

**College Council Meeting Minutes**  
**December 7, 2018**  
[College Council Website](#)

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<b>College Council Members Present:</b>	Billie Jo Rice, Zav Dadabhoy, Mike Giacomini, Sue Vaughn, Amber Hroch, Michael Harvath, Steve Holmes, Jessica Wojtysiak, Kendall Moya, Jason Stratton, Mustafa Barraaj, Stephanie Vega, Lindsay Ono, Kimberly Bligh, Kendall Moya, Chris Glaser
<b>Guests/Substitutes:</b>	Paul Beckworth, Mary Webb, Todd Coston, Kimberly Nickell, Kristin Rabe, Steve Waller, Dan Hall
<b>Phone/Zoom:</b>	Sonya Christian, Craig Hayward
<b>Next meeting:</b>	January 18, 2018

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

President Christian and Council members recognized Sue Vaughn for her service to BC and College Council.

### **Approval of Minutes**

Council members reviewed the minutes of November 16, 2018. Holmes motioned and Wojtysiak seconded to approve the minutes as presented. The Council approved the minutes.

- November 16, 2018

### **President's Report**

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

- Enrollment: BC is focused on meeting the growth target
- BC Southwest: Additional documents are posted for the Council's review
  - [BCSW Executive Summary](#)
  - [BCSW Lease Proposal Summary and Analysis](#)
  - [BCSW Compilation of Support Pieces](#)

### **AIQ Report**

Wojtysiak directed the Council to the written report posted to the website and briefly reviewed the Accreditation Survey results

Hayward spoke to the [Peter Bahr report](#) related to development placement. Hayward noted two high-level take-aways:

1. The data showed, for students from all GPA ranges, that there were no developmental placements that provided greater throughput or completion of transfer-level math and English than placement directly into transfer-level coursework.
2. It is important to look at actual historical throughput rates for various classes as well as the predicted throughput from the Bahr study.

### **State of the College**

Hall directed the Council to the document posted to the Website. This is the final review for College Council and any feedback should go directly to Dan Hall. The final document will go to the Board of Trustees at the February meeting.

### **Closing the Loop**

Giacomini reviewed the posted document and highlighted the various sections. The posted version is the final mid-year report. Any feedback or questions should go directly to Mike Giacomini.

### **Strategic Directions, Mid-Year Report**

Coston and Wojtysiak noted this annual report is compiled from each of the initiative leads. The full report on the 64 initiatives can be seen on the website. This documentation will position BC for the next accreditation cycle, specifically in terms of capturing and housing evidence.

### **Program Review Process, Annual Report**

Waller directed the council to the posted materials and reviewed the purpose of program review, which it to summarize themes and trends among the 119 program reviews:

- Annual Updates Instruction 45
- Comprehensive Updates Instruction 21 (including BA)
- Annual Updates Non-Instruction 37
- Total 103

Nickell reviewed the changes to the 2018 cycle:

- List of programs was more conclusive this year and were better identified as instructional or non-instructional, which led to designating each program type.
- Deans/chairs received their forms via email
  - This helped in getting a larger number of correct forms back.
- Assessment Form restructured to align with eLumen. Deeper look.
- Programs had access to data through OIE
- For 2019 the primary change will be for Instructional areas that will complete a portion of their program review in eLumen.

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

Coston reminded the Council that this annual review of the management structure was initiated in 2013 with the primary purpose to evaluate emerging and future management needs of the college.

- [Organizational charts](#) of the instructional, student affairs and administrative services areas as well as the management structure as a whole can be found on the website.
- Presentations are being made at the various leadership and committee meetings.
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### **Facilities Update: Food Services**

Giacomini directed the Council to the posted materials and reviewed the primary Food Service changes for spring 2019.

- Cafeteria/grill will be closed December 8-January 12
  - Food Services will still accept catering requests during this time
- Cafeteria will move to Huddle starting December 8 and will be ready for the start of
- The kitchen will move to Mount Vernon Commissary (formerly Tony's Pizza) starting December 8 for catering preparation the spring semester.
- Food trailer will serve hot food on campus in addition to the offerings being served in the Huddle will be open beginning January 12

### **Committee Charge Revisions**

Council members were directed to the posted materials and the noted Academic Senate approval dates. Holmes motioned and Stratton seconded to approve the committee charges as presented.

[Safety Advisory](#)

[Budget](#)

### **District Consultation Council**

Holmes directed the Council to his [written report](#) that is posted to the website. Vaughn noted that Manny Mourtzanos will now serve as the Management Association representative to College Council.