

PORTERVILLE COLLEGE
COLLEGE COUNCIL

3:00 PM – 5:00 PM • Monday, October 7, 2019 • AC120

Co-Chairs: Primavera Arvizu, Robert Simpkins, Vern Butler

MINUTES

Present:

Kim Behrens, Sheri Burgess, Vern Butler, Michael Carley, Joe Cascio, Erin Cruz, Chris Ebert, Monserrat Ferrer, Lupe Guillen, Claudia Habib, Kendra Haney, Jay Hargis, Sarah Jordan, Melissa Long, Jay Navarrette, Robert Simpkins, Patty Serrato, Gregory South, James Thompson, Miles Vega, Ann Marie Wagstaff, Kimanthi Warren and Arlitha Williams-Harmon

Absent:

Primavera Arvizu, Rebecca Baird, Tim Brown, Terry Crewse, Todd Dearmore, Vickie Dugan, Tiffany Haynes, Kailani Knutson, Stephanie Olmedo-Hinde, Diane Thompson, Ann VanderHorst, and John Word

Guest:

Reagen Dozier and McKenna Salazar

I. Call to Order

Dr. Simpkins called the meeting to order at 3:02 pm.

II. Adoption of Agenda

Motion made to approve the October 7, 2019 agenda.

M/S/C: Ann Marie Wagstaff/Michael Carley

III. Approval of Minutes

Motion made to approve the amended September 16, 2019 minutes

M/S/C: Jay Navarrette/James Thompson

IV. Information/Announcement Items

A. Coming Out Day – Ann Marie Wagstaff

This October 11th is Coming Out Day and the Pride Club is organizing this year a table and open mic on October 10th around noon. Please stop by, there will be a lot of information and an opportunity to speak or write.

B. College/Financial Aid Night – Erin Cruz

October 10th is College and Financial Aid Night in the SCCR from 6:00 - 7:30pm. John Ortega sent out a request for departments and divisions to have a table set up before the Financial Workshops in English and Spanish begin, so if anyone has not yet responded please contact John.

V. Discussion/Action Items

A. ILO #3 Information Competency (Utilize research skills necessary to achieve educational, professional, and personal objectives) – Melissa Long (15 minute Discussion)

The group will spend 10 minutes going over the evidence gathered for ILO# 3 and 5 minutes reviewing were we are at in the implementation plans for ILO #1 and #2.

The steps in the process is collect the evidence → analyze the evidence → identify places to improve → create a plan for implementation. We are in the collect phase, which means we gather evidence from across campus.

During the last meeting, the group decided to leave ILO# 3 as is.

Evidence:

Evidence does not have to be tied to an SLO. If we were assessing GLOs, then yes, the SLO would have to be tied to that specific GLO. ILOs are across campus both in and out of the classroom. This conversation is more vague; we are looking for examples across campus where we are requiring our students to use their research skills and showing us they can do it.

1. Courses require research success rates going up
 - COMM 101, 102, 105
 - ENGL 101A, 101B,
 - ENGL 134A (1 unit research class)
 - all literature classes
 - SPAN 103, 104, 105
 - INST 101 (required research on leadership) → look at SLOs tied to courses
2. Library Orientation/Workshops/Access or Usage Data
 - Keep statics on all database usage (gather data)
3. PLOs for Nursing tied to ILO
 - HC 009 (Evidence Based Practice and Quality Improvement)
4. CCSSE Survey for 2017
 - Questions 4b, 4c, 4d, 4f & 4g (above national average)
5. Data Analysis in Math
 - MATH 115, 122 → tied to SLO
6. Transfer Center
7. JEC Center
 - resumes
8. Field research
 - ANTH 102
9. PTK

Homework:

Consider evidence presented today. Send whatever evidence directly to Professor Long so she can compile a handout before the next CC meeting.

Questions for consideration in each Division

Inside the Classroom:

- How many courses require research and/or a research paper?
- Are the success rates up or down in those courses?
- If the course has an SLO tied to research and the SLO has been assessed in the last three years, what were the findings of the assessment?

Outside the Classroom:

- We brought up the JEC and Transfer Center. Do we have other resources for non-academic research on campus?
- Other than PTK, what opportunities outside the classroom do we give students to utilize research skills?

Different types of research:

- Library, data analysis, and field research were a few types brought up. Do we help students conduct other forms of research? If so, how?

Professor Long wants to review the plans from ILO #1 and #2 to see where the group is at in the implementation.

Implementation Plan for ILO #1: Communication

<u>Action</u>	<u>Person Responsible</u>	<u>Completion Date/Notes/Progress Check-In Date</u>
Create Writing Center	Ann Marie Wagstaff	Completed
Provide more opportunities Inside and out of the classroom For student to demonstrate the outcome — Will check in next meeting as neither of them are here.	Primavera Arvizu Jeff Keele	Incorporating co-curricular activities with Guided Pathways (Pirate Map) Check-in beginning fall 2019
Increase literacy level — The library has been doing book displays and has relocated the magazine rack from the back corner to a more noticeable spot in the hopes more people will use them. — Division Chairs have yet to come up with a plan to accomplish this	Division Chairs PC Librarian	Faculty will model reading Update on progress fall 2019
Increase communication Across the disciplines — Not sure where we are at with this	Division Chairs	Discipline jargon guide Check-in beginning fall 2019
Help students to Communicate within the college culture — A Glossary of Terms was created. — Please review these terms to discuss at next meeting if something needs to be added. — What to do with this glossary next? How do we get this glossary to students? How do we get students to read the glossary?	Primavera Arvizu Sam Aunai	Draft completed May 2019 Review beginning fall 2019

Implementation Plan for ILO #2: Cognition

<u>Action</u>	<u>Person Responsible</u>	<u>Completion Date/Notes/Progress Check-In Date</u>
FLEX presentation about Critical thinking across Disciplines	Kathryn Benander	Completed FLEX Day Fall 2019
	Guided Pathway	

Tie into Pirate Maps — This has yet to be discussed	Entry Team	Check-in beginning fall 2019
Tie into transfer assistance — This has yet to be discussed	Entry Team Transfer Coordinator	Check-in beginning fall 2019
Make a connection between critical thinking and parenting	Mary Jo Jordan Karen Ball Diane Thompson	Check-in Mid Fall 2019
Get away from technology to promote independent and and creative thinking	Division Chairs	Check-in late Fall 2019
Promoting classes in art/literature/music/etc. as a way to develop critical thinking	Division Chairs	Check-in late Fall 2019
Market critical thinking as a career skill	Diane Thompson (JEC) (Check back w/Entry Team)	Check-in late Fall 2019

Professor Long reminded the group to be aware of what is due and be ready to discuss at the next meeting.

Handouts provided to committee

B. CC Charge and Membership Structure – Co-Chairs (15 minute Discussion/Action)

- “Instruction” changed to “Academic Affairs”
- Add the “a” to “Manager, Safety & Security”

Motion, “to approve with changes.”

M/S/C: Joe Cascio/James Thompson

Pdf emailed to committee

C. Nomination of Faculty and Classified Chairs – Co-chairs (5 minute Discussion/Action)

At the last meeting, Robert Simpkins was nominated to be the faculty chair and Vern Butler by default was nominated to be the classified chair of CC. This meeting we are voting.

Motion, “all in favor of Robert Simpkins for the faculty chair”

Approved by consensus of the committee.

Motion, “all in favor of Vern Butler for the classified chair”

Approved by consensus of the committee.

Pdf emailed to committee

D. Strategic Planning Charge and Membership – Michael Carley (2 minute Discussion)

The Strategic Planning charge and membership was reviewed and only two corrections were made.

- Under Program Review Responsibility, added “with” after “charged” and “ing” to the end of “align”.

Pdf emailed to committee

E. Budget Calendar – Ann Marie Wagstaff/Arlitha Williams-Harmon (2 minute Discussion)

Everything in red are the items that were added in order to comply with the district’s budget process. The deadlines will allow us to give our input before decisions are made at the district. There is another calendar similar to this one and it might get confusing if the title does not specify what the calendar is. Dr. Harmon will add “Budget” to the title.

There was discussion regarding adding specific dates within the calendar. Dr. Harmon stated that the dates are from the districts calendar, since the budget calendar is updated every year these dates will not be a problem. If the calendar is just for the Budget Committee then the dates are fine, if others use the calendar then there is too much information and becomes confusing. Dr. Wagstaff stated, the calendar is primarily for internal use by the Budget Committee and if divisions need a calendar of deadlines then they can certainly come up with something to handout. The group was fine with the calendar as is and it will be brought back at the next meeting for approval.

Pdf emailed to committee

F. Budget Committee Charge/Membership – Ann Marie Wagstaff/Arlitha Williams-Harmon (2 minute Discussion)

The Budget Committee Charge and membership was reviewed at the last Budget meeting. Two items were changed.

- Under Quorum, added if there was a tie vote whichever co-chair facilitated the meeting will cast the deciding vote.
- Under Membership, the secretary is now a voting member as she is also a classified committee member.

This will come back to CC at the next meeting for approval.

Pdf emailed to committee

G. IT Role in Technology Budget Requests – Ann Marie Wagstaff/Jay Navarrette (1 minute Discussion)

This was brought up in Enrollment Management and Dr. Wagstaff wanted the division chairs to understand the process.

When the division chairs are creating the budget, at what point do we contact Jay Navarrette with information for IT request. IT Director Navarrette stated, to contact him via email as soon as you can so you know the amount of requests.

There is misunderstanding as to when quotes/prices should be included and where to include those quotes (budget worksheet vs. program review). Dr. Wagstaff stated, on the program review the budget is a three-year projection of what you expect your budget to increase or decrease by depending on what was written within the program review, you have not committed to that budget for the year. When the annual budget worksheet is completed that is where you specify the requests (increase/decrease). For example, if a request is made on the program review, that request must be mentioned within the program review. Later when completing the annual budget request will the request be added and funds requested.

IR Director Carley asked, at what point does the request move from the individual's budget to IT/M&O/Safety & Security's budget? For example, computer replacement on campus. IT Director Jay Navarrette stated, since he has been at PC there has never been a clear process on who pays for technology (new or replacement). He went on to clarify; IT does not purchase new or replacement computers for departments/divisions. The computers replaced in areas such as Computer Commons or computer classrooms done through additional funding. IT Director Navarrette highly suggest that if you need new or replacement computers you should budget for them, such as a new employee starting. IT only has a few new computers in case of emergencies. Associate Dean Behrens wanted to know what to do when not every year a request for new computers is put in the budget worksheet but the money is never added to the budget. Dr. Harmon stated that no additional monies were added to the budget last year since we did not know what our allocation would be from the State. Any additional money requested this year was added. Due to all the confusion in the aforementioned discussion, Dr. Wagstaff suggested this item be added to the Budget Committee agenda (process for what should be put on the budget worksheet and what they can expect in return).

VI. Subcommittee Reports

A. Accreditation

- Virtual visit was Tuesday, September 24th. The visit went good and we will hear back in January. The team did ask for additional information which was sent.

B. Budget

- No report

C. Strategic Planning

- Reviewed the Strategic Planning Charge.
- End of the Year Report completed.
- Updated the Program Review forms, adding an additional request for professional development.
- Finishing the Program Review Handbook.
- Revising the Program Review Process flow chart.
- Finishing the assessment of a few program reviews left over from last semester.
- If you have a program review due this year, please remember a one minute status report is due the first CC meeting in November.

D. Enrollment Management

- No report

E. Pathways, Success and Equity

- No report

F. Grant Oversight/Grant Progress Reports

- The state came out with a new RFA for the Mental Health Grant so the college is going to try reapply to help us with our mental health programs. We applied last year and were unsuccessful, however; we did get feedback and notes.

G. Facility Planning Advisory

- The Allied Health Building has been approved. We only had to make a small modification change to the location. The previous location was over all our utilities.

H. Information Technology

- Working on the IT mission statement and membership.
- Finished interviews last week for the full-time systems support technician, second interviews this week, and hope to have the new person working by November.
- Upgrading the projector and PA system in the SCCR.

I. Title IX Advisory/Safety and Security

- October is the California Shakeout and PC will have a drill on October 17th. Some buildings will be asked to evacuate while others will shelter in place. Information will go out tomorrow.

J. Outreach

- No report

VII. Other Reports

A. President

- Dr. Habib thanked all those who attended the welcome last Thursday.
- Complete College America came out with a report "Getting There", where Porterville College was recognized for our strong implementation for English and Math under AB705. We are making a difference in this region.
- It is Dr. Habib's goal to have strong partnerships with community and county agencies.
- The Governor's Office held meetings where groups of businesses and economic developers within each region met to discuss issue for that region. Dr. Habib attended the Kern Region meeting along with Tulare Workforce and other Tulare County Agencies. Porterville College and the other agencies in Tulare County are working hard to have a voice in the south valley. They discussed what kind of jobs need to be created and what programs need to be created to support our students when they are looking for jobs in five or ten years.
- The Volleyball team won last Friday.
- In Dr. Habib's efforts to increase communication, she held several events. Coffee in the Quad and Pizza with the President were huge successes. Students brought up questions such as can we have a pep squad, more clubs, mascot, and what kind of recycling campaign does PC have?
- PC is hosting the Board meeting is this Thursday in the SCCR at 1pm.

B. Academic Senate

- No report

C. Outcomes

- Please continue to support your outcomes representative and follow through with your outcomes.

D. CCA

- Jeff Keele was recently nominated and accepted as the negotiator.

E. CSEA

- No report

F. ASPC

- ASPC has been really busy the last few weeks participating in the Tobacco Free Initiative. Director Warren paired ASPC and PC Ambassadors together at tables set up on campus to hand out flyers, talk about the dangers of smoking and answer questions. FA provided food to hand out and Safety and Security Manager Dearmore was helpful when conversation got off track.
- ASPC and PC Ambassadors have also held Tobacco Free Campus conversations with campus clubs and community members.
- ASPC and the Ambassadors participated in Senior Day campaigning a Tobacco Free Campus
- Last week Director Warren reached out to clubs to get a list of ICC members and she hopes to get the first ICC meeting up and running soon.
- Right after the Presidents Pizza ASPC had a meet and greet where students seemed excited to join ASPC and other clubs, and to promote student life.
- ASPC is still recruiting to fill positions
- ASPC and other clubs will have a booth at the Transfer Fair.
- ASPC is promoting a Rock the Vote Initiative on campus to create awareness about voting, how to register, and the different propositions.
- The club rush was a huge event and ASPC and the other clubs recommending having more events throughout the year.

G. Other

VIII. Future Agenda Items

A. Mission Statement Evaluation Results

IX. Adjournment

Meeting adjourned at 4:12 p.m.