



**College Council
Meeting Minutes**

February 23, 2012

2:00 – 5:00 PM

Administrative Conference Room 212

Type of Meeting: College Council Regular Meeting

Purpose of Meeting: *The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feedback or input which has been requested by College Council.*

Meeting Facilitator: Dr. Corey Marvin and Matthew Crow

I. Call to Order: 2:12 PM

II. Roll Call

Present: Erie Johnson, John Daly, Corey Marvin, Aaron Taggart (student), Matt Crow, Shelley Crabtree, Cheryl Gates, Mary O’Neal, Deanna Campbell, Heather Ostash,

Absent: Jill Board, Kathy Salisbury

III. Adding Agenda Items

IV. Approval of Minutes from Last Meeting – (January 26, 2012) – accepted as presented.

V. Closed Session

VI. Discussion

- a) **Accreditation Input** (Marvin/Ostash) – Corey announced that documents from the Standards Committees have been submitted and are complete, but still need to be reviewed for feedback. The College Council will need to be familiar with the standards related to College Council, if interviewed the accrediting team will expect members to be familiar with the pieces for which they are responsible. Additional meetings with College Council



need to be scheduled to focus on accreditation input. A College Council meeting was scheduled for Thursday, March 1, 2012, to review accreditation standards for feedback. College Council members were asked to read the Standards related to College Council (1A), in advance, for discussion at the March 1, 2012, meeting. Corey will disseminate an email with the link to the standards for easy access. The Standard links are also on the college website.

Action Item: *College Council Members will review the Standards related to College Council prior to the College Council meeting on March 1, 2012, in preparation of discussion, review, and feedback of the standard/s.*

Action Item: *Corey will disseminate an email to College Council members with a link to the accreditation standards for reading of the standards prior to the March 1, 2012 meeting for discussion and feedback.*

When reviewing the Standards(1A) ask yourself the following questions:

- Are you satisfied with descriptive summary?
- Does the language adequately capture what we do and what we have done?
- Do you agree with subsections?
- Ultimately, do the action plans need to be improved from the self-evaluation?

b) **College Posting Policy** (Dorrell/Kelly-Schwartz) – *postponed*

c) **Review Professional Development Plan** (Marvin) – Corey lead the College Council through the reading of the draft Professional Development Plan for review and feedback. Professional Development is one of College Council's second level support plans. It had to be written as a second level plan because it had to address the educational master plan, based on an integrated planning cycle. It needs to be based on our goals and improving student achievement.

Action Item: *College Council members send training needs to Corey Marvin, Professional Development Committee chair.*

Action Item: *Professional Development Committee will establish ground rules to identify what impact it has on the college.*

- **Input to Flex Day Activities** (O'Neal) – a copy of the State Academic Senate Flex Coordinator requirements, identifying what a flex coordinator does, was distributed. (The lead faculty co-chair of the committee is the lead faculty member on committee.) The intent
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is to create an accounting process to facilitate consistency in administration. The allocation of additional hours of credit for a presentation is meant to acknowledge the time those individuals prove in preparation. Also, the additional hours of credit may serve as an incentive for faculty to share their expertise with colleagues.

Action Item: *Mary O'Neal will propose to the President, release time or re-assigned time, related to the Faculty Flex Coordinator.*

- d) **Education Master Plan (Marvin)** – Dr. Marvin reviewed the Chapter III Vision and Projections for the Future 2012-2013 of the Educational Master Plan *DRAFT* for feedback.

- Goal 1:** Create Better Structured Pathways for Student Success, from Intake to Completion;
- Goal 2:** Improve Online Teaching and Learning;
- Goal 3:** Establish Equitable Opportunities and Services at all Campuses;
- Goal 4:** Finish Implementing Program Changes in Basic Skills, Conduct Assessments, Make Improvements;
- Goal 5:** Operate at the Level of Sustainable Continuous Quality Improvement in Institutional Planning, Program Review, and Student Learning Outcomes;

The Educational Master Plan Committee will be developing goals each year for the following year's Educational Master Plan.

Aaron Tagger suggested reorganizing online classes to be more like onsite classes focusing on engagement; reassess the whole paradigm for distance education.

Please take a look and let Dr. Marvin know and suggested changes to the *DRAFT* Chapter III Vision and Projections for the Future 2012-2013 of the Educational Master Plan.

VII. Information

- a) **Catalog Time Line (Marvin)**
 - Due March 16, 2012 for April Board of Trustees Meeting
- b) **Academic Senate Budget Development Process (Crow/O'Neal)** – an *ad hoc* committee from Academic Senate has been established to develop Budget Development process. The *ad hoc* committee presented its Budget Development process to the Academic Senate for review. The committee members met with Gale Lebsock, Director of Administrative



Services. Discussion ensued, but further discussion is needed. The DRAFT Budget Development Process will be submitted to the Institutional Effectiveness Committee (IEC) meeting for discussion and feedback and have Gale attend.

- c) **Update on Strategic Plan Revision** (Board) – A meeting has been scheduled for Friday, February 24, 2012, from 9:00 AM to 12:00 PM.
- d) **Report on Evacuation Signage** (Daly) – Postponed. John Daly reported that we are waiting for architectural approval.

IX. Standing Committee Reports

- a) **Institutional Effectiveness Committee** (Corey) Corey reported that the IEC met briefly, but the committee would like to see some program reviews, so we can get working on it. We need to start thinking of the end game of this year. How it is going to assess? What is done, what will move into next year?
- b) **Budget Development** (Matt Crow) – reported that the Academic Senate is looking at faculty proposed policies.
- c) **Facilities** (Daly)
 - The kitchen is now open
 - We are prioritizing wish lists
 - The new student on the committee is Angela Sanchez
 - Safety & Security has not met yet, we are trying to fill committee membership
- d) **Professional Development** (Corey Marvin) – The Professional Development Committee has met several times, to discuss the Professional Development plan for Cerro Coso Community College. The committee identified threads that are most important the College Council which they need to do, focusing on the Educational Master Plan (EMP), College Strategic Plans, increasing Student Success, improving transparency and effective communication, enhancing workplace competence and preparedness along with sub items.
- e) **Safety and Security** – The fire drill was cancelled and will be rescheduled. It was identified that there is a need for having fire drill in the evening.
- f) **Technology Resource Team** – (Aaron Taggart) – reported that the TRT is focusing on budgets. The Committee reviewed will be reviewing TRT Plan for review and approval this Tuesday.



X. Future Meeting Dates

- a) Next Meeting – **February 23, 2012**, 2:00 PM
- b) Schedule
 - ~~October 20, 2011~~
 - ~~November 3, 2011~~
 - ~~December 8, 2011~~
 - ~~January 26, 2012~~
 - ~~February 23, 2012~~
 - ~~February 24, 2012~~ – Strategic Planning
 - ~~March 1, 2012~~ – Accreditation Review, Admin Conf. Room 212
 - (March 15, 2012 – Strategic Planning, Admin Conf. Room 212 – **CANCELED**)
 - Future by Design Scheduled in lieu of March 15, 2012 Strategic Planning**
 - March 29, 2012
 - April 26, 2012
 - May 10, 2012
 - June 7, 2012

XI. Adjournment

The meeting adjourned at 4:42 PM.