

Skyline College Council
April 23, 2008

MEETING MINUTES

Attendance: Lori Adrian, Carla Campillo, Linda Herda, Anastasia Kuzina, Vicki Morrow, Regina Stanback-Stroud. Guests: Sandy Irber, Cathy Hasson

Absent: Wendy Smith, Ray Hernandez, Adolfo Leiva

Review and approval of February 27 minutes

The minutes were approved as written.

Review and approval of March 26 minutes

The minutes were approved as written.

Budget update

The Governor's May revision will be ready on May 14 and colleges will have a better idea of where things are headed. There are some issues related to the state deficit and property taxes. There is a lobbying effort going on to not have the Governor touch education.

College Hour proposal

A task force, made up of Carla, Adolfo, Anastasia, Lori, Linda Herda and ASSC rep Raydan Al-Hubaishi met to discuss College Hour. They decided there was generally support for it and they talked about holding it on Friday, Monday or Thursday from 12-1. This is what was discussed.

- Positives of holding college hour: builds cohesion and collegiality between the campus groups; allows time for division/campus meetings; allows time for college wide events; allows time for intramural events.
- Negatives: cancelling afternoon classes would affect enrollment; faculty concerned about how labs would run; one hour may not be enough time for division meetings.
- Scheduling: At the task force meeting, Ray and the student liked the idea of classes being "dark" during College Hour. Classified staff and faculty thought there would need to be some offerings during that time, particularly science labs, because all of the labs run across College Hour. One concern with holding it on Friday is that many students are not here, particularly after 1:00 p.m. Monday and Thursday class schedules are being studied to see which would have the fewest classes scheduled either during 12-1 or 1-2. The group had a discussion about what College Hour means and what it would mean to have a defined College Hour, but still hold classes. To Vicki, college hour inherently means no classes are offered. If Skyline were to decide to offer classes during College Hour, what would make that time different from any other period when no classes are offered. Lori thinks very few colleges are dark, but they may have minimal, selective scheduling.

- A concern about the effect on the cap load ratio was raised. When the state gives money for building construction, they want to know how much the college is using these buildings. If a class with heavy enrollment during a prime time is removed from the schedule and not put into another timeslot, it could affect funding.
- Carla said they are still gathering information and suggested that the task force meet with someone from other colleges to see how they model it.
- Lori will ask Amory to check with colleagues in her role for information about other colleges' parameters, days and times.
- Regina will look at the class schedule to see if another slot would have less impact in terms of scheduling options.
- This information will be provided to the task force and they can meet again. Carla will ask Adolfo to convene a meeting and report on their findings at the May College Council meeting. At that meeting, the Council can decide whether to move forward with college wide discussion of a specific proposal.

Website redesign

- Sandy Irber reported that the current website content updating project is 70% complete and should be finalized by the end of May.
- On April 11, the Fresh Look Advisory Committee received the navigation plan from the website designer Interact which was based on the Q sort research done in March. The audiences defined for front page buttons on the website—called “pods”—were high school students, current students, future students, online students and business and community users. The POD home pages will offer the graphics and interactivity that these groups prefer. The navigation plan went up on the Share Point site and Advisory Committee members weighed in.
- Interact is going to begin working on three designs, which will be presented to Fresh Look on May 9 and then two design rounds will be held to refine the chosen design. Interact will build one pod and over the summer, and district IT will build the rest of the website from the templates received from Interact. In the fall, the migration plan to the new site begins and web content will be moved over. In November there will be a soft launch, during which the old and new sites will run simultaneously.
- Regina asked Sandy to make sure that faculty and students have access to faculty web pages during the transition and that it will be seamless to the users.

Design/Build Project update

- Architects have been meeting with the college to present plans for Auto Tech (Building 11N), Building 4N (Multicultural/Cosmetology/Classrooms/Administration), parking lots, landscape, disabled access, hardscape and landscape.
- The design for Building 4N is ready, and although it is not as originally planned, the architects have worked to provide all that is needed and it will be an interesting looking building for a lot less money. The building is L-shaped and will have a 3 story wing and a 2 story wing for Cosmetology. People will be able to see through the central corner of the building, but not walk through. It retains

most of the view for the library. It will have classrooms, a hosting gallery with a fireplace as part of the Multicultural Center, and a roof-top terrace. The hosting gallery is an open room with a pantry, kitchenette, couches, display cases and is located on the quad level. There may be conversations about reserving the space, but it is designed to be used primarily by the learning communities and it will not be space that can be generally reserved.

- The architects will submit their schematic designs with details on floor plans, preliminary landscaping, and a plan for Auto Tech by the end of May and one of the lead architects will be presenting information at the May 8 meeting of the Educational and Facilities Master Plan Project (EFMPP) group. That meeting is being advertised as an Open Forum for any other interested members of the college.
- The Art on Campus Committee will resume discussions on it once the design work is finished.

Open Forum on Shared Governance

Recommendations from both the accreditation self study and visiting team suggested that Skyline needed to identify any needed changes in the shared governance processes, implement them and create a policy for regular review. The review of the shared governance process, changes to it and a regular process of evaluation should be created by fall 2010 when the mid-year report is submitted. To begin the process, the college held an Open Forum on April 7.

- Attendance was light but there was active participation from people who regularly attend meetings. A list of what works well, what does not and ideas for improvement was created. In order to get broader college input, Cathy Hasson said the quickest and most comprehensive way would be to send out a survey, using the essence of the information that was gathered. She is creating statements that could be rated in a survey. There is a lot of information and she would prefer to limit the survey to 25 questions. She recommends holding the survey in the fall. Lori said the goal of the survey is to develop a timeline and focus on the recommendations as the end product.
- Regina is concerned that the categories, which came out of the self study recommendations and the visiting team recommendations, would limit people's response in a survey and it should be broader. Vicki suggested starting with the list, distribute it ahead of meetings and then the list can be refined or new categories added. Lori suggested that the shared governance groups evaluate the list and have them work through it, as well as the Instructional Leadership Team and Student Services Council. Cathy suggested looking at the ideas which are recommended action steps, are they right and are there gaps, and then those ideas are what the college starts working with.
- In summary:
 - The document will be reconstructed (Vicki).
 - A background statement that explains why the college is doing this will be written.

- The sections on each topic will be summarized and cleaned up so they are more neutral.
- The ideas will be characterized as recommended actions.
- It will be distributed to groups so they can hold discussions while it is still fresh in their minds – either this spring or fall at the latest.
- Vicki, Regina or Lori will come to a Classified Council meeting to present information on this.

District Shared Governance Council update

Carla and Adolfo were unable to attend but Carla reported some of the highlights from the draft April minutes.

- Code of Ethics: Skyline faculty presented a revamped version to the Cañada and CSM Academic Senates. Cañada rejected it and they are waiting for CSM. If they cannot agree on a new one, then the one that already exists will be used. Classified is working on its draft and it will be reported on at the May meeting. The students have approved their ethics statement. There is a code of ethics for administrators in place.
- Rules & Regulations on Consensus Building
- District strategic plan
- Proposed district policies, Rules and Regulations review: This is being done for major Title 5 revisions. They also addressed other things like the issue of auditing classes but Regina said there is no Title 5 item that is driving the auditing revision.

Shared governance groups' elections

- ASSC elections are held in mid-May and they are hoping to coordinate the timing among all three colleges.
- The Student Trustee election is held at the same time as the college student government elections. There is a nomination form and the Skyline student with the most votes goes to a pool of nominees from all three colleges. A committee made up of two students from each college, plus the current student trustee, interviews the nominees and then the trustee is chosen. Regina would like to see a Skyline trustee now and Lori said Skyline should do a better job of promotion it to the students. She said some districts just rotate the appointment.
- Academic Senate nominations were due on April 17 and Nick Kapp will create an online slate for those positions. Carla did not have the date of the elections.
- Classified Council is not holding elections. Everyone agreed to stay on another year. They will go through the motions of asking for nominations.

District Strategic Planning Task Force update

- Vicki is on the task force along with Cathy Hasson, Adolfo Leiva and Carla Campillo. The group is developing a draft district strategic plan, which will be discussed at an Open Forum at Skyline on May 14, and recommendations or suggested revisions will be made. The draft will be on the web so people can download it. The other two colleges are also doing it.

- All suggestions will go to the district and that revision will be looked at by community leaders. Another revision will be made, and in the fall, the colleges will see that revision, react again and then the board will adopt it later in the fall.

Proposed Student Equity Committee

Background: Skyline used to have a Student Equity Committee and its job was to respond to state regulations to prepare a student equity plan and send it to the state chancellor's office. This was completed in January 2005 and then the committee stopped meeting. From this plan, Skyline formed the Campus Change Network, and from that grew the First Year Experience Project and, in some ways, the Basic Skills Initiative. The SEEED Committee is also thinking about issues of diversity. The proposal to form the Student Equity Committee came out of Cabinet. There is no group on campus that watches data and advises the college on how to serve students better in terms of equity issues. This proposal provides for that group, with a charge to identify barriers and promote institutional changes. If College Council wants to take this proposal under consideration, they would need to take it to their constituent groups for their feedback.

- **Structure:** This committee would be a sub-committee of College Council. It would replace the current Student Access and Success Committee, which has not met for three years.
- **Membership:** The membership structure would pull together people from the different initiatives that have some relationship to equity and diversity. This membership could be revised annually depending upon the issues. Lori asked if membership is a balance of faculty and staff from the FYE and BSI groups, one rep for each initiative and Vicki said it has not been specified. The expertise is more important than the position people have. She sees it as faculty, classified and administration. Lori would like to make sure there is a balance and thinks there should be a number of reps associated with it so it is not heavily faculty or administrative. She would like to see the Matriculation Coordinator added to the roster. Regina recommends adding reps from the shared governance groups. Linda is concerned that there may not be classified staff available who could serve on it. An appointee could represent more than one area and there could be reps from the constituency groups with experience/interest in the various areas. Vicki will work on it. Carla is concerned about tapping into the same people who are already serving on other committees. Vicki would like College Council to think about the array of people who could bring something to the table.
- Carla is concerned about adding one more committee and would like to incorporate this committee with SEEED. Vicki said SEEED did not want to merge with the Student Equity Committee because they have other things to do and cannot add another meeting a month. Regina acknowledged that the committee charges sound like they would be similar, but they are not. SEEED addresses cultural activities initiatives and the Student Equity Committee would look at instruction, services and pedagogy. It would focus on student achievement and performance for diverse groups and address the achievement gap and curriculum. Vicki said this group could provide ideas and direction to SEEED. She would like to see the committees run separately for a year or two and perhaps the college could consider folding them together in the future.

- Carla asked if more new faculty could participate in committees. She feels that the college is losing good leadership because the same people are doing the work and may be burned out. Vicki recommends framing this committee as a piece of work the college should do. She would like to have the campus groups review the compendium and see if some of the committees can be streamlined.

Next meeting: May 28