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 the 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: _____ 04/27/2020 _____

Committee or Sub-Committee: Accreditation Committee

Number of Meetings Held: _____ 1 _____

Goals:

Define committee structure and charge

Evaluate status and progress toward each accreditation goal.

Accomplishments:

Discussed and submitted required data for the ACCJC Annual Report.

Developed an ongoing process for determining aspirational, annual goals for the ACCJC Annual Report.

PORTERVILLE COLLEGE

Recommendations:
Evaluate and refine institutional crosswalk to align goals across various college initiatives.

Submitted to CLC by: ___Thad Russell___ ~~Received~~

CLC Meeting Date Received: _____ APR 3 0 2020 _____

Office of Vice President, Student Services

PORTERVILLE COLLEGE

END OF YEAR COMMITTEE REPORT

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Date: 4/27/20

Committee or Sub-Committee: Academic Senate

Number of Meetings Held: 11

Goals:

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

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

3. Review/revise current senate policies/timelines (i.e., Division Chair elections, Medals of Distinction).

4. Organize Academic Senate Documents.

Accomplishments:

1. Collaborated with and worked to facilitate a smooth transition for new administrative team.

2. Developed an on-line virtual faculty lounge (VFL).

3. Consulted with the Curriculum Committee, in their development of emergency COR revisions.

4. Implemented new Faculty Peer Observation program.

5. Requested and obtained office for the Academic Senate.

PORTERVILLE COLLEGE

Recommendations:

1. Continue to appoint a wider selection of faculty to campus committees, improving overall representation and reinforcing the Senate right to appoint faculty.

2. Provide opportunities for professional development.

Submitted to CC by: Miles Vega

CC Meeting Date Received: _____

3/2013
1/2017

COMMITTEE REPORTS

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Date: 4/28/20

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 requests and prioritize budget recommendations and submitted recommendations to the CC.

2. Communicated the process and state of the budget to all campus constituency groups - The campus was informed about the budget at open forums and Fall Flex Day.

3. Reviewed District-wide Budget Committee new budget allocation information recommendations at College Council.

4. Discussed Governor's proposed budget, COVID-19 proposed workload budget and potential impact on FY20-21 funding.

PORTERVILLE COLLEGE

Recommendations:

• It is recommended that the campus & District Office continue to provide information on the impact of the new funding formula and internal Budget Allocation Model (BAM) 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 community college and KCCD revenue allocations.

• Additionally, it is recommended that the college discuss how District-wide reserves are utilized to meet specified strategic objectives.

Received

Submitted to CC by: Arlitha Williams APR 30 2020man

CC Meeting Date Received: Office of Vice President, Student Services

PORTERVILLE COLLEGE

END OF YEAR COMMITTEE REPORT

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Date: 4/29/20

Committee or Sub-Committee: College Council

Number of Meetings Held: 11

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 services to our students and communities served by the College.

1. Review, discuss and approve Program Reviews
2. Analyze College planning processes
3. Discuss and assess Institutional Learning Outcomes
4. Collect, discuss, and review sub-committee recommendations
5. Discuss, review and approve plans

Accomplishments:

1. Reviewed and discussed ILO #3 and ILO #4
2. Reviewed, discussed, and approved College Council charge and membership structure
3. Reviewed and approved sub-committee and workgroup charters and membership revisions
4. Discussed, reviewed, and approved program reviews in the 2019-20 program review cycles, program review process chart, program review handbook, and revised program review forms.
5. Discussed, reviewed, and approved the following plans: IEPI Plan and Guided Pathways Scale of Adoption self-Assessment
6. Discussed, reviewed, and approved the following policies; Survey Policy
7. Discussed HR Staffing plan and hiring updates
8. Discussed KCCD Climate Survey
9. Reviewed and discussed RNL Exit Briefing and Recommendations
11. Organized, facilitated, and held a College Council Retreat

PORTERVILLE COLLEGE

Recommendations:

1. Continue with ILO assessments and discussions
2. Assess and review the College Mission Statement
3. Begin committee structure discussions
4. Ensure all agenda items, including informational presentations, have adequate time for review and discussion

Submitted to CC by: _Primavera Arvizu_ Received

CC Meeting Date Received: _____ APR 3 0 2020

Office of Vice President, Student Services

PORTERVILLE COLLEGE

END OF YEAR COMMITTEE REPORT

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Date: 4/25/2020

Committee or Sub-Committee: Curriculum

Number of Meetings Held: 12

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 student.

3) To continually provide training and support to faculty in eLumen as necessary.

4) To begin the systematic and continuing review of all programs on a regular cycle similar to our 4 year cycle on course review.

5) To work on language to allow flexibility with Distance Education in the event of emergencies.

Accomplishments:

The Curriculum Committee is an amazing group of people who have continually adapted to a changing environment.

We have implemented a Technical Review subcommittee comprised of Student Services, Administration, and faculty who review courses and programs for technical issues which has extended the timeline a week but has reduced the number of courses being tabled for issues.

We have limited the number of courses to 25 items on any agenda so the Committee can provide effective feedback on all courses.

The Curriculum Committee over the weekend during Spring Break, discussed and approved the Emergency DE addendum so the College could move to online instruction during the COVID 19 emergency and to provide the Administration the ability to continue instruction and keep our students and faculty safe.

We have started discussions on requiring a Distance Ed addendum that will allow courses to move online in the of emergencies.

Again, I would like to commend the members of the Curriculum Committee for their commitment and dedication to the curriculum process and our students.

PORTERVILLE COLLEGE

Recommendations:

1) Continue to train Faculty as necessary in the use of eLumen.

2) To continue to revise the Curriculum process.

3) To monitor state and national trends in curriculum and respond accordingly on our campus for the benefit of the students.

4) Establish an ongoing and regular review process for all programs (degrees, certificates and job skills) in Elumen.

Submitted to CC by: Richard Goode - Curriculum Chair

Received

APR 30 2020

Office of Vice President, Student Services

CC Meeting Date Received: _____

PORTERVILLE COLLEGE

END OF YEAR COMMITTEE REPORT

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Date: 4/21/20

Committee or Sub-Committee: Distance Education Committee

Number of Meetings Held: 8

Goals:
- Finalize PC POCR

- Ensure student support services, is represented on DE Committee

- Identify areas for DE expansion

Accomplishments:
- Roberto Maqueda became official member of the committee to represent counseling and student services.

- Revised the Online Teaching Handbook.

- Recommended a process for establishing a local peer online course review (POCR).

- Provided example language for DE Addendum to help faculty when they are adding or updating a DE Addendum.

- Provided input for IEPI implementation plan.

- Added a new full-time faculty member to the committee.

- Organized and provided synchronous online training to faculty, as the directive to move all classes online due to COVID-19 came through.

PORTERVILLE COLLEGE

Recommendations:

- Follow through on finalizing a local POCR process.

- Work with institution to establish a plan for emergency remote instruction in the event of any future national, local, or individual-course emergency.

Submitted to CC by: _Sarah Phinney_ Received

CC Meeting Date Received: _____ APR 3 0 2020 _____

3/2013
1/2017

FORM - End of Year Committee Report

PORTERVILLE COLLEGE

END OF YEAR COMMITTEE REPORT

Date: _____04/27/2020_____

Committee or Sub-Committee: Enrolllment Management _____

Number of Meetings Held: ____12____

Goals:

Develop, implement, and assess Enrollment Management strategies as informed by IEPI, EAP, and Enrollment Management Academy participants.

Analyze and refine schedule-development process.

Align Enrollment Management Plan with other college plans through a crosswalk.

Define clear goals for expanding distance education.

Integrate Guided Pathways into Enrollment Management.

Accomplishments:

Reviewed enrollment management strategies and began incorporation into processes.

Began development of scheduling timeline process.

Developed and presented crosswalk to inform alignment fo work across the college.

Provided advice and direction fro the instructional response to COVID-19 disruptions.

PORTERVILLE COLLEGE

Recommendations:

Continue refining strategic enrollment management by evaluating course offerings to maximize student completion within three areas:
Daytime scheduled courses,
Evening scheduled courses,
Online scheduled courses.

Incorporate enrollment management dashboards into schedule planning.

Submitted to CLC by: _____ Received _Thad Russell_____

CLC Meeting Date Received: _____ APR 3 0 2020 _____

Office of Vice President, Student Services

PORTERVILLE COLLEGE

END OF YEAR COMMITTEE REPORT

COMMITTEE REPORTS

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Date: 4/24/2020

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 2019-20 academic year - December 3, 2019 and May 6, 2020

December 3, 2019:
1. Report of KCCD Facilities regarding Porterville College

2. Report of Porterville College's Safety and Security Update

3. Review of Allied Health Building plans

4. Review of ongoing projects at Porterville College including Stadium upgrades, HVAC   upgrades, and possible electric vehicle charging stations.

1. Report of KCCD Facilities regarding Porterville College

2. Report of Porterville College's Safety and Security Update

3. Review of Allied Health Building plans

4. Review of ongoing projects at Porterville College including Stadium upgrades, HVAC upgrades, and possible electric vehicle charging stations.

May 6, 2020:
1. Report of KCCD Facilities regarding Porterville College

2. Report of Porterville College's Safety and Security Update

3. Review of ongoing projects at Porterville College including Stadium upgrades, Allied Heath, HVAC upgrades, and restroom modernization. Additionally reviewed was the CTE Final Project Proposal submission

FORM - End of Year Committee Report

PORTERVILLE COLLEGE

Recommendations:
1. To continue to keep the Porterville College staff informed of all scheduled maintenance 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 4/28/2020_____

CC Meeting Date Received: ___APR 30 2020_____

END OF YEAR COMMITTEE REPORT

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Date: 4/22/2020

Committee or Sub-Committee: Information Technology (IT)

Number of Meetings Held: 6

Goals:

- Address technology issues on campus
- Ensure proper technology is available for students for on-line education and to staff / faculty for working remotely during the COVID-19 Stay at Home guidance.
- Input on new student computer installations, garage tables versus laptop carts

Accomplishments:
- Reviewed IT committee membership, function and Mission Statement
- New IT Positions hired - full-time IT Technician
- SCCR Upgrade - Installed new audio system, projector and Pilot Teaching System
- Ordered new computers for instructor offices, currently installing
- Classroom instructor computers upgraded to Windows 10
- New telephones being installed to support Activate Notification System
- Installed garage tables in Computer Classrooms and posted video Instruction on use.

- Discussed the end of Windows Server 2008 and Windows 7 support from Microsoft
- Discussed role and status of the District Technology Advisory Committee (DTAC)
- Discussed the moving of the Print Shop Ricoh shared Copier / Printer to new print server and issues with driver

- IT Support for Online Instruction and Remote Access during COVID-19 Stay at Home Order to include:
   Student Laptop Checkout
   Staff / Faculty Equipment Checkout
   Zoom Meeting Security
   Academic Center Parking Lot WiFi Project

PORTERVILLE COLLEGE

Recommendations:

- Update all Windows 7 computers and laptops to Windows 10.
- Continue working on project for exterior WiFi access campus wide.
- Work with district IT to ensure Help Desk support is following protocol to provide evening
  support

Submitted to CC by: _____ Received _Jay Navarrette_____

CC Meeting Date Received: _APR 30 2020_____

Office of Vice President, Student Services

PORTERVILLE COLLEGE

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Date: April 28, 2020

Committee or Sub-Committee: Outcomes Committee

Number of Meetings Held: 6

Goals:

(for 2020-2021)

--Begin each semester with an Outcomes Committee orientation

--Continue to close the loop in program learning outcomes (PLOs) across campus

--Implement the design for updating 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

--Figure out a better way to handle historical outcomes

Accomplishments:

--Facilitated a complete outcomes assessment cycle rotation for ILO #3 and the discussion of ILO #4

--Worked with the Curriculum Committee to design a plan for assessing GELO #4

--Assisted in bringing most divisions up-to-date in the SLO assessment cycle

--Began each semester by giving each division a list of courses and programs in the "Collect" phase of the cycle

--Came up with a plan for transferring work from the PC Outcomes Database to eLumen

--Guided numerous campus programs and areas as they completed the Service Area Outcomes portion of their program reviews

3/2013

FORM - End of Year Committee Report

PORTERVILLE COLLEGE

Recommendations:

--All divisions need to be represented at all committee meetings and representatives need to follow through with all of the work their job entails

--Divisions need to help the SLO committee representative to fully complete his or her job by cooperating in assessments and discussions and promptly and thoroughly completing SLO work

--Outcomes assessment needs to be woven into our work with Guided Pathways as an integral part of ensuring learning.

Submitted to CC by: _____ Received Melissa Long _____

CC Meeting Date Received: APR 3 0 2020 _____

Office of Vice President, Student Services

PORTERVILLE COLLEGE

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Date: April 23, 2020

Committee or Sub-Committee: Outreach Committee

Number of Meetings Held: 8

Goals:

19-20 Academic Year

-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.

-Roger Perez and Erin Wingfield meet bi-weekly to coordinate Marketing and Outreach efforts as well as provide updates to College Council.

-CARVERTISE- Establish new contract and develop student run street outreach team.

Accomplishments:

1.) Created a system to transition events into a virtual format: PC Connection, March Ahead, RegFest.

2.) Call Campaign-Calling students who are set graduate to check for concerns regarding the online transition of classes.

3.) Started Call Campaign to increase Summer and Fall enrollment.

4.) Established New Freshman Day Taskforce and event-Canceled Due to Covid-19.

5.) New Marketing: New Branding:Rethought Reborn(Busses) OutFront Media (Billboard), Lamar Advertising (Billboard), Radio Campensina (Radio), Momentum Broadcasting (Radio), Galaxy Theaters: New Video ad.

6.) Implemented ESL Self Placement in Spring 2020.

7.) ESL Enrollment Express-Outreach to rural communities throughout our District.

PORTERVILLE COLLEGE

Recommendations:

-Purchase Wide Format Printer for internal printing of signs, flyer's, and banners. This will cut cost with outside vendors.

-Offer virtual events, workshops, activities through an Online platform.

-Student Recruitment tool - CRM Recruit, TargetX

Submitted to CC by: Erin Cruz   Received

CC Meeting Date Received: APR 3 0 2020

Office of Vice President, Student Services

PORTERVILLE COLLEGE

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Date: 4/28/20

Committee or Sub-Committee: Pathways Success and Equity Committee

Number of Meetings Held: 13

Goals:

To coordinate and communicate college-wide planning for identifying and implementing student success strategies across the campus. The goals of this committees is to identify specific plans to strategically across the campus. The goals of this committee is to identify specific plans to strategically address the five (5) California Community College 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 force groups as needed to concentrate on specific data and identify best practices to implement.

1) Design and Implement Pirate Map Major Clusters and course descriptions
2) Implement/facilitate Pirate Map workshops
3) Develop Pirate Map marketing plan
4) Redesign orientation
5) Initiate Pirate Map workgroups
6) Complete and approve plans
7) Align ATD with PC Pirate Map process
8) Review achievement gaps
9) Review data team recommendations

Accomplishments:

1) Updated Pirate Map work group participating members
2) Update reporting out from the Pirate Map work groups
3) Reviewed and approved Pirate Map Marketing plan
4) Discussed Board of Trustees Transfer report
5) Reviewed and approved Major Cluster descriptions
6) Completed 2-year plans from divisions
7) Participated in the Pirate Maps Collaboration discussion with Dr. Solano (completion teams)
8) Reviewed, discussed, and approved Data Team recommendations
9) Reviewed, discussed, and approved Guided Pathways Scale of Adoption Self-Assessment Report
10) Updated, reviewed, and approved committee charter
11) Members attended Dream 20 conference and attended meeting with ATD Coach
12) Discussed Pirate Maps Vision
13) Participated in RNL visit
14) Discussed Journey Maps/7 Seas
15) ATD Leader College of Distinction

PORTERVILLE COLLEGE

Recommendations:

1) Updated Pirate Map work group participating members
2) Update reporting out from the Pirate Map work groups
3) Reviewed and approved Pirate Map Marketing plan
4) Discussed Board of Trustees Transfer report
5) Reviewed and approved Major Cluster descriptions
6) Completed 2-year plans from divisions
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15) ATD Leader College of Distinction

Submitted to CC by: Primavera Arvizu Received

APR 3 0 2020

CC Meeting Date Received: _____

Office of Vice President, Student Services

PORTERVILLE COLLEGE

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Date: 04/28/20

Committee or Sub-Committee: Safety and Security Team

Number of Meetings Held: 02

Goals:

Campus Evacuation Maps

CPR Training

Rape Aggression Defense Training

Safety Awareness and Wellness Campaigns

Stand down Exercises

Active Shooter Drill

Accomplishments:

Evacuation routes have been revised and posted around campus.

First Aid/CPR/AED training was provided to Red Bag team members along with selected college personnel in early November.

Rape Aggression Defense Training- A committee was formed and met on 3/12/20 and it was decided to advertise and hold the class on 5/12/20. Due to the Shelter in place order (COVID-19) the training has been postponed.

Safety Awareness and Wellness Campaigns: Hate Crimes , Active Shooter, mental Health Screenings, Holiday Safety Tips, Heat Illness Prevention, Sexual Assault on Campus , Tobacco Free Awareness, Bystander Intervention Training (ASPC), Domestic and Dating Violence, Gender-Based Harassment, Stalking, Embrace your Voice, Consent,Sexual Harassment, Sexual Assault Awareness, Bullying, Vehicle Thefts, and Annual Notification of KCCD Policies on Non Discrimination, EEO and Drug Free Schools and Communities Act.

Stand Down Exercises:

Initial Actions- Fliers has been posted in the bathrooms across campus. PowerPoint presentation were sent out monthly on a selected actions (Duck and Cover, Shelter in Place, Lock Down, Evacuate Building, and Armed Intruder).

Evacuation Exercise / Drill – The AC building and the CTE building participated in the drill.

Great Shakeout – The campus participated in the yearly Great American Shakeout on October 17, 2019.

Active Shooter Drill: On December 13, 2019, the campus participated participated in an "Active Shooter" drill on the PC campus with campus personnel, campus emergency response teams, and local first responders. This drill allowed first responders to identify strengths, potential areas for improvement, and support the development of corrective actions that will guide further incident response. Additionally, the drill helped the Crisis Management Team and campus better understand the roles and responsibilities of each participant and helped identify strengths and areas that need to be improved in PC's crisis response plan.

PORTERVILLE COLLEGE

Recommendations:

-Due to social distancing and Covid- 19 safety protocols, safety campaigns will transition to on-line delivery and digital means until further notice. Safety Awareness and Wellness Campaigns will be presented through virtual workshops, sending informational emails, and sending Adobe Spark presentations embedded with resources.

-After the completion of each workshop, the instructor will send all participants an email confirmation thanking them for their attendance and provided resources for the subject matter being taught.

-Create a Training Education Action Plan so the campus community is aware of upcoming trainings.

-Update Initial Actions presentations and develop a drill schedule

Submitted to CC by: _____

CC Meeting Date Received: _____

PORTERVILLE COLLEGE

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Date: 4-22-2020

Committee or Sub-Committee: Strategic Planning

Number of Meetings Held: 10

Goals:

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

Accomplishments:

Program reviews are mostly on track, with the exception of a couple that have not come in due to the COVID 19 pandemic

The planning process is going forward, none of the existing college plans were due to be update this year, but some will be next year.

We completed the college's first ever Program Review Handbook, which was adopted by College Council on November 4th, 2019.

We created a goals crosswalk to integrate various college plans. This document has been reviewed by the Pathways to Success & Equity Committee and Enrollment Management Committee. It will go next to Accreditation Committee before proceeding to College Council.

PORTERVILLE COLLEGE

Recommendations:

For next year:

Review planning documents, including updating the plans scheduled to be updated in the IPAA. Also update the IPAA with new timelines, etc.

If there is sufficient time, update the program review forms to take most of the information out of the current table format.

Keep on track with program reviews, including finishing up with those programs leftover from 2019-20.

Submitted to CC by: _Michael Carley_

CC Meeting Date Received: _APR 3 0 2020_

Office of Vice President, Student Services