

College Council
April 27, 2011
Minutes

Attendance: Kathy Fitzpatrick, Fermin Irigoyen, Joe Madrigal, Ray Parenti-Kurttila, Leigh Anne Sippel, Regina Stanback Stroud, Mike Williamson. Recorder: Linda Bertellotti.

Absent: Sandra Hatzistratis

Approval of the Minutes

The March 23 minutes were approved as written.

Classified Council election announcements

Classified Council elections will be held on May 18 and voting will be done electronically. Kathy is stepping down as president and Sandra will also step down as vice president. The current treasurer, parliamentarian and historian will run for re-election.

Accreditation: update and preparation for next cycle

Vice Chancellor Jing Luan met with the college Accreditation Liaison Officers (ALOs) and the former accreditation chairs at all three colleges. Rob Johnstone is Skyline's ALO and the former chairs were Donna Bestock and Ray Hernandez. CSM is beginning its preparations early. Regina reviewed the time for the next cycle:

Accreditation Timeline

Fall 2011: Appoint the chairs and organize the teams
Spring 2012: Conduct college student employee satisfaction survey
Fall 2012: Begin writing self study
Spring 2013: Writing and completion of self study
Fall 2013: Site visit

Education and Facilities Master Plan Project (EFMPP) Update

The architects will meet with the Cabinet on April 28 and will also present their recommendations to the broader EFMPP Task Force in May. Their information was presented to Ron for all three colleges. He requested it be looked at in two forms: a short-term view of what the college will want to put on the bond and then a long-term vision or larger view of what the college really wants. Leigh Anne asked about a concern that Cañada expressed over Skyline College offering a theater arts class. Regina said it was around the set design class, which Skyline clarified. Ultimately, Skyline College may develop a drama department, but it is not in the college's education plan. Ron is concerned about the venue being used for large events. That concept can be presented in the long-term plan. Ron wants to use the bond to also support technology and instructional equipment. The timeline is not set and is dependent upon other bond measures that might be proposed at the same time. They have to test it well too. The next EFMPP task force meeting is May 19 and Regina encouraged the council to participate and have a final look at.

Commencement update

Commencement is Friday, May 27 at 5:00 p.m. in the gymnasium. Doors open at 4:15. Participants will check in the same time. Students will line up on the first floor and the graduation order is dependent on when students arrive. The President's Platform will report to the video room at the same time. Faculty arrives for check-in at 4:15 and will line up according to seniority. A reception will follow in Building 6. There are 585 candidates identified and there have been 84 applications so far, which is ahead of schedule. They are expecting more than 200 graduates. Leigh Anne and Joe will call out the names. There is a rehearsal with students on May 26. Nick Kapp is faculty marshal. The Commencement Committee has been meeting and Joe commended the classified staff who are working hard on the event.

SEED Committee update

Skyline College's SEED Committee is working with Singhashri Gazmari who was affiliated with California Tomorrow, the Campus Change Network and Skyline College's First Year Experience project. As a result of that work, California Tomorrow developed a tool kit and Singhashri is working with Skyline to help the college develop a holistic diversity framework that focuses on equity. Funding is coming out of the research office budget. The SEED Committee is developing a focus question and groups are looking at the college's various processes to make sure that the college is not putting up barriers to student success and that the programs support success. Some work has been done. The group is applying the model to the various rubrics and is doing some good diversity work.

One of the domains that the SEED Committee is looking at focuses on hiring and the application process to make sure that the college has access to a very diverse pool of people. Ray suggested looking closely at the hiring key response elements used in interviews and perhaps request that candidates submit video presentations in addition to paper applications as it might be a more technological profile. The committee is also looking at communication and collaboration processes, as well as campus climate, through the lens of equity. Mike said more classified representation is needed on the SEED Committee.

ASSC Report

- Election applications are being submitted. Elections will take place from May 2-5 and students will be able to vote online.
- Relay for Life is being held on the weekend of April 30-May 1 and it is expected to be a big event.
- The ASSC funded the WIT luncheon, which is taking place a little later this month.
- A new student trustee has been appointed: Barry Jointer of CSM, who is also a veteran. Ray said he has confidence and is looking forward to working with the trustees. He is also interested in the budget. His one-year term begins June 1.

Classified Council report

- Kathy reported that there were 19 attendees at the council's retreat, which was held on April 20. The group met at Cañada Vista and then visited Filoli. They returned for lunch and then attended an afternoon program at the Cañada Library and learned how to do advanced research techniques using the library's website in order to assist students. The

next retreat is mid-July and the date will be determined. It will be held at Skyline College.

- The See's Candy fundraiser raised \$540 for the Classified Council scholarship in only one week of selling. Next year, they will set up a table outside to encourage students and administrators to buy.
- Classified elections will be held in May.

Academic Senate report

- At its April 22 meeting, the senate approved the hiring committee for the respiratory therapy program coordinator.
- The senate reviewed distance education guidelines brought to them by DEAC and made modifications, which will be sent to the District Academic Senate. The discussion had a lot to do with the section on timely feedback on the part of online instructors. Mike said DEAC is working on effective student contact. The senate feels that it is a guideline only and not a policy and they had recommendations and corrections. Regina has more questions around that. Fermin is concerned that it looked like a policy and not guidelines.
- The senate approved \$1,100 for student scholarships and also \$500 toward textbook rentals.
- Technology in the classroom: The senate looked at the policy being recommended by the Ed Policy Committee on technology in the classroom, specifically on the use of laptops and cell phones. Leigh Anne read the recommendation. Leigh Ann said the concern with the language was to help determine what is and what is not appropriate in the class. Ray said the ASSC is concerned about restrictions on having cell phones turned on in class in the event of an emergency. Kathy said the Classified Council talked about it and she noted that some faculty do not include that information in their syllabi. Fermin said faculty in the Language Arts division decided to put their stance on technology in their syllabi and discuss it on the first day of class. Mike feels there are very few faculty who would not allow it. The senate had a discussion on the reliability of cell phone coverage in the buildings on campus. Regina will talk to facilities about cell phone reliability. Boosters are being installed in the new buildings to improve coverage. Leigh Anne would like to provide the campus with the state of emergency response here at Skyline including text alerts.
- Academic senate elections will be held between May 3-13 and Nick Kapp is coordinating. The senate wants to move to a two-year term for the president. They will have electronic and paper ballots.
- The senate has sent a call out for the Meyer Award. The amount is \$2,262.48, but the senate was hoping for more. The award is presented to new full-time faculty within five years of their hire date. The recipient will be selected at the May 13 AS meeting.
- Program review is underway. On April 20, presentations were made by Chemistry, T-Com, Cosmetology and Physical Education. Administration of Justice, Accounting and Paralegal will present on May 4.
- Nick Kapp will serve as Faculty Marshal at Commencement.
- The senate will hold its last meeting of the spring semester on May 13.

End of the Year Celebration

Mike said the college will hold its annual End of the Year Celebration at the end of May. The event is a means of recognizing classified staff and faculty and retirees and awards are given. The Classified Council and Academic Senate have processes for nominating people for the awards. Typically it is the Wednesday or Thursday of finals week. Money is raised for a faculty-staff scholarship. The President's Office historically has helped support cost of food. There is a committee that does the work, made up from Academic Senate and Classified. Regina suggested that Mike work with the Events Task Force on it.

Democracy Committee

Regina said college presidents are being invited to be signatories to the Democracy Commitment. Skyline faculty member Jennifer Mair is doing some work around engaging student voices and is interested in enhancing Skyline College's participation. There are different people in this area and throughout the country who have signed up. The declaration reads, "We believe it is important for student voices to be engaged in democracy." Regina reviewed the commitment and what it asks of participating community colleges. Skyline is already doing a lot of the activities presented in the commitment and there are some things that the college would get involved in. The project connects Skyline with other colleges and would give Skyline access to things that are being done by colleges and universities across the country.
M/S/U Hernandez/Sippel – Skyline College should be a signatory on the Democracy Commitment.

Other

Leigh Anne said the Learning Center has been getting a lot of students coming in with serious learning challenges. Students who might have been assisted by DSPP are being shifted to the Learning Center due to DSPP cuts. The Learning Center staff does not have proper training and the DSPP staff has been unable to provide training. Leigh Anne thinks a different approach may be needed and it may be around creating curriculum for students who are perhaps not even at a basic skills level. At Mission College, there was a very progressive DSPP program and Leigh Anne feels Skyline may need something like that. Mike said the college may need a different approach to tutoring. Joe and Mike talk to Leigh Anne about the possibility of developing curriculum that could be incorporated in the regular class schedule.

Next meeting: May 25

Agenda

Skyline Shines award selection
Constituent reports
EFMPP update
Governance structure evaluation-fall agenda
Faculty orientation

