

**PORTERVILLE COLLEGE**  
**COLLEGE LEARNING COUNCIL**

3:00 PM – 5:00 PM • Monday, March 18, 2013 • AC-107

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

**MINUTES**

**Present:**

Lorie Barker, Kim Behrens, Vern Butler, Michael Carley, Rosa Carlson, David Chamberlain, Bret Davis, James Entz, Russell Fletcher, Richard Goode, Lupe Guillen, Eric Mendoza, Christopher (Buzz) Piersol, Anastasia Rodriguez, Steve Schultz, Rickelle Syrdahl, Miles Vega, Ann Marie Wagstaff, Joel Wiens and John Word

**Absent:**

Craig Britton, Chris Craig, Terry Crewse, Erin Cruz, Antonia Ecung, Virginia Gurrola, Tiffany Haynes, Bill Henry, Resa Hess, Susan Lala, Andrew Messchaert, Maria Roman and Arlitha Williams-Harmon

**I. Call to Order**

The meeting was called to order by Mr. Schultz at 3:00pm.

**II. Adoption of Agenda**

Motion was made to approve the agenda.

Motioned: James Entz

Seconded: Miles Vega

Ayes: 18      Nays: 0      Abstentions: 0

Motion: Carried

**III. Approval of Minutes**

Motion was made to approve the minutes from:

March 4, 2013

Motioned: Russell Fletcher

Seconded: Bret Davis

Ayes: 18      Nays: 0      Abstentions: 0

Motion: Carried

**A. End of the Year Report Form to CLC (1) – Steve Schultz**

Mrs. Brown created an “End of the Year Report” form. This form is to be completed by all committees and submitted to CLC at the last meeting of each spring semester.

#### **IV. Discussion/Action Items**

##### **A. UOF Process and Procedures (3) – John Word/Bret Davis**

While researching board policy, Mr. Word was unable to find any policies conflicting with the proposed amendment to the UOF. Mr. Schultz recommends bolding the areas within board policy that support the proposed amendment and adding it to the UOF form. The Committee recommends the amendment be clearer. Mr. Word will try to modify the form although he is not sure if it was created by PC or the District. *Discussion ensued.*

Mr. Word will work in conjunction with the District to attempt a revision on PC's UOF form, adding the amendment and board policy and bring back for motion at a later date. *Discussion ensued.*

*Handout was provided.*

##### **B. Matriculation Advisory Committee (1) – Virginia Gurrola/Steve Schultz**

Mrs. Gurrola has been revising the Matriculation Advisory Committee. The committee meets once a semester. Mr. Schultz reviewed the Committee structure with CLC.

Mr. Vega recommends a Student Learning Service representative be added to the committee membership. The title "Director, Admissions & Records" should be changed to "Director, Admissions & Records/Financial Aid".

*Handout was provided. This will be brought back for a vote.*

##### **C. Natural Science/Mathematics Program Review (1) – Steve Schultz/Richard Goode**

The Natural Science/Mathematics Program Review was reviewed and approved by the Strategic Planning Committee at the last meeting. Strategic Planning determined this program review meets all the criteria of the matrix; concluding the section on SLO's and Program Strengths/Improvements exceeded expectations. Mr. Schultz recommends, in the future, the division chair be present during the review process to give an overview and/or answer any question regarding their particular program review. Strategic Planning recommends the Natural Science/Mathematics Program Review be approved by CLC.

Mr. Schultz recommended that CLC have a monthly discussion on the progress, changes, successes, issues, etc... with SLO's and SAO's. Mr. Vega suggested that a group be created on Inside PC to discuss SLO's. *Discussion ensued.*

*Handout was provided. This will be brought back for a vote.*

##### **D. College Alignment of Priority Registration (1) – Steve Schultz**

Last year CLC discussed and approved adding student athletes to priority registration. The priority registration at each College in the District is different; this creates a problem at PC. For example; if an honor student at Cere Coso registers for a class at PC, that student might get priority over our student athlete. This happens because Cere Coso's priority registration has different levels than PC's.

The District is discussing aligning all three campus's priority registration. No changes to priority registration will be made this year. *Discussion ensued.*

## **V. Subcommittee Reports**

### **A. Budget Committee**

The Budget Committee met Friday to start reviewing and rating the budget worksheets. The committee also discussed Achieving the Dream; the benefits and downfalls if Porterville College participates. The primary concern is PC has not been given adequate time to review the program and cost. Achieving the Dream will cost PC \$50, 000 for 3 years; this money would come out of our reserves. With a limited amount of dollars in our reserves Porterville College needs to decide if the benefit is worth the cost. *Discussion ensued.*

Dr. Carlson stated Porterville College is working on opting out. If it happens it will be out of PCs approval. March 20<sup>th</sup> is the deadline and cannot be extended.

### **B. Strategic Planning Committee**

At the last meeting, the Strategic Planning Committee reviewed the Natural Science/Mathematics Program Review. During the next meeting Strategic Planning will review planning goals and objectives.

### **C. Enrollment Management Committee**

The Enrollment Management Committee has been discussing the progress of its goals. Enrollment has also been working on a report to aid division chairs in writing program reviews.

### **D. Grant Oversight/Grant Progress Reports Committee**

Mr. Carley will no longer participate in the Grant Oversight Committee and Mrs. Williams-Harmon will be taking over. Mrs. Barker has a book in the Library that shows what grants are available and how to apply; this information is also available on the web. Mrs. Barker will send out an email with more information on the searchable database on grants. *Discussion ensued.*

### **E. Facility Planning Advisory Committee**

M&O will have the tree trimming workers out next week.

### **F. Information Technology Committee**

### **G. Title IX Advisory Committee**

### **H. Marketing & Outreach Committee**

Mr. Mendoza stated Marketing and Outreach met last Friday. Marketing and Outreach is looking for volunteers for the Iris Festival booth and the Porterville Fair booth. Mr. Vega encourages staff to nominate someone for employee of the month; the boxes are located in the mail room and at the information desk. Also, donations for the employee of the month gift can be made in the business office.

## **VI. Other Reports**

### **A. President**

The Chancellor's Cabinet will meet next week.

### **B. Accreditation**

### **C. Academic Senate**

Reiterated what Dr. Carlson said regarding upgrading Porterville College to make it easier to navigate. *Discussion ensued.*

- **Curriculum**

The Curriculum Committee is working on handbook, adding/updating policies regarding when courses must be submitted. Curriculum is also looking at course prerequisites and unit values.

- **Basic Skills**

- **Student Learning Outcomes**

Dr. Wagstaff understands that the SLO Committee will meet once the SLO support staff position is filled and she is wondering when that will be? Dr. Carlson stated the position request was returned but she is working on it and hopefully the position will be filled soon.

**D. CCA**

CCA's elections are approaching. March 15<sup>th</sup> was the layoff deadline; it came and went without incident.

**E. CSEA**

**F. ASPC**

Mr. Fletcher announced ASPC held a free lunch today for students with an ASPC card. ASPC elections are forthcoming; neither the President nor Vice President will be running so there will be an administrative change the next academic year.

**G. Other**

**VII. Future Agenda Items**

**A. Matriculation Advisory Committee (1) – Virginia Gurrola**

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

**C. UOF Process and Procedures (3) – John Word**

**VIII. Adjournment**

Meeting was adjourned at 4:05p.m. by Mr. Schultz.