

PORTERVILLE COLLEGE
COLLEGE LEARNING COUNCIL

3:00 PM – 5:00 PM • Monday, April 15, 2013 • AC-107

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

MINUTES

Present:

Lorie Barker, Craig Britton, Genevie Bunch, Vern Butler, Michael Carley, Rosa Carlson, Chris Craig, Bret Davis, James Entz, Richard Goode, Lupe Guillen, Bill Henry, Susan Lala, Eric Mendoza, Andrew Messchaert, Christopher (Buzz) Piersol, Steve Schultz, Rickelle Syrdahl, Miles Vega, Ann Marie Wagstaff, Joel Wiens, Arlitha Williams-Harmon and John Word

Absent:

Kim Behrens, David Chamberlain, Terry Crewse, Erin Cruz, Jason Duncan, Antonia Ecung, Tiffany Haynes, Resa Hess, Maria Roman,

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: Miles Vega

Seconded: Chris Craig

Ayes: 20 Nays: 0 Abstentions: 0

Motion: Carried

III. Approval of Minutes

Motion was made to approve the amended minutes from:

April 1, 2013

Motioned: Bill Henry

Seconded: John Word

Ayes: 20 Nays: 0 Abstentions: 0

Motion: Carried

IV. Information/Announcement Items

A. Student Success Scorecard (ARCC) (1) – Michael Carley

Mr. Carley briefly reviewed the ARCC, now called the Student Success Scorecard, results. He went over the following state wide measures – State of the System, Scorecard Metrics and the new scorecard.

The new scorecard shows the college profile which consists of college description, college population, annual unduplicated headcount, FTES, age of student, gender and race/ethnicity, sections, credit, non-credit and 75/25 ratio of full-time faculty (district number). Other data on the scorecard includes Student Progress and Attainment rate (completion), Overall rate (all students in cohort), prepared students (college level), remedial (below college level – Basic Skills), outcomes and persistence rate.

The overall rates are useful; be aware of disaggregated data because the cohorts are small, the data can be meaningless. *Discussion ensued.*

Handout was provided.

B. Strategic Planning Survey (1) – Michael Carley

The purpose of the Strategic Planning Survey is to evaluate the extent to which the planning process is understood on campus, and perceptions of how well it is working. The first survey was conducted in the fall of 2009 and the second this past fall, 2012. The committee's goal is to complete this survey every three years.

Mr. Carley reviewed the results and concisely explained the changes since the 2009 survey. *Discussion ensued.*

Handout was provided.

C. California Community College Linked Learning Initiative (CCCLI) (1) – Arlitha Williams-Harmon

PC applied for a grant with the James Irvine Foundation. The proposal was to look at the academy of business pathway and link it to the program of study at PC. The James Irvine Foundation notified Mrs. Williams-Harmon today that PC did not receive the grant and desired the college to look at a health pathway.

Unfortunately, at this time a health pathway is impossible; Health Careers is in the middle of the C6 grant and rewriting curriculum. Mrs. Williams-Harmon and Mrs. Thompson are still looking for a way to fund the academy of business pathway.

Discussion ensued.

Handout was provided.

D. Active Minds-Send Silence Packing (1) – Susie Lala

Active Minds is program to make people aware of suicide; this year PC will host "Send Silence Packing", September 30, 2013. Mrs. Lala discussed the agenda for the event.

Handout was provided.

V. Discussion/Action Items

A. Review Mission Statement (1) Steve Schultz

Mr. Schultz request CLC to read the mission statement for accuracy and/or language. Mr. Goode recommends updating bullet 3 under the mission statement to reflect the changes in the transfer program regarding SB1440. Mrs. Barker recommends replacing “personal” with “career” under mission statement, 1st paragraph. Mr. Word’s recommendation was to rearrange the beginning part of the mission statements first paragraph. Instead of starting out “With students as our focus,” he suggests “Focusing on student success,” at the beginning of the sentence. All recommendations will be forwarded to Mrs. Logan who will make the necessary changes before the next meeting.

Handout provided. This will be brought back at next CLC meeting for a vote.

B. Medal of Distinction (for a community member) and Criteria (1) – Steve Schultz/Rosa Carlson

Several community members over the years have asked Dr. Carlson about honoring former PC students who did not graduate but have made extraordinary contributions to our community and/or country.

She reviewed the criteria for “Medal of Distinction”.

Dr. Carlson proposes giving a “Medal of Distinction” to honor a former student who went to World War II and was never able to return to college. *Discussion ensued.*

Handout was provided. This will be brought back for a vote with amended handout at the next CLC meeting.

VI. Subcommittee Reports

A. Budget Committee

At the last meeting the Budget committee decided not to hold an open forum this year. Instead the committee will send out a “State of the Budget” report; suggestions/comments can be made, questions asked and will be answered in a follow-up email.

B. Strategic Planning Committee

The Strategic Planning Committee received Mr. Carley’s report on the strategic survey at the last meeting. The committee is also moving forward on the program review documents. Developing action plans to the specific strategic planning goals was discussed.

C. Enrollment Management Committee

The Enrollment Committee is continuing to review the enrollment plan goals and will discuss where they are at within the end of the year report.

D. Grant Oversight/Grant Progress Reports Committee

Grant Oversight is looking at potential grants. The committee is reviewing old grants that PC was not awarded due to minor errors. The goal is to revise these grants and resubmit them.

E. Facility Planning Advisory Committee

Four major projects will be under way this summer: 1) A/C in the Science/Math building. Offices have been located for the five staff working this summer and Mrs. Brownfield will be relocated to the LRC. 2) Renovate the parking lot across from the CT Building. 3) A/C in the Fine Arts Building. 4) The Student Center will receive a new roof and HVAC. The Bookstore will be relocated to AC-121 and the ASPC offices to AC-116F. The Student Center will be closed till mid-October; the cafeteria will be able to use the kitchen for cooking but meals will be served outside. During the summer please park in the front. *Discussion ensued.*

F. Information Technology Committee

The IT Committee is continuing work on the IT Plan along with the response to ACCJC recommendation.

G. Title IX Advisory Committee

H. Marketing & Outreach Committee

VII. Other Reports

A. President

The Board approved all PC's submitted curriculum changes and the use of District reserve funds to pay for Achieving the Dream.

The State informed college boards if student success does not become the main focus of its colleges, the State will enforce it on the colleges. *Discussion ensued.*

B. Accreditation

Mr. Schultz reviewed the Student Achievement information provided by ACCJC. He went on to say that more and more student achievement data will be asked for in the future.

- **Calendar Review**

Mr. Schultz will provide the calendar for review at the next CLC meeting.

C. Academic Senate

The Academic Senate discussed the previous board meeting, what was discussed at the last CLC meeting, Achieving the Dream, common assessment, and officially to discontinue the Business Administration Associate of Arts degree. *Discussion ensued.*

- **Curriculum**
- **Basic Skills**
- **Student Learning Outcomes**

Mrs. Syrdahl reminded the division chairs that assessments are coming due and to forward them to her.

D. CCA

CCA elections are coming up. Mrs. Regier will be finishing her term as District wide President.

E. CSEA

F. ASPC

ASPC elections will start tomorrow for the President and Vice President. By the end of the year ASPC is hoping to codify their bylaws to hold members more accountable. ASPC is looking at the term of office to insure a better transition between one administration and the next.

G. Other

VIII. Future Agenda Items

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

B. CLC Membership & Modification of Agenda and Committee Reporting (1) – Steve Schultz

C. UOF Process and Procedures (3) – John Word/Bret Davis

IX. Adjournment

Meeting was adjourned at 4:23p.m. by Mr. Schultz.