



College Council
Wednesday, November 28, 2012
2:10-4:00 pm, Building 4, Room 4343

Draft Minutes

Attendance: Linda Allen, Joi Blake, Kate Browne, Patiane Gladstone, Sarah Perkins, Leigh Anne Shaw, Regina Stanback Stroud

Absent: Barbara Daley, Jose Sanchez Sosa, Katelyn Smathers

Guest: David Ulate

Recorder: Theresa Tentes

Approval of October 24, 2012 Minutes

(M/S/U – Shaw/Browne.) The CGC approved the October 24, 2012 Minutes.

Classified Council Report

Linda Allen reported that this year the Classified Council will be including on the agenda reports from different areas of the campus. This will allow the Council to learn about the functions and events that are taking place throughout the campus. Recently Mary Gutierrez and the Financial Aid Department presented at the meeting. The Classified Council discussed the decision matrix by email. Linda has encouraged the Classified Staff to add Skyline College's mission statement to all emails. Linda also thanked those who supported Classified Council with the See's candy fundraiser.

ASSC Report

Patiane Gladstone reported for the ASSC. On December 5 the ASSC is bringing snow on to campus for a "Snow Day". There will be sleds available to use on the snow and several food trucks to purchase food. The location of the "Snow Day" event will be behind building 4 in the grassy area near the ceremonial circle. The snow should arrive by 9 a.m. and will be available to play in until it melts.

Academic Senate Report

Leigh Anne Shaw reported that at the next Academic Senate meeting the FTEF ranking will be on the agenda for discussion. Both Kate and Leigh Anne attended the Statewide Academic Senate Plenary in Irvine recently. They both attended many sessions. Kate felt that the State Academic Senate Plenary was very interesting to see all the attendees so involved and to see the quality of the work being done. The Academic Senate reports from the Plenary are on the Skyline College Academic Senate website.

Leigh Anne has been in conversation with David Ulate regarding the IPC committee and the communications from the committee. David has now updated the IPC website and the agendas, minutes and any handouts are now available to be viewed. Currently the IPC is still missing a

Faculty represented from SMT and Counseling but Leigh Anne hopes that at the next Academic Senate meeting they will be able to name the representatives.

Employee and Student Feedback

Dr. David Ulate presented to the College Council both the CCSSE survey and Employee Voice Survey results. The survey results are available on the PRIE website for review. The surveys were conducted during the Spring 2012 and Summer 2012 semesters. The Employee Voice survey questions were modeled the same as the 2006 survey.

David reported on the results of the Employee Voice Survey. The structure to the survey was the same as the previous one. He explained the outcome of the Institutional Commitment portion of the survey and how the employees responded. He also stated that there are areas of the survey that need to be addressed for improvement. It was suggested by Sarah Perkins that more work needs to be on assessment.

David then continued on to explain the outcomes of the CCSSE survey. The CCSSE has 5 benchmarks and according to David that the College should focus on our score not so much of the benchmarks set. David reminded the Council that both the Employee Voice Survey and the CCSSE survey results are available on the PRIE website. He will be meeting with the ASSC and attending Division/Department meetings to present the results of the surveys.

Shared Governance Evaluation

Dr. Regina Stanback Stroud asked the Council if the Shared Governance Evaluation document is ready for this body to make a recommendation. She stated that this is the time for any changes to the document and for each constituent group to have reviewed the document and make their recommendations. The group held a general discussion about the responses related to the level of participation, opportunities for classified to participate. Leigh Anne asked if we should address the three comments that described the administration as “top down”. President Stanback Stroud indicated that the information was included to show the breadth of the responses but in her opinion three comments out of 85 respondents did not merit action. Leigh Anne also stated that the Academic Senate has adopted the document.

(M/S/U – Perkins/Allen. The CGC approved the Shared Governance Evaluation report containing the recommendations.

President Stanback Stroud asked the Council should the College Budget Committee and the Institutional Planning Committee be combined or should they be separate committees. Academic Senate is generally in favor of combining the two committees according to Leigh Anne. Recently IPC has started a conversation via SharePoint. President Stanback Stroud reminded the group that they could consider this even beyond the consideration of the evaluation document. IPC will be making a recommendation to the council in the future.

College Council Meeting for December 2012

The committee agreed to cancel the December meeting. President Stanback Stroud will communicate any time sensitive information by email.

DE Sub Change

Dr. Sarah Perkins reported that Skyline College will be submitting a substantive change report to ACCJC. ACCJC requires a college with programs, degrees and certificates that offer 51% or more of the instruction online to submit a substantial change report. There is a group that has started working on the DE Sub change report and it parallels the accreditation self-study report. The Sub Change report is due to ACCJC March 2013 but before it can be sent to ACCJC the SMCCCD Board of Trustees will need to approve the report. The goal is to send the report to the Board at the February 2013 meeting. The group who is working on the report is comprised of members of TAC and Student Services. The DE Subcommittee is chaired by Bridget Fischer. Both CSM and Cañada are also working on the same report.

Accreditation

Sarah began by thanking all the writing teams for their responsiveness to assisting with the self-study. The next step in preparing the self-study is to place all the handbooks on the SharePoint site in order for the writing teams to reference them when completing their sections. There are six themes that will need to be weaved into the dialogue of the self-study. As well as ACCJC language that makes it simpler and more concrete to read for the team. The timeline for publishing is early Spring 2012. Beginning in January the report will be given to the PIO office in order to pull all the information together and create a presentable booklet. Then there will be a public forum to discuss the self-study which will be then followed by an additional draft before finalizing the self-study.

Additional Reports

The DRC is having a drawing to raise funds for their annual scholarship. The prizes include an Xbox 360, Kinect, Netbook, SmartPen, Sporting Event Tickets, and a gift card to the Bookstore. Tickets can be purchased by any DRC staff person. The tickets are \$1.00 each, 6 for \$5.00, or 24 for \$20. The drawing will be Tuesday, December 4th.

President Stanback Stroud reported that the Interim Dean of Counseling process will conclude by the week end. She received 4 applications and will meet with 3 candidates. Thursday, November 29th she along with Dr. Joi Blake and Dr. Sarah Perkins will meet with the candidates. Recently she has met with the ILT, SSLT and will meet with the Counseling faculty tomorrow in order to ascertain their interest and perspectives. The Interim Dean will be in the position from January 2013 through December 2013.

Adjourned 4 p.m.