

PORTERVILLE COLLEGE
COLLEGE LEARNING COUNCIL

3:00 PM – 5:00 PM • Monday, December 3, 2012 • AC-107

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

MINUTES

Present:

Lorie Barker, Kim Behrens, Karen Boriack, Craig Britton, Michael Carley, Rosa Carlson, David Chamberlain, Chris Craig, Bret Davis, James Entz, Richard Goode, Resa Hess, Susan Lala, Eric Mendoza, Andrew Messchaert, Steve Schultz, Rickelle Syrdahl, Miles Vega, Ann Marie Wagstaff, Joel Wiens and Arlitha Williams-Harmon

Absent:

Terry Crewse, Erin Cruz, Jason Duncan, Antonia Ecung, Baldomero Garcia, Virginia Gurrola, Tiffany Haynes, Bill Henry, Christopher Piersol, Maria Roman, Jose Serrano and John Word

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 amendment.

Motioned: Craig Britton

Seconded: Miles Vega

Ayes: 19 Nays: 0 Abstentions: 0

Motion: Carried

III. Approval of Minutes

Motion was made to approve the minutes from:

November 5, 2012

Motioned: James Entz

Seconded: Miles Vega

Ayes: 19 Nays: 0 Abstentions: 0

Motion: Carried

IV. Information/Announcement Items

V. Discussion/Action Items

A. Proctoring Fees (3) – Charlene Whitfield

Ms. Whitfield reported BC and CC charge proctoring fees to all students not enrolled on their campus. She proposes to raise proctoring fees by \$5 to \$20 per test for all

non PC students. Since the revenue that would be lost is an insignificant amount; it was discussed and agreed upon to charge proctoring fees to all non KCCD students.
Motion: "\$20 fee to be applied to all non KCCD currently enrolled students."

Motioned: Miles Vega
Seconded: Bret Davis

Ayes: 19 Nays: Abstentions: 0

Motion: Carried

B. Staff Development Committee (2) – Arlitha Williams-Harmon

The following are recommended changes: under "Specific Tasks" change "of designate" to "or designee" and under "Agenda" strike out #2.

Motion: "to approve the Staff Development Committee."

Motioned: James Entz
Seconded: Miles Vega

Ayes: 19 Nays: Abstentions: 0

Motion: Carried

C. Committees Organizational Structure (2) – Rosa Carlson

Mr. Schultz recommends in all sentences under the "Composition and Selection of Committee Members", change "nominated" to "appointed" and removing the sentence "The nomination of committee members shall be forwarded in writing to the College President."

Another change is under the CLC taskforce groups; change "Core of the Cores" to "Core of the Core".

Handout was provided and this will be brought back in January, 2013 for approval.

D. Science/Math Controller Replacement (2) – Arlitha Williams-Harmon

Mrs. Williams-Harmon is requesting approval of a onetime expense for Science/Math controllers. The Science/Math Department has requested these controllers for the past two years.

The controllers are data loggers that are connected to a computer and devices such as ECG electrodes can be attached to assist during labs. The controllers are an upgrade for the new technology in the classrooms.

Motion: "to approve the purchase of the Science/Math controllers."

Motioned: Arlitha Williams-Harmon
Seconded: Chris Craig

Ayes: 19 Nays: Abstentions: 0

Motion: Carried

VI. Subcommittee Reports

A. Budget Committee

The Budget Committee held an open forum where they gave a budget presentation explaining where the budget is this year and will be next.

B. Strategic Planning Committee

Strategic Planning spent the whole meeting reviewing the program review documents and matrix; discussion will continue over the next several meetings. Strategic Planning will have revised program review documents and matrix for 2013. Program Reviews due in early February, 2013 are:

- Science/Math
- Office of Academic Affairs
- Language Arts
- Administrative Services

C. Enrollment Management Committee

The Enrollment Management has been reviewing the goals and determining where the committee is in completion of these goals.

- Goal 5: A taskforce consisting of faculty members from all divisions are considering what hard prerequisites should be established to courses under Area D.
- Goal 6: Has been determined unfeasible.

D. Grant Oversight/Grant Progress Reports Committee

The Foundation is applying for a Science & Math grant. This application will not be coming through Grant Oversight because it is a Foundation grant. The Foundation will be awarded \$25,000 and the monies will be used to offer scholarships towards the Smart Lab, and science and math majors.

Mr. Carley will be stepping away from the Grant Oversight Committee and requests discussion on how to make this committee more efficient.

E. Facility Planning Advisory Committee

F. Information Technology Committee

The IT Committee is continuing to work on the IT Plan.

G. Title IX Advisory Committee

H. Marketing & Outreach Committee

The Marketing & Outreach first official meeting was November 16, 2012 and the next meeting will be January 18th. The Marketing & Outreach committee spent most of the meeting discussing the new website that is being redesigned by the District. There are concerns regarding the look of the site and how user friendly it will be. The new site will be up and running in the fall of 2013.

VII. Other Reports

A. President

B. Accreditation

PC still has not received the site team report.

C. Academic Senate

Division Chairs and representatives from the Library, Counseling, Nursing, Art, History and ESL presented position replacement requests to the Academic Senate. The next meeting will be Thursday, December 6th.

- **Curriculum**
Curriculum is reviewing setting hard prerequisites for area B.
- **Basic Skills**
- **Student Learning Outcomes**
The SLO committee is continuing to work on the assessments for institutional SLO's.

D. CCA

CCA has not nominated a new Vice President since Mrs. Regier stepped up to President and there are no plans to hold a special election.

E. CSEA

F. ASPC

G. Other

VIII. Future Agenda Items

A. Matriculation Advisory Committee (1) – Virginia Gurrola

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

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

IX. Adjournment

Meeting was adjourned at 3:41p.m. by Mr. Schultz.