



College Council Meeting Minutes

August 13, 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:

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|---|--|---|---|
| X | Jill Stearns, Superintendent/President, <i>Ex-Officio, non-voting</i> | X | Steve Leone, English Division Chair |
| X | Jason Curtis, Interim Vice President for Academic Affairs, Co-Chair of College Council | | Service Faculty Representative |
| X | Bret Clark, Division Chair, Co-Chair of College Council | X | Matthew Green, Management Senate Representative |
| X | Mark Sanchez, Vice President for Student Services and College Centers | X | Jodi Meyer, North County Faculty Representative |
| X | Dan Troy, Vice President for Administrative Services, <i>Ex-Officio, non-voting</i> | X | Roland Finger, Academic Senate President |
| | Maria Escobedo, Dean for North County Campus and South County Center | X | Debra Stakes, Physical Sciences, CCFT Representative |
| X | Madeline Medeiros, Dean of Humanities Academic Affairs | X | Hunter Perry, Cuesta College Classified United Employees Representative |
| X | John Cascamo, Dean of WED Academic Affairs | | Lindsay Bachman ASCC President |
| | Dean of Student Services | | Guests: Jeff Jones, Wes Simms, Kevin Bontenbal |
| X | John Stokes, Engineering and Technology Division Chair | | Guests: Lara Baxley |

Committee Initiatives 2018-2019:

ACCJC Standard (s)	Completed	In Progress	Ongoing
		X	1. Monitor the progress of the 2020 Comprehensive Self- Evaluation Report
	X		2. College Council will collaborate with the Academic Senate to review and/or update 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

Agenda Items	Minutes
<p>1. Call to Order</p> <ol style="list-style-type: none"> a. TIMEKEEPER: D. Troy b. COMPUTER: M. Medeiros c. Approve minutes from May 14, 2019 meeting d. Approve meeting agenda 	<p><u>Minutes</u> Motion to approve: D. Stakes Second: D. Troy Motion approved Abstentions (not present at May 14 meeting): S. Leone, J. Stokes, R. Finger, M. Green</p> <p><u>Agenda</u> Motion to approve: R. Finger Second: J. Cascamo Motion passed unanimously</p>
<p>2. College Council</p> <p>Orientation Committee</p> <p>Description</p> <p>Integrated Planning Manual: College Council Responsibilities 19-20 Participatory Governance Committee Workflow</p>	<p><u>Committee Description</u></p> <ul style="list-style-type: none"> • Description matches the one in the committee list distributed by the President’s Office. <p><u>Integrated Planning Responsibilities</u></p> <ul style="list-style-type: none"> • Responsible for contributing to the Strategic Plan in Fall 2019. • Responsible for sharing the final plan with the members of College Council. • <i>Why was this tasked to College Council?</i> Assignment probably meant for the December portion of the task. College Council will review the final draft and recommend to the Superintendent/President. • Wording is unclear, needs to be changed. Update to Manual: Co-chairs communicate availability of final draft when it’s ready. <p><u>Participatory Governance Workflow</u></p> <ul style="list-style-type: none"> • Diagram shows where College Council fits into the workflow of the college.

3. Review Committee Initiatives (on page one of the agenda)

- Left initiatives from last year to show new members what they were and as a starting point to discuss initiatives for this year.
- Send email suggestions to co-chairs of any initiative ideas. Co-chairs will also create a list to bring to a future meeting.
- #4: Information going out campus wide. How was that addressed? College Council updates went into several President's Monthly newsletters last year.
- Add word activities "activities" to end of #4—"Improve communication to the college community regarding college council activities"

	<ul style="list-style-type: none"> • Recommend co-chairs send periodic email reminders to committee members to review ISER drafts on Accreditation Website.
<p>4. Institutional Self Evaluation Report (ISER) Drafts -- 2nd Read (ERs, Policies, I.A, & IV.A)</p> <p>Background: The Accreditation Steering Committee is submitting the ERs, Policies, I.A, and IV.A components for Cuesta’s ISER to College Council for a 2nd read/approval. 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>Eligibility Requirements</p> <p>Certification of Continued Institutional Compliance with Commission Policies</p> <p>Standard I.A</p> <p>Standard IV.A</p> <p>Proposal: Provide feedback on content and approve the ERs, Policies, I.A, and IV.A components for Cuesta ISER.</p>	<ul style="list-style-type: none"> • Documents here for 2nd read. Came as a first read at end of last academic year. • Timeline for committee review is tight in order to get all pieces through the participatory governance process by March • Final, complete ISER will be available at the end for review. • For those submitting drafts, helpful to know which format would be the best one to follow? Accreditation Steering will select “best” version and let standards chairs know to use it. • <i>If standards chairs provided more than a couple of pieces of evidence, is that a problem?</i> No, just trying to keep it concise. For example, the report doesn’t need the detailed process, but instead the evidence that we are following the process. • <i>Instruction from ACCJC is not to give a historical account?</i> Yes, if accredited, then focus on that. • <i>When does report go to ACCJC?</i> Realistic deadline is 60 days before visit— About August 1. • Timeline has a month of wiggle room at the end for unforeseen issues. • Direct feedback can go to the co-chairs, or via feedback on the Website for any of the drafts listed. <p>J. Curtis: Move to extend the discussion by 10 minutes First: D. Troy Second: S. Leone Motion approved unanimously</p> <p>Eligibility Requirements Question Marks need to be replaced with data</p> <p>Policies <i>Highlighted areas-asking for evidence?</i> Yes, if someone has something relevant to provide, they can submit it. Statements are reiteration of the prompt. Instead, give evidence. <ul style="list-style-type: none"> ○ May be a holdover from previous ISER process. </p>

	<ul style="list-style-type: none"> ○ It is a type of reaffirmation. Perhaps they can be minimized. ○ Will check ACCJC manual and see if reiterations are necessary. <p>Standard I.A Needs more consistent headings, but now focusing on having correct content.</p> <p>Standard IV.A <i>If evidence can be changed out for something stronger, can the new evidence be submitted?</i> Yes. Send it to co-chairs.</p>																												
<p>5. New “WATR” Prefix for Existing Water Courses (CTCH176 and CTCH177)</p> <p><u>Background:</u> Currently all Water Courses are listed under the CTCH prefix. However, at most of the other community colleges they have more descriptive prefixes, which makes them easier to be found by students.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Antelope Valley College: WDTO</td> <td style="width: 50%;">Mesa College:</td> </tr> <tr> <td>W/WW Bakersfield College: WTRT</td> <td>Mt. San Antonio:</td> </tr> <tr> <td>WATR Citrus College: WATR</td> <td>Palomar: WTE</td> </tr> <tr> <td>College of the Canyons: WATER</td> <td>San Bernardino: WST</td> </tr> <tr> <td>College of the Redwoods: WAT</td> <td>Santa Ana College:</td> </tr> <tr> <td>WUS</td> <td></td> </tr> <tr> <td>Cuyamaca: WWTR</td> <td>Santa Barbara City College: WTRS</td> </tr> <tr> <td>Gavilan College: WTRM</td> <td>Santa Rosa JC: WWTR</td> </tr> <tr> <td>Fresno City: WTD</td> <td>Santiago Canyon College: WATR</td> </tr> <tr> <td>Hartnell College: WAT</td> <td>Shasta College:</td> </tr> <tr> <td>WTT Imperial Valley College: WT</td> <td>Solano College:</td> </tr> <tr> <td>WATR LA Trade-Tech: WATER</td> <td>Ventura College:</td> </tr> <tr> <td>WS</td> <td></td> </tr> <tr> <td>Merced College: WWT</td> <td>Yuba College: ENVTC</td> </tr> </table> <p>Proposal: College Council will approve the creation of the prefix “WATR” for the use of designating already existing Water courses (CTCH176 and CTCH177)</p>	Antelope Valley College: WDTO	Mesa College:	W/WW Bakersfield College: WTRT	Mt. San Antonio:	WATR Citrus College: WATR	Palomar: WTE	College of the Canyons: WATER	San Bernardino: WST	College of the Redwoods: WAT	Santa Ana College:	WUS		Cuyamaca: WWTR	Santa Barbara City College: WTRS	Gavilan College: WTRM	Santa Rosa JC: WWTR	Fresno City: WTD	Santiago Canyon College: WATR	Hartnell College: WAT	Shasta College:	WTT Imperial Valley College: WT	Solano College:	WATR LA Trade-Tech: WATER	Ventura College:	WS		Merced College: WWT	Yuba College: ENVTC	<ul style="list-style-type: none"> • Two courses in Construction program that are more related to water treatment and water distribution. • People have a hard time finding these courses. Helpful for them to have a “Water” designation, rather than be buried in Construction. • Working title: “Water Sciences and Operations” • Working to create online versions of the 2 classes. • <i>Why did this come here and not to Curriculum?</i> Prefix is in the definition of a program that’s why it comes to College Council, rather than Curriculum. Needs to be as streamlined process for Prefix changes coming forward in the future. Co- Chairs will work with Curriculum Chair on the process. <p>B. Clark: Move to approve with the understanding a streamlined process will be developed for future Prefix changes. Second: J. Cascamo Motion approved unanimously.</p> <ul style="list-style-type: none"> • Add to next agenda the discussion of moving approval of all prefix changes to Curriculum Committee.
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6. Guided Pathways Scale of Adoption Self-Assessment (SOAA) 2019-

2020 Background: The California Community Colleges Chancellor's

Office is

asking colleges to complete a Scale of Adoption Self-Assessment (SOAA) form for Guided Pathways design and implementation planning. The initial SOAA form was submitted to the Chancellor's Office on April 30 and the final form is due on September 30. Feedback from previous College Council (April 9th and April 23rd) and Academic Senate Council (April 12th and April 26th) meetings has been incorporated. "Equity Considerations" are also being proposed for the SOAA. Since the document does not allow tracked changes, separate SOAA Feedback Forms are being used (attached).

[Scale of Adoption Assessment](#) (7/29/19)

[Scale of Adoption Assessment Equity Considerations](#) – Final

Draft [Scale of Adoption Assessment](#) – Feedback from English

Proposal: College Council will review additional feedback and Equity Considerations for the SOAA before it goes to the Academic Senate Council on August 23rd.

- Deadline is now March 2020.
- Will need to incorporate the budget piece.
- Request for adding a "Responsible Parties" section was sent to Chancellor's office.
- For Equity portion, nothing changed since last in front of College Council.
- *Part 2D in English. Is the wording correct? Seems awkward.*
- *Can English feedback be updated since not due until March 2020? Yes.*
- Some pieces will have already happened by March.
- *Can it be handed in before? A question for the Regional Coordinators.*
- *Did Math have a similar feedback template? Yes. They received theirs earlier. Their feedback is in the document.*

Standing Reports

- 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

Planning and Budget

Holding orientation at next week's meeting

Academic Senate

First meeting August 23

The next meeting will be August 27, 2019 in rooms 3134/NC 3213.