

**PORTERVILLE COLLEGE
COLLEGE COUNCIL**

3:00 PM – 5:00 PM • Monday, February 4, 2019 • AC107

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

MINUTES

Present:

Primavera Arvizu, Sam Aunai, Kim Behrens, Kathryn Benander, Tim Brown, Michael Carley, Erin Cruz, Chris Ebert, Jim Entz, Lupe Guillen, Glen Hall, Jay Hargis, Stewart Hathaway, Bill Henry, Kailani Knutson, Melissa Long, Jay Navarrette, Maria Roman, Robert Simpkins, James Thompson, Ann Marie Wagstaff, Kimanthi Warren, Joel Wiens, Arlitha Williams-Harmon and John Word

Absent:

ASPC President, ASPC Vice-President, Rebecca Baird, Vern Butler, Joe Cascio, Terry Crewse, Vickie Dugan, Tiffany Haynes, Stephanie Olmedo-Hinde, Diane Thompson and Ann VanderHorst

Guest:

Reagen Dozier

I. Call to Order

Mrs. Arvizu called the meeting to order at 3:00pm.

II. Adoption of Agenda

Motion made to approve the February 4, 2019 agenda.

M/S/C: Tim Brown/Joel Wiens

III. Approval of Minutes

Motion made to approve the amended minutes from December 3, 2018.

M/S/C: Sam Aunai/James Thompson

IV. Information/Announcement Items

A. District Strategic Plan Update – Primavera Arvizu (5 minutes)

KCCD has charged the colleges to review the State Chancellors Office Vision for Success Goals and align these goals with our current Strategic Plan and to include metrics.

The State Chancellors Office would like to see how the college is going to achieve these goals, what the metrics is and how the college plans to move forward in adopting the Vision for Success.

There is a timeframe for completion, including CC and Board approval. To meet the May 9, 2019 Board meeting the addendum needs submitted in April to Board Docs. Strategic Planning will work on aligning the Vision for Success Goals with campus goals, creating a metrics during February, and sending the addendum to CC for approval at the March 4, 2019 meeting.

B. Program Review Updates – Michael Carley (5 minutes)

Program Reviews were due last Friday, 2/1/19. Four or five program reviews were submitted by the deadline while there are still four or five past due. Please contact Jodie Logan to schedule your program review.

During the month of February, as mentioned above, Strategic Planning will work on creating an addendum to the Strategic Plan that will push program review assessment back to March.

Just a reminder hiring a new person is not a goal; expanding your program is a goal, cutting down on the number of students on wait lists is a goal. Things you want, such as hiring new faculty is how to achieve that goal and documented in the staffing, budget and program analysis and trends sections.

C. High School Data Report – Michael Carley (5 minutes)

Mr. Carley reviewed several PC reports for high school students.

1. The Enrollment Yield report (has been available for some time)
 - For all the feeder high schools, you can see the number of graduates for a given year and the number of those who graduated that attended PC in the fall.
 - IR pulled all the data together and the most recent information shows 42% of area high school graduates attended PC fall of 2017. This is up over prior years.
 - Not counted in the main group are continuation schools (such as Citrus), Lindsay and Porterville Adult School. These schools are in a separate group for tracking purposes.
 - This report is located on the KCCD research page.
2. High School Feeder Report (new)
 - IR tracks data for all area high schools, however; the report on the IR website only shows those high schools who send PC regularly at least 30 students a year.
 - This report is located on the PC research page.
3. Data on the number of students who attend PC each year.
 - The data includes gender and ethnicity distribution.
 - There is a little bit of placement data; this section will go away as placement is changing. The math portion is inaccurate and misleading, as the report does not capture the way PC Math Placement was done. Most likely replacing placement data is the percentage of students who take Math and English their first semester.
 - Tracks data on unit load. The 15 to Finish campaign shows over the most recent semesters more students are taking 15 units. This year 15 to Finish is a full fledged campaign and hopefully PC will see an increase.
 - Tracks top majors for four high schools. Looking at Monache High School, we see retention and success rates, first term GPA, and top degrees and

certificates awarded (separated out by associate degrees, transfer degrees and certificates).

- This is a KCCCD report where Mr. Carley has exported PC's information in a report and placed on the PC research site.
- If there are things that the committee thinks should be added or collected for the report, let Mr. Carley know and he will see about adding them.
- VP Arvizu suggested this report would be good to discuss in other committee meetings. When looking at the data on graduating students questions to discuss such as; where are the students going if not coming here, are they going to a four-year institution or into the work force, why or why not, why was PC not a choice, what are the other students doing, and how can we gravitate and market to that population.
- Dr. Wagstaff asked if IR has the course success rates for general population fall 2018. Mr. Carley stated that the reports are available.

D. Guided Pathways Update – Primavera Arvizu (5 minutes)

VP Arvizu discussed the Guided Pathway Pirate Map Chart, see provided chart. The map shows how the different work groups feed into the coordinating committee and then feedback out to the work groups. The responsibilities of each work group is as follows:

- Entry: outreach, enrollment, and matriculation
- Mapping Existing Curriculum: building areas of interest (this will be the bulk of the work this term)
- Communication/Marketing: messaging to students and staff about Pirate Map work.
- Student Support/Advising: Tutoring, financial aid, and other special support services and programs. Academic and career advising.
- Data Team: data

The flow would be information coming back and forth through the committee and back out to the work groups. There is a meeting this week regarding mapping existing curriculum. SEC will be doing sorting exercises with different groups of faculty during division meetings, during committee meetings with student population as well in regards to sorting. These exercises will help SEC determine how to get to the results of the clusters that work here for PC regarding the Pirate Map and the framework we want to build.

Every Faculty should have received Redesigning Americas Community Colleges. An email will go out to Division Chairs regarding the reading group, which is part of the Pirate Map framework we want to implement at PC. Lunch will be provided during the reading group for any faculty who would like to attend.

Handout provided.

V. Discussion/Action Items

A. ILO #2 Cognition (Think independently, creatively, and critically in order to analyze, synthesize, and evaluate ideas and information) – Melissa Long (20 minute Discussion)

Melissa Long started by reviewing ILO #1 discussions from last semester. The review listed the cycle steps CC went through last semester, which were

1. Collected evidence that did or did not support PC meeting ILO #1 standards.
2. Discussed how to improve and help our students meet ILO #1.
3. Created an implementation plan.
4. Working on implementing the plan and getting status reports.
 - Creating Writing Center (Dr. Wagstaff): The Writing Center opened last week. Students showed up but there was not a great turn out. Outreach and activities are continuing in the hopes of bringing in more students. Elizabeth Buchanan is the coordinator. Three days a week the center has mentors, tutors, and instructors to help students with papers. Friday morning from 9-12pm is “get your paper done” time where students have access to free printing. Dr. Wagstaff encourages all faculty to inform students of the Writing Center. Students can come to the center to get help or just have a place to write papers. Tracking how many students utilize the service similar to the way the Learning Center tracks.
 - Provide more opportunities inside and out of the classroom for students to demonstrate the outcome. (????): VP Arvizu stated Director Warren held student focus groups and gathered data in the fall. Director Warren is scheduling more focus groups this semester to receive feedback on what the gaps are on campus and what students want to see on campus so we can initiate the student voice. Within Student Service, Director Cruz’s team is doing more outreach, we have an ESL team (counselor working with the faculty), and Director Cascio is working with the clubs to have more activities out of the classrooms.
 - Increase literacy level (Division Chairs): Status report due March 18th.
 - Increase communication across the disciplines (Division Chairs): Status report due March 18th.
 - Help students to communicate within the college culture (VP Arvizu and VP Aunai): Started with a FAQs glossary; once this have a good draft they will share with CC. After FAQs glossary is vetted through CC, it will go on the website. Draft due March 18th to CC.

This semester CC will discuss ILO #2 Cognition (Think independently, creatively, and critically in order to analyze, synthesize, and evaluate ideas and information). The steps of the cycle are: collect evidence that supports PC is or is not meeting ILO #2, discuss evidence, identify improvement, make a plan, and implement the plan and receive status reports.

Homework due by the next CC meeting on March 4th: everyone is to bring evidence that shows PC is or is not meeting ILO #2 Cognition.

VI. Subcommittee Reports

A. Accreditation

- Meeting next week to address the ACCJC letter.

B. Budget

- Did not meet last week.
- Continuing to review the budgets for 19-20
- The District Budget Committee will look at the budget allocation model internally using the information from the Student Center funding formula.
- Last Thursday or Friday the District provided the budget premise and now VP Williams-Harmon can begin to build the labor budgets.

C. Strategic Planning

- Began to assess program reviews. Four or five have met the deadline of February 1st and we are waiting for the last four or five to be submitted.
- During the month of February, we will be looking at the Vision for Success metrics and creating a Vision for Success addendum. The draft addendum is schedule to be on the March 4th CC agenda.

D. Enrollment Management

- Focus of last week's meeting was on the Accreditation letter.
- Discussed review and finalizing the scheduling matrix this semester
- High school and dual enrollment

E. Success & Equity

- Discussed a name change, look for that to come through in the next several weeks.
- Reviewed the Equity Plan template that is due in June and works groups regarding the Pirate Maps.

F. Grant Oversight/Grant Progress Reports

- At the last meeting, the CAPP Grant was submitted. The college got a small bridge grant to get started on identifying what we wanted to work on. VP Arvizu submitted an ongoing grant for \$50,000.

G. Facility Planning Advisory

- The SM elevators are certified and running.
- Beginning restroom remodel project for first the AC outside restrooms, then the inside restrooms, the Gym foyer restrooms and if there is enough money the FA restrooms.
- The outside AC lights fixtures are dimming and failing; the correct repair kits have been ordered.

H. Information Technology

- Finished installing new machines for CTE and have new ones on order for Health Careers.

- Worked with a vendor and during the spring break the FA lab will be rewired.
- The District IT Committee is requesting spring IT request for submission due February 21st. If you have any projects requiring district resources or banner integration, send requests to Jay by February 12th.
- The part-time evening Lab Tech is leaving to take a full-time job at Bakersfield College.

I. Title IX Advisory/Safety and Security

- Sent out email to all Division Chairs regarding step up bystander intervention, this was a gap identified in the Cleary report. A group of administrator and counselors went to the district office and completed train the trainer. This Wednesday is an opportunity for our students to attend train the trainer. Please allow students working in your area Wednesday to attend the training. The students who cannot attend can attend a training in the future.
- The DA's office will have a presentation on social media and human trafficking.

J. Outreach

- Information Officer Alex, helped Director Cruz get ads set up through June 30th before he left. \$11,000 in advertising costs across Porterville Recorder, Valley Voice, radio stations, bus transit, transfer theme video and Galaxy Theater.
- Coordinating outreach to Farmersville for literacy night, Lindsay future ready conference and JJ Kans is having a career fair.
- A group is working on revamping outreach with the ESL population. They want to have brochures and an ESL video created. The leads are Bulmero, Andrea Anaya from A&R, Hector Briseno and Antonio Salazar from counseling. The group has gone out to Strathmore, Richgrove and Earlimart.
- Working on collecting brand new interest cards, updating student planner and several student services brochures.
- Ref Fest is coming up, April 3rd, 4th & 5th is registration for special population, athletes and continuing students.
- PC Connection is April 15th & 16th for high school students coming from Potterville and Burton School Districts.
- Reg Fest on April 22nd & 23rd for returning or new students.
- Working on finalizing dates for professional development and recognition events.

VII. Other Reports

A. President

- The campus has done an excellent job in responding to the ACCJC letter of recommendations and working to fix the issues. ACCJC has been notified that the report would be complete early this summer and the follow-up visit next fall. The team will consist of two people. One of the changes is any professor

teaching online will use canvas. All student contact must be within canvas, no exceptions.

- The new funding formula is still unknown. PC is at an excellent position with the new formula, this is the first spring we are 103% of our target and 101% of our growth target. President Henry recommends not going over 2 – 2 ½% as PC builds growth targets in the future.

B. Academic Senate

- Senate President Keele sent a letter to all faculty in response to the ACCJC letter outlining what needs to change immediately for online professors.
- Professor Benander informed CC of a resolution from Cerro Coso Academic Senate where they did a vote of no confidence against Chancellor Oakley. Cerro Coso Academic Senate are very distressed that the Chancellor has pursued dozens of new mandates that have significant real implications and consequences for local governances, enrollments, budgets, etc. in the community colleges and they feel he went around the normal participatory governance channels and avenues.

C. Outcomes

- The committee is working on discipline specific sections.
- Working to have the guide be exactly how the process is, how you assess SLOs not the ideal or what you hope they will be.

D. CCA

- Gearing up for negotiations for the next contract, focusing on issues with adjuncts.

E. CSEA

- No report

F. ASPC

- No report

G. Other

- Last year the college submitted an application to IEPI for a team visit. The team consist of professionals from other colleges and the visit is a review of areas we feel need improvement. The team will meet with different committees' and give us ideas on how to improve in said areas whether it is how to fill the gasps or streamline processes. Funding is tied to the visit that will allow us to improve in these areas. The team visit is March 11th and was room locations are finalized outlook invite will go out.
- Equity Summit is this Friday.

VIII. Future Agenda Items

A. CC Structure & Membership – Co-chairs (review/update specific task, etc.)

IX. Adjournment

Meeting adjourned at 3:55p.m.