



**College Governance Council  
January 25, 2017  
Minutes**

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**Present**

Celia Esposito-Noy, David Williams, Michael Wyly, Sal Abbate, John Seifert, Peter Cammish, Jeff Lehfeltdt, Irene Camins, David Williams, Richard Crapuchettes, Greg Brown, Erin Farmer, Michael Wyly, Neil Glines, Kevin Anderson, Maire Morinec

**Absent**

Tonmar Johnson, Jacob Hinkle, Radmehr Nowroozi

**Call to Order**

The meeting was called to order at 2:03 p.m. by Greg Brown, Vice President of Student Services.

**Approval of Agenda**

It was moved by Erin Farmer and seconded by Maire Morinec to approve the agenda as presented.

The motion passed unanimously.

**Approval of Minutes**

It was moved by Maire Morinec and seconded by Irene Camins to approve the December 14, 2016 minutes.

The motion passed unanimously.

**Public Comments**

There were no public comments.

**Board Policies Updates (1000 Series)**

Superintendent-President Dr. Celia Esposito-Noy reviewed with Council members updates to the Board Policies 1000 series. There was a question regarding the designated positions in the procedures for Board Policy 1019, *Conflict-of-Interest Code*. Dr. Esposito-Noy explained that this is a list of administrators who have authority to initiate and approve contracts for services

and also includes those positions that are required to complete a special 700 form for state tax purposes. Every Community College Board establishes their own list. For the most part, contracts are signed and approved at the Vice President level or above. Consultants are not employees of the district and do not have authority to sign contracts.

It was moved by Maire Morinec and seconded by Jeff Lehfeldt to approve the Governing Board Policies and Procedures, Series 1000 as presented.

The motion passed unanimously.

### **Board Policies Updates 6000 Series**

Michael Wyly reviewed the Board Policies, 6000 Series with Council members, which contain suggested revisions from Debbie Travis. These revisions have been reviewed and approved by the Academic Senate. The Senate had questions regarding Policy 6200, *Graduation Requirements for Degrees and Certificates*:

- Should the Bachelor's Degree in Biomanufacturing should be added to the policy?
- Should there be language that students need to complete 60 units for the Associate Degree and 120 units for the Bachelor's Degree?

Superintendent-President Dr. Celia Esposito-Noy stated that she will check Ed Code regarding this. She also noted that the Bachelor's Degree in Biomanufacturing is a pilot program.

Dean Maire Morinec recommended designating the Vice President of Student Services as the approver for student leaves of absence for Policy 6210, *Catalog Rights*. It was the consensus of the Council members to accept this change.

It was moved by Michael Wyly and seconded by Maire Morinec to approve the Board Policies 6000 Series with the recommended changes.

The motion was approved unanimously.

### **Common Syllabus and Communication Regarding Assessment and Other College Procedures at the outset of the Semester**

Michael Wyly reviewed with Council Members that the Academic Senate has put together a sample course syllabus template for faculty that includes best practices and SLOs. It is uploaded on the Academic Senate website. Concerns have been expressed on how faculty and staff are communicating with the campus community on less than consistent basis. Examples are some documents that are sent out at the beginning of the semester that tend to be school specific and are sometimes outdated and don't conform to the newest practices with assessment as put out by the Assessment Committee for SLO procedures. From an accreditation standpoint there needs to be consistent messaging.

Professor Wyly suggested putting together an overall template to include information on important dates and deadlines and how to complete and upload assessments. This template could provide a standard format for all schools and could be sent out at the start and end of the term. Emails with hyperlinks could also be used as a way to communicate the information.

Superintendent-President Dr. Celia Esposito-Noy stated that Shannon Beckham, the new Dean of Enrollment Services could provide dates and deadlines information for Admissions & Records. In addition, a sample monthly and weekly schedule was developed by Virginia Guleff, the prior Interim Dean of Academic Affairs. It is possible that this could be used. Superintendent-President Dr. Celia Esposito-Noy will send this out to Council members for their review.

### **Institutional Review Board Procedures**

Michael Wyly, Academic Senate President, briefly reviewed the Institutional Review Board policy and procedures that were developed by an Academic Senate and Academic Affairs taskforce. He asked Council members to take this back to their constituents for review. This will be brought back for approval at the next College Governance Council meeting, which is scheduled for Wednesday, February 8, 2017.

### **College Planning Priorities**

Peter Cammish, Dean of Research and Planning, reviewed the proposed College Planning Priorities that were first shared with the Council in October 2016. He explained that the priorities were developed as a way to add more focus and relevancy to planning activities, allow College Governance Council and other shared governance groups input into the direction of the institution, and facilitate tracking and communication of important projects.

The charge of the College Governance Council would be to:

- review and provide feedback on a list of activity plans that support the priorities.
- review (once a semester) accountability progress reports that show how the plans are advancing the priorities. College Governance Council would then provide comment and recommendation on progress.
- provide input and guidance on future changes to priorities.

Dean Cammish then reviewed the Planning Philosophy and Planning Priorities:

#### **Planning Philosophy**

- Vision and Mission Statement: primarily aimed at external constituents
- Strategic Goals: Actual workable statements to guide internal planning
- Priorities and Activity Plans: Specify activities and objectives that consider the current situation

### Planning Process

1. Identifies goals or objectives to be achieved through the mission, strategic goals and priorities. Additional short term goals may be identified through local outcomes assessment.
2. Formulates strategies to achieve them; developing specific action plan with timelines and identified responsibility
3. Arranges or creates the means required and identifies and commits required resources
4. Implements, directs, and monitors all steps in their proper sequent, directing and allocating human, financial and physical resources required. Progress is monitored.

Michael Wyly asked about the program review process and how it ties to resource allocation. Dean Cammish explained that the Fiscal Advisory Committee should be looking at this as it relates to the priorities.

It was moved by Michael Wyly and seconded by Erin Farmer to approve the College Priority Planning process as presented.

The motion passed unanimously.

### **Institutional Set Standards and ACCJC Scorecard**

Dean Peter Cammish explained that the set standards come out of the requirements that accreditors (ACCJC) evaluate the quality of the institution as to the success of student achievement in relation to the institution's mission. The evaluation of student achievement performance may include different standards for different programs, as established by the institution, and includes, among others: course completion, job placement rates and state licensing examination results.

Dean Cammish distributed data for the college for these areas and explained that it is up to Academic Senate and the College Governance Council to recommend the minimum standard as required by ACCJC.

Michael Wyly stated that he would like to review this with the Academic Senate at their meeting in early February.

Richard Crapuchettes asked if there could be a breakdown by disciplines (top 10).

Dean Cammish will bring this back to the February 22, 2017 College Governance meeting, after the Academic Senate has had an opportunity to review and make recommendations for the standards.

**Adjournment**

There being no further business, the meeting was adjourned at 3:15 p.m.

Respectfully submitted by Laurie Gorman, Executive Coordinator, Academic Affairs

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