



College Council Minutes

August 27, 2019 | 2:00 -3:30 p.m. | 3134/N3213

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:

Jill Stearns, Superintendent/President, Ex-Officio, non-voting
Jason Curtis, Interim Vice President for Academic Affairs,
Co-Chair of College Council
Bret Clark, Division Chair, Co-Chair of College Council
Mark Sanchez, Vice President for Student Services
and College Centers
Dan Troy, Vice President for Administrative Services,
Ex-Officio, non-voting
Maria Escobedo, Dean for North County Campus
and South County Center
Madeline Medeiros, Dean of Humanities Academic Affairs
John Cascamo, Dean of WED Academic Affairs

Dean of Student Services
John Stokes, Engineering and Technology Division Chair
Steve Leone, English Division Chair
Heidi Webber, Service Faculty Representative
Matthew Green, Management Senate Representative
Jodi Meyer, North County Faculty Representative
Roland Finger, Academic Senate President
Debra Stakes, Physical Sciences, CCFT Representative
Hunter Perry, Cuesta College Classified United Employees
Representative
Lindsay Bachman, ASCC President
Guest:

Committee Initiatives:

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

ACTION ITEMS	NOTES	FUTURE ACTION
<p>1. Call to Order</p> <p>a. TIMEKEEPER: J. Cascamo</p> <p>b. COMPUTER: M. Medeiros</p> <p>c. DISCUSSION MEDIATOR:</p> <p>d. Approve minutes from August 13, 2019 meeting</p> <p>e. Approve meeting agenda</p>	<p>Minutes</p> <p>Motion to approve minutes First: B. Clark Second: D. Stakes</p> <p>Motion approved unanimously</p> <p>Agenda</p> <p>Motion to approve agenda First: D. Troy Second. M. Sanchez</p> <p>B. Clark requested switching items 2 and 3</p> <p>Motion with request to modify agenda approved unanimously</p>	
<p>2. Institutional Self Evaluation Report (ISER) Drafts – 1st Read III.A and IV.B</p> <p>Background: The Accreditation Steering Committee is submitting the Standards III.A and IV.B components of Cuesta’s ISER to College Council for 1st read for discussion and feedback. Please provide feedback on content only -- style and formatting will be edited later. Final consideration of all feedback will be made by the Accreditation Steering Committee.</p>	<p>The first four drafts have gone through the entire governance process. Accreditation Steering accepted all feedback.</p> <ul style="list-style-type: none"> • Writing team of the ASC has developed a template into which all drafts will be transferred. <p>Standard III.A</p> <ul style="list-style-type: none"> • CCFT Art 5.12 cited assures integration and quality of programs and faculty qualification in knowledge of subject matter. <ul style="list-style-type: none"> – Better to look at Art 5.1 for how faculty are to develop curriculum and assess SLOs. Either replace with 5.1 or add it. – CBA 5.10.2 Online Instruction is a strong example of faculty knowledge of subject matter. • 3.A HR evaluation procedures: CCFT, Faculty Peer Evaluation Form needs to be added to evidence list. • Providing a history of the work in developing these documents? An example is BP/AP 7120. There’s been a lot of time spent working on them. <ul style="list-style-type: none"> – That will be part of the discussion when the team visits. Those historical pieces aren’t a central part of the report like they used to be. 	

<p>Standard III.A Standard IV.B Proposal: Provide feedback on content of Standard III.A and IV.B components for Cuesta ISER.</p>	<p>Standard IV.B</p> <ul style="list-style-type: none"> • These drafts show an improvement over previous reports. Restates the prompt then details how it's being satisfied. 	
<p>3. FIRST READ-BP 5110 Counseling (NEW-LEGALLY REQUIRED) and AP 5110 Counseling (NEW-LEGALLY REQUIRED)</p> <p>Background:</p> <ul style="list-style-type: none"> • Work Group: Lisa Wearda and Glenda Moscoso • Reviewed <ul style="list-style-type: none"> – CCLC language – Other Colleges BP/AP 5110 • Developed BP 5110 and AP 5110 ensuring compliance with legal requirements. • Drafts were discussed and input was requested via email to make sure all Counseling Faculty had an opportunity to weigh in and provide feedback. 	<ul style="list-style-type: none"> • Drafts were sent to entire counseling team for feedback. • It states academic, personal, and career counseling. Do all counselors have the required training? Yes. • Have there been issues of confidentiality with 1:1 counseling? No. • Is this a confirmation of what Cuesta does to comply with Ed Code? Yes. • BP/AP 5110 will return to a future meeting for a second read. 	

<p>BP 5110 Counseling -- DRAFT AP 5110 Counseling -- DRAFT</p> <p>Proposal. This is College Council's first read. Notification of this item on the College Council agenda has been sent to Academic Senate and ASCC. We propose that College Council discuss and provide input on the development of BP 5110 and AP 5110.</p>		
<p>4. FIRST READ-BP 5120 Transfer Center (NEW-LEGALLY REQUIRED) and AP 5120 Transfer Center (NEW-LEGALLY REQUIRED)</p> <p>Background:</p> <ul style="list-style-type: none"> • Work Group: Erin Lastreto, Kate Porter, Glenda Moscoso • Reviewed <ul style="list-style-type: none"> – CCLC language • Developed BP 5120 and AP 5120 ensuring compliance with legal requirements. 	<ul style="list-style-type: none"> • There's a reference to a Transfer Center Plan. How often is it updated? This is the first one completed by the college. Can present it if the council chooses. Should be done annually. • Transfer Center affects so many aspects of campus. Should go to Academic Senate, etc. It will be taken through the governance process. 	

<ul style="list-style-type: none"> • Transfer Plan is being revised and will be completed by the end of the Spring semester. <p>BP 5120 Transfer Center -- DRAFT AP 5120 Transfer Center -- DRAFT</p> <p>Proposal: This is College Council's first read. Notification of this item on the College Council agenda has been sent to Academic Senate and ASCC.</p> <p>We propose that College Council discuss and provide input on the development of BP 5120 and AP 5120.</p>		
<p>5. Adopt Committee Initiatives, 2019-2020</p> <p>Background: For consideration, amended from last year, based on discussion on 8/13:</p> <ol style="list-style-type: none"> 1. Monitor the progress of the 2020 Institutional Self-Evaluation Report. 2. Collaborate with the Academic Senate to assess the faculty prioritization process. 	<ul style="list-style-type: none"> • Co-Chairs bringing back initiatives based on discussion at last meeting. • Other suggested initiatives? None. <p>Motion to approve committee initiatives as presented for 19-20 First: S. Leone Second: M. Medeiros Motion approved unanimously</p>	

<p>3. Monitor the progress of the Guided Pathways plan.</p> <p>4. Improve communication to the college community regarding College Council activities.</p> <p>Proposal: College Council approves the Committee Initiatives for 2019-2020.</p>		
<p>6. Streamlined Process for Program Name Changes or Additions</p> <p>Background: Some programs have identified the need to change the name and prefix of a course, or to have multiple names for courses so that students can find them in the catalog or in class finder more easily. Although there is a process for new programs, it is much more complicated and time consuming than is required to simply add or change the name of a program.</p>	<ul style="list-style-type: none"> • Discussed at last meeting need to streamline the process for program name changes or additions. • Co-Chairs developed a form to use when submitting a name change or addition. • There are sections on the form that pertain to College Council and Planning Budget. • Can be presented to both committees simultaneously as it travels through the governance process. • Once approved by College Council and Planning and Budget it will move to Curriculum Committee for their work in the process. • Bottom of PB page- intent is to vouch safe that there won't be increased costs, based on the approval of the CC co-chairs? Yes, but if the fiscal answer is no then it needs to go through the traditional process. • Clear up wording on the "request has no fiscal impact..." so it's clear yes is yes, no is no. • Guided Pathways team created a task force to brainstorm ideas on how to develop the process. Is there a way for that group and College Council to work together to not reinvent the wheel? When referring to Program Mapper, it's to make sure prefixes are connected to appropriate programs. It may be connected to some departments that don't realize it would or could be. 	

<p>This process involves one form that is approved by the Planning and Budget co-chairs and then approved by College Council before going to the Curriculum Committee and the VPAA for final approval. The process requires the requestor to identify potential college-wide impact for discussion at College Council. It is proposed that the process involve one read at College Council prior to approval.</p> <p>Program Name Change/Addition Form</p> <p>Proposal: College Council approves the streamlined program name change/addition process.</p>	<ul style="list-style-type: none"> • The timeline is predicated upon deadlines for Catalog and Chancellor’s Office approval. • The form will be presented at the next Planning and Budget meeting for its input. <p>Motion to approve the form and process as presented. First: J. Cascamo Second: S. Leone Motion approved unanimously</p>	
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<p>7. Standing Reports</p> <ul style="list-style-type: none"> • Planning and Budget Committee • Academic Senate Council • Content Committees: Accreditation Steering Committee Enrollment Management Committee Equity and Student Success Committee Institutional Effectiveness Committee Institutional Program Plan and Review Committee Online Education Committee Strategic Planning Committee Technology and Web Committee 	<p>Planning and Budget</p> <ul style="list-style-type: none"> • First meeting held orientation and elected co-chairs. • Upcoming meetings looking at budget and initiatives. <p>Academic Senate Council</p> <ul style="list-style-type: none"> • Held orientation the first meeting. • Proposal on Faculty Prioritization Process. • Will form task force with Union if approved, to adjust grievance and grade changes APs/BPs <p>Strategic Planning</p> <ul style="list-style-type: none"> • Strategic Plan 2020: progress report going to BOT next week. <p>IPPR</p> <ul style="list-style-type: none"> • First meeting in September. <p>Equity and Student Success</p> <ul style="list-style-type: none"> • Traditionally, there has been three co-chairs. Plan to bring to College Council a request to change the make-up of the committee. One co-chair is the BSI Coordinator. This is the last year for BSI. 	
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