CALL TO ORDER
Ms. Moore called the meeting to session at 2:05pm.

ATTENDEES
Present: Mary-Rita Moore, Donna Stadermann, Pat Zinga, Pamela Perry, Humberto Espino, Chuck Bohleke, Dr. Michael Flaherty, Sam Tolia, Patrick Gibbons, Maria Correa, Kay Frey

Absent: Eddie Hinojosa, Kevin Kennedy, Andrea Blaylock

Others Present: Marie-Ange Zicher, Cheryl Antonich, Peter Jaswilko, Mary Ann Tobin, Garrick Abezetian, Oliver Camacho, Brenda Jones Watkins, Sara Gallagher, Jean Dugo, Dr. Quincy Martin III, Gail Krahenbuhl, Kevin Li, Kurian Tharakunnel

Mary-Rita Moore introduced the new hourly representative for the Council, Patrick Gibbons.

APPROVAL OF MINUTES
The Minutes of the September 28, 2015 meeting were approved by unanimous voice vote.

HOT TOPICS
-noone-

OPERATIONAL ASSEMBLY
Dr. Quincy Martin was present to give the Operational Assembly meeting report on behalf of Shelley Tiwari who was absent. He began by stating that the meeting was brief but did have some highlights to share. The SEM committee provided updates and shared the efforts of the SEM plan, which is centered on four areas: retention, points of pride, customer service and barriers to enrollment. The comprehensive retention plan was completed, reviewed and submitted to Vice President Olson and the group is awaiting feedback. The points of pride initiative has been fully housed in the marketing department and a detailed list of upcoming events and activities was shared in the meeting. For customer service, the two team leads, Corey Williams and Christine Dewey, facilitated customer service focus groups and had approximately 20 members from the campus community, including faculty, staff and student employees, share some great feedback. That information has been compiled and shared upwards as well as at the President’s Cabinet in effort to have a broad institutional discussion on customer service. For barriers to enrollment, a survey was distributed through Triton Today a few months ago and all of that information has been synthesized and will be shared as well. For the student success data team report, they are still in the process of discussing reducing withdrawals in follow up to the work of last semester. The committee is also working on the Student Success Data Summit, which takes place on November 2nd, 2p-4pm. Dr. Martin encouraged all to sign up via the PDC web site as there are limited slots available. Finally, for the diversity committee, discussions related to strengthening campus conversations around diversity have continued to occur. The group has created a mock newsletter with marketing in attempt to develop something more streamlined to send out to the campus community. Ms. Moore stated that she believed she saw in a recent edition of Triton Today that the diversity newsletter is already being distributed. Dr. Martin stated that probably occurred since the
last meeting. Ms. Moore asked about the attendance at the meeting and Dr. Martin stated that the attendance was lower than anticipated, there were several committee members that were not present. Ms. Moore informed the Council that she planned to ask Ms. Tiwari if all of the committees could commit to having at least one representative present, and perhaps discuss strategies. Dr. Michael Flaherty stated that it sounded as if most of what was reported on by committees was work that appeared to be in the beginning stages and Dr. Martin confirmed that this was correct.

ACADEMIC SENATE
Dr. Flaherty announced that the Academic Senate had their first meeting on September 8th, 2015. The curriculum committee had a curriculum boot camp last week and will have another one next month. He stated that the ICCB may be doing some changes to the AS degree, so that will be a big area of discussion in future meetings. The professional development committee has a new chair, Peg Murnigham has decided to step aside after years of serving that committee extremely well. Roseanne Feltman, a math instructor from College Readiness is the new chair. The technical advisory and distance learning committee had not met yet but Marianna did report that there are 812 sections of Blackboard running with 7,000 students having Blackboard access and 13,700 enrolled in courses using Blackboard, so those numbers are continuing to rise and they are also seeing more and more smart board classrooms as well. Dr. Flaherty also mentioned that he brought up whether the Senate felt a September meeting was even necessary but he didn’t receive much of a response. In addition, he is looking at changing some names of some of the areas in the Senate as well as continuously working on the web site. Finally, Dr. Flaherty stated that he thanked all the committee chairs on their work on their committee assessment reports.

OLD BUSINESS

ASSESSMENT OF BUSINESS PRACTICES AND POLICIES
Ms. Moore announced that Kevin Kennedy, who is leading the efforts behind the assessment of business practices and policies was not in attendance for this meeting but did send a message to the Council, which was included in the agenda packet (see Appendix A).

NEW BUSINESS

SHARED GOVERNANCE COMMITTEE ASSESSMENTS
Pamela Perry announced that the assessments collected were very varied in terms of format and information that they chose to share. She felt all assessments did a great job expressing what the committees felt they accomplished during a particular year. One thing that Ms. Perry felt could be improved upon moving forward, was that the assessments could clearly indicate what their goals were for a specific year so it would be easier to tell if their accomplishments were consistent with the goals that they set out to accomplish. She wondered, if their accomplishments weren’t what they set out to do, then they had to change direction and why did that happen. The second thing she noted, consistent with requests made by HLC, was that several of the reports didn’t have a section that “closed the loop” by expressing what they did and how they learned from what they did. Ms. Perry stated that her thoughts were not that the committees go back and change what was done, but perhaps moving
forward they form some guidelines so that committees are aware of the information HLC is looking for. Dr. Flaherty agreed and stated that he thought this was fair. He stated that it was very important to him that the committees remain in charge of their own assessment and that the Council doesn’t micro-manage this process. He added that he would like the assessments to be fairly simple and did request that from the Senate but this was the first time that assessments were formally requested. Dr. Martin stated that Operational Assembly did the same assessment exercise last semester and that the assessment was built around four guiding questions and wasn’t sure if Academic Senate’s assessment was aligned with that of Operational Assembly. Ms. Perry stated that they were not aligned, reasoning, Shelley Tiwari, chair of Operational Assembly, reached out to Ms. Perry asking what the assessments should include and Ms. Perry responded with those four points. The assessments weren’t formally put together and guided by the Council. Dr. Martin stated that keeping things simple would be beneficial and that perhaps keeping things aligned would prove to be helpful. All agreed keeping the assessment simple would be preferred. Ms. Perry suggested that perhaps if the Council just gave guidance on what information to include, but didn’t limit formatting, it would allow committees some flexibility and independence. Ms. Moore added that when committees included their purpose statement, it helped when going through the actual assessment information. Dr. Chuck Bohleke stated that perhaps creating a template would be helpful. Ms. Moore responded that creating a template for whoever might want to utilize it would be helpful but not making it mandatory would be important. Dr. Flaherty stated he would be placing the assessment on the Senate web page and also would be going back to the Senate and informing them that assessments should include goals for the year as well as a section on closing the loop. Ms. Perry asked if College Council and Operational Assembly should post their assessments as well. Pat Zinga asked about the appropriateness of certain language in assessments that documented difference of opinion. The Council agreed that if the conversation occurred at a public meeting and was documented in minutes then it would be appropriate to include in the assessment as well.

IMPLEMENTATION OF FY 16 COLLEGE COUNCIL GOALS
Ms. Moore displayed FY 16 goals and opened up conversation on how to bring these goals to light this academic year. She stated that she thinks that conversation that occurs during monthly meetings on HLC and the Strategic Plan definitely goes into the goal of “Oversight” but wanted to get the Council’s thoughts on what more they could be doing. Dr. Flaherty stated that the obvious thing would be Ms. Perry’s monthly reports on the Strategic Plan and that he would like to continue having people come to monthly meetings to discuss their progress on Strategic Plan actions. Ms. Moore confirmed that they would have another one of those reports later on in the agenda. She added that she and Ms. Perry had been meeting with action champions as a way to check in and see their progress as well as any challenges. She stated that those meetings have been very insightful for her and helpful to the action champions. She added that she thought they did a great job informing the campus community of the HLC Monitoring report and asking for input, and that process seemed to be received well. Dr. Flaherty thinks that this is helpful in reminding the committees that they are not working in a vacuum and that what they are doing is important and being monitored. Ms. Moore stated that she would just encourage Council Members to be aware of that first goal and if they see an opportunity to engage or be more active in the goal of “oversight” to share that with the group during monthly meetings. The second goal, “communication” was clarified as being more about communicating about the Strategic Plan and the three strategies included in the plan and less about coming to monthly Council meetings. Dr. Flaherty stated that information about the Strategic Plan should be placed in more employee group meetings, etc. and that should be the emphasis. Ms. Moore stated that as they continue to look at the Strategic
Plan and presentations coming in front of us, perhaps we want to take those and find other venues for action champions to continue to share. There may be additional ways to extend that knowledge without having to over burden any specific group. Dr. Bohleke suggested that it might also be good to include this information in the New Employee Orientation as well. Ms. Perry confirmed that this is happening already. Dr. Bohleke added that might be an opportunity to recruit any new, interested employees in helping with specific action items. Ms. Moore stated that this agenda item will appear periodically on the Council agendas to do check-ups on progress.

STRATEGIC PLAN ANNUAL REPORTING SCHEDULE
Ms. Perry presented a document with the annual reporting schedule for the strategic plan, in response to conversation that occurred at the College Council retreat around modifying the reporting schedule. Instead of the three reports annually, the group had discussed having a mid-year and annual report. Ms. Perry looked at the schedule with these modifications in mind, while also trying to align those reports with the budgeting process. She also adjusted the reporting to occur along the calendar year, which led her to the schedule presented (see Appendix B). Dr. Flaherty asked if Ms. Perry had already talked to the action champions about the change in timeline, which now would require reports at the end of October for this year. Ms. Perry stated that she was waiting for feedback from the Council. She acknowledged that the change in schedule does make this quick turnaround somewhat awkward, but in the long term the reporting process will be improved. Dr. Flaherty stated he likes the schedule but is concerned about the action champions thinking their reports were due in May and are now due in October, and thinks we should be flexible and understanding. Ms. Perry stated they were prepared to report in October, just a progress report, they weren’t prepared to have outcomes or conclusive data in October. The annual report essentially will have less information in it then it will in future years. Pat Zinga made the point that the group will need to anticipate having less data to inform the budget process. Dr. Flaherty asked if this a strictly internal process or if this is something HLC will be involved in. Ms. Perry responded that while it is an internal process, HLC will be monitoring and is looking to see that the reporting structure is informing the budget process.

STRATEGIC PLAN ACTION UPDATE
Kurian Tharakunnel was present to discuss progress on Action 2.1: Improve Graduate Success Tracking under Focus Area: Improve College Completion which falls under the Strategic Direction: Identify and Scale Best Practices. He provided a handout which outlined the FY 16 goals and outcome, as well as additional notes and thoughts (see Appendix C). The goals were as follows:

- Create and implement a graduating student survey
- Research other methods of tracking graduate success tracking such as using National Student Clearinghouse data, Alumni Survey, etc.

The outcome:
- Graduating student survey created and implemented with 60% response.
HLC MONITORING REPORT AND ASSURANCE VISIT
Ms. Perry reported that the monitoring report has been submitted and will be posted on the web site. Also, she stated that she received an email from HLC stating that it is time to pick dates for the next HLC Assurance visit for Fall 2017 and Spring 2018. It is time to start preparing for the completion of the assurance document as well as the monitoring report on assessment and the monitoring report on institutional planning and resource allocation. HLC also invited a team of 3-5 people for a one-day seminar on preparation for the assurance visit process. She stated that if the Council will continue to be the steering committee for the HLC she would like to see some interested individuals from the Council volunteer for this one-day seminar. Pat Zinga asked if the team that came to assemble the report from the first visit two years ago, would be the same team for this assurance visit. Ms. Perry responded that it would be a different team. Ms. Moore stated that she will be reaching out to some individuals to participate in this seminar and preparation for the next visit.

OTHER
Ms. Moore shared the Board Presentation on Campus Renewal projects with the Council.

NEXT MEETING
October 26, 2015 at 2:00pm in B223

ADJOURNMENT
The meeting was adjourned at 3:36pm.