

From: [Corey Marvin](#)
To: [cc_facultychairs](#); [Michael Campbell](#); [John Daly](#); [Natalie Dorrell](#); [Kara Tolbert](#); [Paula Suarez](#); [Jennifer San Nicolas](#); [Pamela Campbell](#); [Christine Small](#); [Resa Hess](#); [Jessica Krall](#); [Blaine Simmons](#); [Tyson Huffman](#); [Christine Swiridoff](#)
Cc: [Lisa Couch](#); [Jennifer Curtis](#)
Subject: Unit Plan Presentation to College Council
Date: Wednesday, October 11, 2017 1:54:00 PM

Unit Plan Proposers:

As you head into the final week before your unit plans are due, this is a reminder that the next step in the process again this year is a short presentation for College Council, members of the budget development committee, and any interested parties. We have done this for a couple of years now as a way to broadly communicate the results of the college's planning and evaluation activities so that the institution has a shared understanding of its strengths and weaknesses—an accreditation standard.

Like last year, we will schedule two meetings, one at the normal faculty chairs time and one at the normal College Council time. This year, those days and times are:

- Monday, October 30, 2-4
- Thursday, November 7, 2-4

Also like last year, we will ask for a maximum 5 minute presentation that touches on the following items:

1. how you did on last year's goals and where your program currently is in terms of gaps (opportunities for improvement)
2. what initiatives you have planned for next year to address those gaps/improvements
3. what the budget impact will be, if any.

And finally, ALSO like last year, we are asking for suggestions to improve the effectiveness of this process. The Institutional Effectiveness Committee is not wedded to this particular method of getting the word out about planning; it definitely has some downsides. So if you think something makes more sense, don't be shy about sharing.

What you need to do. Choose a day and let Jennifer Curtis know. If you have a scheduling conflict and cannot make either one of the days at all, or can make only the first half of the day you've chosen, or only the second half, or only the first 30 minutes, or whatever, let us know that too. We will do our best to get everyone arranged on the day and at the time they want.

Thanks! Let me know if you have questions.

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College Council
 October 30, 2017
 Administrative Conference Room, EW 207
 2:00 p.m.

Present: President Board, Jan Moline, Lisa Couch, Frank Timpone, Mike Campbell, John Daly, Heather Ostash, Deanna Campbell, Kim Kelly

Absent: Corey Marvin, Paul Kuttig, Sam Kelley, Joe Slovacek, Penny Talley, Greta Robinson, Mike Barrett, Chad Houck

Guests: Pam Campbell, Natalie Dorrell, Matt Crow, Sarah King, David Villicana, Scott Cameron, Rebecca Pang, Matt Wanta, Karen O'Connor, Lisa Fuller, Michael Kane, Steve Rogers, Julie Cornett, John McHenry, Tyson Huffman, Lisa Stephens, Matt Jones, Cheryl Fitzsimmons, Jon Heaton

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to order		2:04 pm		
2. Reading of the Purpose of the Meeting	Jan Moline			
3. Approval of Minutes & Action Items	President Board/ Jan Moline	No minutes to approve. No Action Items.		
4. Approval of Agenda	President Board/ Jan Moline	Agenda approved.		
5. Reporting Committees a) Facilities b) Safety & Security c) Technology Resource Team (TRT) d) Student Success Support Programs (SSSP)	John Daly Greta Robinson Mike Campbell Heather Ostash	No reports.		
6. Associated Committees a) Budget Development Institutional Effectiveness Committee (IEC) b) Professional Development c) Accreditation	Lisa Couch Corey Marvin Corey Marvin Corey Marvin	No reports.		
7. Constituency Reports a) Academic Senate b) Classified Senate c) Student Government	Jan Moline Paul Kuttig Samuel Kelley	No reports.		

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
d) Consultation Council e) Community College Association (CCA) f) California School Employee Association (CSEA)	President Board/ Jan Moline Joe Slovacek Mike Barrett			
8. Discussion Items a) Unit Plan Presentations	Julie Cornett Matt Crow Christine Small Pam Campbell Natalie Dorrell Sarah King Steve Rogers Lisa Fuller John McHenry Jarrod Bowen John Daly Blaine Simmons Matt Jones	a) The following Unit Plan presentations were presented: <ul style="list-style-type: none"> • Library • English and Foreign Languages • Counseling • Access Programs • Public Information and External Relations • Visual and Performing Arts • Mathematics • Child Development • Athletics • Public Service/Administration of Justice – Will present on November 2, 2017 • Maintenance and Operations • Equity – Will present on November 2, 2017 • Social Science 		

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C														
	Tyson Huffman Tyson Huffman Karen O'Connor	<ul style="list-style-type: none"> • Learning Center • Basic Skills • Business and Information Technology <p>All Unit Plan presentations can be viewed at http://planning.cerrocoso.edu/2018-2019.html</p>																
9. President's Report	President Board	No report.																
10. Review of Action Items	President Board/ Jan Moline	1. No action items.																
11. Miscellaneous		n/a																
12. Future Agenda Items		a) Onboarding New Cerro Coso Employees b) ILO Review c) Accessibility 508 Compliance d) Event Planning Form Presentation– Mike Campbell e) Annual Unit Plan Presentations – November 2, 2017																
12. Future Meeting Dates		<table border="0"> <tr> <td>September 7, 2017</td> <td>February 1, 2018</td> </tr> <tr> <td>September 21, 2017</td> <td>February 15, 2018</td> </tr> <tr> <td>October 5, 2017</td> <td>March 1, 2018</td> </tr> <tr> <td>October 19, 2017</td> <td>March 15, 2018</td> </tr> <tr> <td>November 2, 2017</td> <td>April 5, 2018</td> </tr> <tr> <td>December 7, 2017</td> <td>April 19, 2018</td> </tr> <tr> <td>January 18, 2018</td> <td></td> </tr> </table>	September 7, 2017	February 1, 2018	September 21, 2017	February 15, 2018	October 5, 2017	March 1, 2018	October 19, 2017	March 15, 2018	November 2, 2017	April 5, 2018	December 7, 2017	April 19, 2018	January 18, 2018			
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November 2, 2017	April 5, 2018																	
December 7, 2017	April 19, 2018																	
January 18, 2018																		
14. Adjourned		3:59pm																

Meeting Chair: President Board

Recorder: Jennifer Curtis

O Open/**C** Closed



College Council
 November 2, 2017
 Administrative Conference Room, EW 207
 2:00 p.m.

Present: President Board, Lisa Couch, Frank Timpone, Mike Campbell, Heather Ostash, Deanna Campbell, Kim Kelly, Corey Marvin, Paul Kuttig, Sam Kelley, Joe Slovacek, Penny Talley, Greta Robinson, Chad Houck, Jon Heaton, Mike Barrett

Absent: Jan Moline, John Daly, Lisa Stephens

Guests: Jarrod Bowen, Scott Cameron, Matt Wanta, Tyson Huffman, Kara Tolbert, Jennifer San Nicolas, Jessica Krall, Resa Hess

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to order		2:01pm		
2. Reading of the Purpose of the Meeting	Jan Moline			
3. Approval of Minutes & Action Items	President Board/ Jan Moline	No minutes to approve. No Action Items.		
4. Approval of Agenda	President Board/ Jan Moline	Agenda approved.		
5. Reporting Committees a) Facilities b) Safety & Security c) Technology Resource Team (TRT) d) Student Success Support Programs (SSSP)	John Daly Greta Robinson Mike Campbell Heather Ostash	No reports.		
6. Associated Committees a) Budget Development Institutional Effectiveness Committee (IEC) b) Professional Development c) Accreditation	Lisa Couch Corey Marvin Corey Marvin Corey Marvin	No reports.		
7. Constituency Reports a) Academic Senate b) Classified Senate c) Student Government	Jan Moline Paul Kuttig Samuel Kelley	No reports.		

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
d) Consultation Council e) Community College Association (CCA) f) California School Employee Association (CSEA)	President Board/ Jan Moline Joe Slovacek Mike Barrett			
8. Discussion Items a) Unit Plan Presentations	Jarrod Bowen Jarrod Bowen for Blaine Simmons Mike Campbell Jennifer San Nicolas Resa Hess Jessica Krall Scott Cameron Matt Wanta Kim Kelly Kara Tolbert David Villicana Christine Swiridoff	a) The following Unit Plan presentations were presented: <ul style="list-style-type: none"> • Public Service/ Administration of Justice • Equity • Information Technology • Admissions and Records, Financial Aid • Human Resources • Child Development Center • Science and Engineering • Allied Health • Kinesiology and Health Science • Continuing Education • Industrial Arts • English – No presentation 		

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
		All Unit Plan presentations can be viewed at http://planning.cerrocoso.edu/2018-2019.html		
9. President's Report a) 10 + 1 Workshop	President Board	The 10 + 1 workshop will be held at the Marriott in Bakersfield on November 28, 2017, from 3:00-5:00 pm. The workshop will be streamed similar to the Board of Trustees meetings. Coordination will be done so groups can come together to watch. Viewing can also be done at personal computers. Contact will be made with those who would like to attend in person.		
10. Review of Action Items	President Board/ Jan Moline	1. No action items.		
11. Miscellaneous		n/a		
12. Future Agenda Items		a) Onboarding New Cerro Coso Employees b) ILO Review c) Accessibility 508 Compliance d) Event Planning Form Presentation– Mike Campbell		
12. Future Meeting Dates		September 7, 2017 February 1, 2018 September 21, 2017 February 15, 2018 October 5, 2017 March 1, 2018 October 19, 2017 March 15, 2018 November 2, 2017 April 5, 2018 December 7, 2017 April 19, 2018 January 18, 2018		
14. Adjourned		3:45pm		

Meeting Chair: President Board

Recorder: Jennifer Curtis

O Open/**C** Closed



College Council
 December 7, 2017
 Administrative Conference Room, EW 207
 2:00 p.m.

Present: President Board, Frank Timpone, Mike Campbell, Heather Ostash, Deanna Campbell, Paul Kuttig, Joe Slovacek, Penny Talley, Greta Robinson, Chad Houck, Jon Heaton, Mike Barrett, Jan Moline, John Daly, Lisa Stephens, Cheryl Fitzsimmons

Absent: Lisa Couch, Corey Marvin, Kim Kelly, Sam Kelley

Guests: Rebecca Pang

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to order		2:04pm		
2. Reading of the Purpose of the Meeting	Jan Moline			
3. Approval of Minutes & Action Items	President Board/ Jan Moline	Minutes approved 1. The Guided Pathways self-assessment and narrative should be shared with constituencies and recommendations brought to the next College Council meeting. Completion Date: November 2, 2017. No recommendations shared.		
4. Approval of Agenda	President Board/ Jan Moline	Agenda approved.		
5. Reporting Committees a) Facilities b) Safety & Security c) Technology Resource Team (TRT)	John Daly Greta Robinson Mike Campbell	a) The Facilities committee did not meet in November and instead an email update was sent out to the committee. The committee is at full membership. b) The Safety and Security committee is currently working on a calendar of events. First Aid kits are being discussed. c) The Technology Resource Team did not meet in November but will meet in December. The shredding of sensitive paper was discussed and will be reviewed further with John Daly for cost. There has been a request for a student run Radio Station. That request will be explored further and more information will be shared later.		

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
d) Student Success Support Programs (SSSP)	Heather Ostash	d) During the last Student Success Support Programs meeting student gaps were discussed. The LAC was opened the Sunday before finals, which allowed over 50 students access to computers and a place to study for the day. Blaine Simmons, Matt Crow, and Tyson Huffman maned the building for the day so a big thank you to them. The food distribution took place this week. There is hope that this will take place on a monthly basis. Partnerships are in talks now. There are discussions in place to also take the program to ESCC. KRV is in talks with the food distribution from Bakersfield to have them come to the campus to include the KRV students who are usually in class when they visit the Lake Isabella area. Local distribution sites will be compiled and shared with students. It was found that advertising on Facebook was the best way to reach the students. One outcome of the recent Inquiry Groups was to have Flex Day with more of a staggered approach to better include Student Services. Cross-functional teams are being formed to address guided pathways. Onboarding and registration process will be addressed first to overcome barriers and to make the process clearer for the students.		
6. Associated Committees a) Budget Development b) Institutional Effectiveness Committee (IEC) c) Professional Development	Frank Timpone Corey Marvin Frank Timpone/ Chad Houck	a) The District Wide Budget Development Committee met last week and they were tasked with reviewing sections of the Budget Allocation Model. Each group will be presenting their review later this week. It was recommend that contact be made with those individuals on the BAM Committee for budget implications that could affect the college. b) On January 24, 2018, the Institutional Effectiveness Partnership Institute will be visiting the campus to talk to different groups to see how they are doing since receiving their recommendations last year. c) The Professional Development Committee met in early November. They are developing sub groups for faculty and classified to come back with recommendations for future professional development opportunities making sure all groups are represented. The Academic Senate approved a resolution that the subcommittee for professional development be recognized as a standing committee. President Board shared that professional development is part of the KCCD Board's goals so that was also passed onto the President's as their goals		

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
<p>d) Accreditation d.1) Accreditation Standard IVA & IVB</p>	<p>Deanna Campbell</p>	<p>for the colleges. There is a need to capture professional development that is happening at Cerro Coso so the committee will be tasked with coming up with a tool to help with this.</p> <p>d.1) Standard IVA and IVB have been posted on the College Council Group. Please review and provide input to Deanna Campbell. ACCJC sent a letter to the College making sure the flow chart we have in our Participatory Governance Model Handbook has enough detail. President Board will expand the flow chart and bring a draft version to College Council for review.</p> <p>Action Item: President Board will expand the Decision Making flow chart in the Participatory Governance Model and bring a draft version to College Council for review. Completion Date: Ongoing</p>		
<p>7. Constituency Reports a) Academic Senate</p>	<p>Jan Moline</p>	<p>a) The Academic Senate met today, 12/07/17, and approved the formation of two ad-hoc committees,</p> <p>1.) The first was charged with working together to make recommendations regarding process, procedure, and forms for students to obtain Progress Reports. Discussion revealed that faculty are frustrated by varied forms, and students that submit forms at the last minute, pressuring them for immediate completion. Secondly, that some faculty have noticed a drop in the number of forms, despite an increase in the number of students that historically would have been asking them for Progress Reports. The faculty concern is that some may be attempting to submit forms that the instructors have not actually seen. The ad-hoc committee, Matt Hightower, Nakysa Cummings, Vivian Baker, Justus Scott, and Christine Small (guest member), were charged with developing a form and process that would be consistent across both online and onsite courses that would meet the need of the programs (EOPS, DSPS, Counseling, and Athletics), require that students take responsibility, and ensure that faculty have the time to review their records and programs have verification that the instructor completed the form. Additionally, the committee would move the recommendations/forms through the proper channels to obtain District Wide consensus, and provide the POCER with input related to system wide use in OEI (as more students in more districts take our online courses we could see an influx of requests from students outside the district).</p>		

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
<p>b) Classified Senate</p> <p>c) Student Government</p> <p>d) Consultation Council</p> <p>e) Community College Association (CCA)</p> <p>f) California School Employee Association (CSEA)</p>	<p>Paul Kuttig</p> <p>Samuel Kelley</p> <p>President Board/ Jan Moline</p> <p>Joe Slovacek</p> <p>Mike Barrett</p>	<p>2.) The second was charged with working together to determine the appropriate composition and scope for a Task Force recommendation that would come back to Academic Senate for approval, then go the College Council to form a cross-functional Incarcerated Student Education Program (ISEP) Task Force charged with developing process, procedure, and professional development recommendations:</p> <ul style="list-style-type: none"> a. to ensure that the education provided meets the standards and needs of all parties involved, and b. to ensure consistent, appropriate, and rigorous education that meets Title V, and Title XV requirements, and meets the needs of the incarcerated student, such that Cerro Coso's ISEP can become a model across the state. <p>b) The Constitution is currently being updated. There is a professional development day scheduled on December 13, 2017.</p> <p>c) No report.</p> <p>d) Consultation Council is currently working on revising board policies. The outcome of the 10+1 workshop is that the document is not ready to be shared. Chancellor Burke will be working with the Academic Senate President's to land land on a process to study the current draft. When writing accreditation standards please reference the current board policies.</p> <p>e) The new CCA Adjunct representative is Sara Brown. Ongoing negotiations to include prison-teaching assignment, Student Learning Outcome's tied to evaluations, and mileage reimbursements.</p> <p>f) Contract bargaining management and ratification votes for positions around the district have been taking place.</p>		
<p>8. Discussion Items</p> <p>a) Section Plan Presentations</p> <ul style="list-style-type: none"> • Distance Education 	<p>Rebecca Pang Lisa Stephens</p>	<p>a) Section Plan Presentations</p> <ul style="list-style-type: none"> • Distance Education – The Distance Education Section Plan was presented by Rebecca Pang. 		

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
<ul style="list-style-type: none"> • East Kern • Kern River Valley • Eastern Sierra College Center (Bishop & Mammoth) • Letters and Sciences 	<p>Deanna Campbell</p> <p>Chad Houck</p>	<ul style="list-style-type: none"> • East Kern – The East Kern Section Plan was presented by Lisa Stephens. • Kern River Valley – The Kern River Valley Section Plan was presented by Lisa Stephens. • Eastern Sierra College Center – The Eastern Sierra College Center Section Plan was presented by Deanna Campbell. • Letters and Sciences – The Letters and Sciences Section Plan was presented by Chad Houck. <p>The Section Plans can be viewed at: http://planning.cerrocoso.edu/2017-2018.html</p>		
<p>9. President’s Report</p>	<p>President Board</p>	<p>CVHEC and the State Chancellor’s office are teaming up on the guided pathways initiative. The two groups along with help from the RP Group will be working on creating some type of accountability. Cerro Coso submitted an application and was approved to participate in the program. The team from Cerro Coso will include Chad Houck, Christine Small, Ryan Khamkongsay, Missy Gross, and Tyson Huffman.</p> <p>President Board thanked all of the participants who worked on the food insecurities issue.</p> <p>A meeting was hosted with Martha Kanter at the College of the Canyons regarding the College Promise. Dr. Kanter’s group is tasked with helping colleges develop their own College Promise programs. They will help with how to get donations from big companies along with marketing, etc. The requirements that Cerro Coso has developed for the Cerro Coso Promise seems to be right on par with other colleges that are participating and also the state requirements. Community mentors is one area that is being investigated for future use.</p> <p>Legislation was passed that if you are a community college student that transfers to a CSU’s you will be allowed to pay what you were paying at a community college.</p>		
<p>10. Review of Action Items</p>	<p>President Board/ Jan Moline</p>	<p>1. President Board will expand the Decision Making flow chart in the Participatory Governance Model and bring a draft version to College Council for review. Completion Date: Ongoing.ji</p>		
<p>11. Miscellaneous</p>		<p>n/a</p>		
<p>12. Future Agenda Items</p>		<p>a) Onboarding New Cerro Coso Employees b) ILO Review</p>		

OPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
		c) Accessibility 508 Compliance d) Event Planning Form Presentation– Mike Campbell		
12. Future Meeting Dates		September 7, 2017 February 1, 2018 September 21, 2017 February 15, 2018 October 5, 2017 March 1, 2018 October 19, 2017 March 15, 2018 November 2, 2017 April 5, 2018 December 7, 2017 April 19, 2018 January 18, 2018		
14. Adjourned		4:09pm		

Meeting Chair: President Board

Recorder: Jennifer Curtis

O Open/**C** Closed



Friday, January 12

Learning Resource Center Foyer

8:30 am - 9:00 am Continental Breakfast

General Session - LRC 604

9:00 am – 10:00 am Welcome, State of the College and Division Plan
Jill Board, Heather Ostash, Lisa Couch, Corey Marvin

10:00 am – 10:15 am Break

10:15 am – 11:15 am Breakout Session #1

1. Library Research and Prison Instruction: Best Practices (LRC 604) Peter Fulks, Julie Cornett, and Heather Kiger
2. Using Canvas Mobile Apps (LRC 709) Valerie Karnes (and maybe Tyson?)
3. OER: Locating and Integrating OER Resources (LRC 710) Gary Enns, Melanie Jeffrey, and Sharlene Paxton
4. eLumen: A Hands-on Training (LRC 631) Suzie Ama, Vivian Baker, and Sarah King

11:15 am – 11:30 am Break

11:30 am - 12:30 pm Breakout Session #2

1. Using Canvas Mobile Apps (LRC 709) Peter Fulks and Valerie Karnes (and maybe Tyson?)
2. OER: Locating and Integrating OER Resources (LRC 710) Gary Enns, Melanie Jeffrey, and Sharlene Paxton
3. eLumen: A Hands-on Training (LRC 631) Suzie Ama, Vivian Baker, and Sarah King

12:30 pm – 1:00 pm Lunch - *Learning Resource Center Foyer*
(provided by the Faculty Union)

1:00 pm Department Meetings