



College Governance Council
Wednesday, November 17, 2021
2:00-4:00 p.m.

Zoom Link:

<https://smccd.zoom.us/j/84247134727?pwd=R3VCblIxeTZkZGVmajA3RFdwUk1GZz09&from=addon>
(669) 900-9128, Meeting ID: 842 4713 4727, Passcode: 478458

Voting Members:

- | | |
|---|---|
| <input type="checkbox"/> Lindsey Ayotte | <input type="checkbox"/> Sherrie Prasad |
| <input type="checkbox"/> Martina Center | <input type="checkbox"/> Cassidy Ryan |
| <input type="checkbox"/> Angel Gomez | <input type="checkbox"/> Anthony Tran |
| <input type="checkbox"/> Golda Margate | <input type="checkbox"/> Andrea Vizenor |

Ex-officio Members (Non Voting):

- | | |
|---|---|
| <input type="checkbox"/> Eloisa Briones | <input type="checkbox"/> Danni Redding Lapuz |
| <input type="checkbox"/> Cherie Colin | <input type="checkbox"/> Oyame KenZoe Brian Selassie-Okpe |
| <input type="checkbox"/> Melissa Moreno | <input type="checkbox"/> Ingrid Vargas |
| <input type="checkbox"/> Newin Orante | |

AGENDA

- I. Call to Order/Establishing a Quorum/Roll Call
- II. Public Comment * - 15 Minutes
- III. Consent Items
Approval of Minutes – October 27, 2021
- IV. Informational, New Business and Action Items

Associated Students of Skyline College – 15 minutes

- a. ASSC Report Anthony Tran
Angel Gomez

Continue agenda item regarding ASSC being paid as members of hiring committees.

Classified Senate – 15 Minutes

- a. Classified Senate Report Sherrie Prasad/Golda Margate

Academic Senate - 15 Minutes

- a. Academic Senate Report Lindsey Ayotte/Cassidy Ryan



Management Council – 15 Minutes

a. Management Council Report

Andrea Vizenor/Martina Center

Administration – 45 Minutes

a. President's Update

Dr. Melissa Moreno

Action Items

a. Review and Adopt Gathering Spaces Norms

b. Administrative Services Update

Eloisa Briones/Joe Morello

c. Instructional Update

Danni Redding Lapuz

i. FTEFAC Rankings

https://docs.google.com/presentation/d/1W_FILE003Xx7mrGthaCBRRgOXZsZmqYugjjZhH2wZ5g/edit#slide=id.p

d. Student Services Update

Dr. Newin Orante

i. Student Services SP22 Service Schedule

ii. Student Vaccination Religious Exemption Update

iii. California for College Opportunity – State of Higher Education for Latinx Californians Report

iv. Basic Needs (AB132) Update

e. Planning Research and Institutional Effectiveness Update

Ingrid Vargas

f. Equity Institute Update

Dr. O'Ken Zoe Brian Selassie-Okpe

g. Marketing, Communications, Public Relations Update

Cherie Colin



Constituent Committee Reports

a. Institutional Effectiveness Committee (IEC)

Updating of the ISLO descriptors and attendant rubrics, as announced in the Nov. 1 Skyline Shines (see attach)

Action Item

a. ACCJC Goal Setting

IEC Recommended Action: CGC recommends that CGC adopt the proposed ACCJC Institution Set Standards and Aspirational Goals, provided that we have more robust discussions about the Scorecard in regards to issues such as equity.

b. Program Review Processes: (a) additions to the program review schedule, (b) presentations being required, (c) written and oral formative feedback via the checklists.

IEC Recommended Action: CGC recommends that CGC endorse program review processes that were approved by the IEC pertaining to the schedule, presentations, and feedback mechanisms.

V. Next Meeting – December 15, 2021

VI. Adjournment

**Public Comment. Members of the Skyline College community and the public may address the College Governance Council on items appearing on the agenda by submitting a request in the chat box (Zoom) or a comment slip (in person) at the start of the meeting. Speakers must limit their remarks to a maximum of three minutes. If there are a large number of speakers, the President may use discretion to reduce the comment time in order to keep all public comment time to 20 minutes or less, in order to be able to have enough time for the Council to conduct its business. In accordance with the Americans with Disabilities Act, the Council will make reasonable efforts to accommodate persons with qualified disabilities. If you require accommodation, please contact Theresa Tentes at tentes@smccd.edu at least 48 hours in advance of the meeting.*



College Governance Council
Wednesday, October 27, 2021
Zoom Video

Draft Minutes

Voting Members In Attendance: Lindsey Ayotte, Martina Center, Angel Gomez, Sherrie Prasad, Golda Margate, Cassidy Ryan, Anthony Tran, Andrea Vizenor

Ex-Officio Non-Voting Members In Attendance: Eloisa Briones, Cherie Colin, Melissa Moreno, Newin Orante, Danni Redding Lapuz, Dr. Oyame KenZoe Selassie-Okpe, Ingrid Vargas

Recorder: Theresa Tentes

I. Call to Order/Establishing a Quorum
Roll Call

Theresa Tentes took Roll call. All voting members were in attendance. A quorum was established.

II. Public Comment *
No comments.

III. Consent Items
Approval of Minutes – September 22, 2021
(M/S Lindsey Ayotte/Golda Margate)

The September 22, 2021 minutes were approved.
Ayes, Unanimous.

Motion to bring back the September 22nd minutes conversation.
(M/S Andrea Vizenor/Sherrie Prasad)

Motion to revise the minutes to include the following statement:

The following charge was discussed as part of the motion approved in September with the purpose to: Inventory our institutional commitments in that area; Give definition to our work in the area; Define measures of success for each area, and Build connection to the other PCI focus areas. The climate review task group has the additional charge of creating a plan to measure the collective impact of the PCI work.

Motion to revise the minutes to include the above statement.

(M/S Lindsey Ayotte/Angel Gomez)
Ayes. Unanimously.



IV. Informational, New Business and Action Items

Associated Students of Skyline College – 15 minutes

a. ASSC Report

Anthony Tran / Angel Gomez

Anthony Tran, President of ASSC, shared with the committee that this month the students celebrated LatinX and Filipino events.

The second item Anthony reported on was the District Student Council. The Council discussed how students can be compensated for being members on hiring committees. He did share that the ASSC members that attend constituent committees and operational work groups do receive a stipend. They also discussed participatory governance on committees at the district level. At Skyline College the student's voices are heard. It can be harder for students attending district meetings to voice their opinions.

NOTE: Continue agenda item regarding ASSC being paid as members of hiring committees.

Motion to move to action to authorize a temporary task group to create a sub-committee to help ASSC with the District Student Council and how they operate.

(M/S Cassidy Ryan/Andrea Vizenor)
Aye. Unanimously

Action Item

Motion to approve creating a task group consisting of the Dr. Moreno, Dr. Orante, Ingrid Vargas, Alvin Gubatina and Ryan Samn to explore organizational issues of the District Student Council.

(M/S Anthony Tran/Lindsey Ayotte)

Aye. Unanimously.

Classified Senate – 15 Minutes

a. Classified Senate Report

Sherrie Prasad/Golda Margate

President of Classified Senate, Sherrie Prasad, provided a report regarding Classified Senate. She shared that the Student Scholarship Drive has begun. An announcement from MCPR was sent to the campus. The drive will begin October 1st through November 30th. 100% of the donations will go directly to student scholarships. The goal is to raise \$2,000.00 this year. The minimum amount to donated in \$10. The link to donate to the Classified Senate Scholarship is <https://www.skylinecollege.edu/classifiedsenate/scholarships.php>.



Sherrie also updated the committee regarding the Classified Leadership Institute (CLI). The Classified Senate Executive Board is working on developing and planning to launch the CLI in Spring 2022. The Board had some conversations and feedback regarding developing the theme of CLI. Also, how to incorporate People's College Initiative (PCI) into CLI. The Board is also working with the Student Equity and Support Programs Division.

Golda Margate, Vice President of Classified Senate, provided an update regarding the Task Group for the Anti-Asian Resolution. There are individuals interested in joining the Task Group but she is waiting for approval from the constituent groups.

Academic Senate - 15 Minutes

a. Academic Senate Report

Lindsey Ayotte/Cassidy Ryan

Lindsey Ayotte, President of Academic Senate shared that the Academic Senate is working on their goals. They are working on three main goals:

- Understanding of Faculty Coordinators and Department Chairs.
- Figuring out a way to best track committee members over time.
- Examining policies and procedures that impact students, faculty and the 10+1.

The Senate adopted ASAP (Academic Senate Agenda Prioritization) checklist. This allows the Senate to be more transparent regarding items that are placed on the Academic Senate agenda. Faculty now will submit an ASAP agenda request form to place an item on the agenda. Then the Executive Committee will prioritize the items to be placed on the agenda.

The Academic Senate Secretary is stepping down. There will be a special election soon and by November 18 they hope to announce the new Secretary.

The Fall Plenary of the Academic Senate is being held the first week of November in Long Beach in person or virtually. The theme is Leading Change Teaching Learning and Governance in a Hybrid world. The next Academic Senate meeting will focus on faculty questions that were received regarding Return to Work.

Management Council – 15 Minutes

a. Management Council Report

Andrea Vizenor/Martina Center

Andrea Vizenor reported that the Management Council is going through the Intergroup Dialogue Training. Faculty and Classified will go through the training beginning in the Spring.

Administration – 45 Minutes

a. President's Update

Dr. Melissa Moreno

Dr. Moreno reported that Skyline College hosted the Annual Employee 25-year service awards in the Farallon Room in building 12. She met many employees face to face which was nice since we have been working remotely for so long.



There is an ongoing series of five webinars regarding “Return to Work Briefings” from 1-2 p.m. The next briefing is Friday, October 29th.

Discussion Item

a. People’s College Initiative Update

Dr. Moreno shared that the last CGC meeting the committee approved 5 Task Groups. Currently Dr. Moreno is working to populate the Task Groups.

Action Items

a. Revise Gathering Spaces Norms

Dr. Moreno shared that this item may not be ready for action. She suggested that CGC may want to table this item for action at a later meeting. The proposal for action is that College Governance Council adopt a baseline of gathering spaces norms required for every gathering or meeting space across campus. CGC recommends Skyline College to adopt a baseline of gathering spaces norms to align with the campus wide work of Intergroup Dialogue and the People's College Initiative so that every person can expect these norms will be honored when entering a meeting or gathering space on campus. Every group can add or customize to the needs of a particular committee or organization.

The list Dr. Moreno provided was a baseline so each group can customize or add. The item will be moved to the November meeting as an Action Item.

b. Administrative Services Update

Eloisa Briones/Joe Morello

Discussion Item

a. Skyline Express Shuttle Update (5 minutes)

Vice President of Administrative Services, Eloisa Briones, provided an update of the Campus Shuttle. The Shuttle will be returning to operate in January 2022. The shuttle provider, MP Transit, is ready to provide the service once we give them the approval. A meeting with the San Mateo County Transportation Authority and Skyline College was scheduled to discuss the status of our grant. The grant we currently have is expiring in June 2022. But because the shuttle has not been used for approximately two years, the funds allocated to operate the shuttle is still available. We currently operate on a reimbursement method. The college is going to spend the funds down as soon as we begin operation of the shuttle. According to Eloisa, there has been a conversation in the Transportation Authority that they will consider to extend the grant.



b. Health Safety & Emergency Preparedness Report (10 minutes)

Joe Morello, the incoming Vice President of Administrative Services, reported that the Great Shakeout on October 19th was a success. There were issues one of which was that not all the radios were distributed in time of the drill.

There was a report regarding parking on campus. A new vendor will be employed by the district to oversee parking permits and tickets. They will begin in December. Parking and parking enforcement will begin in January 2022.

c. Instructional Update Danni Redding Lapuz

No report

d. Student Services Update Dr. Newin Orante

Dr. Orante, Vice President of Student Services, provided an update regarding Spring Semester return. Group messaging was sent to students regarding vaccination. There will be more communications to students regarding preparation to begin classes in the Spring.

The conversation regarding Commencement has begun. The college is planning to hold Commencement in-person but will be ready to be remote if necessary.

At the October 27th Board of Trustees meeting, a presentation will be made to the Board regarding the Kababayan Program. There are three components of the vision State-wide, District-wide, and College-wide. For State-wide we will be partnering with the University of California Office of the President. District-wide we want to explore what it means to diversify our study abroad program and develop sister programs. College-wide each of the three colleges in our district are at different levels so we want to respect the partnership but also the autonomy of the efforts for each of those college's.

e. Planning Research and Institutional Effectiveness Update Ingrid Vargas

Ingrid Vargas, Dean of Planning, Research, Innovation and Effectiveness, gave an update on SPARC. CGC charged SPARC to begin the work on the Educational Master Plan. SPARC agreed to devote a large part of its meeting time during this academic year to coordinate and integrate the work on the Educational Master Plan. The plan will go into effect in Fall 2022. SPARC meetings are open to anyone to attend. Here is the link to the agenda and minutes.

<https://skylinecollege.edu/sparc/agendasminutes.php>



Reminder to CGC members from the September minutes the recommendations of the Climate Review Task Force will be on the Agenda as an action item in November. Please bring the recommendations back to your constituent groups for review.

- f. Equity Institute Update Dr. O'KenZoe Brian Selassie-Okpe

Dr. O'KenZoe announced that on December 3rd the Equity Institute will be hosting the Equity Master Class. It will focus on a series of keynote addresses related to Equity in Instruction, Equity in Student Services and the implementation of Equity Operational for Academic Institutions.

- g. Marketing, Communications, Cherie Colin
Public Relations Update

Director of Community Relations and Marketing, Cherie Colin, provide an update of some events. We are hosting the LunaFest film festival. It is a film festival with films by women and about women. It is a virtual film festival. <https://skylinecollege.edu/luna/> . This event is supporting WMLA and the President's Council fund.

The MCPR office has been working with the SPWD offices in planning the Success Summit. The Summit will be held January 21, 2022.

Where do I belong webpage is complete. Cherie shared where the page is available on our website.

The college's new calendar system has launched and it is called Live Whale. Live Whale is for publicizing your event. Ad Astra is still used to reserve space for events.

Currently there is a media preference survey opened for students. We are trying to get information regarding what type of media the students consume. Approximately 100 students completed the survey but MCPR is hoping for 400 students submit responses.

The college will be participating in a branding site. This is to take a look at the college as a whole. It will also take a look at our logo and possibly a new look.

The District-wide marketing team as well as the District Chief of Staff have been working on getting an agency of record. This is to create a contract with an agency that we can go to them on a regular basis for enrollment campaigns.



V. Next Meeting – November 17, 2021

Motion to adjourn
(M/S Anthony Tran/Andrea Vizenor)

VI. Adjournment

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From: Marketing, Communications and Public Relations

Sent: Monday, November 1, 2021 1:52 PM



Campus Announcements: November 1, 2021

RE-VISIONING THE INSTITUTIONAL STUDENT LEARNING OUTCOMES (ISLOs)

Since 2007, Skyline College graduates have been expected to master the five Institutional Student Learning Outcomes (ISLOs): citizenship, critical thinking, effective communication, information literacy, and lifelong wellness. Yet few people are aware of them.

To revitalize ISLOs in the way that's intended, the College will feature one of the ISLOs a year starting in 2022 – 2023 via professional development that addresses how to foster the featured ISLO through curriculum, pedagogy, and assessment design.

To anticipate this shift, four of the ISLOs and rubrics are being reviewed and updated in the next two semesters. Presently some of the proposed changes are being piloted, such as the Information Literacy ISLO and the infusion of creativity into all of the ISLOs. The rubric scale also was changed from a proficiency orientation to a growth mindset-- exceeding, meeting, developing, emerging- so rubric criteria will need to be revised.

While the Institutional Effectiveness Committee is charged with this updating and review, we invite you to actively participate in this process through three means:

- Providing feedback to your area's designated [IEC representative](#);
- Providing commentary directly on the posted rubrics: [citizenship](#), [critical thinking](#), [effective communication](#), [information literacy](#), and [lifelong wellness](#);
- Participating on an ISLO task group next spring semester.

Please help us with updating to ensure that the ISLOs and rubrics reflect the College's collective beliefs about the core competencies students should gain while pursuing their degrees, and to ensure the evaluative criteria are clear. Please contact [Karen Wong](#) with any questions and concerns.

