



**College Council**  
Wednesday, September 26, 2012  
2:10-4:00 pm, Building 4, Room 4343  
**Approved Minutes**

**Attendance:**

Joi Blake, Kate Browne, Barbara Daley, Sarah Perkins, Leigh Anne Shaw, Jose Sanchez Sosa, Regina Stanback Stroud. Guest: Gina Rosabal. Recorder: Golda Margate.

**Absent:** Linda Allen and Katelyn Smathers.

**Call to Order**

The first 2012-2013 CGC was called to order on September 26, 2012 at 2:10 p.m. by President Stanback Stroud.

**Introductions & Orientation**

The committee was oriented to the College Governance Council (CGC) Charter and Bylaws. A review of the Shared Governance Philosophy Statement, membership, frequency of meetings, evaluation cycle, agenda setting methods, decision making methods, communications and the purpose of the council was completed. The members were directed to the College Governance Council website at <http://www.skylinecollege.edu/collegecouncil/index.php> for access to the compendium of committees, archived agenda and minutes and the annual reports. CGC was reminded of the sharepoint site (<http://sharepoint.smccd.edu/SiteDirectory/skygov/default.aspx>) for accessing and posting agenda items and resource documents. All employee members on the council have the ability to add agenda items for each of the meetings. Amory Cariadus will work with the district to enable student representatives to access sharepoint (A SMCCD email address is required).

President Stanback Stroud reminded the group that the College Council is the primary governance committee of the institution. It has two subcommittees, the Institutional Planning Committee (IPC) and the College Budget Committee (CBC). Each committee is represented by constituents of the college and the administration, works through consensus. Though unanimity is not required, President Stanback Stroud described a council culture of respect for all constituents' perspectives.

Recommendations are forwarded to the President. The philosophy is on the shared flow governance site. Dr. Stroud recommended that each of the members go to the site and read about shared governance.

Committee membership is identified at the beginning of the year. To convene meetings sooner in the semester, President Stanback Stroud asked the council to consider a change to appointing members at the end of the academic year so the councils and committees may start their work in the Fall Semester much sooner. This will be a future agenda item.

Dr. Stroud solicited any comments/questions from the group regarding this Council and its charge to which ASSC President Jose Sosa expressed his eagerness to share the students' perspectives.

**CSSE Results** – Postponed until the October meeting

### **Shared Governance Evaluation**

The Spring 2012 Shared Governance Evaluation was disseminated to CGC in April. Members were asked to consult with their constituents and be prepared to take action on the recommendations. CGC members indicated that they would like to take action at the next meeting, giving them more time to take the item to their constituency. The Shared Governance Evaluation consist of a survey related to shared governance, data from the shared governance questions on the Employee Voice Survey and an SWOT analysis performed by the constituency leadership.

### **ASSC Report**

*Welcome Week:* Jose Sosa reported on the Welcome Week activities. He said the idea was to feed the mind and the body. The ASSC is trying to get student engagement – entice students with feel good home activities to get them more involved.

*Lecture Series:* The ASSC, along with the President's Council and the San Mateo County Community College Foundation are sponsoring a Lecture Series. Barbara Daley asked how the speakers were identified and Dr. Blake responded that the series is to promote student engagement and is in line with the President's message, "Call to Consciousness." The series will include Dr. George Lakoff, speaking on politics, Dr. Pamela Cox-Otto, a multigenerational expert, Dr. J. Stephen Morrison on Global Health, and Natasha Trethewey, a US Poet Laureate 2012 and Pulitzer Prize winner. Dr. Stroud commented that Dr. Blake has been instrumental in this process and it started with our Opening Day speaker, Dr. Pedro Noguera. To ensure attendance, faculty with classes in disciplines related to the speakers presentation were invited to bring their classes if they felt the presentation would meet their instructional objectives and if they felt the presentation would be beneficial to the students. Dr. Blake indicated that speakers have been very generous in reducing their fees. There will be speakers lined up also for the spring.

*Social Media:* The students are also taking advantage of social media sites, such as Facebook and Twitter. They are also tracking hits to see how much students are getting involved. Jose also mentioned that the students are trying to elicit help from Professor Mair to improve their public speaking skills.

### **Classified Council Report**

Barbara Daley reported that the Classified Council received a public safety update from Rob Dean at their last meeting. Additionally, the classified council and the academic senate will attend each other's meetings. Sue Lorenzo has been asked to speak of new additions in A&R and Mary Gutierrez, the new Dean of Language Arts has also been invited to introduce herself.

### **Academic Senate Report**

Leigh Anne Shaw announced that the next Academic Senate meeting will be Friday, Sept 28<sup>th</sup>. The Senate has approved the faculty appointments to the math and Cosmetology hiring committees.

Leigh Anne reminded the student representative that the Senate is still in need of two student representatives to attend their meetings.

Leigh Anne announced that she is holding open Academic Senate office hours from 8:30-11:00am.

ACCJC asked for feedback and Leigh Anne Shaw and Karen Wong drafted a report and will be submitted. The report has been shared with Dr. Perkins.

The Academic Senate is currently looking at the faculty selection procedures document in order to provide Human Resources (Debbie Carrington) with feedback. Leigh Anne recommended that the selections procedures be added to the faculty handbook or to some item that will make it accessible to faculty. President Stanback Stroud indicated that the document can also be found on the Downloads Page at the district portal under Human Resources. The Academic Senate will be continuing discussion and indicated that they may hold a forum on the item.

President Stanback Stroud also recommended that the Student Services Leadership Team and the Instructional Leadership Team, discuss the faculty selection procedures and be prepared to provide feedback. President Stanback Stroud requested that the Academic Senate engage in discussion with the administration on the item in order to take both levels of the process into consideration.

Leigh Anne Shaw indicated that some members of the Senate raised concerns that the collective bargaining units are not listed on the Compendium of Committees. President Stanback Stroud indicated that the Compendium consist of shared governance committees and councils. Collective bargaining committees and councils are not a part of the shared governance process. Barbara Daley asked if the compendium is up to date. Dr. Stanback Stroud indicated that an updated Compendium has been posted on the shared governance site but it would be a good idea for members to review the compendium and bring any gaps to our attention.

### **Assessment**

The Academic Senate and the Student Learning Outcomes Assessment Cycle (SLOAC) task force are discussing timelines and are learning more on how to approach Institutional Student Learning Outcomes in response to feedback received in the Employee Voice Survey. Leigh Anne Shaw reported that the September 6 email from President Stanback Stroud that announced our need to intensify our efforts on assessment was received well by the faculty. Kate Brown indicated that some faculty appreciated the structure and clarity. Leigh Anne asked if the college could consider setting aside a couple of days next spring for the SLO work days. Dr. Perkins indicated that in response to concerns about time, the Division meetings have been restructured to be regular and to be focused on assessment and assessment tools. Part-time faculty will be compensated to attend and participate in the meetings. Additionally, the Center for Transformative Teaching and Learning, co-coordinated by Nina Floro and Bridgette Fisher is being developed and expanded to be a resource on assessment. Also, the Spring Flex Days are being planned to focus on assessment and planning. Dr. Perkins reported that more information has been entered into TracDat and that in the areas where it has not been submitted, the Deans are working with the division to designate someone to input into TracDat or hire someone to do the entry.

## **Accreditation Update**

President Stanback Stroud reported that the Planning Committee has been working to ensure the planning processes are clear and documented. Up until 2006, the college engaged in three year planning by completing unit plans. The division deans worked with faculty and staff to submit the unit plans. The unit plans were used during the budget process. In 2009, the college went to annual planning where each year's outcome was reported and subsequent year's plan was submitted. In 2011, the administration tried to add an administrative review component. The review component did not go far enough in connecting the resources to the planning so the management council will work on revisions.

Other planning needs include the development of the staffing plan. An IPC taskforce will be recommending a staffing plan. The college planning efforts are currently being documented. These include the planning and governance process and the staffing plan (ftef allocation, classified priorities, staffing for student success).

President Stanback Stroud indicated that the college does not currently have an administrative position priority process and will be developing one to go along with the FTEF allocation process for faculty positions and the Classified Hiring Priority process for classified staff positions.

Dr. Perkins provided an overview of the Annual Program Planning and Comprehensive Program Review Flow Chart Draft. Each of the components of the planning process will feed into the IPC. The Comprehensive program review – 6year plan for Instruction will go the Curriculum Committee. The draft document will outline the elements of the planning, the flow of the information and the timeline.

Kate Browne – commented that a lot of planning goes into program review, and things don't come into fruition. President Stanback Stroud reminded the group that the program review resource components are presented to the budget committee. It may feel like nothing has been done with them because we have been in a cutting mode in the recent three years so we have not invited budget requests.

President Stanback Stroud also indicated that the program review processes need to include planning related not only to resource needs but student success. Leigh Anne asked if we have the research capacity to provide the necessary data for the planning. President Stanback Stroud demonstrated the research page with student outcome data. Leigh Anne asked if this could include tracdat data as well.

## **Strategic Priorities**

Dr. Stanback Stroud reported that draft strategic priorities are being considered in IPC and the Management Council. Additionally, work is being done to map out the connection of the Mission, Vision, and Goals to the Balanced Scorecard. The three new goals need to be added to the BSC along with strategies. Dr. Stanback Stroud reported that draft strategic priorities were presented to the Chancellor in response to his request for information on each college's focus for the year as he considers the allocation of Measure G and redevelopment resources. Each of the colleges was asked to provide the information on what they were planning to focus on. President Stanback

Stroud drew from overall college's initiatives, program reviews, the educational master plan, Board Goals, College Goals and the District Strategic Plan to create the draft strategic priorities.

CGC members will share the priorities with each of their constituency and provide feedback. IPC will be considering and making a recommendation to CGC. Dr. Perkins also explained that on the Strategic Priorities draft, programs listed are examples. Others may emerge from the Educational Master Planning process.

### **Accreditation Team Visit**

Dr. Stanback Stroud reported that each of the three colleges in the district has been asked to identify their first and second choices for the accreditation site visit. The range of October 7 – October 24, 2012 has been provided. The three college presidents will be collaborating. President Keller of Cañada would like the three presidents to avoid October 7, avoiding a conflict with the Olive and Wine festival.

Sarah is asking this group to please read 1-9 of *Guide to Evaluating Institutions* in order to be familiar with the intricacies of the six themes that are expected to be evident.

### **Balanced Score Card Goals and Strategies**

IPC will be recommending strategies to go with the new goals for inclusion on the BSC. The BSC is our accountability dashboard that we use to see how/if we are meeting our college goals. It can be found at <http://www.skylinecollege.edu/institutionalplanning/balancedscorecard.php>

### **SEED Visions and Strategies**

The diversity committee has been working for a year to see the practices, processes that support or inhibit a student's success – 8 different domains. There was a retreat, developed missions and strategies – Dr. Stroud is asking that we look at college goals and how SEED is doing. IPC will be doing this work but wanted to let this group know.

### **Annual Report 2011-2012**

Regina shared the draft of the CGC annual report. Council members agreed to review it and send feedback/approval/disapproval via email so it can be posted.

### **Adjourn Meeting**