

PORTERVILLE COLLEGE
COLLEGE LEARNING COUNCIL

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

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

MINUTES

Present:

Lorie Barker, Kim Behrens, Karen Boriack, Craig Britton, Michael Carley, Rosa Carlson, Chris Craig, Erin Cruz, Bret Davis, Jason Duncan, James Entz, Richard Goode, Andrew Messchaert, Steve Schultz, Jose Serrano, Rickelle Syrdahl, Miles Vega, Ann Marie Wagstaff, Joel Wiens, Arlitha Williams-Harmon and John Word

Absent:

Terry Crewse, Antonia Ecung, Baldomero Garcia, Virginia Gurrola, Tiffany Haynes, Bill Henry, Resa Hess, Susan Lala, Eric Mendoza, Christopher Piersol, Maria Roman and Leif Syrdahl

Guest:

Karen Ball, Bernell Hirning and Jonathan Schultz

I. Call to Order

The meeting was called to order by Mr. Schultz at 2:58pm.

II. Adoption of Agenda

Motion was made to approve the agenda with amendments.

Motioned: Miles Vega

Seconded: Bret Davis

Ayes: 20 Nays: 0 Abstentions: 0

Motion: Carried

III. Approval of Minutes

Motion was made to approve the minutes from:

October 24, 2012

Motioned: Chris Craig

Seconded: Craig Britton

Ayes: 20 Nays: 0 Abstentions: 0

Motion: Carried

IV. Information/Announcement Items

A. National University

Dr. Hirning gave an update on the National University's cohorts at Porterville College. He stated new programs will be added based on student demand. The next

programs to be added in the fall of 2013 are the BA in Business Administration and the BA in Math with Single Subject Teaching Credential. Future programs will be the BA in Early Childhood Education and BS in Nursing.

Handout was provided

V. Discussion/Action Items

A. UOF Process and Procedures (2) – Bret Davis/John Word

Mr. Word presented an information packet to CLC regarding the Use of Facilities form, approvals and, current district policy and billing. District Policy, 3B1L, states the president of the college may deny use of college facilities if the event interferes with the educational functions of the college. *Discussion ensued.*

Mr. Schultz stated that the college needs to create a conflict of interest policy. *Discussion ensued.*

Mr. Davis will write up a proposal to present at a future CLC meeting.

Handout was provided

B. Proctoring Fees (2) – Charlene Whitfield

Deferred to next scheduled meeting on November 19th.

C. CCA Adjunct Representative (2) – Steve Schultz

The CLC membership will be modified to reflect the change from CCA Adjunct Representative to the Academic Senate Adjunct Representative, who is currently David Chamberlain.

Motion: “Adjunct Representative of Academic Senate will serve as Adjunct Representative of CLC.”

Motioned: Chris Craig

Seconded: Miles Vega

Ayes: 20 Nays: Abstentions: 0

Motion: Carried

D. Staff Committee (2) – Karen Ball

Mrs. Ball stated all recommended changes have been made and is requesting approval.

Motion: “approve the Staff Committee Outline.”

Motioned: Karen Ball

Seconded: Joel Wiens

Ayes: 20 Nays: Abstentions: 0

Motion: Carried

E. Financial Aid Committee Deactivation (2) – Erin Cruz / Virginia Gurrola

Mrs. Cruz request that the Financial Aid Committee be deactivated. This committee has not met for several years due to Federal Regulation changes with the satisfactory academic progress; this has made it difficult to keep up on staff training. The Director reviews all financial aid applications before approval.

Motion: “deactivate the Financial Aid Committee.”

Motioned: Erin Cruz

Seconded: James Entz

Ayes: 20

Nays:

Abstentions: 0

Motion: Carried

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

The Institutional Researcher position across the district has gone through restructuring. As of September 1st the District will pay for 50% of Mr. Carley’s job and PC will pay the other 50%. It is still unclear when he will be on campus.

Discussion ensued.

G. Staff Development Committee (1) – Arlitha Williams-Harmon

Mrs. Williams-Harmon is requesting review of the Staff Development Outline. The Staff Development Committee responsibilities are to make sure staff continually has the opportunity to participate in various developmental training and to keep PC’s skill set at proper levels. Mrs. Williams-Harmon will change the wording under “Specific Tasks”.

The Staff Development Committee Outline has been provided.

H. Committees Organizational Structure (1) – Rosa Carlson

Dr. Carlson presented a list of PC committees; she recommends that CLC look over the list and consider combining some of the committees. Mr. Wiens recommends under the Academic Senate Sub-Committees “Distance Learning” be changed to “Distance Education”.

The Committees Organizational Structure has been provided.

VI. Subcommittee Reports

A. Budget Committee

The Budget Committee reviewed the 2013-14 IT Budget request and approved the monies to purchase the Math/Science control modules (data loggers) that will allow students to practice physiology on humans. *Discussion ensued.*

By November 19th Dr. Carlson should have the all the information for Core of the Core to make their final recommendations regarding the future of the college.

B. Strategic Planning Committee

The Strategic Planning Committee is continuing to review the program review documents and the program review matrix. Mr. Carley stated the strategic planning survey deadline is Wednesday, November 7th.

C. Enrollment Management Committee

D. Grant Oversight/Grant Progress Reports Committee

Mr. Carley will be stepping down as chair of Grant Oversight.

E. Facility Planning Advisory Committee

Friday, November 2nd M&O had a contractor job walk for the Science/Math Building to repair some acoustical concerns. The Safety and Security Committee is scheduling a fire extinguishing class in December; anyone interested please contact Mr. Word.

F. Information Technology Committee

G. Title IX Advisory Committee

H. Marketing & Outreach Committee

VII. Other Reports

A. President

B. Accreditation

Dr. Carlson is still awaiting the Accreditation Fact Report; this report will only be for PC to review facts and is not the official report.

C. Academic Senate

The Academic Senate has been working with the Curriculum Committee to establish hard prerequisites.

- **Curriculum**

Curriculum will be presenting to Enrollment Management the recommendations on the establishment of hard prerequisites.

- **Basic Skills**

- **Student Learning Outcomes**

The SLO Committee is mainly focused on “how to” assess institutional SLO’s.

D. CCA

CCA will be having an election to fill open spots. A Prop 30 rally was held by CCA on campus today, 11/5/12.

E. CSEA

F. ASPC

Rick Woods stepped down as President; Genevieve assumed the role of ASPC President and Jason Duncan was appointed the new ASPC Vice President. ASPC will begin working on their Veteran’s Day float Friday, November 9th and The Veteran’s Day Parade is Monday, November 12th. October 31st ASPC held a Halloween Festival on campus.

G. Other

VIII. Future Agenda Items

A. Matriculation Advisory Committee (1) – Virginia Gurrola

B. Program Review Forms Changes (2) – Michael Carley

IX. Adjournment

Meeting was adjourned at 3:56p.m. by Mr. Schultz.