

**CALL TO ORDER**

Ms. Moore called College Council to session at 2:03 p.m.

**ATTENDEES**

**Council Members Present:** Mary-Rita Moore, Debbie Baness King, Chuck Bohleke, Alexis Borrego, Dayanne Figueroa, Michael Flaherty, Mike Garrity, Audrey Jonas, Tom Olson, Pamela Perry, Elise Rapala, Martyna Tabasso, Shelley Tiwari, Elizabeth Quan Kiu Vazquez, Hector Zavala.

**Absent:** Hilary Meyer.

**Others Present:** Garry Abezetian, Cheryl Antonich, Maria Correa, Jean Dugo, Curry Greene, Joe Klinger, Raquel Monge, Sacella Smith, Kurian Tharakunnel, Sam Tolia, Brenda Jones Watkins, Corey Williams, Pat Zinga.

**APPROVAL OF MINUTES**

Dr. Bohleke made a motion to approve the minutes of the May 22, 2017 College Council Meeting and the July 10, 2017 College Council Retreat, seconded by Dr. Flaherty. The motion carried unanimously by voice vote.

**HOT TOPICS**

None.

**OPERATIONAL ASSEMBLY**

Mr. Garrity reported that the group met on August 17 and reviewed its membership, purpose, and goals. They will be proposing some changes to bring more action to the committee and tie in with the work involved in preparing for the HLC visit.

**ACADEMIC SENATE**

Dr. Flaherty reported that all Academic Senate Committees completed their assessments last academic year. Although it had been reported that not all assessments were in, he learned that some had not been brought forward. The first Senate meeting will be held on September 12 at 2:30 pm, and Dr. Flaherty reported that there are a number of new Senators and four new committee chairs. For FY 18, the Academic Senate Sub-Committee Chairs are: Beth Dunn – Academic & Scholastic Standards; Rob Connor – Academic Support; Larry Manno – Assessment; Christina Brophy – Campus Quality; Julianne Murphy – Curriculum; Serpil Caputlu – Professional Development; Hector Zavala – Student Development; and Pam Harmon – Technical Advisory & Distance Education.

**STUDENT SUCCESS**

Ms. Tiwari discussed that financial issues are among the top reasons for student withdrawal, and stressed the importance of financial literacy for students in student success. Through a Student Financial Empowerment Grant received last year, the college has been able to embed financial literacy into the first year experience. A financial literacy module has been added to New Student Orientation, and financial literacy workshop added to kickoff. Also, components such as

income, saving, credit, and budgeting have been added to COL 102. Surveys results have been positive to these additions, and it is planned to expand COL 102 sections offered. There was discussion about needing more teachers to accommodate this expansion.

## **OLD BUSINESS**

### **COLLEGE COUNCIL GOALS**

Edited goals as developed at the College Council Retreat were in today's meeting packet, and Council members had no further changes. Ms. Rapala made a motion to accept these goals for FY 18, seconded by Ms. Tabasso. Voice vote carried the motion unanimously, establishing the following College Council Goals for FY 2018.

- 1. Higher Learning Commission (HLC) Visit**

As Steering Committee for the College's Assurance Argument, College Council will complete and submit the argument to HLC, and share the argument's content with our campus community (including students, faculty, and staff) in preparation for the site team's visit on March 5-6, 2018.

- 2. Communication and Engagement**

The Council will focus on improving engagement with the campus community via forums and outreach efforts, and attempt to increase committee participation rates in assessment through targeted communications about assessment's purpose and benefits.

- 3. Strategic Planning and Student Success**

The Council will actively engage in the evaluation of information and data regarding planning and student success, converse with the campus community about these topics, and support collaboration across the college's divisional and departmental areas.

### **ASSURANCE ARGUMENT – CRITERIA 2 and 4**

Ms. Perry reminded that evidence is not linked yet, and asked for Council's thoughts on the content and clarity for the Criteria 2 chapter. Dr. Flaherty noted that one thing that struck him was that no examples were given and asked if there was a need to provide evidence. Ms. Perry replied that some of that would come when the links are provided, but that we do want to pull out specific examples of things we are doing. She will go back through the narrative to see what can be added.

Ms. Moore noted that if Council feels more time is needed in reviewing the Criteria, adjustments can be made with extra or dedicated meetings. There was discussion about how and when to roll out the chapters to the college community. Comment was made that College Council as the Steering Committee should do a first review, and after Criteria 5 comes to Council next month, then all 5 can be released. It was pointed out that in addition to opening the document up to everyone, it should be deliberately brought to content experts for review. Suggestion was made to form a small group regarding strategy for outreach and engaging with the campus and preparing for the HLC visit. Debbie Baness King, Shelley Tiwari, and Mike Garrity volunteered for this small group with Pamela Perry.

For Criteria 4, Ms. Perry noted that there is embedded monitoring involved with this criteria and asked if it made sense and had a logical flow when reading it. Council was asked to review the chapter with that in mind, and then provide their comments to Ms. Perry and Council.

## **NEW BUSINESS**

### **COLLECTIVE CAMPUS INPUT REPORT – DIVERSITY**

Ms. Moore commented that there are a lot of things to be done and acknowledged from the Collective Campus Input Report, and so a topic will be brought to Council each month. This month's topic is Diversity. Ms. Moore reported that based on the input and recommendations, a Diversity Council will be formed and be advisory to her. Dean of Student Services Corey Williams will serve as leader of this group and will report directly to her on diversity matters. Resources have been identified and allocated for this group, and individuals, including students, will be invited to join the Diversity Council in September. Mr. Williams commented that he will be reporting to College Council periodically on the work it is doing and asking for input. It was clarified that the Diversity Council will be part of the Operational Assembly and will have open meetings. There was conversation about past diversity committees and the fact that Academic Senate has a diversity representative as a nonvoting member. Ms. Moore will investigate further and provide clarity on the reporting structure.

### **STRATEGIC PLAN MID-YEAR REPORT**

Ms. Perry provided a brief summary of the mid-year report of the Strategic Plan, focusing on the progress snapshot. In increasing college readiness, there have been some pretty big improvements, specifically in our placement and core success in reading and math. In relation to retention, there have been some progress and some progress with challenges. There is improvement in the graduation rate, but we are below other Illinois institutions. Improvement is needed in credit completion for part-time students. Finally, in closing skills gaps, we need revision and refocus. The entire report is available to the college community through the Strategic Planning website.

### **FY 19 BUDGET TIMELINE**

Mr. Abezetian reported that based on recommendations out of a focus group for improvements in the budget process, the following will be implemented in the FY 19 budget development process. Training for budget presentations will be held in September, samples of strong presentations will be provided, follow-up sessions will be held in October and November, enhanced support materials will be available, including information from research and pre-populated spreadsheets and Colleague numbers. Communication will also be enhanced with the typical budget timeline and also a calendar so everyone can see what is coming up, and the cost-center manager list is being scrubbed.

### **WEBSITE RE-DESIGN**

Mr. Garrity and Mr. Tolia presented Council with a look at the website re-design. It was reported that the change is happening now to coincide with the new branding at the college, along with the current content management system being at the end of its supported life. Ideas for the re-design came from a College Hour, a suggestion form online, and social media. The

new design will be cleaner and bolder, with less navigation needed due to scroll-down pages that contain more information. There will be a much more substantial events calendar, and the system will be adaptive, making the site consistent whether viewed on a desktop or mobile device. Licensing for the new system was approved at the August Board meeting, and now the templates will be built out and employees will receive training. Work has already begun on the back end and when the templates are completed this fall, the content will be rebuilt onto the new site, a process which takes approximately six months. Content managers should work to update all information on the web now in preparation for the conversion. The new website should be completed at the end of this academic year. The process for content review and for getting things on the calendar will be reviewed. It was noted that the new site will be faster than the current. There will continue to be an employee portal.

**NEXT MEETING**

The next meeting of College Council is scheduled on September 25, 2017, 2-4 p.m.

**OTHER**

None.

**ADJOURNMENT**

Dr. Bohleke made a motion, seconded by Mr. Garrity, to adjourn the meeting. Ms. Moore adjourned College Council at 3:40 p.m.

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