

Skyline College Council
May 28, 2008

MEETING MINUTES

Attendance: Linda Herda, Ray Hernandez, Adolfo Leiva, Vicki Morrow, Regina Stanback-Stroud. Guests: Sandy Irber and newly elected ASSC President Mauricio Flores Hernandez and Vice President Brittany Piccolotti.
Recorder: Linda Ghio

Absent: Lori Adrian, Carla Campillo, Anastasia Kuzina, Wendy Smith

Approval of Minutes of April 23, 2008

The minutes were approved as written.

Website redesign update

Sandy Irber reported that Skyline is in the middle stages of the web design process and are currently designing the graphics. At the May 9 meeting, the Fresh Look Design Group chose a direction, got feedback and a design iteration was presented. Interact, the web design group, will present another design on May 30, followed by more redesigning, and then Interact will build out one of the PODs (People Oriented Design), the Current Student POD. It will be a template which IT will use to build the others. Interact will create the look and feel at the top of all the pages and then design then one whole POD. Over the summer, Interact will work with Jasmine Witham and the district IT group on the migration plan. IT will build out the rest of the designs over the summer. In the fall, Skyline will migrate from the current site to the new one. There will be an initial soft launch will happen during which both sites will be running simultaneously.

Updating content and department websites: In April, Shelly contacted those people who have websites to request that they begin updating their pages or links. Sandy said 80% of the pages have been updated, but there is still more that will happen over the summer. In the fall, the new content management system will be up and there will be training. People who are owners of that content will therefore be able to update it very easily, but they will need training. Ray said the layouts are going to be reconfigured, so people will not be able to tweak it until the fall. Sandy said the final designs are not firmed up yet. At the high level, there will be a standard look and feel but the individual pages can look different.

The district and other colleges are interested in redesigning their sites. CSM is considering borrowing Skyline's POD navigation but Sandy is not sure about Cañada. This would be good for students throughout the district.

College Hour proposal

Amory, Linda, Adolfo, and Carla met to discuss College Hour and discussed holding it on a Tuesday, Wednesday or Thursday for 1 to 1½ hours in either the late morning or

afternoon. They discussed having the hour dark in terms of classes or perhaps still having labs offered but only in areas away from the quad. Monday and Friday are not preferred and there was no interest in having it late Friday afternoon. College Hour would be used to provide programming for students and an opportunity for students to attend sessions where they could earn extra credit because events are campus wide.

There is no evidence about whether or not there would be a drop in enrollment. Amory asked other student activities coordinators at seven or eight colleges about College Hour and she did not get any feedback, so there are no data. The challenge is finding the ideal time. The president might want to hold a college wide town hall meeting from time to time, so the College Hour for one week out of the month would be for district meetings or constituency meetings, but we would have to coordinate these. Adolfo said these are for staff/faculty/student meetings that would be held during college hour. Regina noted that the discussion was about coordinating the scheduling that affects all of the students and staff and said that she thought that the whole notion of it should be more focused on the students. She said she did not know that the conversation was around governance meetings. Linda Herda said they talked about setting aside one or two meetings in a month (such as committee meetings) so students could be involved in those committee meetings. Regina is concerned about restricting people to holding meetings during that time. Linda said it just provides another option for people to meet because students are not in classes.

Regina said she had looked at a schedule (tentatively) for how it would look in the fall if we were to do College Hour on Friday from 12-1, and found that it affects 14 classes that are held during the noon hour. On Friday from 1-2 there are about 8 classes that are affected (4 in each area all day classes). On Wednesday or Monday from 12-1, about 35 classes are affected, and from 1-2 around 20 classes are affected. College Hour on Tuesday from 12-1 would affect 33 classes, but on Thursday from 12-1 it would affect 9 classes. That is because there are some classes that are Tuesday only as well as Tuesday Thursday. There are no Thursday only classes. With the Thursday 12:30 start time, it was back up to 20 classes affected (the start time is actually 12:10). In response to a question, Regina said there are about 28 students, on average, per class. The classes that are in the 20s or 30s affect a large number of students and faculty. Ray noted that if we make the College Hour dark on Thursday, it affects the Tuesday classes. Regina is concerned about there being a dark time during prime time, because of our cap/load ratio (related to facilities funding) and load. Vicki requested that Regina and the sub-committee to have a closer look at the data. That work can go on between now and our first fall meeting, with a recommendation brought to the first fall meeting. Adolfo said he would convene the group. Now the new student members will join, but they need to meet with Regina to get the data. Regina got it from Cathy Hasson; they will talk to Regina in one week from today.

Smoking Policy

Ray Hernandez reported that he had just finished his master's degree in Public Health. Skyline has been immersed in the smoking issue and three years ago he proposed doing an assessment around smoking issues at Skyline. His proposal was approved. He noted

that at Skyline, there is a high share of the young aged population and smoking is on the rise for that population group. In addition, secondhand smoke affects everyone. Skyline established designated smoking areas, through our shared governance process.

He then briefed the College Council on his research. He noted that although the college has a well defined policy, we do not really have an enforcement policy. His assessment research took place in spring 2008. 9037 students were enrolled at Skyline and 1163 responded. Ray said his advisors were astounded by the response rate. The demographics were a good example of our population, but there were slightly more females responding. What he was not able to find was how it reflected our employee population, he could not get administrative, faculty and classified breakdowns.

For student respondents, 16% said that they smoke and 2% of the employees responded that they smoke. Ray said it would be very difficult if we went to more restrictive policies; we have to realize that it would affect those that tend to smoke heavily. The perception is that there are more smokers than there are and people think there is more of a problem than there is, based on the survey. What came out is that people who smoke are out in the open where the rest of us are, so it looks like a greater problem than there actually is. He asked which smoking policy respondents would support. Designated smoking areas were number 1, the second choice was no smoking on campus, and third was in parking lots. He was surprised that choice number one was best for both groups. Relative to policy effectiveness, his goal was not to evaluate the specific policy, but just to look at it overall.

Regina asked what caused him to indicate that the issue is charged and polarized. Ray talked to all three VPSS of each campus and this theme came up at all three campuses. People have been talking about it for a long time and they are tired of talking about it. Regina asked if there is some evidence here at Skyline that says that the issue is “polarized” and charged. Vicki noted that a bimodal distribution of opinion could be called polarized and that is different than “charged,” which suggests strong emotion. Ray said that his choice of words was based on what he heard, that there were passionate, strong feelings about the issue and those came through in the survey.

Ray said that there needs to be a lot of work done on assessing the current policy. Relative to enforcement, the survey said the college should penalize violators of the policy, and when Ray talked to the key informants they said that cannot be done. The college does not have the authority to do it, nor do we want to be perceived as wanting to do it. The second suggestion was to educate. He said it is Security’s responsibility to address it. An enforcement policy needs to be created that encourages the use of the policy, with punitive measures for repeat violators. CSM does something like that and they connect it to student discipline. It starts out very respectful and gentle, and continues from there. It started in January 2008 and Jennifer Hughes said they have had good response. People are using the designated smoking areas. They are making a report at their College Council and they hope to move forward with their policy to have it become more restrictive. Vicki said their campus is more spread out and it is easier to

identify areas that are away from human traffic. Skyline is very compact and it is harder to do so.

Ray suggested that the communication to students has to be done more often. Signage here is more mobile, and because we have been under construction, it makes it confusing for students. Stakeholders include San Bruno Police, Breathe California, American Lung Association, and they should be brought in for our discussions about it. He suggested that there might need to be a district wide policy because many of our students go from campus to campus. Ray reviewed his recommendations. He wanted to know if the Health and Safety Committee could be empowered to make the decision, and Vicki said that this is a shared governance issue and it needs to come back to the College Council. Ray said he would ask Cathy Hasson to put the report online now that College Council has heard it.

Governance evaluation

Vicki indicated that all Council members have the notes from the Open Forum and that she will put this topic on the agenda for the beginning of fall for all the constituent groups. They will need to consider whether our assessment of our governance process covers the ground, whether there are there issues not covered, and then we can identify any needed changes and also develop the policy for regular evaluation of our governance structure. Vicki wants the constituent groups to talk about it to be sure we surfaced out the right issues.

Draft Skyline Technology Plan

Regina indicated that she co-chairs the Technology Committee with Nick Kapp. There is a tech plan, but the committee has been asked to update it. The draft reflects a year and a half of exchange and work with the committee, the district and IT putting together the information in the draft. They are asking for feedback from the different constituent groups. This is consistent with one of the recommendations from the ACCJC visiting team's report to the college. While this is happening, there is additional work being done at the district level on a distance learning strategic plan, so additional material will be added by the tech committee. There are also issues about accessibility for the website that are part of the plan. The philosophy statement is in part in the old plan, but work remains to be done to update the philosophy. She asked College Council to help fill in the gaps. Jim Petromilli will work with the committee over the summer to also fill in the gaps, and the distance education advisory committee will provide input. They would like to compile a draft by the end of the fall semester, with adoption in the spring. Regina would like information to take back to the Technology Committee by mid-October.

District Shared Governance Council (DSGC) update

Adolfo summarized the issues addressed by the DSGC, including grade change language, the consensus model, and code of ethics, which is being put off. Faculty decided district wide to go with the AUP code, which was Skyline's proposal. They have not brought it back to the other constituencies, so that is why it is being brought back in the fall. They also reviewed the environmental scan for the district draft strategic plan.

District strategic planning update

Vicki reminded the group that Skyline had an Open Forum on the district strategic plan draft. The notes from that were shared with the reps on that district task force. The district group is meeting in late June. Lori will stand in Cathy's place. The draft plan will get revised in the summer and then be sent out as a revised draft in the fall.

Proposed Student Equity Committee

Vicki noted that the proposal reflects feedback from the May Management Council meeting. It involves filling out the membership a little; that is the only refinement. Vicki or Regina are invited to the August or September meetings of the constituent groups to answer questions. Linda will give them the date. Ray said that the proposal had been discussed in the Academic Senate and they was some concern about adding one more committee. There was no discussion about which committee might be eliminated. They did not realize that this connected a lot of the work together. Carla has that information and Ray will ask her to provide that. Classified council echoed that concern. Regina said she recognizes the exhaustion. From her perspective: if you look at achievement and all we see we are about, we have room to work on student equity. Some groups of students are not achieving at the same levels as others in some areas. She said that we need to create opportunities for students to be successfully and that we need to make sure that student issues are prioritized. She said she wants to challenge faculty/staff to put their efforts around student equity. Linda supports that but would like them to explain the need or issue better so that Classified Council could get behind it. The Academic Senate is now scrutinizing any new committee. They recognize that this committee is overarching, but they were not quite convinced it is needed, and would like more explanation about it. Vicki said that now that we are in a governance review, let's prioritize what we are doing, and determine what is the correct committee array that would meet those priorities. Ray said the Academic Senate has been looking at the list of committees to see what suggestions could be made to reduce the list of committees and still get the work done. Regina said that if this is not the right committee to address student equity, where should this work take place? Ray asked Regina to talk to the Academic Senate about it. Regina reminded the group that the focus on student equity came out of Cabinet, the Basic Skills Initiative, First Year Experience and Campus Change Network work.

College Council Annual Report

Vicki said that the report would be compiled over the summer and that it will be posted by the beginning of the fall term.