

**College Council Meeting Minutes**  
**November 16, 2018**  
[College Council Website](#)

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**College Council Members Present:** Sonya Christian, Zav Dadabhoy, Mike Giacomini, Michael Harvath, Jessica Wojtysiak, Kendall Moya, Jason Stratton, Sue Vaughn, Jennifer Achan, Mustafa Barraji, Moreland, Amber Hroch, Stephanie Vega, Lindsay Ono, Steven Holmes  
**Guests/Substitutes:** Michele Bresso, Katie Mawaiki, Klint Rigby, Dan Hall, Nick Strobel, Corny Rodriguez, Todd Coston, David Buillon, Janet Thomas  
**Phone/Zoom:**  
**Next meeting:** December 7, 2018

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### **Welcome and Overview of Agenda**

#### **Approval of Minutes**

Council members reviewed the minutes. Wojtysiak motioned to approve and Vaughn seconded the minutes as presented. The Council approved the minutes.

- [November 2, 2018 Minutes](#)

#### **President's Report**

Christian directed the Council to her written report posted to the website.

##### Enrollment:

The November 15, 2018 (2nd week of priority registration) enrollment update from Institutional Research shows: Districtwide – headcount decreased by 87 (-0.7%), total number of enrollments increased by 393 (1.1%), FTES decreased by 26 (-0.5%), and waitlisted enrollments increased by 354 (14%). BC – headcount increased by 130 (1.4%), total number of enrollments increased by 893 (3%), FTES increased by 27 (0.7%), and waitlisted enrollments increased by 195 (9%).

##### Board of Trustees:

Attached to the President's report are multiple items including:

- President's Report to the Board, November 2018
- Curriculum materials posted to BoardDocs for the November 13 Special Board Meeting Nov 13 – curriculum
- BC Southwest proposal and analysis materials posted to BoardDocs for the November 14, Audit and Finance Board Committee
  - Holmes shared that the hope is to stay at FPU until January 2020; however, BC will need to secure property after that time.
  - Holmes expressed concerns with options other than CSUB location which is most student centered; other options are missing huge components that serve our students

#### **AIQ Report**

Wojtysiak directed the council to her written report posted to the College Council website, and highlighted three areas:

- Fall Accreditation Survey – results will be shared at the December 7 meeting
- AB1809; update Strategic Directions to align with Vision for Success – campus vetting process will move quickly to meet the set deadlines
- Number of units to degree completion; Create targets for the pathways – AIQ and OIE collaborate on this

### **Math Institutional Set Standards (ISS)**

Wojtysiak reminded the Council, that AIQ began this work following the presentation of the revised ISS on October 19, this report outlines the plan to increase Math ISS for transfer level math in the first year.

Wojtysiak directed Council to the written report posted to the College Council website. An excerpt from the Executive Summary reads:

*This report makes the following recommendations, which align with the college's Guided Pathways framework: 1) Reduce Math Delay (Enter the Path) 2) Track Math Curricular Development (Clarify the Path) 3) Increase Academic Support Services to Math Classes without Embedded or Concurrent support (MATH B4, MATH B23, PSYC B5) (Ensure Learning) 4) Enrollment Management to Support Student Achievement (Enter & Stay on the Path) 5) Increase Application of Multiple Measures Placement (Enter the Path).*

### **Decision Making Process**

Holmes reviewed the revision that was made following College Council discussion on November 2. The solid arrow description in the "Legend" box has been updated to read, "Recommendation/Input to the President via College Council." The item is a second read for the Council. Moreland motioned and Stratton seconded to approve the revision as presented.

### **Meta-major Report - Industrial Technology & Transportation Pathways**

Bresso directed Council to the posted presentation and shared the various programs offered within this Pathways.

- Apprenticeship
- Architecture
- Automotive
- Construction & Woodworking
- Electronics
- Engineering
- HVAC
- Industrial Automation
- Industrial Drawing
- Industrial Technology
- Manufacturing & Machine Technology
- Occupational Safety & Risk Management
- Welding

The pathway offers a 31 certificates of completion and job skills certificates, 22 associate's degrees and a baccalaureate degree in Industrial Automation.

Makaiwi and Rigby shared with the Council how they engage and support students within the pathway as Dean, Department Chair and Education Advisor—using data from various sources and high-touch practices to improve student success.

### **State of the College**

Hall directed the Council to the posted document and highlighted three areas that summarized the information: Growth and Success, Innovation, Impact, and reviewed the various components of the report.

State of the College is an annual report that is presented to the Board of Trustees in January. The document illustrates how various areas of the college such as Instruction, Enrollment, Outreach, Student Services, Athletics, Financial Aid, and Professional Development integrate with budget and planning processes to fulfill the mission of the college.

### **Closing the Loop**

Coston reminded the Council that Closing the Loop is a document that summarizes and reports on the alignment of the college budget and planning processes- outcomes as a direct result of the budget development and program review process.

Giacomini reviewed the various sections of the document which include, Personnel, Technology, Facilities, Professional Development, Grants and categorical funding, and Distance Learning.

### **Administrative Structure, Annual Review**

Coston, Moreland and Stratton directed the Council to the task force guiding document that is posted to the website, and reviewed the task force membership, the purpose and timeline.

Stratton noted how important it is for us to keep this process at the front of our institutional mindset so the evolving needs of the college and community are met.

### **Committee Charge Revisions**

Council members were directed to the posted materials, and noted the Academic Senate approval dates. Council members should review the committee charge revisions and provide feedback to the committee chairs. College Council will take action on the two charges on December 7, 2018.

[Safety Advisory](#)

[Budget](#)

### **Consultation Council**

Next meeting will be held on November 27, 2018