

PORTERVILLE COLLEGE
COLLEGE LEARNING COUNCIL

3:00 PM – 5:00 PM • Monday, October 24, 2012 • SM-114

Co-Chairs: Steve Schultz, Susan Lala, Tiffany Haynes

MINUTES

Present:

Lorie Barker, Kim Behrens, Michael Carley, Rosa Carlson, Chris Craig, Antonia Ecung, James Entz, Richard Goode, Virginia Gurrola, Tiffany Haynes, Bill Henry, Resa Hess, Susan Lala, Eric Mendoza, Steve Schultz, Rickelle Syrdahl, Miles Vega, Ann Marie Wagstaff, Joel Wiens, Arlitha Williams-Harmon and John Word

Absent:

Karen Boriack, Craig Britton, Genevieve Bunch, Terry Crewse, Erin Cruz, Bret Davis, Baldomero Garcia, Andrew Messchaert, Christopher Piersol, Maria Roman, Jose Serrano and Leif Syrdahl

Guest:

Karen Ball, Santanu Bandyopadhyay, Robert Boyd, Joann Busenbark, Michael Claire and Katherine Townsend-Merino

I. Call to Order

The meeting was called to order by Susie Lala at 7:59am.

II. Adoption of Agenda

Motion was made to approve the agenda with amendments.

Motioned: Michael Carley

Seconded: Ann Marie Wagstaff

Ayes: 20 Nays: 0 Abstentions: 0

Motion: Carried

III. Approval of Minutes

Motion was made to approve the minutes with corrections from:

October 15, 2012

Motioned: Virginia Gurrola

Seconded: Richard Goode

Ayes: 19 Nays: 0 Abstentions: 1

Motion: Carried

IV. Information/Announcement Items

A. Basic Skills Sub-committee (1) – Antonia Ecung

Basic Skills is a sub-committee of the Academic Senate where the mission statement was approved. This mission statement was submitted to CLC as informational to show the broad based membership and to inform the committee the focus of Basic Skills. The GRASP program was created through a taskforce of Basic Skills and the committee is currently discussing a second year in the summer of 2013. *Discussion ensued.*

The Basic Skills Sub-committee mission statement and membership outline was provided.

B. Strategic Planning Survey (1) – Michael Carley

Mr. Carley informed the committee that the new survey has been sent out in an email web link. He encourages all faculty, classified and administrators to complete the survey. *Discussion ensued.*

Add discussion item, "Institutional Research Restructure" to the next meeting, November 5, 2012.

V. Discussion/Action Items

A. Educational Master Plan (5) – Rosa Carlson / Bill Henry

The New Educational Master Plan will be reviewed and updated every year. Dr. Wagstaff recommends the key findings and strategies are sent out to the campus in a one page FAQ sheet. Mrs. Barker recommends in the "Acknowledgments" section the "Library Director" title be changed to "Librarian". In the "College History and Background" section include "library, learning center" into the paragraph that starts "'Student Success" is a common that at the College...". The final recommendation, is adding to the "Student services Three-Year Strategic Plan section" in the paragraph following the "Student Services Goals: 2011-14". "Additional details describing the specific goals, various strategies that will be accomplished to meet the goal and the outcomes expected as a result of the completion of the goals and strategies are located in the Student Services Strategic Plan adopted in spring 2011." The following will be added: *"It should also be noted that due to administrative reorganization that occurred in summer 2012 after this plan was adopted, the Library and Learning Center were reassigned to the Vice President of Student Services. Since these programs were not part of Student Services when their Three-Year Strategic Plan was completed, some modifications to the plan and its objectives may be made to reflect this reorganization."*

Motion: "Move to adopt the Educational Master Plan with the recommended revisions for specific accuracy."

Motioned: Ann Marie Wagstaff

Seconded: Lorie Barker

Ayes: 20 Nays: 0 Abstentions: 0

Motion: Carried

B. UOF Process and Procedures (2) – Bret Davis

The UOF Process and Procedures was tabled to the next meeting, November 5, 2012.

C. Title IX Advisory Sub-committee (2) – Steve Schultz

Mr. Schultz submitted the Title IX mission statement to CLC with the changes made. Mr. Mendoza recommends adding one classified and one human resource representative to the membership. Also, decreasing the student membership from “2” to “1” member.

Motion: “Move to approve the Title IX Advisory Subcommittee with the addition of a classified and human resource staff member and the reduction of student membership.”

Motioned: Virginia Gurrola

Seconded: Lorie Barker

Ayes: 20 Nays: 0 Abstentions: 0

Motion: Carried

The Title IX Advisory Sub-committee corrected outline was provided.

D. Proctoring Fees (2) – Charlene Whitfield

Proctoring Fees was tabled to the next meeting, November 5, 2012.

E. Library Grant (2) – Michael Carley / Lorie Barker

If PC receives the library grant, no monies will be awarded; the library will receive free books, DVDs and access to a database.

Motion: “to accept the NEH and ALA Grant.”

Motioned: Miles Vega

Seconded: James Entz

Ayes: 20 Nays: 0 Abstentions: 0

Motion: Carried

The Library Grant “Intent to Apply” form was provided.

F. CCA Adjunct Representative (1) – Steve Schultz

The CLC committee has an adjunct CCA representative member, who currently is Leif Syrdahl. Leif Syrdahl is the district wide rep not a campus representative and he is requesting to be removed as the CCA adjunct representative. Dr. Wagstaff stated that PC has a CCA adjunct representative, Neil Blaikie, and she will see if he is willing to serve on CLC. The committee recommends that the CCA adjunct representative be changed to the Senate representative, David Chamberlain.

The CCA Adjunct Representative will be brought back for further discussion on November 5, 2012.

G. Staff Committee (1)

Mrs. Ball presented CLC with the changes made to the Staff Committee mission statement. The only changes made were to the membership.

The Staff Committee outline will be voted on at the November 5th meeting.

H. Financial Aid Committee (1) – Erin Cruz / Virginia Gurrola

The Financial Aid Committee outline has been tabled until the November 5th meeting.

I. Program Review Form Changes (1) – Michael Carley

Mr. Carley submitted a list of suggestions to the Program Review Form that have been made over the last year. The recommended changes are as follows:

- Convert to an online form
- Use “Service Area Outcomes” for non-instructional form
- In the budget section, change “amount increase” to “amount of change”
- Distinguish between goals from previous program review and new goals
- Add sections for technology and facilities requests
- Change “analysis of current performance section” to “program description”
- Clarify goals: make distinction between goals and resource/staffing requests
- Have IR input data tie directly into forms for instructional program review
- Revise FAQ and sample forms

Any further recommended changes, please submit to Mr. Carley.

The Program Review changes have been provided.

VI. Subcommittee Reports

A. Budget Committee

Changes have been made to the budget calendar and those changes will be brought to CLC in November. All budget requests have been submitted to the Budget committee and forward to the IT department. IT will review these requests and submit all recommendations to the Budget committee by the November meeting. The committee is currently discussing the Budget Review Rubric Process, Program Reviews and reviewing drop box suggestions. *Discussion ensued.*

B. Strategic Planning Committee

Strategic Planning will meet today to begin making the recommended changes to the program review documents and revising the program review matrix. Mr. Schultz reminded the committee that up for review this year is; Natural Science & Math, Fine & Applied Arts, Office of Academic Affairs and Office of Finance and Administrative Services.

C. Enrollment Management Committee

The Enrollment committee is continuing to go over the Enrollment Management Plan and its goals. The committee discussed high school enrollment and updating the reports the campus receives.

D. Grant Oversight/Grant Progress Reports Committee

Mr. Carley reminded CLC he will be stepping down as chair of Grant Oversight and a new chair will need to be assigned.

The C6 grant is a District grant and concerns regarding it should be addressed to the Consultation Council. *Discussion ensued.*

E. Facility Planning Advisory Committee

IT and Facilities is working in connection with the District and the Central Valley Independent Network to bring broad band to the campus. The project is funded by the American Recovering Reinvestment Act in which CVINS received \$46.6 million to install broad band across the Central Valley. PC will be an anchor institution which could possibly qualify the campus for up to three grants; the information will be forwarded to grant oversight. *Discussion ensued.*

F. Information Technology Committee

The IT committee went over the program review budget requests for technology and made its recommendations to the IT director. The IT committee is continuing to update the IT Plan.

G. Title IX Advisory Committee

H. Marketing & Outreach Committee

Marketing & Outreach will have their first meeting Friday, November 16th. Mr. Vega stated that the first employee of month will be announced later today.

VII. Other Reports

A. President

B. Accreditation

The Accreditation Open Team meeting is tonight at 6pm and the exit interview is tomorrow at 1:30pm.

C. Academic Senate

Divisions have been discussing the Core of the Core and they have some concerns. Mr. Wiens will hand out the Core of the Core report to the Senate at today's meeting. The Senate also discussed the Board policy draft re: teaching and academic freedom issues with Distance Education. The Senate is still working on development of an equivalency policy. Mrs. Regier will talk about resolutions regarding Prop 30.

- **Curriculum**

During the Curriculum meeting yesterday Language Arts, Social Science, Fine Arts and CTE were asked to meet and come up with some hard prerequisites for Area D in the CSU General Education BREADTH Requirements. Recommendations are for Level 2 English placement or completion of English 71.

- **Basic Skills**

Basic skills reviewed the five long term goals, the activity plan, and discussed bringing back the GRASP program.

- **Student Learning Outcomes**

The SLO committee will meet today to work on institutional SLOs and create assessment plans.

D. CCA

Last week the CCA did the “get out and vote” campaign. CCA wants to thank the students’ who got up early to get the buttons made. Two weeks ago Mr. Syrdahl and Mrs. Regier went to the CCA State wide conference. *Discussion ensued.*

E. CSEA

CSEA is currently going through a job study across all three campuses. Next month CSEA will hold their annual auction.

F. ASPC

G. Other

VIII. Future Agenda Items

A. Matriculation Advisory Committee (1) – Virginia Gurrola

B. Institutional Research Restructure (1) – Michael Carley/Steve Schultz

C. Program Review Form Changes (2) – Michael Carley

IX. Adjournment

Meeting was adjourned at 9:02p.m. by Susan Lala.