



College Council Minutes

December 10, 2019 | 2:00-3:30 | 3134/N3102

Committee Description:

College Council is a central committee that acts as an advisory group to the Superintendent/President for Board policies, administrative procedures and district goals, plans and priorities. It is a communication vehicle for recommendations and proposals that come through the participatory governance system and serves as a clearinghouse for college-wide information. College Council is responsible for approving new college-wide committees and revisions to existing college-wide committees, acknowledging and reviewing initiatives and end-of-the-year assessments from specified content committees, conducting and analyzing the faculty hiring prioritization process, providing new program development recommendations to Planning and Budget and the Academic Senate, providing new restrictive fund faculty recommendations to Planning and Budget and reviewing proposals and making recommendations for program revitalization, suspension, and/or discontinuance.

Committee members:

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| x Jason Curtis, Interim Vice President for Academic Affairs, Co-Chair of College Council | x Steve Leone, English Division Chair |
| Bret Clark, Division Chair, Physical Sciences, Co-Chair of College Council | Jodi Meyer, North County Faculty Representative |
| x Jill Stearns, Superintendent/President, <i>Ex-Officio, non-voting</i> | x Matthew Green, Director WED & Community Programs |
| x Mark Sanchez, Vice President for Student Services and College Centers | x Heidi Webber, Counseling, Student Services Representative |
| x Dan Troy, Vice President for Administrative Services | x Roland Finger, Academic Senate President |
| x Maria Escobedo, Dean for North County Campus and South County Center | x Debra Stakes, Physical Sciences, CCFT Representative |
| x Madeline Medeiros, Dean of Arts, Humanities and Social Sciences, Academic Affairs | x Hunter Perry, Cuesta College Classified United Employees Representative |
| x John Cascamo, Dean of WED, Academic Affairs | Rose Schaefer, ASCC Representative |
| x Genevieve Siwabessy, Dean of Student Services | x Melinda Weaver (minutes) |
| x John Stokes, Engineering and Technology Division Chair | x Guests: Kevin Bontenbal, Susan Kline |

Committee Initiatives:

ACCJC Standard(s)	In Progress	Complete	Timeline	Initiatives
	X			1) Monitor the progress of the 2020 Institutional Self-Evaluation Report
	X			2) Collaborate with the Academic Senate to assess the faculty prioritization process
	X			3) Monitor the progress of the Guided Pathways plan
	X			4) Improve communication to the college community regarding College Council activities

ACTION ITEMS	NOTES	FUTURE ACTION
<p>1. Approval of agenda</p>	<p>J Curtis moved to approve agenda First: S. Leone Second: J. Cascamo Motion approved unanimously</p>	
<p>2. Approval of November 26, 2019 minutes</p>	<ul style="list-style-type: none"> • Correct spelling of M. Green’s name in minutes <p>D. Troy moved to approve minutes with the correction Second: M. Medeiros Approved: 13 Abstain: 2 Motion approved</p>	<p>Correct spelling of M. Green’s last name. Update made 12/13/19.</p>
<p>3. ISER Update: Second Read and Approval of Standards I.B, II.B, and II.C Drafts</p> <p>Description: The Accreditation Steering Committee is submitting Standards I.B, II.B and II.C for a 2nd read, feedback, and approval. Final consideration of all feedback will be made by the Accreditation Steering Committee.</p> <p>Standard I.B</p> <p>Draft Standard</p> <p>II.B Draft</p> <p>Standard II.C</p> <p>Draft</p> <p>Proposed Outcome: College Council will provide feedback on Standards I.B, II.B, and II.C and approve drafts.</p>	<p><u>Standard I.B</u></p> <ul style="list-style-type: none"> • In good shape <p><u>Standard II.B</u></p> <ul style="list-style-type: none"> • Is there somewhere to reference CMC and opportunities available? It can be noted what Cuesta has done and use one of the accomplishments as a piece of evidence. <p><u>Standard II.C</u></p> <ul style="list-style-type: none"> • All feedback received through first round was incorporated except Cougar Food Pantry request. Using another piece of evidence like financial aid isn’t necessary because they’re part of the annual review. Kept Cougar Pantry as only evidence. • Will go for final feedback to Academic Senate and Planning and Budget and will be finalized with Accreditation Steering in January. <p>J. Curtis moved to approve with feedback given to Accreditation Steering Committee. First: D. Troy Second: M. Green Motion approved unanimously</p>	

4. ISER Update: Second Read and Approval of Standards III.B, III.C, and III.D Drafts

Description: The Accreditation Steering Committee is submitting Standards III.B, III.C and III.D for a 2nd read, feedback, and approval. Final consideration of all feedback will be made by the Accreditation Steering Committee.

[Standard III.B](#)

[Draft Standard](#)

[III.C Draft](#)

[Standard III.D](#)

[Draft](#)

Proposed Outcome: College Council will provide feedback on Standards III.B, III.C, and III.D and approve drafts.

Standard III.B

- Comments from first read stand and are noted to incorporate. Not a lot of work done to it since last time it was presented.
- D. Troy working with new facilities director and Dr. Stearns to work on this draft. Given some time, it will come back more complete.
- Total cost of ownership is good to see. It's a key criterion visiting team will look for.

Standard III.C

- Brief. Well written and organized. Is there a problem that it appears to be brief? No. Focus is to discuss the essentials. If writing to the evidence, drafts will be brief.
- No reference to Technology Master Plan. New plan hasn't been written yet. Expect it this year. It can be incorporated later.

Standard III.D

- Will work on 3.D.2 so it focuses more specifically on the policies, more on the physical procedures.

M. Sanchez moved to approve with feedback going to Accreditation Steering Committee
Second: D. Stakes
Motion approved unanimously

5. Aviation Program (Aviation Mechanic and Powerplant)

Description: See New Program Approval Form

[Aviation – Airframe and Powerplant Maintenance Program Approval Form](#)

Proposed Outcome: This is information only. It is intended to keep College Council apprised of a formal proposal to start an Aviation Mechanic and Powerplant program. The proposal will be presented in early 2020.

- This is here for discussion to get support for it going forward.
- District was approached by a major employer to create the program. It has done the background work to see if it is feasible. Bringing it here to get feedback.
- Have to have FAA approval for it to be sustainable.
- Working with stakeholders to discuss financial responsibilities of entities participating.
- Division it will be housed in? In WED, but division unsure. Doesn't align with any current division.
- What recommendations does College Council have to incorporate?
 - Impact: starting with 26 students. In program classification talks about drone certification. How does that work? Drones not currently required by FAA. Not a course that requires fly time. That could be classes of 40. Right now the focus is A&P, with the plan to add drone certification later.
 - Would help to share questions this discussion is based on ahead of the meeting to have context. Can the members get a copy of the questions that were presented by the faculty? They will be linked in the minutes.
 - How is FAA process navigated? Even if District approves it, program is not viable until FAA approves it. Want to get copy of FAA requirements and take to stakeholders to show what needs to be done and assign responsibilities to appropriate stakeholders. FAA will expect a faculty member who will create the program, but no faculty is assigned because still waiting to see what falls out. Looking for a temporary faculty to be conduit for the time being.
 - Regarding the cohort of 26 cohort--Will it be like Nursing that go through the program together or like Nuclear program that is open to new students entering? Trying to find students who will start and finish together would be difficult. Possible to have it open and screen new students before they enter. There are ways to exit the program before completing and be employable.

[List of Questions](#)

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| | <ul style="list-style-type: none">○ Not certain at this point if this is a for credit that ends in a degree or certificate. Could be fee-based. Need to speak with the employers and gauge it.○ High threshold for startup costs and operating the program will be expensive. Any examples of how other schools maintain their programs? In discussion currently to look for further funding.● Create list of questions including John's and the groups and make a link in the minutes.● Can come back as a future item if any committee members have further thoughts or questions. | |
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6. BP 4030 Academic Freedom – First Read

Description: Cuesta College does not have a BP 4030 Academic Freedom. This lack causes us to be out of compliance with Title 5 section 51023, ACCJC Standard I.C.7, Ed Code 70902, and ACCJC Eligibility Requirement 13 and 20. On November 22, 2019, Academic Senate Council provided feedback on the first-read draft of BP 4030. The draft of BP 4030 will return in the spring semester for endorsement—after visiting ASCC and revisiting Academic Senate Council.

[Draft of BP 4030 Academic Freedom](#) – First Read [BP 4030 League Template](#)

[Title 5 Section](#)

[51023 ACCJC](#)

[Standard I.C.7](#)

[Ed Code 70902](#) (see a.7)

[ACCJC Eligibility Requirements 13 and 20](#)

Proposed Outcome: College Council provides feedback on the first read draft of BP 4030 Academic Freedom.

- Went to last ASCC Senate meeting. Voted in support of it.
- Academic Senate has seen it.
- VPAA saw it in early stages. Here for feedback to take to Academic Senate.
- Does this BP have a league template? Yes. It's vague.
- How did this come to be? Looked at others in the state.
- CBA language in here? Yes, but more expansive.
No contradictions to CBA.
 - Intellectual Property: 2 bullet points. The one there with rewording, and one that refers to academic property. What about products created with district owned equipment? CBA requirement that if it is produced on Cuesta equipment, it belongs to Cuesta. CBA language should be referenced. Fits under intellectual property as another bullet. Having clear CBA statement to detail creative products belong to creator and what belongs to someone else needs to be clarified. Can refer to it as "condition to Appendix E in CBA". "Subject to ---in CBA"
 - Discussed at Academic Senate. If commissioned by the college then it belongs to the college. Academic Senate Council wanted what they created to be protected.
 - Thinking of this as a creative idea of a students that is going to be sold-will need to be protected before it's sold.
 - In this version what about curriculum materials, instructor written books. Do they belong to the college? Some clarity.
- Section I, letter C: "Cuesta College guarantees the protection..." guarantees? How?
- Section II
 - Paragraph 1: "...shall support and protect every faculty member's academic freedom from..." Needs clarification.
 - Course content: Last 2 sentences unnecessary. Don't have to do with explaining the academic freedom.
 - Grades: Wording isn't parallel structure.

- Technology: “to elect to what extent” how?
- Section III

	<ul style="list-style-type: none"> ○ Intellectual Property: include statement about protections for the work a student produces as a student of the college. ● Students in Academic Freedom: recommend 2 bullet points. <ul style="list-style-type: none"> ○ What about “graded equitably”? Needs to reflect an action the student can take. ○ Have faculty that share with others. Clarifying process for how curriculum can be shared, and the legacy of a curriculum remains without stripping rights. Freedom to request materials from other instructors and giving credit, if applicable. Add that process as a bullet? if in the policy could be worded like, “to share with colleagues at their discretion.” ● Is this the document to record there are moments when academic freedom isn’t upheld? That’s in the contract. Last Academic Senate meeting, this wasn’t something they wanted in the BP. ● Also added administration and staff. Notes that non- instructional and instructional have equal rights. 	
<p>7. College Council Mid-Year Report</p> <p>Description: The committee chairs are responsible for completing initiatives reports following dialogue with the committee.</p> <p>Assessment of the committee’s progress toward initiatives is a critical part of the annual cycle of assessment where outcomes lead to change and improvement.</p> <p>Page two of the report highlights the accomplishments and progress made towards the initiatives at this point in the year.</p> <p>College Council Mid-Year Report</p> <p>Proposed Outcome: College Council will provide feedback on the accomplishments</p>	<ul style="list-style-type: none"> ● Draft of report is presented. Looking for feedback. No feedback from the committee. <p>S. Leone moved to approve the report as is and send it to the president’s office. Second: D. Troy Motion approved unanimously.</p>	

and progress towards its initiatives and approve the report.

<p>Summary of Meeting and Action Taken</p>	<ul style="list-style-type: none"> • Committee feedback for Standards I.B, II.B, II.C, II.B, III.C and III.D was approved. J. Curtis will take feedback to Accreditation Steering Committee for final approval. • Discussion of the proposed Aviation Program generated many questions ranging from federal requirements to start-up costs, to configuration of a program cohort. • The first read of BP 4030 Academic Freedom resulted in content, wording, and organization feedback that will be considered when revising. • The committee unanimously approved its mid-year report that will be submitted to the president's office. 	
<p>REPORTS</p>		
<p>1. Planning and Budget Committee</p>	<p>No committee reports presented at this meeting.</p>	
<p>2. Academic Senate Council</p>		
<p>3. Content Committees:</p> <ul style="list-style-type: none"> a. Accreditation Steering Committee b. Enrollment Management Committee c. Equity and Student Success Committee d. Institutional Effectiveness Committee e. Institutional Program Plan and Review Committee f. Online Education Committee g. Strategic Planning Committee h. Technology and Web Committee 		