



**College Governance Council**  
Wednesday, March 27, 2013  
2:10-4:00 pm, Building 4, Room 4343

**Approved Minutes**

**Attendance:** Linda Allen, Barbara Daley, Kevin Garrett, Sarah Perkins, Regina Stanback Stroud

**Absent:** Joi Blake, Kate Browne, Leigh Anne Shaw, Katelyn Smathers, Jose Sanchez Sosa

**Guest:** David Ulate

**Recorder:** Theresa Tentes

**Approval of February 27, 2013 Minutes**

(M/S/U Barbara Daley/Linda Allen) The CGC approved the February 27, 2013 minutes.

**Classified Council Report**

Linda Allen reported to the council that the Classified Staff unanimously voted on changing their name from Classified Council to Classified Senate. At the last Classified Council meeting Ray Hernandez shared the delineation of functions map. The Classified Council will be awarding two scholarships at \$400 each to students this Spring. Linda also shared that the Classified Council is currently planning a mini workshop in April for all Classified Staff. The workshop will be held Friday, April 12<sup>th</sup> from 12-2 p.m. and lunch will be provided. The topic is “Juggling Act Overview of Work Life and Balance” facilitated by the Claremont Group. The topic was in response to a survey of all Classified Staff.

A question from Dr. Regina Stanback Stroud was asked regarding what was needed in order to officially become a Classified Senate. Linda shared that once the constitution and bylaws are updated and approved then she will work with the State Senate to finalize the process.

**ASSC Report**

Representative from ASSC, Kevin Garrett, reported to the College Governance Council that the ASSC just returned from Washington D.C. for a national conference. The students had problems meeting with some of the Representatives due to their schedules but found out later that CSM Associated Students were effective in meeting with some of the Representatives. Kevin mentioned that the Skyline Associated Students will work on ideas to coordinate meetings with our Representatives and the CSM Associated Students for the next national conference in Washington D.C.

Last Friday, March 22<sup>nd</sup> Skyline College hosted an UMOJA conference on campus and the attendance to the conference was amazing. The ASSC is working with Phyllis Taylor regarding how the coordination of the UMOJA conference can be a model for other conferences held.

Kevin also reported that the ASSC is trying to implement more supplemental information with funding request to fulfill the Student Learning Outcomes (SLO's).

### **Novi Survey**

Dr. David Ulate shared with the committee information about the Novi Survey. The PRIE Department is transitioning away from the Survey Monkey to the Novi Survey. The Novi Survey can be used for inventory type of surveys. The inventory survey does not need to go through the PRIE office but if needed they will assist in creating the questions. The license for the Survey Monkey is good until September 2013.

### **Research Request Form**

The Research Request Form was created in order to have the Skyline College Community request data information. The Planning Research and Institutional Effectiveness (PRIE) Department created the form using the same information that is usually asked when data is requested. The form is available online and it is a work in progress. Dr. Ulate encourages feedback regarding the form. The form will allow the PRIE Department to organize and track the requests. The form is available to the Skyline College Community as well as the members of our local community.

### **Annual Report**

The ACCJC report is due April 15<sup>th</sup>. The report will be available for to the Institutional Planning Committee and College Governance Council for review prior to the April 15<sup>th</sup> deadline. As soon as the report is final, Dr. David Ulate will forward the document to the members of the College Governance Committee.

### **Educational Master Plan**

According to Dr. Ulate the Educational Master Plan will be forwarded to the Board of Trustees by the end of April. Currently 90% of the draft is completed and available on the PRIE website for review. The Educational Master Plan incorporates the strategic priorities, annual planning and the items that went into the governance process. It is a continuation of the previous Educational Master plan. Please take the time to review the plan and let Dr. Ulate know if any changes are needed.

### **Shared Governance Recommendation**

Dr. Regina Stanback Stroud reported that the Academic Senate President, Leigh Anne Shaw, asked that the College Governance Committee make a recommendation of combining the Institutional Planning Committee and College Budget Committee. Some of the items that are discussed overlap both committees. Dr. Ulate shared a concern regarding losing the depth of conversation related to planning. Kevin Garrett of the ASSC thinks it would be more efficient to combine the two committees. Dr. Sarah Perkins has reservations but feels they can be resolved if the agendas were planned well. The co-chair of the new committee will help maintain the integrity of the planning process.

IPC will be discussing the merger at the April 10<sup>th</sup> meeting and the College Governance Council will vote on a recommendation at the April 24<sup>th</sup> meeting.

## **Accreditation**

The Accreditation Team is currently working on a draft standard by standard to make it sound like one voice. Standards 1 and 4 are in pre-final state and the team will continue to work on Standard 2 and 3. The draft of the Self-Study will be posted by April 15<sup>th</sup> to the Skyline College website. There will be an Open Forum April 23 for the college community to make any comments regarding the Self-Study. Dr. Perkins encourages the broad participation of all to review the Self-Study and to attend the Open Forum.

Final draft of the Self-Study will be presented to the Board of Trustees in May and then a final approval of the report will be in June. Once approved by the Board of Trustees the Self-Study will be submitted to the ACCJC.

There is an Accreditation webpage located on the Skyline College website. The Accreditation Site Visiting Team has started to meet to plan for the physical visit of the team. There are many logistics to work through for the visit such as hotel accommodations, meeting space and appointments with the Skyline College Community.

The ACCJC announced that the Skyline College Distance Ed Sub Change Report has been accepted and the college received commendations. The report is available on the Skyline College website. Congratulations to the college for exemplary DE report approval under the leadership of Dr. Sarah Perkins.

## **Adjourned**

3:22 p.m.