

### **CALL TO ORDER**

Ms. Moore called College Council to session at 2:06 p.m.

### **ATTENDEES**

Present: Maria Correa, Kay Frey, Dr. Deborah Baness-King, Kevin Kennedy, Sam Tolia, Chuck Bohleke, Hector Zavala, Laura Arce, Tom Olson, Dr. Quincy Martin, Dr. Michael Flaherty, Pamela Perry, Humberto Espino, Mary-Rita Moore

Absent: Theodore Oronsaye

Others Present: Cheryl Antonich, Shannon Blameuser, Virginia Cabasa-Hess, Joe Klinger, Jean Dugo, Kurian Tharakunnel, Raquel Monge, Brenda Jones Watkins, Sacella Smith, Shelley Tiwari, Debra Baker, Doug Olson

### **APPROVAL OF MINUTES**

Mr. Kennedy made a motion to approve the minutes of the July 11<sup>th</sup> Retreat, seconded by Dr. Flaherty. The minutes were approved unanimously by voice vote.

### **HOT TOPICS**

Dr. Michael Flaherty informed the Council that he was made aware of several students being displaced through registration and was exploring the root cause of the displacements, with Jean Dugo. He stated that students had been placed in Scholars Program courses, in addition to other courses (math and English courses specifically) for which they had not completed the prerequisites. Ms. Dugo will be working to see if there is something that can be done within the system of Colleague to prevent this from happening. Ms. Moore asked Kevin Kennedy and Dr. Quincy Martin to review this topic in their respective areas and provide her with an update.

### **OPERATIONAL ASSEMBLY**

Dr. Martin announced that the first meeting of the academic year would be on Wednesday, August 31, 2016 at 2:30pm in B204/210. He stated that based on the College Council retreat, the Operational Assembly is undergoing some restructuring and he is excited about those changes. He announced that there would now be a student representative sitting on the Operational Assembly, as well as Dr. Kurian Tharakunnel, who is the aligned Action Champion, and expects lots of collaborative work to come forth this year. Mary-Rita Moore asked Dr. Martin to clarify for all present, which groups/committees report to the Operational Assembly. Dr. Martin responded that those groups include: Human Resources, Business Services & Facilities, Diversity, Strategic Enrollment Management, Student Affairs, Academic Affairs, Technology, the aligned Action Champion as an ex-officio member, and the student representative.

### **ACADEMIC SENATE**

Dr. Flaherty announced that there had been a fair amount of turnover on the Academic Senate, due to resignations and retirements, but he said the web site has been updated and should be current. There are three new chairs: Hector Zavala for the Student Development Committee, Beth Dunn for Academic Support, and Pam Harmon for Technical and Distance Education Committee. Also, as a part of the restructuring of the shared governance committees, after the Senate reports, there will be an Operational Assembly report given each month by Dr. Quincy

Martin. The Senate meets the second Tuesday of every month except October, at 2:30pm in B204/210.

## **OLD BUSINESS**

### **ADJUNCT REPRESENTATIVE**

Ms. Moore informed the Council that there had been an announcement in Triton Today for the past few weeks asking all interested adjunct faculty to reach out to the President's Office regarding the vacancy on the Council. Ms. Moore indicated that her office received 6 responses and are currently in the midst of scheduling one-on-one time with each of the interested adjunct faculty and then she would make a decision in time to welcome a new adjunct representative at the September College Council meeting.

### **HLC ASSURANCE ARGUMENT**

Pamela Perry informed the Council that she would be doing active outreach this semester, to a variety of groups at a variety of forums, to distribute the outline for the HLC Assurance Argument and try to solicit input in regards to our strengths and weaknesses as in institution as they relate to the criteria for accreditation for inclusion in our argument. She stated that she put together a schedule for that outreach, and referenced page 19 of the meeting packet (attached), and emphasized that there will be an early share of feedback during College Hour in December, so people can start to hear early what other people are saying about strengths and weaknesses. This will help people see if their concerns are being reflected, and then there will be another opportunity to gather their voice and ensure their thoughts are being reflected. Ms. Perry asked the Council if they had any additional venues/forums that they would like her to add to the schedule. Dr. Martin asked her to add the Student Affairs Leadership Team to the list. Maria Correa confirmed the date for the Classified Association in-service which is March 22, 2017. Ms. Moore acknowledged that the Classified and Mid-Managers meet formally in the spring, but perhaps we should create a gathering for employee groups in the fall, so this topic can get discussed earlier in the year. Ms. Correa stated that the 1<sup>st</sup> Wednesday of every month the Classified building reps meet, so perhaps Ms. Perry could attend one of those meetings. Ms. Perry stated if anyone thought of any additional forums after this meeting, they could send those to her via email and she would add those forums to her schedule.

Ms. Perry also highlighted the cover sheet she created, on page 20 of the meeting packet (attached), that she would attach to the outline of the assurance argument. She would use this cover sheet to highlight items that are pertinent to the forum/committee that she is at.

Ms. Perry stated that for College Council, it was decided to split up the criterion for reflection and feedback. The two that were included in this month's agenda were criterion 1 and 2. Ms. Perry asked for feedback from the Council, including strengths and weaknesses. Dr. Flaherty stated that under Core Component 2D, he wasn't sure how those items really related to "freedom of expression and pursuit of truth in teaching and learning." Ms. Correa stated that under Core Component IC: 1, that there should also be an indication of the special events that are held on campus for diversity, such as performing arts where external groups are coming on campus to provide ethnic performances featuring diverse music and dance. Dr. Martin asked if the bullets would be detailed out in the final argument, Ms. Perry stated that they would. Under

Core Component IC:2, Dr. Deborah Baness-King commented that where it states “Multi-lingual Admissions Staff” it may be important to note how many multi-lingual staff we have across campus, not just in admissions, but also in tutoring, the library, Adult Ed, etc. Sam Tolia clarified that the mission statement is prominently placed in the front of the print catalog, not online, and not technically on the first page. Humberto Espino commented that under Core Component I.D: 2 there is a bullet point with “Learning Environments” and stated that some examples of strengths that could be emphasized are the addition of several new smart classrooms as well as the advancement of online learning and the potential for multi-faceted online projects. Dr. Martin clarified what “strengths” actually means in the context of this argument. Using the diversity items as an example, he stated that he believes it is a strength that the institution is aware of all these items, but isn’t sure where we are in terms of each item and how much work we’ve done to make sure these things are being enacted. Ms. Perry stated that is a central point of the assurance argument – to provide honest reflection around these different areas. For the purpose of this outline, the bullet point is there to rally conversation around those items as she visits various forums, to get the perspective of the campus.

Ms. Moore encouraged Council members to accompany Ms. Perry as she goes to the various forums, in an effort to show the greater campus community that the Council is involved and invested in this process.

#### **BUSINESS PRACTICES: ELECTRONIC FORMS & SIGNATURES**

Kevin Kennedy went through a demonstration on how to log in to DocuSign and approve forms electronically, through the Triton portal, and also introduced Shannon Blameuser as a point of contact for all troubleshooting. He said that DocuSign will be open to the campus next week.

#### **NEW BUSINESS**

##### **FY 17 COLLEGE COUNCIL GOALS**

Ms. Perry referenced the FY 17 goals that were in the meeting packet and stated that the Council definitely has some work to do to ensure that they are moving forward. She indicated that it may be helpful for a smaller sub-group of the Council to meet on the first two goals (Shared Governance and Communication). Ms. Moore commented that the third goal of Assessment probably wouldn’t benefit from a sub group and the whole Council could work on that goal. Council members were all agreeable and indicated they would work in whatever sub groups Ms. Perry needed them in.

##### **CHANGES TO GOVERNANCE STRUCTURE**

Ms. Perry stated that she wanted to make sure the Council was effectively communicating out the changes that were made to the shared governance structure at the July College Council Retreat. She referenced page 21 of the meeting packet (attached) in which she put together an agenda/schedule of when the structure changes would be communicated to various groups/forums and on various marketing channels. Ms. Moore stated that she would need to bring this to the Board of Trustees, along with the HLC Assurance Argument outline. Ms. Perry announced that the web site has already updated. Ms. Correa mentioned that the link to “email the entire Council” on the web page is not complete.

**STRATEGIC PLAN ACTION UPDATE**

Dr. Baness-King gave a presentation on the peer mentoring collaborative, as Action Champion of Action 2.2 Scale Existing Support Programs under Strategic Direction 2: Identify and Scale Best Practices. Please see the attached presentation.

Dr. Michael Flaherty asked Dr. Baness-King if she felt the institution would get to the point where all college readiness courses would have a peer mentor. Dr. Baness-King responded that is a goal. The needs of students in college readiness are so intense, that as of right now there is no way the institution has the finances to cover it on an individual basis, but having a mentor in the classroom would be ideal. Ms. Moore asked how many potential sections are in college readiness that would need these mentors, and Dr. Baness-King responded she needs to do some additional research, but perhaps about 100 sections.

**NEXT MEETING**

September 26, 2016 at 2pm in B204/210.

**OTHER**

None.

**ADJOURNMENT**

Ms. Moore adjourned College Council at 3:31 p.m.

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