Hot Topics

- Dr. Michael Flaherty informed the Council that there may be a hot topic coming forward soon regarding some possible issues with the Colleague system. He has received several complaints that students have been allowed to register for courses in which they have not met the prerequisites. He did state that he recently brought the concern to Kevin Kennedy and issue is under review.

Operational Assembly

- Shelley Tiwari, Chairperson of the Operational Assembly, informed the Council that Operational Assembly’s first spring semester meeting would not be until February and therefore had no report.

Academic Senate

- Dr. Michael Flaherty, Chairperson of the Academic Senate, informed the Council that Operational Assembly’s first spring semester meeting would not be until February and therefore had no report but wanted to note that the Academic Senate’s web page had been updated and all information was now current and accurate.

Old Business

- **Assessment of Business Practices and Policies** – Kevin Kennedy was not present but did include an update in the meeting packet which stated: “A draft of the travel policy that our “Business Process and Procedures” committee developed is going to the Board of Trustees for a first reading on January 26th. We are also doing some research on Electronic Signature software. I think this is a critical piece to making sure that we get off on the correct foot. Electronic signatures will be the topic of discussion at our next meeting. If anyone has questions, please feel free to contact me.”

New Business

- **HLC Assurance Visit** – Pamela Perry presented the Council with a very high-level timeline of preparation for the Spring 2018 HLC Assurance Visit and stressed the importance of the institution taking ownership in this timeline and process. She encouraged the Council, as the steering committee for the HLC, to encourage campus engagement around preparation for this visit.

- **Strategic Plan** – Pamela Perry informed the Council of two changes to the action champion and committee alignment of the Strategic Plan: Action 2.5 – accelerated pathways – Dean Kevin Li has replaced Gabe Guzman who has returned to faculty; and Action 3.4 – comprehensive academic planning – Jessica Rubalcaba replaced Christine Dewey who retired.

- **Assessment of College Council Goals** – Pamela Perry informed the Council that it was time to look at College Council’s annual survey and discuss any revisions that may need to be made. In addition, she reminded the Council of their goal of guiding the shared governance committee assessments. A work group was formed to begin to develop guidelines for those assessments and look at any possible revisions for the Council’s annual survey.

- **Hourly Council Representative** – Ms. Moore announced that Thomas Olson, hourly employee in the Marketing Department, had been nominated by several employees to serve as the hourly representative on the Council. The group agreed to invite Mr. Olson to join the Council, effective February 2016.