

PORTERVILLE COLLEGE

END OF YEAR COMMITTEE REPORT

COMMITTEE REPORTS

At the last College Council (CC) meeting of the spring term each year, committee chairs shall submit to CC a summary of the committee's activities for the year indicating the number of meetings held, goals, accomplishments, and recommendations. CC may, at any time during the year, make recommendations to the committee for consideration to improve the effectiveness or efficiency of the committee. *From Committees/Councils/Sub-Committees/Etc. Structure of CC*

Date: 10/15/19

Committee or Sub-Committee: Academic Senate

Number of Meetings Held: 12

Goals:

The purpose of the Senate is to provide the means to represent the faculty in the formation and implementation of policy on academic and professional matters.

Coordinate an open and productive line of communication between faculty and administration.

Develop a list of faculty committee assignments and publish on the Academic Senate website.

Accomplishments:

- Discussed and approved accommodation protocols in collaboration with the DRC and curriculum
- Approved an updated and more detailed Distance Education handbook and policies.
- Played an important role in hosting and answering questions for our Accreditation visit in Oct. 2018.
- Responded rapidly and in coordination with both Administration and CCA to formulate an appropriate response to the compliance recommendation in our accreditation report and then communicated the plan directly to the faculty to help ensure faculty acceptance of the plan and compliance with it right away.
- Developed a peer observation program that allows faculty to observe the colleagues on a volunteer basis. Every division is represented in this program.

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Recommendations:

Ensure that all committee assignments are filled
Provide opportunities for professional development

Submitted to CC by: Miles G. Vega

CC Meeting Date Received: _____

PORTERVILLE COLLEGE

END OF YEAR COMMITTEE REPORT

COMMITTEE REPORTS

At the last College Learning Council (CLC) meeting of the spring term each year, committee chairs shall submit to the CLC a summary of the committee's activities for the year indicating the number of meetings held, goals, accomplishments, and recommendations. CLC may, at any time during the year, make recommendations to the committee for consideration to improve the effectiveness or efficiency of the committee.
From Committees/Councils/Sub-Committees/ Etc. Structure of CLC

Date: 4/30/19

Committee or Sub-Committee: Budget Committee

Number of Meetings Held: 9

Goals:

The Budget Committee is a Sub-Committee of the College Council (CC), formerly College Learning Council - CLC. The Budget Sub-Committee has the responsibility for coordinating budget planning in a manner that assists the institution in effectively utilizing its fiscal resources in the pursuit of the college mission.

1. Update and follow established Budget Planning Process.
2. Document/communicate the process and state of the budget all campus constituency groups.
3. Review requests and prioritize budget recommendations and submit to the CC.
4. Review Accreditation Standards to ensure that the budget development process complies with the ACCJC Accreditation Standard III Section D.
5. Recommend to the CC issues as they relate to the college budget.

Accomplishments:

1. Reviewed Accreditation Standards to ensure that the budget development process complies with the ACCJC Accreditation Standard I and Standard III Section D.
2. Communicated the process and state of the budget to all campus constituency groups - The campus was informed about the budget at open forums, Fall Flex Day, and Mid Year Budget Update Newsletter, and Canvas Budgeting 101 Course.
3. Reviewed District-wide Budget Committee new budget allocation information recommendations at College Council.
4. Discussed Governor's proposed new funding formula elements and potential impact on ongoing funding.

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Recommendations:

- It is recommended that the campus & District Office continue to provide information on the impact of the new funding formula on ongoing operations.
- PC Budget Committee recommends that the impact of budget revisions be evaluated again in the Fall when more information is available on the new funding formula and KCCD allocations.

Submitted to CLC by: Arlitha Harmon, VP of Finance & Administrative Services

CLC Meeting Date Received: _____

PORTERVILLE COLLEGE

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Date: October 16, 2019

Committee or Sub-Committee: College Council

Number of Meetings Held: 12

Goals:
To work effectively with faculty, administration, and staff reviewing the various proposals and/or recommendations from the various constituents to provide the highest quality learning services to our students and communities served by the College.

- Accomplishments:**
- 1) Reviewed and discussed ILO #1; Communication and ILO #2; Cognition
 - 2) Reviewed and approved Program Reviews in the 2018-19 cycle, Integrated Planning Assessment and Action (IPAA) document, and Program Review Assessment Rubric.
 - 3) Reviewed and approved sub-committee and task force structure and membership revisions.
 - 4) Discussed Spring 2018 Student Satisfaction Survey results, District Strategic Plan, and Vision for Success goals.
 - 5) Discussed proposed legislation and new CCCC programs (i.e. AB705, new funding formula, guided pathways).
 - 6) Reviewed, discussed, and approved the Facilities Master Plan, Strategic Plan Addendum (Vision for Success Goals), Guided Pathways Plan, Student Equity Plan, and Staff Development Plan.
 - 7) Reviewed, discussed, and approved the Accreditation Follow-up Report.
 - 8) Reviewed, discussed, and approved budget scoring rubrics.

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Recommendations:

- 1) Ensure all agenda items, including informational presentations, have adequate time for review and discussion.
- 2) Hold a College Council Retreat to review the mission, goals, and structure of College Council.
- 3) Continue ILO discussions.
- 4) Include robust data discussions.

Submitted to CC by: Primavera Arvizu

CC Meeting Date Received: 10/21/19

PORTERVILLE COLLEGE

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Date: 4/28/2020

Committee or Sub-Committee: Curriculum

Number of Meetings Held: 16

Goals:

- 1) To keep all courses and programs up to date with timely revisions.
- 2) To monitor state and national trends in curriculum and respond accordingly on our campus for the benefit of the students.
- 3) To assist in the implementation of AB 705.
- 4) To effectively transition from Curricunet to eLumen for Curriculum.

Accomplishments:

I took over as Curriculum Chair in August. During the fall semester, the primary task of keep courses revised and up to date continued with no interruption with the change in leadership. The Past Chair and the Curriculum Specialist were critical in maintaining this continuity.

The process of moving to eLumen continued with biweekly meetings and continued testing. During fall semester, courses were still being updated in Curricunet while the Past Chair, the Curriculum Specialist, and I transferred, with volunteers from the Curriculum Committee uploaded all the current courses into eLumen. We also deleted obsolete CORs and generally cleaned up the existing curriculum database. This process took two months of solid work by many individuals. Workflows were developed for eLumen and the anticipation to go live in January.

During the spring semester FLEX day, training was provided to the faculty on the use of eLumen for curriculum. Since then, all courses are being updated in eLumen. There have been issues with workflows and we are correcting this as we move forward. Several training sessions have been held during the semester as needed by faculty and divisions.

With the passage of AB705, the Curriculum Committee with Language Arts and Mathematics Divisions have been working to meet the requirements of AB705. New multiple measures have been developed and put in place. With the addition of new Math pathways and courses, these placement rubrics continue to be revised as needed.

We have begun the process of assessing the GELOs in Curriculum. While there are issues we are working to make the assessment process meaningful and effective.

I would like to take this opportunity to commend the Curriculum Committee and the Curriculum Specialist on all the hard work in transitioning to eLumen. It would not have gone so smoothly without their efforts.

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Recommendations:

- 1) Continue to address the implementation of AB705 and any other legislated mandates that may arise.
- 2) Continue to train Faculty on the development and revision of courses and programs in eLumen.
- 3) Finish mapping SLOs to the GELOs and formalize the assessment of GELOs.

Submitted to CC by: Richard Goode - Curriculum Chair

CC Meeting Date Received: _____

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Date: October 15, 2019

Committee or Sub-Committee: Facilities Planning Advisory Sub-Committee

Number of Meetings Held: 2

Goals:

1. Review and respond to facility and infrastructure recommendations submitted by any interested party.
2. Give reports on activities, issues, and recommendations of the constituencies represented on the committee.
3. Function as liaison between the College President and the constituent groups represented concerning issues of facilities and infrastructure planning.
4. Review and recommend facilities and planning projects on consort with college and district policies and procedures.
5. Provide research on issues from groups represented as requested by the College President.

Accomplishments:

There were two meetings in the 2018-19 Academic year - November 29, 2018 and April 3, 2019

November 29, 2018 Review

1. Report of Safety & Security Team previous meetings.
2. Review of completed projects on campus and discussion of future projects.
3. Facilities Master Plan Update.
4. Review of SRID Measure G Bond status & Measure J Bond strategizing to maximize resources.


April 4, 2019 Review

1. Report of Safety & Security Team previous meetings.
2. Review of completed projects on campus and discussion of ongoing projects.
3. Review of Measure J and G projects.
4. Land Acquisition review.
5. Review of progress of the Allied Health Building.

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Recommendations:

1. To continue to keep Porterville College staff informed of all scheduled maintenance projects, upcoming projects, and future planning of the campus.
2. To continue to solicit input on all areas of the campus needing improvement.

Submitted to CC by: Dr. Claudia Habib, President 

CC Meeting Date Received: October 15, 2019

PORTERVILLE COLLEGE

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Date: 9/23/2019

Committee or Sub-Committee: Information Technology (IT)

Number of Meetings Held: 8

Goals:

Extending use of OEI (Online Education Initiative)
Proposal of Winter-term semester awaiting approval (DTAC Committee)
Proposal of Year Long scheduling awaiting approval (DTAC Committee)
Hire full time IT Technician to cover evening classes

Accomplishments:

Replaced printer/copier in Science-Math building.
New hardware ordered and installed across the campus including Math iPad cart, 45 new computers for learning center, laptop carts for JEC and Health Careers
Banner 9 implemented in the Ellucian cloud.
Computer Commons Lab Assistant Replacement
Network Update
New laser projectors have been ordered and installed to improve older projectors that are not functioning well.
Successful PRT meeting with IT Department representatives
FA1 Lab Rewire project
New IT Positions acquired: Full time technician, part time media specialist
Representation for DTAC (District level IT committee) are filled

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Recommendations:

Update computers and laptops to Windows 10 to maintain security updates from Microsoft
Continue to update out of date projectors to laser projectors
Extend access to a smart classroom in Library

Submitted to CC by: Dustin Acres/ Jay Navarrette

CC Meeting Date Received: _____

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From Committees/Councils/Sub-Committees/Etc. Structure of CC

Date: April 28, 2020

Committee or Sub-Committee: Outcomes Committee

Number of Meetings Held: 11

Goals:

(for 2019-2020)

- Design a way to update outcomes so that the Porterville College Database and eLumen contain the same information
- Continue to fine-tune the Outcomes Handbook with complete discipline-specific sections
- Continue to close the loop in program learning outcomes (PLOs) across campus
- Facilitate more meaningful assessment and discussion of GELOs in the Curriculum Committee

Accomplishments:

- Facilitated a complete outcomes assessment cycle rotation for ILO #1 and ILO #2
- Facilitated a complete outcomes assessment cycle rotation for GELO #1, GELO #2, and GELO #3
- Designed a workflow to update SLOs only in eLumen
- Compiled a list of outcomes in the "Collect" phase of the cycle with a plan for how to distribute at the beginning of each future semester
- Continued to assess eLumen and look for viable ways to use the system with our assessments/reporting

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Recommendations:

--Divisions need to help the Outcomes Committee representative to fully complete his or her job by cooperating in assessments and discussions and promptly and thoroughly completing outcomes-related work

Submitted to CC by: _____

CC Meeting Date Received: _____

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Date: October 14, 2019

Committee or Sub-Committee: Outreach Committee

Number of Meetings Held: 5

Goals:

18-19 Academic Year

- Develop and coordinate marketing and outreach materials/activities which promote college programs/resources.
- Develop a master calendar visible to members of the campus community.
- Develop interest cards for potential students.
- Develop RegFest enrollment event and March Ahead ed planning events.

Accomplishments:

- 1) A master calendar was developed in google docs format to share out with outreach team members/campus community. This allows members of the committee as well as others on campus to add events as necessary.
- 2.) New contracts were established with Rethought Reborn (Bus transit), Momentum (Radio), Outfront Media (billboard).
- 3.) ESL/DACA/AB540/Undocumented Student Campus Taskforce was developed to meet once a month. This group meets to discuss various rural outreach efforts (Poplar, Strathmore, Richgrove, and Earlimart), marketing, community visits, enrollment, translation of documents, etc.
- 4.) New marketing documents were ordered to support the college departments from Valley Type and Design.
- 5.) New canopies, flags, tabletop displays were ordered to support outreach.
- 6.) Developed both english/spanish interest cards for potential students.
- 7.) Held a RegFest event in the fall 2018 and spring 2019 semesters. Also, held a March ahead ed planning event for students to meet with counselors.

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Recommendations:

- Focus on Branding (consistency in look and message) across all materials provided to the public with new marketing manager.
- More faculty involvement with outreach to promote programs.
- More promotion via social media outlets to showcase campus events and important reminders.

Submitted to CC by: Erin Cruz

CC Meeting Date Received: _____

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Date: October 16, 2019

Committee or Sub-Committee: Pathways Success and Equity Committee

Number of Meetings Held: 11

Goals:

To coordinate and communicate college-wide planning for identifying and implementing student success strategies across the campus. The goals of this committee is to identify specific plans to strategically address the five (5) California Community Colleges Keys to Success; Priority Enrollment and Academic Standards; Redesigned Student support Services, Transparency and Accountability; Streamlined transfer and improving Basic Skills instruction. This committee will identify task forces as needed to concentrate on specific data and identify best practices to implement.

Accomplishments:

- 1) Reviewed, updated, and approved committee structure and committee charge.
- 2) Reviewed, discussed, and approved Data Team recommendations.
- 3) Reviewed, discussed, and approved Guided Pathways framework, PSEC coordination of the framework, and Pirate Maps workgroup structures.
- 4) Reviewed and approved Guided Pathways Case Statement.
- 5) Discussed and reviewed Vision for Success Goals and Student Success metrics.
- 6) Reviewed, discussed, and approved the Integrated Plan, Student Equity Plan, and Guided Pathways Plan.
- 7) Members attended the Dream 2019 conference, participated in the ATD coaches visit (ATD Focus Groups), and participated in the ICAT survey.
- 8) Reviewed, discussed, and approved program reviews in the 2017-18 program review cycle.

PORTERVILLE COLLEGE

Recommendations:

- 1) Incorporate data into discussions
- 2) Continue with Pirate Maps implementation
- 3) Continue as an ATD College, but on a limited basis

Submitted to CC by: Primavera Arvizu

CC Meeting Date Received: _____

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Date: 9-25-2019

Committee or Sub-Committee: Strategic Planning

Number of Meetings Held: 23

Goals:

Maintain program review cycle.

Formalize program review progress report to College Council (with reminders)

Update Integrated Planning, Assessment, and Action (IPAA) document describing PC planning process

Update program review rubric

Accomplishments:

Updated program review rubric (accreditation team very much liked the new version)

Updated IPAA document

Kept program review cycle mostly on schedule

Added program review progress reports to College Council for November

Created a Strategic Plan Addendum to add specific goals and targets to our Strategic Plan, aligning it with the new Chancellor's Office Vision for Success

PORTERVILLE COLLEGE

Recommendations:

For 2019-20:

Create program review handbook to make process as clear as possible

Create a crosswalk between all of the various plans and data each track so that we ensure that each are aligned and we are tracking all of the necessary data.

Keep program review process aligned and process documents on time

Integrate new college leadership into the existing planning process

Track existing plans, ensure that all are on schedule for updates

Submitted to CC by: _____

CC Meeting Date Received: _____