



## Approved

### College Governance Council Annual Report 2013-2014

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 Calendar

**February 26, 2014:** Academic Senate President Leigh Anne Shaw reported to the committee that the Academic Calendar topic will be discussed at the Academic Senate meeting February 28th. There is a concern that there is not enough input in the creating of the Academic Calendar and this topic has been discussed at the District Academic Senate and with the Vice President’s. Academic Senate President Shaw asks that the CGC revisit this item for input at a later date on how it affects Classified Staff, Faculty and Students. Also, we might want to look into a two-year calendar rather than a one year calendar.

#### Academic Senate

**September 25, 2013:** Academic Senate President Shaw reported that Academic Senate trained members on the functions of local and district Academic Senate. There was also clarification of District plus and minus grading policy. The Senate approved the Sustainability Plan. Academic Senate President Shaw stated that at both Strategic Priorities Forums there was a high faculty attendance. Kate Browne shared that the Academic Senate is considering piloting a Wednesday senate meeting instead of the usual Friday meetings. She also reported that the Fall Plenary Session is schedule this November in Southern California.

**October 23, 2013:** Academic Senate President Shaw attended the Academic Senate Area b meeting last week. She also shared that the Fall State Academic Senate Plenary meeting will be held November 7 in Irvine and both she and Academic Senate Vice President Browne will be in attendance. Topics of discussion at the Plenary Session are repeatability, the SSSP funding, accreditation break out, general education, and credit and non- degree applicable.



The Academic Senate is looking at revising some of the standing committees. Such as Professional Personnel, considering the focus and the original intent of the committee; Research Committee in light of the creation of IRB and to see if they should turn that committee into something focused on culture of inquiry.

The Senate is planning to review their constitution and bylaws for revisions. The District Academic Senate is working with the local senates to align their goals with the Board of Trustees goals. The District Curriculum Committee is discussion the idea of Community Colleges offering BA Degrees. Also being discussed is the minimum qualifications for cross listed courses and issues with repeatability regarding coop education.

Academic Senate President Shaw shared that the STOT training started last week. Diana Bennet and Peter Bruni is discussing having DEAC report to the Senate so they can stay more connected.

The Academic Senate is planning to nominate the ESTM Program for ASCCC Exemplary Program Award.

**January 22, 2014:** Academic Senate President Shaw reported that the first Academic Senate meeting will be held Friday, January 24<sup>th</sup>. The Academic Senate is trying to move away from Friday meetings due to low attendance. This semester they will be testing new days for the Senate meetings and will have made a decision by the Fall of the new meeting schedule.

The Academic Senate will be discussing making changes to the Professional Personnel Committee. They will be looking at the current charge and encouraging professionalism among colleagues. The committee would nominate faculty for state, senate and local awards.

This spring they will also be revisiting the Academic Senate bylaws which they will need to ratify. Academic Senate President Shaw mentioned that she is still looking for an office space for the Academic Senate. Possibly one office that both Academic Senate and Classified Senate can share for Shared Governance work could be considered. President Stanback Stroud indicated she would have concerns about one person having more than one office on the campus. During their term, would they be willing to move to the senate office? Dr. Stroud indicated that it would have to be thought through. In Academic Senate President Shaw's case, for example, at



one time she was located in the learning center, also in the ELI and also in her faculty office and if there were a senate office, she would be located in that space as well. President Stroud indicated that she would discuss the issue in the CIP process.

Both Academic Senate President Shaw and Classified Senate President Allen will continue the conversation of planning a joint event with Academic Senate and Classified Senate. An idea that was suggested was a baseball game with one team from Instruction and the other from Student Services. After discussion and an indication that Administration would like to participate, and the idea of a Tailgate BBQ arranged by the Administrators was suggested. This could be a way to raise funds for scholarships.

**February 26, 2014:** Academic Senate President Shaw reported that at the District Strategic Council met February 10 and there was a discussion of Board Goals on how to gather data on single course takers or lifelong learners who don't complete an SEP. The Academic Senate is working on the faculty selection guidelines document and they are making progress at the District Academic Senate. They hope to complete the process this semester. They are also working with the Human Resources department. The local Academic Senate endorsed the transportation survey. An online survey link has been sent to all college employees and the students will receive a difference survey soon. The Professional Personnel Committee is changing their charge. The new charge is basically focusing on professional development and to nominate faculty for awards local, state and nationally. The Senate is has completed the revision to the constitution and the bylaws.

#### **Accreditation – Review Accreditation Quick Guide**

**September 25, 2013:** Dr. Perkins, Vice President of Instruction, shared with the CGC provided an update of the Accreditation Quick Guide. The document is the process of being produced and should be ready within a week. Each constituent group is encouraged to read the document to prepare for the visit. Four hundred copies will be available as well as an electronic version. The Accreditation Co-chairs, Dr. Perkins and Dr. Ulate, Dean of Planning research and Institutional Effectiveness will visit various groups and meetings to share the guide.

#### **Accreditation Update**

**October 23, 2013:** Dr. Perkins reported to the Council that the Accreditation Site Team arrived on campus Monday, October 21<sup>st</sup> and will be here through Thursday, October 24<sup>th</sup>. She gave a special thank you to Theresa Tentles for her work with the logistics during the team visit. Dr.



Perkins also thanked the Associated Students of Skyline College for their support at the CBC meeting, the Academic Senate for their support and to Vice President of Student Services Dr. Blake and her administrators, faculty and staff for their assistance.

Since the self-study Updated documents are posted on the Accreditation 2013 website along with the self-study and the quick guide.

Tomorrow, Thursday, October 24<sup>th</sup> at 2 p.m. in building 4, first floor room 4180 the Accreditation Site Visit Exit Interview will be held. The interview will be streamed for viewing as well.

**January 22, 2014:** Currently there are no updates regarding the results of the ACCJC action on Skyline College's Accreditation visit. The ACCJC Board acted on January 8<sup>th</sup> but at this time we are waiting to hear from them on their decision.

The ALO position here at Skyline College has shifted from the Vice President of Instruction to the Dean of Planning Research and Institutional Effectiveness, Dr. Ulate.

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

**September 25, 2013:** Kayla Razavi, President of the Associated Students of Skyline College (ASSC) reported that at the ASSC recent meeting they have appointed 7 new Senators and looking forward to more members to join soon. Last Friday, September 20<sup>th</sup> there was training for the 7 new Senators on their roles and responsibilities.

ASSC President Razavi as well as members of the ASSC will be attending the California Community Colleges Student Affairs Association and General Assembly Conferences. She also reported that she attended the district student council meeting where she met two candidates for the Board of Trustees.

Wednesday, November 6, the ASSC will be sponsoring an all college event on "Women Empowerment" on campus. ASSC President Razavi has invited Marlena Jackson and President Stanback Stroud to speak.

**October 23, 2013:** ASSC President Razavi shared with the Council some events that will be taking place. The Latin Heritage Month being was held Oct. 9<sup>th</sup> from 10am - 2pm. The



traditional card game Loteria will be played at the quad with the student body. The winner would get a gift card from the Bookstore. Latin food will be free for all those that stop by at the event. There would also be piñatas, one of for the children from the ECE and the other for the students.

The National coming out day event was held in the quad October 11<sup>th</sup> from 9:00 a.m. to 2:00 p.m. Kayla will make a presentation to the Board of Trustees at the October 23<sup>rd</sup> meeting.

**January 22, 2014:** ASSC President Razavi reported that the ASSC just returned from a retreat. They discussed goals for the semester and what the ASSC would like to leave as their legacy.

On Thursday, January 23<sup>rd</sup> from 10:00 a.m. – 1:00 p.m. in the dining hall of building 6, there will be a Martin Luther King Jr. dream tree. This is for students to write their dreams and hang them on the tree. Members of the Council were invited to come and participate.

**February 26, 2014:** ASSC Vice President Sanchez reported to the CGC that there have been a few events for African American Heritage Month such as the panel on African Americans in the Sciences, the Dream Tree and the Spoken Word Competition which was held February 27<sup>th</sup>.

February 13<sup>th</sup> was National Condom Day and the Love Yourself, Love Your Culture – Day of Healing and finally a flash mob that brought awareness of the 1 billion women who are raped on Valentine's Day. The ASSC will be attending the LEGCON conference in Washington DC March 14-17.

### **Balanced ScoreCard**

**October 23, 2013:** Dr. Stanback Stroud reported on the Balance Scorecard. She stated that the data dictionaries were developed through the governance process and that the IPC committee did a lot of the work.

She encouraged the College Governance Council to use the PRIE website, [www.skylinecollege.edu/prie/](http://www.skylinecollege.edu/prie/), to view the Balanced Scorecard.

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

**September 25, 2013:** The CGC recommended that the Balance Scorecard Goals and Strategies be on a three year cycle.



(M/S/U Kate Browne/Pricilla Sanchez) The CGC unanimously supported the IPC recommendation that the Balance Scorecard Goals and Strategies be identified as three year goals.

### **Budget and Planning Calendar**

**September 25, 2013:** The IPC recommended that the integrated Planning and Budget calendar be labeled as a three year calendar. The CGC suggested not to change the calendar but to change the title to “Planning and Budget Calendar Cycle”.

(M/S/U Leigh Anne Shaw/Kate Browne) The CGC unanimously voted to recommend the calendar with the removing the years and replacing it with Planning and Budget Cycle.

### **Classified Senate**

**September 25, 2013:** Classified Senate President Allen met with the Accreditation Visiting Team Chair and Assistant September 5<sup>th</sup> in preparation for the site visit in October. Classified Senate Vice President Pat Tyler Chaired the Senate meeting September 5<sup>th</sup> in Linda’s absence. At the September 5<sup>th</sup> meeting Ricardo Flores, Instructional Technologist made a presentation to the Senate and offered to give a tour and training of the CTTL. The Classified Senate Board is planning to be trained by Amory Cariadus on the Brown Act and Roberts Rules of Parliamentary procedure in order to be consistent with the way other organizations on campus are functioning. Pat Tyler has created a new logo for the Classified Senate. She is working with Cherie Napier to finalize the new logo. Linda Allen and Leigh Anne Shaw met to finalize the bylaws.

**October 23, 2013:** Classified Senate President Allen reported that the attendance at the October Classified Senate meeting was light due to many members attending the Accreditation Forum. She also reported of some upcoming calendar events for the Classified Senate. Beginning in early November the annual See’s candy fundraiser will begin. The candy will arrive later in the month of November.

Linda is also working with Leigh Ann Shaw, President of Academic Senate, to organize an event for Classified and Faculty after the Accreditation Site Visit.



**January 22, 2014:** Classified Senate President Allen reported that on December 13, 2013 the first Annual Classified Social was held at Chevy's Restaurant in South San Francisco. About 20 Classified Staff attended the event.

The first Classified Senate Meeting was held January 9, 2014. The Classified Senate is still fine tuning their constitution and by-laws. Linda is working with Dr. Ulate's office to send the information out to the Classified Staff for review via email in order for all staff to vote.

She also shared that the Classified Senate is working with the MCPR department to create a new Classified Senate logo because the previously considered logo incorporated the college's logo which would not be consistent with the style-guide for displaying the college logo

**February 26, 2014:** Classified Senate Parliamentarian Kennya Ruiz reported on behalf of Classified Senate President Allen who was unable to attend the CGC meeting. The Classified Senate Constitution and Bylaws have been updated and approved both by the local and the State Senate level. Currently they are working with Deborah Joy on the Code of Ethics document.

Wednesday, March 5<sup>th</sup> the Classified Senate will be hosting a Classified Senate Breakfast in the Hosting Gallery in building 4 from 9-10 a.m.

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

**January 22, 2014:** President Stroud announced that each year the Board of Governors selects 6 Classified Employees across the state to be recognized as the Classified Employee of the Year. Each district of all the Community Colleges is invited to nominate one person to the Board of. In the past years, the SMCCCD has had two Classified Staff selected by the Board of Governors as Classified Employee of the year, one of which was Barbara Daley of Skyline College.

The Deadline to submit your nomination is February 10<sup>th</sup> at 12 noon to Theresa Tentis. At the February 26 board meeting the San Mateo County Community College District Board of Trustees will select the Classified Employee that will represent our district.

The College Governance Council decided that if there is more than one nomination from Skyline College the Council will have a special meeting to select the college nominee. If there is only one nomination submitted to the council, the council will not meet but will vote by email.



(M/S/U Kate Browne/Pat Tyler)

If there is more than one nomination from Skyline College the Council will have a special meeting to select the college nominee. If there is only one nomination submitted to the council, the council will not meet but will vote by email.

Unanimously

### **Commendation on Sustainability Work**

**October 23, 2013:** Dr. Stroud gave commendations to the team who worked on the Sustainability Plan. The Sustainability Plan for Skyline College a model that will be used. The plan show the impact of the colleges Mission Vision Values statement. Dr. Stroud read the certificate of commendation and presented one to each of the following attendees:

Carina Anttila-Suarez

Sabrina Lawrence-Gomez

Aaron Wilcher

Ray Hernandez

Jennifer Mair

Regina Morrison

Kevin Chak

Pat Tyler

### **Comprehensive Diversity Framework**

**September 25, 2013:** President Stanback Stroud reported that the SEED Committee is finalizing the Comprehensive Diversity Framework. The Institutional Planning Council will consider it for recommendation at the October meeting. It is anticipated that the College Governance Council will receive it for action at the October meeting when the Accreditation Site Team is with us.

**October 23, 2013:** In the past 2 ½ years faculty and staff did some great work with the Comprehensive Diversity Framework. The framework came from the District Strategic Plan. Skyline College took the lead to model the framework and the other colleges will be able to use to model as well.

Faculty and Staff completed some sophisticated research and held a retreat to create an action agenda plan.



Classified Senate Vice President Pat Tyler was impressed and proud of the work. Academic Senate President Shaw attended the Area B Senate meeting and mentioned to the State Academic Senate President the Comprehensive Diversity Framework and she the President wanted to learn more about it.

The Center for Transformative Teaching and Learning came out of the framework. The framework addressed the student needs but also the needs of our own professional development.

Dr. Perkins remarked that the framework is a positive work articulating who we are. The framework is really important for the college. Congratulations to the campus through our participatory group.

(M/S/U Pat Tyler/Leigh Anne Shaw) The CGC approved to recommend the Comprehensive Diversity Framework as the framework for Skyline College.  
Unanimously

### **E-Cigarettes – On Campus**

**February 26, 2014:** The College Governance Council discussed the implications of the increasing popularity and use of E-Cigarettes on campus. Current policies may need to be clarified and updated to decrease students' perception that the policy only applies to tobacco/paper cigarettes. Academic Senate President Leigh Anne Shaw reported that faculty witnessing students use E-cigarettes throughout the campus and in classrooms. Additionally, because E-cigarettes can be filled with tobacco, oils and other substances, faculty have witnessed smells other than tobacco and including that of marijuana emanating from the cigarettes. President Stroud suggested that we work with the Public Safety Department regarding those that use the E-Cigarettes with prescription for legal substances and to bring awareness to the campus of the no smoking policy. Currently there is research being done with E-Cigarettes regarding the harm to the smoker and/or to those who inhale the second hand smoke. Dr. Stroud suggested that this topic should be forwarded to the Health & Safety Committee, Health Services, Respiratory Therapy Department and Public Safety.

### **Educational Master Plan**

**September 25, 2013:** Dr. Stanback Stroud reported that though the Educational Master Plan has been approved by the Board of Trustees, recommended by IPC and considered by College Council, we were not able to identify the meeting where an actual vote to recommend the plan for approval was taken.



(M/S/U Joi Blake/Kayla Razavi) The CGC approved unanimously to recommend the Educational Master Plan to the President for adoption.

### **Human Resource Plan**

**September 25, 2013:** The Human Resources Plan emerged from the integrated planning process (consideration of Board Goals, District Strategic Plan goals, College goals, community needs assessment results, multiple plans such as the technology plan, educational master plan, unit reviews, program reviews and administrative leadership unit reviews) and was considered by the Staffing for Student Success Taskforce in Spring 2013. In May 2013, the taskforce made a recommendation the Institutional Planning Council (IPC). Last week, IPC voted to recommend the Human Resource Plan to the College Governance Council.

Members of CGC discussed the need to provide a mid-point update/evaluation on the implementation of the Human Resource Plan. Leigh Anne Shaw commended President Stanback Stroud on the concept of the forums and encourages more forums in the future to update information.

The forums were designed to provide broader communication before CGC considered whether to recommend the plan for adoption.

(M/S/U Sarah Perkins/Pricilla Sanchez) The CGC unanimously supported the IPC Human Resource Plan recommendation.

### **Middle college**

**January 22, 2014:** In response to Academic Senate President Shaw's question about the Director of Middle College, President Stroud affirmed that Skyline College has reengaged in the development of the Middle College. The board members have been very clear in their interest in the development of a program such as the ones at Cañada College and the College of San Mateo. It is anticipated that it will take a yearlong planning process to launch the program and have students enrolled. An interim director will be appointed to develop the program. The executive leadership of the college will meet with Superintendents and Principals from the high school districts that we serve next week. The Skyline College Middle College planning will take approximately one year. The plan is to start the Middle College Fall 2015. The planning of the



Middle College will build on some of the work that has already been completed with the High School Principals but was abruptly halted due to budget cuts. Dr. Ray Jones will be appointed as the Interim Director of the Middle College.

### **MOT Selection Process**

**January 22, 2014:** Academic Senate President Shaw shared with the Council that the Museum of Tolerance opportunity is now available to all employees. She wanted to ask the Classified Senate how they will be selecting the Classified Staff who will attend this year. In the past there was a waitlist created for those wanting to attend but were unable to due to budget cuts. This year the Academic Senate and Classified Senate each can choose two people to attend and the College President can select one administrator. It was decided that both the Academic Senate and Classified Senate will review the waitlist from 2008 and work from there to make their selection for the 2014 MOT trip. Regina will check to see if there is a way that the student leaders of the ASSC can attend the MOT trip.

### **President's Innovation Fund**

**January 22, 2014:** President Stroud reminded the Council that the President's Innovation Fund application is available on the Skyline College website. The President's Council is interested in funding projects that are innovated and are new. The deadline for submission of the applications is Monday, April 7<sup>th</sup> to Theresa Tentes in the President's Office. Theresa will be updating the website so that the application is easier to locate.

### **Promise Advisory Committee**

**January 22, 2014:** President Stroud reported that she recently met with the SMCCC Foundation Director Stephani Scott regarding ways the college enhance its fundraising abilities, maximize the giving culture here at the college and raise resources for the Skyline Promise.

Stephani discussed the issues with the Skyline College Cabinet members. She suggested that the college form a Promise Advisory Committee that would provide advice on enhancing our ability to raise resources so we as a college may further support students and programs. Without opposition, the group supported the formation of the advisory committee. President Stroud will work with the constituent groups to appoint members to the committee. Once the committee is formed Stephani Scott has committed to supporting our efforts to staff and launch the committee.



### **Revised Delineation of Function Map**

**September 25, 2013:** The College Governance Council supported the revised Delineation of Function Map.

(M/S/U Joi Blake/Linda Allen) The CGC approved the Revised Delineation of Function Map. Dr. Perkins will contact Jing Luan regarding posting the new document.

### **Skyline Shines Award**

**January 22, 2014:** President Stroud asked the council to review the process for how the Skyline Shines Award recipients are selected and to be prepared to make suggestions on the change of the process if desired. The College Governance Council chooses the internal recipient and the President's Council chooses the community recipient. The criteria will be reviewed and updated by the Council and discussed at the February meeting.

**February 26, 2014:** President Stroud asked the committee to review the criteria that has been used in past years for the Skyline Shines Award nominations. The awardees are those that live up to the Skyline College Campus values. The awards are given to two groups, one to an individual or group from our Skyline College Campus and the second is given to an individual or group from the community. The campus award is selected by the CGC committee and the community award is selected by the President's Council. After discussion, it was moved to approve the evaluation criteria without any changes.

(M/S/U Pricilla Sanchez/ Leigh Anne Shaw) Approved the evaluation criteria without changes.

### **Sky Talks**

**February 26, 2014:** ASSC Vice President Sanchez shared with the committee an idea named "SkyTalks". It is similar to the Ted Talks format and it will have a series of talks about majors, careers, etc. It will give the students better exposure to majors and careers. The SkyTalks will be recorded to use as reference materials so that students can view the talks in the future. The idea is to hold the event close to "Welcome Week" in August or new "Extreme Saturday". It was recommended and encouraged for the students to work with Dr. Angelica Garcia, Dean of Counseling. Also this would be a great idea for a PIF project and suggested that Pricilla work with faculty and/or staff to apply for a PIF project.



### **Student Success TF – Legislation – Response**

**September 25, 2013:** Dr. Blake, Vice President, Student Success reported that the college is in the process of developing the Student Success Plan (formerly called the Matriculation Plan). She would like to set up a taskforce to get broad input and to be sure to create opportunity for student success. It is recommended that the College Governance Council establish a college wide taskforce that reports to IPC in recommending a college plan to meet the 2014 deadline. Dr. Blake will provide a more specific timeline.

There were many suggestions on how to establish the Task Force such as; campaigning rather than appointment, looking for someone with knowledge of the legislation and members from each constituent group.

(M/S/U Leigh Anne Shaw/Pat Tyler) The CGC approved to recommend a creation of a Task Force. The vote was unanimous.

### **Sustainability Plan**

**September 25, 2013:** Dr. Stroud commended Anjana Richards, Carina Anttila-Suarez, Alina Varona, and Sabrina Lawrence-Gomez and all the faculty and staff on the leadership and work they performed in helping the college develop such an outstanding plan.

(M/S/U Linda Allen/Pat Tyler) The CGC recommended the plan. The CGC will invite Carina Anttila-Suarez, Jennifer Mair and Sabrina Lawrence-Gomez to the next CGC meeting to recognize them of their hard work.