

**College Council
October 26, 2011
Draft Minutes**

Attendance: Linda Allen, Maggie Baez, Heidi Hansen, Fermin Irigoyen, Joe Madrigal, Leigh Anne Shaw, Regina Stanback Stroud, Edwin Yuan. Guest: David Ulate. Recorder: Linda Bertellotti.

Absent: Mike Williamson

Approval of September 28 Minutes

The minutes were approved as written. M/S/U Hansen/Irigoyen.

SEEED/Student Equity Committee Meeting Update

David Ulate reported on the work of the SEEED/Student Equity Committee. , to in response to the district strategic plan to develop a comprehensive diversity framework. The committee developed a focus question, “How do our practices and processes in connection, entry, progress and completion impact equity and student success at Skyline College.” It is a broad question and provides a lens in which the group will engage in and inquiry process around equity. Within the committee, specific domains have been formed and each will develop specific research questions. The domains are:

- Community Connections
- Curricular and Pedagogical Approaches to Equity
- Student Support Services and Processes
- Resources to Succeed
- Communication and Dissemination of Information
- Hiring Diversity

The committee’s work on diversity grew out of an initial project by the Campus Change Network working with California Tomorrow. From that initial work, Skyline was chosen to participate in the Foundations of Excellence project which led to the development of the First Year Experience. In doing so, the college engaged in a self assessment on how well it met the standards related to student success and academic excellence. As part of its strategic plan, Skyline College decided to develop a student equity plan and establish a comprehensive diversity framework in order to equitably serve all students. Singhashri Guzmari, who was formerly with California Tomorrow, is facilitating the SEEED/Student Equity Committee meetings and has brought tools to assist the group in its work.

Regina Stanback Stroud reviewed the history around the development of the original SEEED and Student Equity Committees. The committees were working toward similar goals and combined to form the larger committee in 2009. The SEEED/Student Equity Committee will work on its charge, which should be developed by the end of the semester.

Joe Madrigal asked if information on the ethnicity of job applicants is provided in the district’s hiring process. Regina said equal opportunity is in place and Skyline College is committed to hiring a diverse group of faculty and staff. Regina looks at the hiring process and now meets with all new hiring committees to let them know that she is looking for a good pool of qualified, diverse candidates. Leigh Anne said the faculty evaluation procedures also need to be reviewed.

Accreditation

Fermin Irigoyen reported that the Accreditation Steering Committee will hold its first meeting on November 2. They will review the timelines, discuss the recruiting of writing team members, arrange the training of the writing teams and determine how they will celebrate key milestones as they work through

the self study process. It is a collaborative, college wide effort and the committee is committed to producing an outstanding accreditation report. There are student representatives participating: Christian Etienne will be on the steering committee and ASSC Senator Richard Lopez will be on one of the other accreditation committees. There are four standards with four writing teams so there is a lot of room for students to participate. Leigh Anne recommended that Christian and Richard be a part of Writing Standard #2 since those two students are very involved at the Learning Center. Regina said there could be another level of process, through an existing student group, such as ASSC, that could review drafts and make comments or take specific action. That way, students do not have to try to come to all of the meetings.

Access for Visually Impaired Students on Campus (follow up)

At the September College Council meeting, there was a suggestion to look at technology and how it might assist visually impaired students. Linda Allen brought it up to the DSPS staff who then met with visually impaired students. There are three areas on campus that provide challenges to students and the DSPS was able to get feedback and provide suggestions in these areas.

Learning Center

- Tables and chairs are everywhere and students feel that it is like a landmine. They cannot trail walls with their canes, furniture is moved around and familiar landmarks are gone. Their mobility coaches advise them to stay out of the center altogether.
- The front desk person helps with the sign-in for students, but the students want to be as self-sufficient possible and do things themselves. A suggestion was made to add an electronic swipe-in system, but there is a problem with the technology around that and Leigh Anne said Nohel Corral, Learning Center Director, can update the Council on the issue.

Cafeteria

- Because of all the furniture in the cafeteria, visually impaired students usually enter through the side door near the cash register in the food service area. People occasionally set up tables in that area and it becomes a problem.
- Students would like to see a measure of consistency in the area so they don't knock into things. They would like to have landmarks to assist them and not have those landmarks moved. Public Safety has been outstanding and Officer Steve Cornejo helps students get where they need to go.

Hallways

- Students would like faculty to either leave their doors completely closed or completely open. When it is partially opened, visually impaired students tend to walk into the door.
- Students suggest that there be more seating in the hallways. When students sit on the floors, the visually impaired students have fallen over them.
- When faculty place chairs in the hallway for student testing and when chairs are left in the hallway, they become an obstacle for visually impaired students.
- It is recommended that faculty and staff not move or add things to the hallway without notifying DSPS.

Pacific Heights

- Visually impaired students are discouraged from taking classes in Pac Heights because they cannot get across the loop road safely.
- It is suggested that there be a walk sign or light placed in the area to assist students.

Other

- Course Compass is used as a supplement to some of the college's business and math classes. None of the DSPS software can read it. In order for visually impaired students to do the assignments, DSPS staff must read the assignment to them.

Regina will talk to IT to see if they can look at some of the issues. Joe is going to place it on the Student Services Leadership Team meeting agenda and ask Linda Van Sciver to present information. Joe will

suggest that Mike Williamson invite Linda to present to the Instructional Leadership Team. Fermin and Leigh Anne said they will talk to faculty in the next Academic Senate meeting about the doors and chairs.

Modifications to Servery/Coffee Area

Due to changes in code requirements related to plumbing, Skyline College needs to make changes to the coffee service area in Building 6. Skyline is going to follow the same process as Cañada and CSM and work with Auxiliary Services to make those changes. The closed off section next to the main cafeteria will be walled off to create a coffee shop similar to Starbuck's, which will also have seating. When the existing coffee cart vacates the current space, the area will be cleaned up and refurnished. They will put tables/soft chairs around the fireplace to clean it up. They will stay with district and college standards and color palettes. They will also look at the faculty/staff lounge in the context of the overall cafeteria. Tom Bauer talked with Amory on October 26 and will make a detailed presentation with conceptual drawings at the next ASSC meeting. The work will be completed by January 1.

Governance Evaluation

Regina reminded the Council that it will lead the discussion on reviewing and evaluating the College's governance process. At the recent Leadership Retreat, managers discussed shared governance and Regina thought they would make recommendations to College Council. The process needs to be underway next semester and Regina asked the Council how it would like to proceed. Leigh Anne asked that the Council develop a common definition of shared governance and what areas fall under shared governance. She thinks it would be valuable to have people weigh in on what their definition of shared governance is. Regina cautioned that waiting for an agreement about what is shared governance and what is not may result in a delay in evaluating the governance process. A suggestion was made to bring in the back-up information and regulations on shared governance. Heidi Hansen asked if the shared governance is a Skyline or district process and Regina said it is a Skyline process.

Suggestions on how to evaluate:

Joe asked if survey instruments exist that would measure the level of satisfaction, participation, and more. Regina said it is a planning agenda item and every so often the college should evaluate how the shared governance process is working. It should be a multi-faceted approach and here are the recommendations:

1. Hold a half-day retreat to have a discussion with people who serve on committees, faculty, staff, administrators, and students.
2. Leigh Anne suggests talking about communication in two ways: do people feel they are being heard AND do committee chairs feel there is adequate support and engagement.
3. There should be a survey and also a review of the compendium to see who attends the meetings.
4. Look at the consistence of people who are on the committees.
5. Look at participation of evening and weekend faculty, students and staff.
6. Evaluate charge and membership to see if it is appropriate to what the group is doing. Ask the committees to do their own feedback, meeting too much, is the time good, are we meeting the purpose and mission of the committee. Develop basic questions that will work for each committee.
7. Start committee meetings earlier in the fall semester.
8. Look at how committee information is disseminated, distributed, presented and what are the preferred methods of delivery.

Constituent Reports

ASSC

- Events will be held on Halloween from 10 a.m.-12 p.m. which will include child-friendly games for the children in the Child Development Center and a costume contest in collaboration with the Gay Straight Alliance.

- In honor of Veterans' Day, the students are interested in selling food on campus with proceeds benefiting the VA Center. Regina suggested that they consider the Veteran's Center here at Skyline and there may be also other community organizations that support veterans.
- The annual canned food drive will be November 14-18.
- Club Rush is planned for November 7 from 10 a.m.-1 p.m.

Classified Council

- The See's Candy fundraiser is underway. Money raised will support student scholarships.
- Scholarship fundraising can also be done through payroll deductions. Maggie said it is a simple process and an email will be sent to Skyline employees shortly.

Academic Senate

- The Senate is talking about the need to have an Institutional Review Board (IRB). The topic was discussed on September 23 and October 14 Senate meetings. The Senate wrote a resolution on the importance of research through the research committee. Regina said the IRB is a separate, distinct issue. Fermin said there was a meeting with Rob to talk about the process for developing an IRB.
- The Senate reviewed the Thematic Governance Model and noted that SLOAC was not included and there was also a question about the Research Committee. The Senate had a question on partnerships and would like to know who oversees that interaction and if there are guidelines and best practices. Regina will look at that to see how partnerships might relate to shared governance. The Senate agreed to vote on the model after those items are clarified.

Next meeting – November 23

Agenda

- Constituency reports
- Accreditation update
- Thematic Model for Shared Governance