



College Council Annual Report 2011-2012

As stipulated in the Charter and Bylaws of the College Council, “an Annual Report summarizing the work of the Skyline College 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 Council activity is summarized there each month on the Friday following the Council’s meeting.

Academic Senate

August 24, 2011: Fermin Irigoyen, Academic Senate President, reported that the Senate will be discussing the BSI initiative and the Faculty Handbook revision at their next meeting on August 26. Diana Bennett, District Academic Senate President, will make a presentation at the meeting. The Academic Senate President reported that it was his personal goal to grow and nurture leadership in the faculty ranks to develop further the Academic Senate.

September 28, 2011: The Academic Senate reported on the following items:

- The Academic Senate announced that it is working on a resolution and other ways of educating the public about the positive impact of Measure H on educational programs and services.
- The Academic Senate leadership attended the Academic Senate Leadership Institute that was sponsored by the state Academic Senate.
- Steve Aurilio was appointed to chair the Education Policy Committee.
- The President provided an update at the September 9th Academic Senate Meeting.
- Donna Bestock attended the September 9th meeting and provided an accreditation process update. Faculty representatives were approved for the accreditation steering committee.
- Faculty representatives were approved for the VPSS screening committee.
- An ad hoc committee was formed to review the faculty handbook.
- The Academic Senate would like to set up a formal institutional research board to look at internal and external research proposals and will look at other college IRBs to see how they are set up. Fermin is meeting with Jing Luan and will also meet with Rob Johnstone to get more information.
- The senate is also looking forward to presentations from the Sustainable Campus Initiative and Child Development Center. Fermin suggests the CDC talk to other groups on campus.

October 26, 2011:

- The Senate is talking about the need to have an Institutional Review Board (IRB). The topic was discussed on September 23 and October 14 Senate meetings. The Senate wrote a resolution on the importance of research through the research committee. Regina said

the IRB is a separate, distinct issue. Fermin said there was a meeting with Rob to talk about the process for developing an IRB.

- The Senate reviewed the Thematic Governance Model and noted that SLOAC was not included and there was also a question about the Research Committee. The Senate had a question on partnerships and would like to know who oversees that interaction and if there are guidelines and best practices. Regina will look at that to see how partnerships might relate to shared governance. The Senate agreed to vote on the model after those items are clarified.

January 25, 2012:

The next Academic Senate meeting is schedule Friday, January 27th. They will be discussing the FTEF Allocation hiring particularly voting on the TRIO and DSPS counseling hiring committees.

The Skyline College Faculty Handbook will be completed soon and the Academic Senate is working on developing an Academic Senate handbook as well for new and current faculty.

On the agenda for January 27th the elections and by laws will be review.

It was announced that Fermin Irigoyen will continue to serve as District Academic Senate President.

February 22, 2012: The Academic Senate reported that they are currently working on developing an Institutional Review board process to ensure research conducted on human subjects be ethical and preserve the rights and welfare of subjects.

They are also working on a pilot for plus and minus grading policy. Each individual senate will evaluate this and District wants to move quickly. Feedback from the council members were:

1. Does this impact student's GPAs?
2. Things are moving fast for students especially with new policy on registration deadlines and grading policy changes.
3. This will create a lot of overtime work for faculty and staff.

April 25, 2012: Leigh Anne Shaw reported on the resolutions being discussed at the last Academic Senate meeting. The resolutions presented were related to SLO's in syllabi and how they should be used in evaluations and faculty workload. There was no quorum at the last meeting so the Academic Senate met on Monday at which point a fifth resolution was considered. The fifth resolution was related to an article in the ADVOCATE. All five resolutions will go to Senate to vote at the next meeting.

The Academic Senate meeting welcomed a visitor from the State Academic Senate, Dolores Davidson from Foothill/DeAnza.

At the moment no Faculty Marshall has been selected. Possibly three faculty are being considered.

The Senate contributed \$1100 to student scholarships and \$500 towards student textbook rentals.

Nominations for the 2012-2013 Senate Officers closes on Friday and the voting will be conducted at the next Academic Senate meeting.

Accreditation

October 26, 2011: Fermin Irigoyen reported that the Accreditation Steering Committee will hold its first meeting on November 2. They will review the timelines, discuss the recruiting of writing team members, arrange the training of the writing teams and determine how they will celebrate key milestones as they work through the self study process. It is a collaborative, college wide effort and the committee is committed to producing an outstanding accreditation report. There are student representatives participating: Christian Etienne will be on the steering committee and ASSC Senator Richard Lopez will be on one of the other accreditation committees. There are four standards with four writing teams so there is a lot of room for students to participate. Leigh Anne recommended that Christian and Richard be a part of Writing Standard #2 since those two students are very involved at the Learning Center. Regina said there could be another level of process, through an existing student group, such as ASSC, that could review drafts and make comments or take specific action. That way, students do not have to try to come to all of the meetings.

January 25, 2012: The Accreditation writing workshops will be held Monday, January 30 and Tuesday, January 31st from 2-3:30 p.m. in room 7110. Student representatives have been appointed to all standards. The committee thanked Heidi Hansen for the ASSC support.

February 22, 2012: Fermin Irigoyen reported that two writing workshops have been held. Dennis Wolbers provided a review on the process that will be used for evidence storage. The accreditation team has assembled and is in process of printing the first draft.

Standard II

Leigh Anne Shaw shared that the Standard II committee had a kickoff meeting and everyone was engaged. Mike informed that the committee has been requested to submit their drafts before the end of the spring semester.

Regina reported that the various governance committees are in the process of updated the plans. IPC will be reviewing the plans for integration and coherence.

SLO

Regina commented that by the time of the SLO report, we need to be at proficiency level.

Comments from the members were:

- To get to proficiency, we need to make it part of the courses
- How do we evaluate if we are at proficiency level?
- What is the definition of proficiency?
 - Establish the SLO and take the assessment and use it for your course outline/syllabus.

- One of the issues is that 5-10% of the courses are taught by adjunct who don't understand the process of SLO.
- 11 schools were audited and 7 were sanctioned.
- What is the assessment?
 - Use the principles of asaps. Assess the effectiveness of course curriculum. Take a survey and if you find a gap, modify your course design.

Suggestions from the members:

- Take the proficiency definition and apply it to Standard II.
- Group of full time faculty can help adjuncts understand SLO or bring in paid faculties to train on SLOs.
- Provide Tips for the syllabus
- Do a mock run
- At Mills College, syllabi are posted to sharepoint. Skyline College should utilize sharepoint
- Be consistent with language and provide information on Skyline Shines
- Utilize Curricunet

Associated Students of Skyline College

August 24, 2011: The ASSC focused on welcoming new students during the first week and they thought things went well. They are turning their attention to the September 14-15 special election for recruiting new students. They will also focus on upcoming special events.

September 28, 2011: Elections were held and the ASSC tripled in size and is now a full council. A retreat was held in mid-September and it was very successful. The ASSC is working on improving communications with the student trustee. An event will be held on October 12 to celebrate Latino heritage month and another event for Halloween. There are three new clubs: Heart Wrenchers Club, Quantitative Science Club, which is engineering-based, and the Environmental Club, which was reinstated.

October 26, 2011:

- Events will be held on Halloween from 10 a.m.-12 p.m. which will include child-friendly games for the children in the Child Development Center and a costume contest in collaboration with the Gay Straight Alliance.
- In honor of Veterans' Day, the students are interested in selling food on campus with proceeds benefiting the VA Center. Regina suggested that they consider the Veteran's Center here at Skyline and there may be also other community organizations that support veterans.
- The annual canned food drive will be November 14-18.
- Club Rush is planned for November 7 from 10 a.m.-1 p.m.

January 25, 2012: The ASSC reported that there have been some changes to senators. Currently there are 2 positions opened and hope to recruit more new people to the ASSC.

At the ASSC meeting today they plan to vote on the draft of events calendar.

The ASSC is also planning to write a letter to the editor of the Skyline View regarding the Student Success Task Force.

March 5th is the March in March event and the ASSC hopes to attend and they are looking into getting buses to travel to event.

A meeting will be scheduled with Veterans on campus to discuss the current Veterans Resource Center and to also gather ideas on how to make it a better center.

ASSC voted to sponsor the GSA conference this year.

February 22, 2012: The ASSC reported that they are funding 3 buses for March in March event. They are recruiting 365 students for the meeting in Sacramento. Lunch will be provided for the students.

They are also recruiting a team for Relay for Life which will be held at Capuchino High School.

The ASSC is organizing their election which will be take place in March. New ballots have been released and nominee will be in by election date.

The ASSC also met with veterans. Heidi will provide an update to Dr. Joi Blake after talking to council.

April 25, 2012: Edwina Yuan shared with the Council that ASSC elections for the 2012-2013 Academic Year will take place next week. Usually the voters outreach is low so she is hoping for 500 voters this year. In order to introduce the candidates there was a meet and greet held at the Spring Fling that took place April 25th. It gave the candidates an opportunity to introduce themselves to the Student Body. There are 15 candidates and 3 executive positions with two people each.

The ASSC is holding a book drive which will be extended into May.

The Spring Fling was held today, April 25, 2012 and it was a huge success.

Budget

January 25, 2012: The next College Budget Committee will be held Thursday, January 26th.

CBC is considering a tentative budget with the understanding that there may be some changes.

Capital Improvement Projects

September 28, 2011: Regina reported that discussions are still focused on finalizing the items for Building 4 including the roof terrace. She also reported that code changes are resulting in planned coffee bar, dining hall and server modifications. The executive leadership at Skyline College visited Building 10 at CSM and got inspirations on the types of service and products they felt should also be available to the Skyline College community. A coffee shop space in the empty area adjacent to the food service area is being planned for a January 2012 opening. The menus have undergone some modification to bring in additional options for students. Heidi asked that more vegetarian options be added to the menu and Leigh Anne requested sugar-free options. Regina will present these suggestions to Tom Bauer. She has asked that the staff lounge accommodations be modified to be a bit more welcoming as well.

Additionally, relocation of the networking classes to allow for accessibility is currently underway. CIP is considering additional seating to be located in front of Building 6. Joe Madrigal will solicit input from the students through ASSC and Amory Cariadus.

Mike reported that a submitted grant resulted in the donation of 3 electric car charging stations. Finally, modifications will be made to the curb in Lot M to allow for safe entrance and exiting.

January 25, 2012: Building 6 CIP – Update Recently there was a 5 week makeover of the coffee cart area and of the new coffee service area next to the Cafeteria. Students have commented as to why the new coffee being sold is Starbucks but they do like the overall appearance of the new area.

A users group has been formed for renovations of Building 6. The renovations will be paid by the student tax which will be used for building 6 maintenance and renovations. Students have identified some areas that need updating such as the cyber lounge needing more power data and changes to the TV lounge. Other changes include new furniture for the cafeteria and some attention to the faculty/staff lounge.

LPAS is the architect and they will be working with Skyline and the user group to rethink the space and create some different types of environments. The user group will have their kick off meeting Wednesday, February 1st.

Members of the user group are:

Linda Herda
Carla Campillo
Joi Blake
Mike Williamson
Kayla Louis
Alejandro Gallardo
Amory Cariadus
Kevin Chak

If someone would like to get involved they can contact Tom Bauer and/or Jose Nunez.

February 22, 2012: Regina reported that LPAS has presented some concepts to the CIP committee. The concepts include furniture solutions that create different zones in the cafeteria. Additionally, the room that is designated as the faculty and staff lounge will be relocated to a room on the second floor. The walls of the faculty staff lounge will be removed to open up the area and is expected to provide 51+ additional seats. LPAS presented soft seating solutions and designs for the student/cyber lounge. LPAS will be sharing the concepts with the user-group members.

Classified Council

August 24, 2011: The Classified Council is looking at ways to increase the classified scholarship and are considering implementing payroll deductions. They also plan to hold special development workshops throughout the year, such as taking minutes and writing workshops to help classified staff professionally.

September 28, 2011: The Classified Council is working on a See's Candy fundraiser to be held in a couple of weeks. They are also working on payroll deductions to raise funds for next year's classified student scholarship. The council is working on becoming a Senate and it is a state process. Linda and Maggie have been visiting new classified staff and welcoming them to Skyline.

October 26, 2011:

- The See's Candy fundraiser is underway. Money raised will support student scholarships.
- Scholarship fundraising can also be done through payroll deductions. Maggie said it is a simple process and an email will be sent to Skyline employees shortly.

January 25, 2012: The Classified Council has not met this semester. At the next meeting there will be a discussion of the by-laws and moving forward to become a senate.

February 22, 2012: Currently doing a scholarship fundraiser with See's Candies. All orders are due by March 12th. They will place fundraiser information in Skyline Shines.

April 25, 2012: Linda Allen had nothing to report.

CLASP Project

January 25, 2012: Five community colleges engaged in a planning process and submitted for a grant in the amount of \$50,000 to \$400,000. A five member team from Skyline is currently attending a meeting in Miami in planning to submit a grant for the \$400,000.

CLASP is working with the AACC looking for community colleges across the nation. They found out about Skyline College – SparkPoint Center and gave us a \$50,000 grant for planning.

We will be writing a grant to receive the remaining \$350,000. If awarded, it will enhance our SparkPoint Center here at Skyline College. The grant will be submitted in March.

Classified Employee of the Year

January 25, 2012: Deadline to submit nominations to the President's Office is 12 noon, February 10th. The College Council will receive the nominations via email and SharePoint by 5 p.m. on February 10th for review. The College Council will meet either in person or by phone on February 14th from 12:30-1:00 in room 4343 to make a decision of who to forward on to the SMCCCD Board of Trustees. Deadline to forward a nominee to the SMCCCD Board of Trustees is February 16th for the February 22nd Board Meeting.

Commencement

February 22, 2012: Dr. Joi Blake, Vice President of Student Services brought up the idea of having a commencement speaker at graduation. She has already spoken with Amory Cariadus, Coordinator of Student Activities and the management council and the idea was well received. College Governance Council members supported the idea. Few suggestions were recommended for the commencement speaker by the members:

1. Maintain the student speaker in addition to the commencement speaker
2. Consider alumnae from Skyline College or someone from the community
3. Work with commencement committee to develop a criteria
4. Create a rich ceremony, a stage for the academy to show their accomplishment and success of students.
5. Consider having the academic senate say a few words at commencement as well.

April 25, 2012: Amory Cariadus presented the Commencement website to the Council. The website is available on our Skyline College website and it provides students with information to participate in the Commencement Ceremony. Students eligible to graduate received postcards referring them to the website to complete the appropriate documents to participate.

The site provides many links directing students to important information from how to know if you are eligible to what do they need to graduate.

There will be a GUAMail message sent to students reminding them of the site.

Farmer's Market

February 22, 2012: An organization is interested in using the Skyline College parking lot for farmer's market on the weekends. This may interfere with the local farmer's market around the area. Eloisa Briones will provide more information at the next meeting.

Fee Policy

September 28, 2011: A Gwamail message explaining the new process for students paying their fees and a third party vendor will be used for the student payment plan was distributed. Eloisa Briones is conducting a training session for staff on how to explain the policy to students. Posters are also being distributed around the campus. Joe Madrigal asked for feedback and he will pass it along to Eloisa. It is a district wide effort and the procedures are the same across the district. There was a discussion around student fees for BOG recipients. Heidi will contact the Skyline View to publicize the information.

February 22, 2012: Mike Williamson distributed the drop date deadline draft. The ASSC President expressed concern about the drop date and having to have all of the fees paid upfront for the fall semester several months ahead of class start time. She asked that the policy be revisited to allow students to have the summer to raise money for their fall registration. Dr. Blake will take the issue back to the taskforce. One of the suggestions from the council members were to have a separate due date for summer and fall registrations.

Final Grade Deadlines

February 22, 2012: Mike Williamson, Interim VP of Instruction informed the council of the change in the final grade deadline dates. Summer session will end on August 9th and the final grade deadline will be at 9am on August 13th. Fall session will end on Wednesday, December 19th and the final grade deadline will be at 9am on Friday, December 21st.

Interior Signage Project - Update

January 25, 2012: Exterior numbers have been installed on all buildings. Also signage of what is housed in the building has been installed to the entrances of each building.

Leadership Retreat Invitation

September 28, 2011: The college administration will hold a leadership retreat to be held October 21 at Allied Arts Center in Menlo Park. Would like the constituents to come to lunch and have a discussion on shared governance with the constituency leadership to develop a process for the governance evaluation which is being worked on. Regina will look at the schedule and may push lunch back a bit to accommodate students' schedule.

MCHS Grant (Middle College High School Grant)

April 25, 2012: Mike Williamson reported that Skyline College has applied for a Middle College High School Grant. Cañada College and CSM currently have a Middle College. If the grant is accepted it will allow Skyline College to set up a special group of classes for high school students being held here at Skyline. Skyline College would work with Jefferson Union High School District if the grant is accepted.

If accepted the first year (2012-2013) would be the planning portion of the grant. 2013-2014 Middle College would begin with approximately 60-80 High School Students enrolled.

This is the first time in five years that the funding was opened for applications. The grant is a 5-year grant and each year funding depends on availability. The grant would be for \$100,000 per year and the decision will be made by the end of April 2012.

Skyline College will provide all services to the High School students since they will be considered Skyline College students.

Mission, Vision, Values, Goals

April 25, 2012: Regina Stanback Stroud discussed the Mission, Vision, Values, Goals document that the IPC Committee updated. There have been some modifications to the document that were recommended by the IPC Committee. The Mission, Vision, Values, Goals document needs to be updated regularly for Accreditation.

Regina shared that the IPC Committee and Cabinet did have some suggestions to the Mission Statement. Also the English Department made suggestions to the statement.

Next the Council discussed the Values Statement and revised the statement to update the words as well as made suggestions to the College Goals.

M/S/U Joi Blake/Maggie Baez

Next the document will go to the Board of Trustees for final approval and if approved will go into effect July 1, 2012.

Modifications to Servery/Coffee Area

October 26, 2011: Due to changes in code requirements related to plumbing, Skyline College needs to make changes to the coffee service area in Building 6. Skyline is going to follow the same process as Cañada and CSM and work with Auxiliary Services to make those changes. The closed off section next to the main cafeteria will be walled off to create a coffee shop similar to Starbuck's, which will also have seating. When the existing coffee cart vacates the current space, the area will be cleaned up and refurnished. They will put tables/soft chairs around the fireplace to clean it up. They will stay with district and college standards and color palettes. They will also look at the faculty/staff lounge in the context of the overall cafeteria. Tom Bauer talked with Amory on October 26 and will make a detailed presentation with conceptual drawings at the next ASSC meeting. The work will be completed by January 1.

President's Breakfast

February 22, 2012: Regina reminded the council that the President's Breakfast is on March 15th at 7:30am held at the SSF Conference Center. The breakfast committee has been able to raise more sponsorship this year than this time last year. The members of the President's Council were asked to bring in a new large donor over \$500. Everyone is making the ask to folks they haven't asked before. Associated students has donated \$5,000. Regina has made the ask to Auxiliary Services and her wife's associates as well. The President's Council has been a great advocate for Skyline College and the Foundation has been able to raise \$200,000 for the three colleges.

SEED/Student Equity Committee Meeting Update

October 26, 2011: David Ulate reported on the work of the SEED/Student Equity Committee. , to in response to the district strategic plan to develop a comprehensive diversity framework. The committee developed a focus question, "How do our practices and processes in connection, entry, progress and completion impact equity and student success at Skyline College." It is a broad question and provides a lens in which the group will engage in and inquiry process around equity. Within the committee, specific domains have been formed and each will develop specific research questions. The domains are:

- Community Connections
- Curricular and Pedagogical Approaches to Equity
- Student Support Services and Processes
- Resources to Succeed
- Communication and Dissemination of Information
- Hiring Diversity

The committee's work on diversity grew out of an initial project by the Campus Change Network working with California Tomorrow. From that initial work, Skyline was chosen to participate in the Foundations of Excellence project which led to the development of the First Year Experience. In doing so, the college engaged in a self-assessment on how well it met the standards related to student success and academic excellence. As part of its strategic plan, Skyline College decided to develop a student equity plan and establish a comprehensive diversity framework in order to equitably serve all students. Singhashri Guzmari, who was formerly with California Tomorrow, is facilitating the SEED/Student Equity Committee meetings and has brought tools to assist the group in its work.

Regina Stanback Stroud reviewed the history around the development of the original SEED and Student Equity Committees. The committees were working toward similar goals and combined to form the larger committee in 2009. The SEED/Student Equity Committee will work on its charge, which should be developed by the end of the semester.

Joe Madrigal asked if information on the ethnicity of job applicants is provided in the district's hiring process. Regina said equal opportunity is in place and Skyline College is committed to hiring a diverse group of faculty and staff. Regina looks at the hiring process and now meets with all new hiring committees to let them know that she is looking for a good pool of qualified, diverse candidates. Leigh Anne said the faculty evaluation procedures also need to be reviewed.

Shared Governance

August 24, 2011: The Compendium will be posted in the first week of September with plans for a change in the timeline for posting the compendium so committees can start the semester and engage in shared governance immediately.

September 28, 2011: There was no feedback from College Council on the Thematic Governance Model. Regina can review it and make changes, but wanted to make sure they are happy with it.

October 26, 2011: Regina reminded the Council that it will lead the discussion on reviewing and evaluating the College's governance process. At the recent Leadership Retreat, managers discussed shared governance and Regina thought they would make recommendations to College Council. The process needs to be underway next semester and Regina asked the Council how it would like to proceed. Leigh Anne asked that the Council develop a common definition of shared governance and what areas fall under shared governance. She thinks it would be valuable to have people weigh in on what their definition of shared governance is. Regina cautioned that waiting for an agreement about what is shared governance and what is not may result in a delay in evaluating the governance process. A suggestion was made to bring in the back-up information and regulations on shared governance. Heidi Hansen asked if the shared governance is a Skyline or district process and Regina said it is a Skyline process.

Suggestions on how to evaluate:

Joe asked if survey instruments exist that would measure the level of satisfaction, participation, and more. Regina said it is a planning agenda item and every so often the college should evaluate how the shared governance process is working. It should be a multi-faceted approach and here are the recommendations:

1. Hold a half-day retreat to have a discussion with people who serve on committees, faculty, staff, administrators, and students.
2. Leigh Anne suggests talking about communication in two ways: do people feel they are being heard AND do committee chairs feel there is adequate support and engagement.
3. There should be a survey and also a review of the compendium to see who attends the meetings.
4. Look at the consistence of people who are on the committees.
5. Look at participation of evening and weekend faculty, students and staff.
6. Evaluate charge and membership to see if it is appropriate to what the group is doing. Ask the committees to do their own feedback, meeting too much, is the time good, are we meeting the purpose and mission of the committee. Develop basic questions that will work for each committee.
7. Start committee meetings earlier in the fall semester.
8. Look at how committee information is disseminated, distributed, presented and what are the preferred methods of delivery.

January 25, 2012: The committee discussed the process on how to evaluate Shared Governance. In the past an extended meeting was held to discuss governance process; what is good and not so good. From that meeting recommendations were then made to the College Council.

It was suggested that the meeting be videotaped for podcast usage. If the meeting is structured well then there will be a good turnout.

The survey is a way to gather the information from each of the constituency's on campus. Once the information is gathered then the analysis can show what works and doesn't work and what changes need to be made.

The survey will be sometime in March. In place of the regular College Council meeting April 25th we will meet to evaluate the survey responses.

April 25, 2012: Regina handed to the Council results from the Shared Governance Evaluation. The evaluation results were discussed and it was reported that all Skyline College Employees were invited to participate in the survey. She encourages the Council to read the report and to send any changes to Regina. She also recommended that the Council not vote on the results but to bring the document to their constituent groups for review and discussion. After all groups had a chance to review the results the Council will make the final decision.

First reading with the recommendation

SMCCCD Board Resolution SSTF

January 25, 2012: The SMCCCD Board had a study session at their last meeting January 11, 2012. Skyline College took the lead to present the Student Success Task Force at the Board Meeting held January 11, 2012. The Board of Trustees and the Academic Senate felt the plan had flaws. The Board accepted the analysis that was given from many different constituents and had staff work on recommendations. At the January 25th Board meeting the Board is planning to review and approve the resolution.

Student Grievance Procedures

September 28, 2011: Joe is encouraging faculty and instructional deans to review the student grievance procedures, specifically the section on grade grievances. Regina suggested removing prerequisite challenge from the grade grievance since it is a matriculation requirement that the college have a process for challenging prerequisites. She stated that a challenge to a prerequisite is not a grievance. Additionally, the timelines for prerequisite challenges are defined in the matriculation regulations and plans and may differ from the timeline of a grade grievance. The draft policy would allow students up to a year from the time of the incident in discussion in which to file a grievance.

Joe sent a copy to Amory Cariadus and she will be presenting it to the students. Joe will send an electronic copy to the council. Joe would also like the Academic Senate look it over and make any recommendations to the deans who can then provide recommendations to the Vice Presidents. The VPI and VPSS offices are responsible for the document and it will be a procedure, but it needs to go to the board for information. It is not a policy, so it does not need to go to the board. The policy already exists. It will go to Classified Council. Joe would like to revisit it at a future meeting.

Title 5 Regulation Change in Course Enrollments

January 25, 2012: A Title 5 hand out was shared with the Council today regarding the regulation changes that pertain to enrollment. Mike Williamson, Interim Vice President of Instruction currently sent to the Campus Community an email explaining the changes. It was recommended that Student Services should be counseling students about the changes.

Visually-Impaired Students' Access

September 28, 2011: Leigh Anne Shaw announced that there have been some way-finding issues for visually impaired students. Leigh Anne would like to find out if there is technology available that can be used to help students with way finding such as building identification upon entry. The Learning Center asked that this issue be raised. Joe will first talk to DSPS and then whatever is learned from them, Regina will discuss with Jack Herbert in Cabinet and then Jose Nunez in CIP.

October 26, 2012: At the September College Council meeting, there was a suggestion to look at technology and how it might assist visually impaired students. Linda Allen brought it up to the DSPS staff who then met with visually impaired students. There are three areas on campus that provide challenges to students and the DSPS was able to get feedback and provide suggestions in these areas.

Learning Center

- Tables and chairs are everywhere and students feel that it is like a landmine. They cannot trail walls with their canes, furniture is moved around and familiar landmarks are gone. Their mobility coaches advise them to stay out of the center altogether.
- The front desk person helps with the sign-in for students, but the students want to be as self-sufficient possible and do things themselves. A suggestion was made to add an electronic swipe-in system, but there is a problem with the technology around that and Leigh Anne said Nohel Corral, Learning Center Director, can update the Council on the issue.

Cafeteria

- Because of all the furniture in the cafeteria, visually impaired students usually enter through the side door near the cash register in the food service area. People occasionally set up tables in that area and it becomes a problem.
- Students would like to see a measure of consistency in the area so they don't knock into things. They would like to have landmarks to assist them and not have those landmarks moved. Public Safety has been outstanding and Officer Steve Cornejo helps students get where they need to go.

Hallways

- Students would like faculty to either leave their doors completely closed or completely open. When it is partially opened, visually impaired students tend to walk into the door.
- Students suggest that there be more seating in the hallways. When students sit on the floors, the visually impaired students have fallen over them.

- When faculty place chairs in the hallway for student testing and when chairs are left in the hallway, they become an obstacle for visually impaired students.
- It is recommended that faculty and staff not move or add things to the hallway without notifying DSPS.

Pacific Heights

- Visually impaired students are discouraged from taking classes in Pac Heights because they cannot get across the loop road safely.
- It is suggested that there be a walk sign or light placed in the area to assist students.

Other

- Course Compass is used as a supplement to some of the college's business and math classes. None of the DSPS software can read it. In order for visually impaired students to do the assignments, DSPS staff must read the assignment to them.

Regina will talk to IT to see if they can look at some of the issues. Joe is going to place it on the Student Services Leadership Team meeting agenda and ask Linda Van Sciver to present information. Joe will suggest that Mike Williamson invite Linda to present to the Instructional Leadership Team. Fermin and Leigh Anne said they will talk to faculty in the next Academic Senate meeting about the doors and chairs.