



## College Governance Council Annual Report 2012-2013

As stipulated in the Charter and Bylaws of the College Governance Council, “an Annual Report summarizing the work of the Skyline College Governance Council will be distributed to the college community.” The topics listed below are arranged alphabetically with brief summaries from all meetings at which that topic was discussed during the year. The summaries are drawn largely from *Skyline Shines*, the president’s weekly email update to the college. College Governance Council activity is summarized there each month on the Friday following the Council’s meeting.

### Academic Senate

**September 26, 2012:** Leigh Anne Shaw announced that the next Academic Senate meeting will be Friday, September 28, 2012. 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 8:30-11:00 am.

ACCJC asked for feedback and Leigh Anne Shaw and Karen Wong drafted a report that 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.

**October 24, 2012:** Leigh Anne Shaw reported that the Academic Senate sent a response on behalf of the senate to Nina Floro on how to engage in the Performance Evaluation Task Force (PETF) discussion with more faculty. It is of great interest to Faculty. Shaw also reported that the Academic Senate discussed the idea of the IPC/CBC merger and there was general support of the idea. Some potential benefits were discussed. The District Academic Senate has been discussing the confusion regarding the grade submission deadlines communicated to faculty and students in the schedules and in websmart. They are working with the district to resolve the confusion. Leigh Anne reported that the Curriculum Committee has passed the comprehensive program review. Area B was October 9<sup>th</sup> met. Transfer was a topic of discussion 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.

**November 28, 2012:** Leigh Anne has been in conversation with Dr. 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.

**January 23, 2013:** Leigh Anne Shaw reported that the first meeting this Friday, January 25 in room 4301. President Dr. Regina Stanback Stroud will be addressing the senate.

The Academic Senate will be focusing on the bylaws and constitution since they have not been updated in a while. Leigh Anne also shared that she hopes that the Academic Senate approves the Senate Handbook that she has worked on. Also, the Senate is looking for an office space in order to keep a repository of all past records. Leigh Anne is currently working with Dr. Perkins on this issue.

The Education Policy met on Tuesday, January 22<sup>nd</sup> and Leigh Anne asked them to approve the Shared Governance Planning Manual. The committee had some items of concern.

Leigh Anne has been asked to work on the State Senate Committee SB1456 – Student Equity Workgroup.

**February 27, 2013:** Leigh Anne Shaw reported that the Academic Senate had presentations of the Educational Master Plan, Accreditation and Instructional Design. Also, the Senate approved the appointments of 9 full-time faculty selection committees.

Recently Leigh Anne has approved equivalencies for Music and Business faculty. She is requesting assistance on equivalency and its implications.

Friday, March 1 the Academic Senate office hours have been canceled. Leigh Anne will be attending the Student Equity Workgroup in Sacramento.

Kate Browne shared that the Senate is working on the new update of the Academic Senate handbook.

**April 24, 2013:** Leigh Anne Shaw, President of Skyline College Academic Senate, attended the Academic Senate Plenary Session held April 18-20, 2013. Beth Smith of Grossmont College was introduced as the new State Academic Senate President. Leigh Anne worked with Beth on a State Equity Group.

At the Plenary Session Leigh Anne attended a couple of interesting sessions. One was a workshop regarding awards that the State Academic Senate offers each year. There is a problem with getting nominees for the awards. She also attended a workshop “The Scorecard, Disproportionate Impact, and Student Equity”.

Currently the Skyline College Academic Senate elections calls for nominees have been sent to all faculty. In preparation for the end of the year festivities a request to faculty for the Meyer award has been sent. Leigh Anne is requesting a list of all full-time faculty hired in the last 5 years in order to choose the Meyer award recipient. Academic Senate is also considering the faculty marshal for Commencement.

The state equity group is talking about integrating the equity plan into existing plans and reports such as BSI, Accreditation and Matriculation Plan. Leigh Anne has observed that, despite our efforts, communication of information among participatory governance constituents is not always effective. She would like the college to consider examining it.

**May 22, 2013:** Leigh Anne Shaw was unable to attend the CGC meeting but did send in her report from Academic Senate.

The Senate approved the Accreditation Draft 3 at its last meeting. They also heard from the PETF on their work thus far. A very detailed report was provided by Nina Floro, who indicated that faculty would receive drafts to review in the fall and an opportunity to comment. This was received well by the Senate and Professor Floro was asked to convey her thanks to the PETF for their work and her report.

The new marketing procedures were discussed. Concerns arose regarding the sameness of the emails that go out to the campus to advertise events. The worry is that the sameness of each message might have the opposite effect and might cause people to ignore information because it all looks the same. Also raised: What voice do faculty have in marketing campaigns? For example, the “Closer than you think” campaign choice to feature individual faculty/administration on the covers is a lovely tribute, but does it reflect our Students First

philosophy? How do faculty give input into marketing? It was also noted that students do not have access to Skyline Shines, which could be a good marketing tool to them.

After some discussion and concern over the number of committees on campus, the senate approved the creation of the Accreditation Oversight Committee.

The Academic Senate chose George Wright to be the Faculty Marshall at Commencement. At the End of the Year Celebration, the Senate honored Mel Zucker and George Wright, retirees, as well as the Accreditation Steering Committee members Christine Roumbanis, Donna Bestock, Nancy Kaplan-Biegel, and Dennis Wolbers for their work. Dennis Wolbers and Bob McCoy were also honored for their work on the SLOAC.

The Academic Senate Governing council for Fall 2013 will be: Leigh Anne Shaw, President; Kate Williams Browne, Vice President; Tiffany Schmierer, Treasurer; Curriculum Co-chairs Nick Kapp and Jacqui Escobar; Research Chair Mousa Ghanma; Professional Personnel Chair Zach Bruno; Educational Policy chair and Secretary are both vacant.

### **Accreditation**

**September 26, 2012:** 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.

**November 28, 2012:** 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 follow additional draft before finalizing the self-study.

**January 23, 2013:** Tuesday, January 29 from 12-2 p.m. in room 6202 there will be the next Accreditation Open Forum. The current Self-Study Draft is posted on the Accreditation website for feedback from the college community.

The Distance Education Substantial Change Report is in the final stages and will be sent soon to the ACCJC.

**March 27, 2013:** 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.

### **Accreditation Oversight Committee**

**April 24, 2013:** Dr. Sarah Perkins proposed to the College Governance Council the need to add the Accreditation Oversight Committee to the Compendium of Committees. The representation on the committee would be from each constituent group on campus and they would meet once a semester. The group will not be a decision making committee.

A recommendation of the new committee will be made at the next meeting. Each constituent group will discuss the new committee at their next meetings.

**May 22, 2013:** Dr. Stanback Stroud reported that at the last CGC meeting Dr. Perkins presented the idea of creating an Accreditation Oversight Committee.

(M/S/U Joi Blake/Linda Allen) CGC approved the establishment of the Accreditation Oversight Committee and adding it to the Participatory Governance List.

All constituent groups unanimously approved the addition of the Accreditation Oversight Committee to the Participatory Governance.

### **Accreditation Self Evaluation**

**May 22, 2013:** Dr. Sarah F. Perkins addressed the CGC regarding the Accreditation Self Evaluation final draft. The timeline for approval of the draft is as follows:

- June 17: The Self Evaluation will be presented to the Board of Trustees Study Session to give an update of the draft.
- June 26: A hard copy of the Self Evaluation will be given to the Board of Trustees.
- July 24: Board Of Trustees approve the report.

Week after July 24: The final, signed Self Evaluation will be sent to the ACCJC.

The report is substantially finished. Donna Bestock and Christine Roumbanis have visited each constituent group for their approval.

(M/S/U Joi Blake/Linda Allen.) CGC approved the draft of the Accreditation Self Evaluation.

### **Accreditation Team Visit**

**September 26, 2012:** 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 College 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.

### **Administrative Leadership Unit Planning and Review (ALUR)**

**October 24, 2012:** President Stanback Stroud shared the ALUR with the council and reported that this format has been adopted in order to expand the administrative unit planning to incorporate service area outcomes and add a program review element. The form incorporates the college goals, balance scorecard strategies, service area outcomes, resource needs including staff, facilities, equipment and professional development.

This form will also allow for the collect of data that will inform future staffing plans. The report also looks at what has happened in the past and what is being planned for the future and what are the needs of the department. Dr. Regina Stanback Stroud wanted to share the information with the council to show them of the work that is being done throughout the campus. Leigh Anne Shaw confirmed that the department program reviews will inform these plans as well. Dr. Sarah F. Perkins indicated that the faculty is creating an annual planning process and end of 6 years there is a comprehensive review. Looking at patterns and projecting where the program is going.

### **Announcements**

**October 24, 2012:** Barbara Daley announced that she received funding to sponsor a speaker. She will be hosting a speaker from Kenya who formerly worked for Nestle Corporation on November 15, 2012 at 11:00 a.m. in room 4301. Targeted students include students of sociology, ethnic studies and other multicultural communities. Barbara has already connected with the International Students program and the CITD. The speaker will be invited to attend the International Students' Thanksgiving party at 2 p.m. on that day. President Stanback Stroud asked Barbara to provide information to Skyline Shines.

Dr. Joi Blake reminded the group that Dr. Pamela Cox will be making a presentation on generational communication at the lecture series tomorrow. All are invited.

**November 28, 2012:** 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 4<sup>th</sup>.

President Stanback Stroud reported that the Interim Dean of Counseling process will conclude by the weeks end. She received 4 applications and will meet with 3 candidates. Thursday, November 29<sup>th</sup> 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.

**January 23, 2013:** Dr. Joi Blake announced that there is a Cover Your Cough and Influenza Campaign going on through the Health Center. They are providing free influenza shots to anyone who is in need.

There is also a Health Choices Campaign through the Health Center.

**April 24, 2013:** Dr. Joi Blake announced that the 2013 Commencement Speaker is Juan Sepúlveda, Senior Advisor for Hispanic Affairs for the Democratic Committee and the former Director of the White House Initiative on Education Excellence for Hispanic Students.

### **Annual Report**

**March 27, 2013:** The ACCJC report is due April 15<sup>th</sup>. The report will be available 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.

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

**September 26, 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.

### **Assessment**

**September 26, 2012:** 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.

### **Associated Students of Skyline College**

**September 26, 2012:** *Welcome Week:* Jose Sosa Sanchez 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. Stanback 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.

**October 24, 2012:** Jose Sosa Sanchez reported that some of the members of ASSC attended the California Community Colleges Student Affairs Association (CCCSAA) conference. Student representatives from throughout the state meet to focus on networking, student professional and leadership development and issues of student affairs. Jose also reported that ASSC concluded the toy drive for Toys for Kids with Cancer. They collected a large quantity of toys he stated, "We have hundreds of toys to give out!"

**November 28, 2012:** 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.

**January 23, 2013:** Kevin Garrett reported that the ASSC approved funding for the Black History Month in February. Professor Tony Jackson has scheduled a number of speakers to visit Skyline College.

Information for the upcoming ASSC and Student Trustees elections will be sent out soon. ASSC plans to visit each classroom to share information about the election process.

**February 27, 2013:** The ASSC will be traveling to Washington D.C. for a leadership conference soon. The District Student Trustee elections will be held April 13<sup>th</sup>.

There will be a Cesar Chavez luncheon held on March 28<sup>th</sup> which is being co-sponsored by the ASSC. There will be agencies to recruit students to serve as volunteers.

**March 27, 2013:** 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).

**April 24, 2013:** Jose Sanchez Sosa, President of Associated Student of Skyline College, reported on the successful hAPI Festival held Wednesday, April 17<sup>th</sup> from 11-2:30 in the Quad. Over 1000 people passed through the festival and participated in the event. Also the same week the San Francisco Poet Laureate, Alejandro Murguia and singer songwriter Diana Gameros presented poetry and music Friday, April 19<sup>th</sup>.

**May 22, 2013:** Vince Meschi reported on behalf of the ASSC. The 2013-2014 ASSC elections are completed and the new President and Vice President are President Kayla Razavi and Vice President Priscilla Sanchez. Some positions are still opened and they hope to be filled in the Fall. The ASSC is working with Amory with Scholarships and the Commencement Ceremony. The ASSC approved \$10,000 to collaborate with the College Lecture Series. They also approved the Accreditation Self Evaluation Draft.

Kate Browne thanked the ASSC for their assistance with the ECE Department Graduation.

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

**September 26, 2012:** 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>

**October 24, 2012:** Additionally, the council recommended the adoption of BSC for the new goals.

6. *Play a central role in the preparation of the regions workforce and expand networks and partnerships with business, the community, and non-profit organizations.*

*Strategy 6.1. OUTREACH & RESPONSIVENESS TO COMMUNITY NEEDS: Broad outreach efforts that build partnerships and respond to educational community needs.*

*Strategy 6.2. INNOVATIVE PROGRAMS, SERVICES & MODES OF DELIVERY: An innovative and comprehensive balance of programs, courses, services and modes of delivery that meet student and community needs.*

*Strategy 6.3 MARKETING, OUTREACH & CONNECTIONS TO ACADEMIC & BUSINESS COMMUNITIES: Broad outreach and marketing efforts that incorporate continuous evaluation of community needs for comprehensive planning to build public awareness.*

7. *Establish and maintain fiscal stability and alignment of programs and services to the core mission, vision and values of the college.*

*Strategy 7.1. INTEGRATED PLANNING & INSTITUTIONAL PERFORMANCE MEASUREMENT: An integrated planning system that responds to all stakeholders and tracks and measures college-wide performance indicators.*

8. *Internationalize the educational experience by enriching the college with a diverse community of learners representing the collective resources of humanity and engaging in a vibrant dialogue that engenders an understanding of others.*

*Strategy 8.1 CULTURAL CENTER FOR THE COMMUNITY: A position and presence in the community as a major cultural center.*

*Strategy 8.2 MARKETING, OUTREACH & CONNECTIONS TO ACADEMIC & BUSINESS COMMUNITIES: Broad outreach and marketing efforts that incorporate continuous evaluation of community needs for comprehensive planning to build public awareness.*

*Strategy 8.3. STUDENT ACCESS & SUCCESS: Student access and success through availability, quality and assessment of support services and student learning outcomes.*

*Strategy 8.4 INNOVATIVE PROGRAMS, SERVICES & MODES OF DELIVERY: An innovative and comprehensive balance of programs, courses, services and modes of delivery that meet student and community needs.*

*Strategy 8.5 STUDENT ACCESS & SUCCESS: Student access and success through availability, quality and assessment of support services and student learning outcomes.*

(M/S/U – Daley/Shaw) The College Governance Council recommends the BSC strategies to go with the new goals.

### **Updated Balanced Scorecard**

**January 23, 2013:** Dr. David Ulate presented an update of the Balance Scorecard. The new goals and strategies have been updated on the Balance Scorecard. All the remaining documents of the Balance Scorecard reflect the new goals and strategies.

(M/S/U –Blake/Shaw ) The CGC accepted the revised Balance Scorecard Overview Goals and Strategy Map.

## Chapter 7 of Board Policies

**February 27, 2013:** Dr. Joi Blake shared with the council that in order to prepare for the Accreditation visit the Vice Presidents of Student Services from all the campuses is working on updating the Chapter 7 Board Policy. She has asked for the Council to review and give feedback by March 6<sup>th</sup> of the document. The final document will be presented to the Board of Trustees at the June meeting.

### Classified Council

**September 26, 2012:** 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.

**October 24, 2012:** Barbara Daley reported that the Classified Council did not meet in early October because they cancelled the meeting in order to encourage participation in the Call to Consciousness Lecture Series presentation of Dr. George Lakoff. Future meetings will be resumed. The Council has scheduled noon meetings in order to encourage Classified staff participation.

**November 28, 2012:** 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.

**January 23, 2013:** Barbara Daley reported that Classified Council did not meet in December due to a conflict. The Executive Board did meet this month and talked about participatory governance and working on becoming a Classified Senate. The Executive Committee is currently working on revising the Classified Council Constitution and has asked all Classified Staff to review the document for any revisions.

The Classified Council plans to hold a couple of short workshops and one summer retreat for Classified Staff. They are deciding on a good time of year so a large number of staff can attend. A survey will be distributed to find out the type of topics staff is interested in and also the time of year that would be best to hold the retreats.

The Executive Committee is also working on ways to encourage more Classified Staff to attend the monthly Classified Council meetings. Recently the Council changed the day and time of the

meeting to correspond with the lunch hour but that hasn't increased attendance. Suggestions were made such as hosting a portion of the lunch meeting with refreshments or food, inviting key people on campus to discuss their areas of expertise, using a portion of the meeting for a short workshop on a topic of interest and to increase the Officers Board by adding delegates from different areas of the campus.

**February 27, 2013:** Barbara Daley reported that the Classified Council met in December and Anjana Richards presented to the Council information regarding sustainability.

Classified Council is currently working on updating their constitution and bylaws in order to be approved by the state to change from a Council to a Senate. They are also trying to connect the Classified Council Mission Vision and Values to the Colleges Mission Vision and Values. The goal is to complete the process by the end of the year but may be longer.

Recently at the District Shared Governance Council there was a discussion regarding the change from Shared Governance to Participatory Governance. There is a concern with some staff of the change in title. Some of the other campuses have had major discussions on the topic. Changing the title did not change any governance processes only the title.

Currently Classified Council has an Easter Fundraiser and if anyone is interested please submit your order by March 8<sup>th</sup>.

It was suggested by Linda Allen that she hopes that in the future there would be a District Classified Council or Classified Senate. This will give the President and Vice President's to work together on different topics being discussed and have more Classified involved.

**March 27, 2013:** 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.

**April 24, 2013:** Barbara Daley, Vice President of Classified Council, reported to CGC on behalf of Linda Allen who is currently on vacation this week. She announced that Classified Council cannot support the merging of IPC and CBC yet because they need more information regarding the makeup of the new committee, how many Classified Staff would be members and how would it affect their workload as members of the new committee. The Classified Council could not make a recommendation at this time until they have more information.

At the last Classified Council meeting Linda Allen discussed the Novi Survey, the IPC Research Form and the Educational Master Plan. She encouraged all Classified Staff to visit the PRIE website.

Heather Smith from the SparkPoint Center gave a presentation on BACC and CLASP partnership. The Classified Council held a One-Hour Classified Staff Mini-Retreat on Friday, April 12. The topic was Juggling Act: Overview of Work/Life Balance and it was facilitated by Claremont EAP. The topic was chosen based on a survey of Classified Staff.

Barbara mentioned to the College Governance Council a concern with regards to the Second Harvest Food Bank bins that are located throughout the campus. Nancy Lam asked Classified Council who is responsible because there are some bins that are full. The topic will be presented to the Managers at the next Managers Council.

This June there will be a 3-day Classified Leadership Institute being offered by State Classified Senate in Sacramento, June 13-15, 2013. Classified Staff is encouraged to attend.

The next Classified Council meeting will be a Potluck, Thursday, May 2<sup>nd</sup>. The Classified Council plans to have a presentation by Donna Bestock and Christine Roumbanis who will give an update of the Accreditation Draft; a discussion of the election of new Executive Board members for 2013-2014; organizing a Summer Retreat; and continuing to work on the revisions to the Classified Council by laws to work toward becoming a Classified Senate.

It was suggested by Dr. Sarah Perkins to ensure that the Classified Council website reflects the work of becoming a Classified Senate.

**May 22, 2013:** Barbara Daley reported to CGC that at the recent Classified Council meeting Christine Roumbanis presented the Accreditation Self Evaluation draft for approval. The Classified Council unanimously approved the draft. Also discussed at the meeting were the elections for the new members of the Classified Council Executive Board and shared a document that would provide job descriptions for each Executive Board member. The Classified Council will be planning a summer retreat for all Classified Staff.

### **Classified Employee of the Year**

**January 23, 2013:** It is time to nominate a Classified Staff member for the annual Classified Employee of the Year Award. The deadline to submit nomination forms is 4:30 p.m. January 31<sup>st</sup> to Theresa Tentes. A special College Governance Council meeting has been scheduled for Wednesday, February 6<sup>th</sup> at 2:30 p.m. to discuss the nominations. The details and timelines were announced by the PIO office and will be included in the next few Skyline Shines.

### **College Council Annual Report**

**May 22, 2013:** Dr. Regina Stanback Stroud explained to the CGC members that each year a College Council Annual Report is created using the approved minutes from each meeting. The annual report will be available on the CGC website

(M/S/U Kate Browne/Linda Allen) The CGC approved the CGC Annual Report with directions to add the approved minutes from the April 24 meeting and to add the May 22 approved minutes in the Fall to finalize the document.

### **DE Sub Change**

**November 28, 2012:** 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 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.

### **Decision Matrix**

**October 24, 2012:** President Stanback Stroud reported that Chancellor Galatolo asked each of the College Presidents to enhance clarity of how decisions are made and how items enter the governance processes. This is also a standard in the accreditation process. Using a table prepared at CSM, President Stanback Stroud distributed a draft table that describes how decisions navigate through the Skyline College processes. Ultimately, this table will be a part of the Governance and Planning Handbook. All of the representatives are asked to review the table and make any recommendations on ways it can be improved.

### **Delineation of Function Map**

**February 27, 2013:** Dean Ray Hernandez presented to the Council the Delineation of Function Map. Ray is a member of the District Function Review Committee. The committee began after the 2006 site visit. The Delineation of Function Map was developed specifically for districts that are multi-college districts.

The map is a culmination of all the standards and sub-standards. The Accreditation report will show how we function as a college and a district. The evaluation is on a three year cycle and is on the second review since 2006.

Ray is asking that the each constituent group review the document and make any changes necessary.

The timeline for the process is as follows:

- February – Introduce the information to College Governance Council
- March – Vetting
- April – College Governance Council
- May – District Committee meets and then will move forward

The map will be discussed at the March 7<sup>th</sup> Classified Council, March 22<sup>nd</sup> at the Academic Senate, Student Services Leadership Team March 12<sup>th</sup> and is yet to be determined when the Associated Students will discuss the map.

**April 24, 2013:** (M/S/U) Perkins/Blake. Sarah recommended the Delineation of Function Map as presented.

### **Diversity Hiring**

**February 27, 2013:** District Academic Senate is looking at the Faculty Selection Procedures which was last updated in 2004. There are many concerns related to outdated elements of the manual. Leigh Anne will be meeting with Debbie Carrington and Harry Joel soon regarding the concerns.

Concerns are with the absence of the equal opportunity, application software and an unclear explanation of minimum qualifications and equivalency. Also, the inconsistency in the manner in which adjunct faculty are hired.

### **Educational Master Plan**

**February 27, 2013:** Dr. David Ulate joined the College Governance Council to report on the Educational Master Plan. Currently the plan is in the second draft. The draft is available online at the PRIE website.

<http://www.skylinecollege.edu/prie/assets/february2013documents/Skyline%20draft%20of%20EMP%20-%202002%2022%2013-%20updated.pdf> The document is open for feedback beginning February 25, 2013-March 8, 2013.

Timeline for approval of the plan:

- February 25 the plan was presented at the Open Forum
- March 13 the plan will be discussed at the IPC meeting
- March 18 Draft III is available
- March 22 the plan will be discussed at the Academic Senate and Classified Council
- March 27 the plan will be ready for College Governance Council for motion to approve
- April 5 finalize the draft online
- April 24 the Educational Master Plan will to the Board of Trustees for approval

**March 27, 2013:** 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.



## **Employee and Student Feedback**

**November 28, 2012:** Dr. David Ulate presented to the College Governance 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.

Dr. Ulate 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 Dr. Sarah F. Perkins that more work needs to be on assessment.

Dr. Ulate then continued on to explain the outcomes of the CCSSE survey. The CCSSE has 5 benchmarks and according to Dr. Ulate that the College should focus on our score not so much of the benchmarks set. He 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.

## **Governance and Planning Handbook**

**October 24, 2012:** President Stanback Stroud reminded the council to review the draft of the Governance and Planning Handbook. When reviewing the draft you will notice some template language, mission vision values and institutional student learning outcomes. The philosophy statement was drawn from the approved governance statement. The committee information comes from the compendium of committees. In putting the information together, President Stanback Stroud reminded the council that as it reviews the structure, it will want to consider whether the CBC recommends the budget to the president directly or through the College Governance Council. The Budget Committee is a subcommittee of the College Governance Council (as is the IPC). At the next College Governance Council meeting President Stanback Stroud will ask for a recommendation from the council on the Governance and Planning

## **Institutional Review Board**

**January 23, 2013:** Dr. Ulate presented the recommendation from the Academic Senate for the creation of an IRB. An IRB will enable the college to meet criteria when requesting research grants. Its primary purpose will be to advise the administration on whether proposed research treats human subjects in an ethical and safe manner. The document outlines the membership of the IRB and explains the purpose. The document has been recommended by the Academic Senate and IPC. Thanks to Michele Michelitisch for her assistance of creating the IRB

(M/S/U –Daley/Shaw ) The CGC approved the IRB proposal.

## Mission Vision Value Campaign

**October 24, 2012:** Vice President Blake is recommending that we launch a Mission Vision Values Campaign to increase college ownership of the college statements. Flyers and posters would be prepared with pictures of people in their various units and departments. The MVV statements would be included and as students and the public enter offices, they would see the statements either posted or on the countertops. The PIO provided different styles of the cards. On the back of each card will be a message from the President about Skyline. Concern was expressed that the cards would be discarded. Dr. Blake clarified that the cards would not be distributed to students, they would be displayed to welcome students to the area.

The committee members gave additional feedback for the marketing office to take into consideration.

- White type is difficult to read. Black or Red color type is easier to read. Please use simple font. Less clutter. Font – Arial, clean simple to read.
- If use white type, consider shadow edging
- Consider making larger signs for visually impaired students to be placed in key areas.

Vice President Blake explained that different areas can or will have a different looks to the campaign. Doesn't have to be standard. Can have different sizes and different fonts.

(M/S/U – Perkins/ Sosa Sanchez) The College Governance Council recommends the MVV campaign be implemented.

## Novi Survey

**March 27, 2013:** 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.

## Participatory Governance

**April 24, 2013:** (M/S/U) Perkins/Shaw. Move approval to changing the reference to Participatory Governance and have it reflect in the charter and bylaws.

Dr. Regina Stanback Stroud reported to CGC regarding shifting from Shared Governance to Participatory Governance. The word Shared Governance to Participatory Governance has been revised to the bylaws.

## Planning and Budget Calendar

**October 24, 2012:** IPC is recommending a planning and budget calendar. President Stanback Stroud reviewed the calendar with the council. And explained that the strategic priorities are discussed toward the end of the year in order to announce the next year priorities at Opening Day. All the planning and budgeting is linked.

(M/S/U – Blake/ Shaw) The College Governance Council recommends the integrated planning and budget [calendar](#).

### **Planning and Governance Document**

**April 24, 2013:** (M/S/U) Blake/Daley. Move to approve recommendation of Planning and Governance document to the President.

### **Reordered Goals with BSC Strategies**

**October 24, 2012:** President Stanback Stroud reminded the council that three goals were added last year. Initially, the new goals were integrated into the old goals such that the numbering on the old goals changed. This change stood to require major modifications in the balanced scorecard system. To avoid such disruption, the IPC is recommending that the college goals be numbers to add the three new goals to the end.

(M/S/U – Shaw/Daley) The College Governance Council recommends the reordering to the [goals](#) in order to preserve the integrity of the BSC accountability system.

### **Research Request Form**

**March 27, 2013:** 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.

### **SEED Visions and Strategies**

**September 26, 2012:** 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. Stanback 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.

### **SEED Vision Strategic Priorities Goals Matrix**

**October 24, 2012:** IPC is recommending the adoption of the matrix to demonstrate the connection and integration of the strategic priorities, goals, and SEED Vision statements. Part of the intention behind this matrix is to be sure that all the side things are connected and to particularly take care that the great work being done in the area of diversity is not separated from that work of the overall college. Recommendations for revisions to show further connections include connecting the following:

- College goal number 5 is connected to SEED vision number 3

- Connect College goal 2 to strategic priority 3
- Connect college goal number 2 to Strategic priority number 6

(M/S/U – Blake/Browne) The College Governance Council recommends the [matrix](#) as amended to be used as to show integration.

### Shared Governance

**September 26, 2012:** 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.

### Shared Governance Evaluation

**November 28, 2012:** 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.

### Shared Governance Recommendation

**March 27, 2013:**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.

### **Skyline Red**

**October 24, 2012:** President Stanback Stroud reported The Office of Marketing, Communications and Public Relations has been working to develop a consistent brand for Skyline College including a pallet of colors for design purposes. One of the challenges we face with the “official” Skyline College red is that it is not very versatile and has a significant amount of orange in it. In an effort to create designs more pleasing to the eye, an alternative red is being recommended by the department to the College Governance Council for adoption. The “red” would be included in the style guide to be used when designing marketing collateral such as flyers, brochures, screen ads, portal ads, etc. The addition of this color does not change anything about the logo or the previously identified official colors. It simply adds another option that is better used when designing backgrounds. President Stanback Stroud explained that many different hues of red have been used lately as individuals struggle to produce marketing materials, resulting in a disjoint presentation of the college to the public. The Style Guide will be updated. Leigh Anne Shaw asked that particular attention be paid to disseminating the information because sometime student’s workers and staff are creating the materials. Barbara Daley raised a concern about the look of the website and the colors as well. She will discuss that concern offline.

(M/S/U – Sosa Sanchez/Blake) The College Governance Council recommends the additions of Skyline Red to the Style Guide. (**Printed Color** – Pantone Coated – 201C /4-Color Process – 22:99:93:13 – **Screen Color** RGB – 174:35:42 – HEX CODE -#af232a)

### **Skyline Shines Award**

**May 22, 2013:** CGC considered the nominations for the Employee Award and the Community Award. An individual was selected for each one. The winners will be announced at the opening day ceremony.

### **Strategic Priorities**

**September 26, 2012:** 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.

**October 24, 2012:** IPC is recommending the strategic priorities to the council. These priorities were informed by various college activities and narratives including PIF initiatives, Board Goals, College Goals, Employee Voice Survey, Program Review, Community feedback (President's Council), and general college initiatives, discussions and activities. The IPC asked that we include examples of each strategic priorities. Regina explained the different strategic priorities and some of the examples. This document will be reviewed annually according the planning and budget calendar. Shaw asked to confirm that there would be nothing that would lock the college onto a course and not give room for a change. President Stanback Stroud confirmed that we would always have the opportunity to evaluate our course and use the governance processes to take the best course for the students, community and the college.

(M/S/U – Blake/Browne) The CGC recommends the adoption of the [Strategic Priorities](#).

### **Technology Plan**

**May 22, 2013:** Dr. Regina Stanback Stroud thanked Jim Petromilli and Bridget Fischer for their work on the Technology Plan. Bridget shared that the Technology Plan was driven by the Technology Advisory Committee. The College of San Mateo, Cañada College and City College of San Francisco are using our plan as a model. Jim Petromilli stated that the Technology Plan needs to be reviewed and reassessed each year. He said that the Skyline College Technology Plan has been reviewed by the District Office, ITS, IPC, ILT, SSLT and Technology Advisory Committee. IPC has recommended the plan to CGC for approval.

(M/S/U Sarah Perkins/Barbara Daley – Linda Allen Abstained.) CGC approved the Technology Plan. All constituent groups supported the plan.

Dr. Joi Blake commended Jim Petromilli on an excellent job presenting the plan to the Student Services Leadership Team and explaining the plan thoroughly.

Jim Petromilli thanked the Skyline College Leadership for their support.