. He asked that each department give him a count of people, so that SGA Pantry Program bags could be distributed.</p> <p>Greg congratulated Shawn on a job well done. Shawn commented that the program was modeled after a similar program in Michigan and he is submitting the ideas to other colleges.</p> <p>The Academic Senate passed a resolution Wednesday questioning the announcement to hire a general council and government relation position at the district in light of the current budgetary circumstances.</p> <p>Greg asked for a different date for the next College Council meeting; the committee agreed to meet on February 26 after FCDC at 10:30 a.m.</p>
	<p>Next Scheduled Meeting Feb 26, 2010 - 10:30 a.m.</p>