MINUTES OF THE WHCC COLLEGE COUNCIL (CC) (Friday, February 16, 2018)

Generated by Lorna L Davis

Members present:

Mark Gritton, Associate Dean of Student Services / Equity Program Director
Daniel Tamayo, International Students Program Director
Alex Villalobos, Residential Living Director
Jay Darnell, Food Services Manager
Shaun Bailey, M & O and Auxiliary Services Director
Cecilio Mora, Workforce Coordinator
Sherry Barragan, CTA Representative
Chris Montoya, Campus Police
Matt Magnuson, Librarian
Anita Bart, AOJ Faculty
Sarah Shepard, BUS Faculty
Jeff Wanderer, BIO Faculty
Bertha Felix-Mata, Associate Dean NDC

Others:

Kyle Crider, WHCCD Director of Accreditation, Research, Institutional Effectiveness, and Planning
Virginia Madrid Salazar, Central Valley Higher Education Consortium (CVHEC) Regional Coordinator
Justin Garcia, WHCCD Prior Learning Assessment (PLA) Coordinator
Pedro Garcia, WHCC Academic Advisor
Amber Myrick, WHCCD Director of Marketing
Yesenia Valle, SS Tech
Mark Matteson, Counselor
Rita Grogan, Associate Vice Chancellor of Enrollment Management

1. Call to Order / Introductions

B. Introductions

Mark Gritton called the meeting to order. He shared that he would chair the meeting today as President Thames is out ill. He introduced:

WHCCD Prior Learning Assessment (PLA) Coordinator Justin Garcia; and WHCC Academic Advisor Pedro Garcia.

College Council members then introduced themselves in a round robin fashion.

2. Action Items

Minutes:

A. Minutes: January 26, 2018

A motion was made to approve the minutes of January 26, 2018, by Alex Villalobos, seconded by Sarah Shepard, motion carried

B. Minutes: December 8, 2017

This item was tabled and will be carried forward to next month's meeting.

C. Minutes: November 22, 2017

This item was tabled and will be carried forward to next month's meeting.

D. Request for Change of Space Form (ISC Approved 11/16/17)

Shaun Bailey shared that the changes discussed at the previous meeting have been made and ISC is now asking for a motion to approve the form.
Alex Villalobos and NDC has used the form and it is user friendly. It will be great for tracking/record keeping. Shaun said the form can be revamped after further use if change is found to be needed.

A motion was made to approve the Request for Change of Space Form with the following correction to bullet #4: change to dean and/or EVP by Jeff Wanderer, seconded by Sarah Shepard, motion carried.

E. WHCC Key Policy 2017 (ISC Approved 11/16/17)

Shaun Bailey shared that grammar edits have been made to the policy and Infrastructure and Safety Committee is now asking for a motion to approve the key policy.

A motion was made to approve the WHCC Key Policy 2017 by Sarah Shepard, seconded by Anita Bart, motion carried.

F. WHCC Non-Instructional Program Review Template 2017-18

Mark Matteson shared that the template revisions for the WHCC Non-Instructional Program Review Template 2017-18 were noted in red. He also noted that standardized data was hard to get; however he and Kyle Crider, WHCCD Director of Accreditation, Research, Institutional Effectiveness, and Planning, worked this out with focus on institutional set standards. Also added WHCCD Strategic Goals/ KPIs to tie in more fully. Mark Gritton commented that this will be added to the Institutional Program Reviews too.

A motion was made to approve the WHCC Non-Instructional Program Review Template 2017-2018 by Alex Villalobos, seconded by Sarah Shepard, motion carried.

G. Guided Pathways / Achieving the Dream –
Mark Gritton asked today's attendees to review the provided links and be prepared to discuss/vote on this at the next meeting.

3. Program Reviews
A. Mark Gritton noted that everyone has been notified of due dates.

4. Board Policies and Administrative Procedures
Mark Gritton reminded committee members to be sure to share the information below with their constituents.

A. Courtesy Review
The items below were provided as a courtesy only, no action by committee members was needed.

BP 2410, Policy and Administrative Procedure – Policy is presented for courtesy review only. No changes are recommended at this time.

AP 2410, Policy and Administrative Procedure (REVISED) – Revisions to the existing procedure are suggested as a result of the accreditation recommendation received for the District. The procedure is presented for courtesy review only.

BP 6200, Budget Preparation and Resource Allocation (REVISED) – This policy has been revised to combine it with BP 6225, Resource Allocation. The name of the policy has been changed to reflect the combination. The policy is presented for courtesy review only. The approval of this policy will allow for BP 6225 to be eliminated.

AP 6200, Budget Preparation and Resource Allocation (REVISED) – This procedure has been revised to combine it with AP 6225, Resource Allocation. The name of the procedure has been changed to reflect the combination. The procedure is presented for courtesy review only. The changes to this procedure will allow for AP 6225 to be eliminated.

BP 3900, Speech: Time, Place, and Manner (REVISED) – This policy has been reviewed by legal counsel and changes are recommended to align with the

legally required language provided by the CCLC Policy and Procedure Service. The policy is presented for courtesy review only.

AP 3900, Speech: Time, Place, and Manner (REVISED) – This procedure has been reviewed by legal counsel and changes are recommended to align with the legally required language provided by the CCLC Policy and Procedure Service. The procedure is presented for courtesy review only.

B. First Reading / Share with Constituents
Committee members were asked to discuss this information with constituents and be prepared to vote on the items below at the next meeting. Routing forms will be added to next month's agenda.

BP 4010, Academic Calendar (REVISED) – This policy replaces existing BP 204, Instructional Year (old numbering system, no approval date). The revisions reflect the current numbering system, updated policy name, and legally required policy language.

AP 4010, Academic Calendar (NEW) – This procedure is legally required.

BP 4040, Library and Learning Support Services – This policy replaces existing BP 121, Library Services (old numbering system, no approval date). The revisions reflect the current numbering system, updated policy name, and legally required policy language. There is no accompanying procedure at this time. A procedure is not legally required and there is no suggested language provided by the CCLC Policy and Procedure Service.

AP 4045, College Library Fines (PROPOSED ELIMINATION) – This procedure is not legally required and there is no recommended language provided by the CCLC Policy and Procedure Service. It is recommended that the procedure be eliminated and the information on fines be included in the college catalog.

BP 4020, Program, Curriculum, and Course Development (REVISED) – The policy has been revised to reflect current language provided by CCLC to include a reference to Title 5 Section 55002.5 and specify that the CEO shall establish procedures which describe the definition of credit hour consistent with Title 5 in addition to federal regulations.

AP 4020, Program, Curriculum, and Course Development (REVISED) – Beginning in September 2017 and concluding in November 2017, AP 4020 was reviewed and revised to reflect the addition of course determination and the curriculum approval process. During this time we were unaware that the CCLC

Policy and Procedure Service was conducting their own review of the AP and related BP. In late October the CCLC revisions were distributed. The CCLC revision adds applicable references and the revised Title 5 requirements pertaining to approval of credit courses and programs and includes the Title 5 definition of credit hour. Because of the timing of the recommended CCLC revisions and our own internal review process, and also because we were unaware of the changes being made, this language was not included in our final revised version in November. Therefore, the revisions have now been included and are presented for review.

BP 4260, Prerequisites/Co-requisites/Advisories (REVISED) – The policy name needs to be updated to maintain consistency with recently revised AP 4260.

C. Final Review / Action / Share with Constituents
None at this time

5. Discussion Items
A. Accreditation, Research, Institutional Effectiveness and Planning
Kyle Crider shared:
Institutional set standards work is going well (assessments along with future directions). Due date is April 2nd;
New Program Review data dashboard has been linked and it will be linked in the portal as well (http://westhillscollege.com/district/departments/institutional-effectiveness/program-review-data.php);
Lastly, the multiple measures assessment piece is working and training is set-up.

Kyle also noted that if anyone has questions (i.e. data) feel free to contact him.

B. Prior Learning Assessment (PLA) Update
Justin Garcia shared:
1. The adult learning survey is going out (including ways to improve) on Feb. 21;
2. Standards of practice are being worked on at WHCL on Feb. 23;
3. Faculty at both colleges are working on portfolio assessments (how students are satisfied)
4. He has met with Amber Myrick and Carlos Posadas regarding adding information to the website and sharing information as PLA grows;
5. The portfolio assessment tool has been looked at;
6. He is developing expertise in PLA (principles assessment, etc. / knowledge building).

Mali Flood commented that she was excited to see what's going to happen with our adult learners. Amber Myrick discussed how other institutions are using the PLA information. Mark Gritton has discussed the student support side; however, he let Justin know that counselors and advisors need to be given more guidance and training on the adult learner needs.

Rita Grogan noted that she is looking at supporting the bureaucracy of paperwork as we need to make this as easy and consistent as possible.

C. Central Valley Higher Education Consortium (CVHEC)
Virginia Madrid Salazar, Central Valley Higher Education Consortium (CVHEC) Regional Coordinator shared information on CVHEC's beginnings. CVHEC is supporting colleges in their work and her attendance at meetings like this helps her know how CVHEC can help. Virginia let everyone know that they should feel free to reach out to her and ask CVHEC what they can do to support issues/concerns at the college.

CVHEC is facilitating a Math pathways taskforce. There will be an April 20 articulation workshop per Virginia with further information to follow; English co req remediation is also being facilitated with a face-to-face meeting being organized in Sacramento, March 8-10.

There will also be a CVHEC PIO mtg. in March (best practices) and Virginia agreed to share the information with Amber Myrick.

The CVHEC website was also shared: (http://cvhec.org/)

D. Outreach Update
Pedro Garcia shared a PowerPoint presentation that sun shined WHCC's objectives for outreach. He shared that Yesenia Valle (Avenal), Juana (WHCC) and San Juana (NDC) will be assisting with the master calendar information (communication improvement tool) and thanked them for their support. Slides are included below:

ALCON FAMILY

WEST HILLS COLLEGE COALINGA

Once you **go here**, you can **go anywhere**

300 Cherry Lane, Coalinga, CA 93210   (559) 934-2000   www.westhillscollege.com/coalinga

Master Calendar

- Microsoft Outlook Calendar for scheduling outreach/in-reach events.
- Authorized users will have full access to edit.
- Outlook will provide alerts and reminders to all campus staff prior to planned events and activities.
- A list of West Hills College events will be provided daily on this calendar.
- It will improve communication and organization through out our campus.

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Outreach

- Teams have been formed and assigned to 3 geographic areas with four key demographic groups (Elementary, Middle/High school, Parents & Community members/Adult learners)
- Coalinga High
- Avenal High
- Tranquility/Firebaugh/Mendota High
- Teams will be in contact and visit their assigned schools frequently (biweekly).

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Outreach

Campus tours will consist of,

- Being led by student body, under the direction of the outreach team.
- Key elements such as library, student services, Financial Aid, Residence Halls, Café, etc…
- Ice breakers to get the students to interact with our staff and student body.

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Community Outreach

- Work side by side with our marketing department to ensure we deliver the information (programs of study) needed during our community events,
- Annual festivals (Derby Days)
- Farmers markets
- Career fairs
- Muffins with moms
- Taco Truck Showdown

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In reach

- Civitas
- Integrated college communication
- Promoting completed and updated educational plans
- Monitoring student success through progress reports
- Student engagement
- On campus life/activities
- College days (Get student body involved)

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WHC, Coalinga Marketing Facts

- Tuition cost
- Small college, student to instructor ratio
- Support services
- Residence Halls
- Meal plans
- Athletics
- On campus life
- Supportive community

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WHC, Coalinga Marketing Facts

- Farm of the Future
- STEM program (Summer Program)
- CTE programs/Internships
  - Psych Tech
  - Ag certificates
  - Welding Certificates
  - Computer programing (Bitwise)
  - Coming soon,
  - Truck Driving
  - HVAC

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Student Support services

- Upward Bound
- EOPS/Care
- SSS
- CalWORKs
- DSPS
- CAMP/HEP
- MESA

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WE CARE ABOUT OUR STUDENTS!

Thank you

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Further discussion included:

Outreach –

Include continuation schools and private schools (i.e. Faith Christian);

It was noted that there will be a "Flash Mob" dance for College Days orientation, invites will be going out (practice sessions offered);

Outreach has felt disjointed in the past. A big organized event (i.e. scavenger hunt in classes – doors open) might be appreciated (faculty involvement; Campus Guided Tours are being looked out using the student body.

Community Outreach –
Brochure information was shared. Amber Myrick anticipates having these items in Spanish as well. Students will be driven to the WHC website "why attend WHC and why we stand out."

In reach –
Civitas, KPIs there is support at WHCC;
Increase "on life" activity (i.e. chess club looking or game night in the Library);
Faculty and Student Services direct dialogue will be sought.

E. ALO/Institutional Effectiveness & Accreditation Committee (IEAC) Update
Sarah Shepard gave an update on the IEAC portal site. IEAC is charged with the institutional big picture. WHCC's warning status is its main focus at this time. The follow-up report is due in October; however, others (i.e. College Council and the Board of Trustees will need to approve prior to this date). Kyle Crider has been added as a standing member to this committee.

Below is the ACCJC Report timeline:
ACCJC Report Timeline

DUE: October 1, 2018

Board of Trustees	College Council	IEAC
September XX, 2018 Second Read/Approval		
August XX, 2018 First Read		
	May 18, 2018 Second Read/Approval (Recommendation Leads Present)	May 18, 2018 CC Feedback?
		April 27, 2018 CC Revisions
		April 4, 2018 CC Revisions
	April 20, 2018 First Read/Discussion (Recommendation Leads Present	

		April 13, 2018 Final Draft
		April 9, 2018 Second Draft
		March 23, 2018 First Draft

Francisco Banuelos will be writing the follow-up report based on templates/information from the various groups (one voice).

Sarah believes WHCC is in good shape. She also shared that several will be in attendance at the Accreditation Institute 2018 in Anaheim next week. There will be more information/input available to assist in making sure WHCC is doing everything needed.

Sarah invited everyone to attend any of the upcoming meetings.

F. Governance Manual 2014/Integrated Planning Cycle - CC Governance Subcommittee
Sarah Shepard shared on behalf of the CC Governance Subcommittee that work continues. Templates are being returned and the manual is being rewritten including narrative.

G. Student Portal Review
Amber Myrick shared information on what students can see when logging in. She noted that it has a cleaner look and its icon based. Chancellor Van Horn has given her a directive to solve class search problems and she is proposing that WHC begin using web advisor again which is specific to the public; colleague users are using this as well. Rita Grogan added that degree audit information is available (progress & planning) but does not speak to registration. This info is a useful tool for planning only. Amber commented that work continues, Web Advisor will look "fresher". "How to" register videos using web advisor will also be produced.

Registering or on behalf of students mechanism needs to be looked out for students future steps.

6. Informational Items
A. Committee Updates
BASE Committee:
BASE committee is currently working on starting the implementation of the Integrated Plan. Our last meeting, individuals were assigned to sections of the

plan and they will form their own mini-committees to begin to work on developing strategies to begin the implementation of our plan. Also, the committee discussed a name change to Integrated Student Success and Equity Committee due to the nature of the duties of this committee. The committee is also beginning the discussions on how to work with the Guided Pathways sub-committee to ensure that the Guided Pathways Plan aligns with the integrated services of the campus.

Infrastructure and Safety Committee:
The infrastructure and Safety committee will not meet until February 22nd, so ISC has nothing further to report at this time.

Institutional Effectiveness and Accreditation Committee:
The committee continues to meet every two weeks to address the college accreditation recommendations. Leads are currently sharing their work to date with the group and we anticipate having a rough draft of the follow up report in mid-March.

IEAC has also lead the effort to train faculty on the development of Institution Set Standards which are due annually in March.

Budget Resources Committee:
Budget committee held several one-hour workshops to support admin and faculty who wanted to request augmented funds for equipment, travel, etc. On 2/15 the committee will begin to review all of the requests and will begin to make recommendations for college council. The committee has been busy with this process and ensuring that we have training and workshops for faculty and staff to learn the new process.

Program Review Committee:
- Program Review Template for Non-Instructional Program is on this agenda (CC) for approval. Changes were made to address suggestions/concerns from CC. The updated template was approved by PRC (Jan. 17).
- Programs (Instructional and Non-Instructional) have been notified when to submit drafts of program reviews and when they are scheduled for a first reading.
- Kyle (and Leslie) have been providing guidance regarding standard data tables for instructional programs. Ongoing dialogue continues as the committee, along with Kyle, feels we can make the process of gathering/sorting comprehensive data for non-instructional programs easier.
- There were a number of programs that were deleted from the schedule as those programs did not lead to a certificate or degree.

- The committee separated AG Science into two programs: 1) Integrated Pest Management/Irrigation Engineering Technology/AG Science; and 2) Heavy Equipment/Welding
- The committee also combined Biology and Health Science.

Outcomes Committee:

The Outcomes Committee met on January 23rd. The first order of business was to update the Governing Manuel of the Outcomes Committee. It was decided upon to have additional language to show integration of other governance structures, particularly the Budget Resource Committee members and a Program Review Co-chair to be sitting on the committee to better show integration in our outcomes processes as well as created additional membership positions for a faculty and a classified representative. Secondly, the ILO Committee was decided upon and the membership list was sent to the Academic Senate as a consent item. Lastly, the next phase of the AUO-SSO integration and data submission was discussed as well as template procedures and trainings were decided upon. Below is a list of ILO Committee membership:

- Co Chair - A. Hanjiev
- Co-Chair - R. Pimentel
- Allied Health - S. Barragan
- Arts and Letters - J. Bonds
- CTE - C. Chaney
- Math, Science, and Kins. - J. Smith
- Social Science - J. Hampton
- Student Services - M. Matteson
- Secretary - A. Pulido

Curriculum Committee:

The curriculum committee continues to meet every two week to review and approve regularly scheduled course revisions. Currently, we are heavily involved in assisting the Agricultural Department as they develop a variety of new programs including Food Safety, Truck Driving, and Plant Science. Additionally, the committee is working with English faculty to create a noncredit ESL sequence of courses, culminating in a certificate and a pathway to credit courses.

Committee governance discussions include AB 705 and procedures for updating out-of-date CORs. Resources for AB 705 are available at the committee's portal site and the administration has recently agreed to provide stipends for adjunct faculty to assist with outdated CORs.

Academic Senate:

Kyle Crider presented to the Academic Senate on how to best determine and research ISS data. Tenure was recommended for Justin Hampton, Amy Long, and Mark Matteson.

Professional Development Committee:

PDC has submitted its WHCC Governance Committee Template to the CC Governance Manual subcommittee for review. The PDC monthly meeting will be on Feb. 20, when the members will create a timeline to plan activities each academic year. Since the PDC last met on Jan. 16, there is no further information to provide at this time.

B. Board of Trustee Meeting

Nothing further at this time. The next regular BOT meeting is scheduled on February 20, 2018.

C. WHCC Upcoming Events

Mark Gritton invited everyone to attend WHCC's Annual Black History Month activity which is scheduled for Thursday, February 22, at 6pm, in the Theater. The cafeteria will be serving "soul food" that evening too.

Mark reminded today's attendees to review the attached list of upcoming events and be sure to share with their constituents. Also, committee members are to continue to provide event information to Lorna Davis as soon as it becomes available so activities can be calendared.

7. Other Items

A. Nothing further at this time.

8. Next Meeting: March 16, 2018

9. Adjournment