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

ATTENDEES
Present: Mary-Rita Moore, Dr. Michael Flaherty, Donna Stadermann, Pat Zinga, Baylee Cabrera, Pamela Perry, Humberto Espino, Maria Correa, Chuck Bohleke, San Tolia, William Justiz, Andrea Blaylock

Absent: Kevin Kennedy

Others Present: Shelley Tiwari, Garrick Abezetian, Brenda Jones Watkins, Kurian Tharakunnel, Dr. Quincy Martin

APPROVAL OF MINUTES
The Minutes of the December 14, 2015 meeting were approved by unanimous voice vote.

HOT TOPICS
Dr. Michael Flaherty informed the Council that there may be a hot topic coming forward at a later meeting and he wanted to mention it to the group today, as a heads up. He stated that there appears to be a problem with Colleague, in that the system is allowing students to register for classes in which they have not yet completed the prerequisites. He gave an example of a student registering for an advanced rhetoric course and had not yet completed the three lower rhetoric courses required before. Mary-Rita Moore asked if he thought that this problem was something specific to rhetoric courses, and Dr. Flaherty stated that he didn’t think so but that the error would show up most significantly with math and rhetoric because of their DevEd requirements. He added that full-time faculty have the most time to discover these errors and wonders if the adjunct faculty are just not noticing the placement errors yet. Dr. Flaherty indicated that he wasn’t expecting the Council to move forward on investigating this problem yet, as he has communicated with Kevin Kennedy and others, but he wanted to inform the Council that this is going on and could be a bigger problem than anyone realized. Dr. Chuck Bohleke added that they’ve also had similar problems with Career Technical Education courses, where students have been allowed to register for second-year courses when they haven’t taken first-year courses, or getting into a math course that they shouldn’t have been in, so it is happening at a frequency that should be concerning to administration. Dr. Flaherty added that he had also spoken to Glenn Jablonski, Chairperson for the Math Department, who has also experienced similar errors.

OPERATIONAL ASSEMBLY
Shelley Tiwari informed the Council that Operational Assembly had not yet met for the spring semester and that their first meeting would take place in February.

ACADEMIC SENATE
Dr. Flaherty informed the Council that the Academic Senate had not yet met for the spring semester and that their first meeting would take place in February. He did state that he had a couple items he wanted
to mention. He informed the Council that the Academic Senate web page has been revised and has up-to-date and accurate information. In addition, he stated that they are continuing to work revising the bylaws – which is a longer process.

OLD BUSINESS

ASSESSMENT OF BUSINESS PRACTICES AND POLICIES
Kevin Kennedy was not present at the meeting, but did provide a written update which was included in the agenda packet:

“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.”

Pat Zinga asked if the electronic signature software would be a tool that could be used for many different areas, or would it be specific for business policies such as the travel form. Ms. Moore stated that there could be some broader use but the committee still needs to look at each form and the specific set up needed, and they still need to look at the financial implications of the software. Ms. Zinga stated that she would hope if the institution is looking at the software that they would be looking at it in a more comprehensive way, as it could be used for a variety of departments. Ms. Moore agreed, but did note that the software does not handle the workflow solution, so that may be a secondary technical component that will need to be looked at.

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 (see attached; Appendix A).

Ms. Perry did stress the importance of the College viewing this timeline as their process and share in ownership of the document as well as the process of preparing for the visit. She stated that she appreciates the Council’s desire to continue to serve as the steering committee for the HLC but would like the entire campus to be engaged around this process. She suggested that it might be helpful to form a smaller committee from the College Council that could help work on developing something each semester that could enhance campus engagement. She added that she is open to any ideas the Council might have to get people talking about this visit and process. Dr. Bohleke stated that it is important to get as many people involved as possible, and that the accreditation process shouldn’t be on the shoulders of just a few individuals. Dr. Flaherty stated that he doesn’t think the Council will receive an overwhelming response of interest from people wanting to be involved in the process but thinks perhaps they should make targeted requests based on areas of need. Ms. Moore agreed. Ms. Perry stated that next month she will be bringing forward the assessment of where they are in terms of completed monitoring reports and then using that to identify areas of need so then they can move forward with specific requests on who to engage around those items/areas. Ms. Moore added that then based on that
information, the group can identify venues that might work best for supporting campus engagement around the process, be it College Hour, various meetings or events, etc.

STRATEGIC PLAN
Ms. Perry shared with the Council a document that was a matrix of the action champion and committee alignment (See attached, appendix B). She highlighted a few new action champions: in 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. Ms. Perry noted that what is interesting about both of those actions is that they have a lot of overlap and offers an opportunity of partnership between these two action champions because they will both be working closely with the counseling department.

Ms. Perry informed the Council that they wouldn’t be having an action champion update this month, due to it being the start of the semester, but would resume with the updates next month. Ms. Moore added that they welcome input from the Council regarding which action champions are identified for updates. She also stated that at faculty workshop she encouraged all to remain up to date on what is going on with the strategic plan and action champions and to stay in tune via the web site.

ASSESSMENT OF COLLEGE COUNCIL GOALS
Ms. Perry provided the Council with the FY 16 goals as well as the revision of the College Council Survey as used in 2015 (see attached, Appendix C). She noted that the Council had talked about providing assessment guidelines to the shared governance committees (Academic Senate and Operational Assembly) in terms of what to include in their assessments, and have not done that thus far. She asked if there was a small group that would want to meet and begin the work on identifying those guidelines and then bring that forward at the next Council meeting, for discussion and approval, in hopes that before the Council dives in to their own assessment, they would be in a better place. Kay Frey, Maria Correa and Pat Zinga volunteered to work on these assessment guidelines with Ms. Perry. Ms. Perry asked the group if there were any thoughts on the College Council Survey or if anyone had any revisions that immediately jumped out at them. Dr. Flaherty stated that he thought it would be helpful to keep the survey as consistent as possible. Ms. Moore stated that the survey used last year was the result of a meeting in which Council members reworked the questions to hopefully better target the work of the Council and that she did think there was some discussion and feedback on the survey and suggested looking back at Council meeting minutes to gather that feedback. Ms. Perry stated that one thing that jumped out to her was that there needs to be a more clear assessment of the College Council goals – specifically related to guidance of shared governance assessments.

It was noted that there may need to be adjustments made to the shared governance committee chairs questionnaire, as some of the questions that were relevant in 2014 may no longer be relevant due to structure changes, etc. The questions should focus on what types of things does the Council want to know now, moving into the process of preparation for the assurance visit, etc.

Ms. Moore asked Ms. Perry if she had an opportunity to engage with the Research Department around the survey and assessment, as they may be able to provide some additional guidance. She also added that the response rate for the survey still needs to improve, in order to get the most out of the
assessment. Ms. Perry stated that she can use the same working group of Maria Correa, Kay Frey and Pat Zinga, to work on the College Council survey.

HOURLY COUNCIL REPRESENTATIVE
Ms. Moore informed the Council that she received several nominations of the same individual – Thomas Olson – hourly employee through the Marketing Department, for the hourly Council representative. She spoke with Mr. Olson who confirmed his interest, and stated he would be happy to serve on the Council. She asked if the group had any questions or concerns regarding that nomination or if she could move forward in confirming that he would serve as the new hourly representative. All were in favor of inviting Thomas Olson to join College Council

NEXT MEETING

ADJOURNMENT
The meeting was adjourned at 2:55pm.