AGENDA OF THE WHCC COLLEGE COUNCIL (CC) (Friday, June 22, 2018)
Generated by Lorna L Davis

Members present
Brenda Thames, President
Francisco Banuelos, Executive Vice President / IEAC Representative
Terry Brase, Farm of the Future Director
Mali Flood, Financial Aid Director
Cecilio Mora, Coordinator Special Grants
Andrea Pulido, CSEA Representative
Raquel Rodriguez, Title IV/TRiO Director
Sarah Shepard, Curriculum Committee Chair and BUS Faculty
Zach Soto, CCPT Program Director
Sherry Barragan, Assistant Director of Health Careers
Chris Montoya, Campus Police
Daniel Tamayo, International Students Program Director
Brian Boomer, CTE Dean

Others:

Valerie Walker, WHCC Counselor
Linda Lewin, Follett Bookstore Manager
Kelly Rouska, WHCC Ed Tech Specialist
Kyle Crider, WHCCD Accreditation, Research, Institutional Effectiveness, and Planning Director
Kenny Lopez, WHCC Special Grants Coordinator
Justin Garcia, WHCCD PLA Coordinator
Lorna Davis, Administrative Assistant to the WHCC President

1. Call to Order / Introductions
A. Call to Order
Brenda Thames called the meeting to order.

B. Introductions
No new introductions were made.

2. Action Items
A. Minutes: April 20, 2018
A motion was made to approve the April 20, 2018 minutes as submitted by Sarah Shepard, seconded by
Mali Flood, motion approved.

3. Program Reviews
A. REVIEWS IN DECEMBER & MAY
Francisco Banuelos reported that those out of compliance will be meeting this summer (i.e BUS) and he
would share this information at the Sept. 21 College Council meeting.

4. Board Policies and Administrative Procedures
A. Proposed Elimination List / Share with Constituents
Brenda Thames shared that the attached list of Board Policies and Administrative Procedures (Proposed
Elimination List) are being recommended to the Board of Trustees for elimination at the June 26, 2018
Board meeting based on the following criteria:

Not legally required, legally advised, or suggested as good practice
Already in place in the 4-digit numbering system and contains duplicative language
Specific to a single-college district and no longer relevant

Sarah Shepard noted that having the "criteria" attached to each BP/AP would be appreciated. President Thames will take this request forward and reminded everyone to share this list with their constituents.

Attachments included:
AP 129 Early Retirement Incentives.pdf (36 KB)
Proposed Elimination List.pdf (43 KB)
Bylaws, Article II.pdf (19 KB)
Bylaws, Article VIII.pdf (19 KB)
102 Educational Goals.pdf (35 KB)
103 Adoption of Courses of Study.pdf (19 KB)
104 Course Outlines.pdf (19 KB)
105 Types of Courses.pdf (19 KB)
107 Instructional Supplies.pdf (20 KB)
108 Supplementary Materials.pdf (28 KB)
111 Controversial Issues.pdf (20 KB)
112 Classroom Guest Speaker.pdf (20 KB)
113 On Campus Speakers.pdf (19 KB)
114 Affirmative Action Program for College and Classroom Practices.pdf (19 KB)
117 General Education.pdf (20 KB)
119 Occupational Preparation.pdf (19 KB)
125 Television Consortium.pdf (19 KB)
126 Student Teachers and Interns.pdf (19 KB)
128 Budget Development and Review.pdf (32 KB)
129 Early Retirement Incentives.pdf (19 KB)
131 Excused Absences.pdf (20 KB)
205 Instructional Day.pdf (63 KB)
211 Creating and Abolishing Management Positions.pdf (80 KB)
215 Promotion Transfer and Reassignment of Management Personnel.pdf (82 KB)
216 Job Related Expenses.pdf (85 KB)
217 Termination of Management Assignments.pdf (90 KB)
224 Management Uncompensated Leave.pdf (90 KB)
225 Sabbatical Leave.pdf (19 KB)
302 Creating and Abolishing a Position.pdf (20 KB)
304 Employment of Certificated Substitutes.pdf (19 KB)
305 Employment of Certificated Summer School Staff.pdf (19 KB)
308 Assignment of Certificated Staff.pdf (19 KB)
309 Teaching Loads, Full Time Contract.pdf (19 KB)
310 Evaluation of Certificated Staff.pdf (72 KB)
314 Outside Activities of Staff.pdf (80 KB)
315 Liability of Staff for Student Welfare.pdf (91 KB)
319 Certificated Staff Personnel Files.pdf (95 KB)
401 Creating or Abolishing a Position.pdf (19 KB)
406 Assignment and Promotion of Classified Staff.pdf (27 KB)
410 Complaint Policy.pdf (19 KB)

411 Substitute Pay.pdf (19 KB)
501 Non-Discrimination on Basis of Handicap.pdf (19 KB)
503 Student Admissions.pdf (20 KB)
505 Veteran Student Attendance.pdf (19 KB)
506 Tuition Refunding.pdf (19 KB)
510 Academic Recognition.pdf (19 KB)
512 Certificates of Achievement.pdf (20 KB)
518 Solicitation of Funds from Students.pdf (20 KB)
519 Student Sponsored Publications.pdf (28 KB)
521 Care of College Property.pdf (19 KB)
522 Residence Halls Student Housing.pdf (20 KB)
601 Objectives.pdf (27 KB)
605 Revolving Cash Fund.pdf (20 KB)
606 Local Purchasing.pdf (20 KB)
608 Payroll Deductions.pdf (19 KB)
612 Purchasing Contract Non-District Funds.pdf (18 KB)
701 Maintenance.pdf (19 KB)
702 Property Records and Inventory.pdf (20 KB)
707 District-Owned Property Use Restriction.pdf (19 KB)
709 Parking and Traffic Code.pdf (119 KB)
710 Renovations.pdf (19 KB)
711 Student Horse Stall Rental Policy.pdf (25 KB)
801 Risk Management.pdf (19 KB)
804 Responsibility for Personal Property.pdf (19 KB)
805 Animals on Campus.pdf (19 KB)
807 Flag Display.pdf (19 KB)
808 Distribution of Literature.pdf (27 KB)
812 Emergency Action Plan.pdf (28 KB)
901 Public Relations Objectives.pdf (27 KB)
903 Public Attendance at College Events.pdf (19 KB)
904 District Publications and Releases.pdf (19 KB)
905 News Media Relations.pdf (19 KB)
906 Public Complaints.pdf (55 KB)
907 Public Notice on Employee Negotiation Proposals.pdf (20 KB)

B. Courtesy Review / Share with Constituents
President Thames shared that the attached BPs and APs are for courtesy review only and reminded today's attendees to share this information with their constituents.

BP 5520, Student Discipline (PROPOSED ELIMINATION). This policy is not legally required, legally advised, or suggested as good practice. The proposed revisions to Administrative Procedure 5520 address the legally required language.
AP 5520, Student Discipline (REVISED). This procedure is legally required. Revisions have been made and local practice has been inserted which complies with the standards of due process.
BP 5052, Open Enrollment (NEW). This policy is legally advised.
AP 5052, Open Enrollment (NEW). This procedure is legally advised.
BP 6340, Bids and Contracts (REVISED). Minor revisions to reflect updated references.

AP 6340, Bids and Contracts (REVISED). Minor revisions to reflect updated language provided by the CCLC Policy and Procedure Service and local practice.
BP 3100, Organizational Structure (REVISED). Updated language provided by the CCLC Policy and Procedure Service and a reference to Education Code.
AP 3100, Organizational Structure (NEW). This procedure is legally advised.
AP 3516, Registered Sex Offender Information (NEW). This procedure is legally required.
BP 3515, Reporting of Crimes (NEW). This policy is legally required.
AP 3515, Reporting of Crimes (NEW). This procedure is legally required.

FYI - Courtesy review has to do with the type of policy and/or procedure – not if it is legally required. A policy and/or procedure may be legally required, but only presented as a courtesy review because, for example, it includes non-substantive changes, deals strictly with the Board of Trustees chapter (2000 #s), or outlines an existing process.
For specific details on the process, see AP 2410
(http://www.westhillscollege.com/district/administration/board-of-trustees/policies-and-procedures.php)

Attachments included:
3100 Organizational Structure proposed revisions.pdf (22 KB)
3515 Reporting of Crimes proposed new.pdf (20 KB)
5052 Open Enrollment proposed NEW.pdf (21 KB)
5520 Student Discipline PROPOSED ELIMINATION.pdf (70 KB)
6340 Bids and Contracts proposed revisions.pdf (28 KB)
AP 3100, Organizational Structure proposed NEW.pdf (20 KB)
AP 3515 Reporting of Crimes proposed new.pdf (41 KB)
AP 3516 Registered Sex Offender Information proposed NEW.pdf (23 KB)
AP 5052 Open Enrollment proposed NEW.pdf (29 KB)
AP 5520 Student Discipline proposed.pdf (68 KB)
AP 6340 Bids and Contracts proposed revisions.pdf (42 KB)

C. First Review / Share with Constituents
None at this time

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

5. Discussion Items
A. Accreditation, Research, Institutional Effectiveness and Planning
Kyle Crider discussed the Federal College Scorecard information and noted that local numbers should be reviewed as WHCC must be aware. He said engagement with local data is more important. This report data is based on 3 year rolling language which causes lag. The federal level will be looking at ACCJC.

Mali Flood noted that the cost of attendance may be off as it is based on state wide numbers, not local (context discussed is from the Department of Ed site);

Graduation information is from the Integrated Postsecondary Education Data System –IPEDS (1st time full time 20%, typically 40 students, and restrictive population);

This information is not used as our primary decision making piece; however more robust decisions will be made from other items per Sarah Shepard.

Kyle Crider discussed the WHCC ISS 2018 Survey Comparison findings:
Comparisons were used from FA17 semester/SP18 semester which established a baseline for faculty/staff/admin. Kyle did see an increase of 9% as respondents are engaged with ISS. Kyle noted that

engagement needs to increase, there has been improvement and growth; however the college is not at 100% yet.

President Thames asked Kyle "what do we need to pay attention to." Kyle discussed table 3. He shared that PD/Flex Day show good numbers; however it needs to be broken down a bit more (i.e. faculty or staff). Sarah Shepard felt employee category/breakdown is needed. Kyle agreed to look closer at the percentages and will clarify.

Kyle said this data tells us that Open Forum discussions have helped as well (PD, Open Forums are broadest exposure). Kyle's concern is the 7.27% of respondents who did not know ISS. He suggested looking at where intervention should be.

Discussion included also capturing general department meetings (i.e. Athletics/SS/M&O/FOF/Library). The survey went to all faculty and staff; however department data was not captured and Kyle agreed to look at this for the next survey. He also agreed to vet out adjuncts/FT faculty.

He shared that the ability to achieve the college goals also increased as connections are being made, what they are, how they are being used, and an understanding of how they drive institutional performance.

Disaggregation will be looked at. Does not apply responses were a concern per President Thames; however she felt the overall success rate has improved per Brenda.
There is growth in all areas and understanding/awareness is better. President Thames will work with Bruce Rudulph on capturing the open forums.

Sarah Shepard would like to see percentage increases noted. President Thames said
ATD data will be the college's new norm.

Kyle will follow-up on suggested reviews and disaggregation which will be presented in August at CC. He will also add to PD day (general survey of the survey). This will help close the loop on institutional review. Kyle also shared that the 2018-19 survey will be rolled out mid to late SP of 2019.

Attachments included:
Federal College Scorecard Coalinga.pdf (516 KB)
WHCC ISS Survey Comparison 2018-06-20.pdf (418 KB)

B. WHCC Follow-up Report timeline and Outline for Draft Narratives
President Thames shared Follow-up Report "edits" are in progress. She noted that College Council agreement will be needed on the formulation. She shared that materials of substance will be attached and evidence collection will be robust.

It was noted that the template development did not go through CC; it was IEAC. IEAC reported that the templates were developed.

College Council agreed to the following: templates will be attached to both IEAC and College Council report outs (Fall of 2017).

Sarah Shepard noted that as previously discussed access to the working templates has been provided in the portal. Sarah also reminded College Council members that the timelines are available on the IEAC portal site.

President Thames also noted that further input on Recommendation 4 will be sought. Kyle Crider noted he had attended academic senate and then a couple of learning area meetings. He also agreed to help to break down "learning area" level conversations.

President Thames shared that dialogue on how the survey results will be used to improve engagement with ISS and Institutional data will be included (i.e. results and how this information can be more helpful).

It was also noted that modification needs to be done to the graphic following the ISS process for the Follow-Up Report Recommendation 4. S. Shepard will update.

Following today's discussion College Council recommended that IEAC retain responsibility for monitoring Institution Set Standards based on a three year trend data assessment cycle.

A motion was then made to approve the three year cycle for review and approval of Institution Set Standards by Sarah Shepard, seconded by Andrea Pulido, motion passed.

C. ALO/IEAC Update
No further information was shared at today's meeting.

Portal link: https://my.whccd.edu/committees/whcc-ieac/default.aspx

D. Agenda/Minute Templates
This item will be carried forward.

6. Informational Item
A. Committee Updates
BASE Committee:
No update provided

Portal link: https://my.whccd.edu/committees/BASE/Pages/default.aspx

Infrastructure and Safety Committee:
The Infrastructure and safety committee has approved request for change of space forms for Monica Neff to move to H1; Andrea Pulido to move from to B16C; Officer Montoya to move to Student Services; Dean of CTE, Brian Boomer, to move into office 12; and move Ed Services Secretary Jennifer Zuniga into office 5. Updates are being made to the emergency flip charts that are in every room on campus. Exterior painting at Gordon Hall is officially completed. New carpet has been installed in the Allied Health Offices and G2 offices.

Portal link: https://my.whccd.edu/committees/whcc-infrastructure-committee/default.aspx

Institutional Effectiveness and Accreditation Committee:
No update provided

Portal link: https://my.whccd.edu/committees/whcc-ieac/default.aspx

Budget Resources Committee:
No update provided

Portal link: https://my.whccd.edu/committees/whcc-budget-resource-committee/default.aspx

Program Review Committee:
No update provided

Portal Link: https://my.whccd.edu/organizations/whcc_program_review/default.aspx

Outcomes Committee:
The Outcomes Committee met last on May 2. The committee revised their governance page to reflect a more consistent membership structure with the program review committee. Additionally, the committee reviewed and approved the 2018 ILO Recommendations to pass on to the IEAC committee. Lastly, the

committee approved the Outcome statements for the Office of the President. For Old Business, the committee reviewed and edited our draft for Recommendation #9 and had discussion on how to setup the AUO-SSO workshops. No further meetings have been held.

Portal link: https://my.whccd.edu/organizations/whcc_slo/whccsloc/Pages/default.aspx

Curriculum Committee:
No update provided

Portal link: https://my.whccd.edu/organizations/whcc_circulum_committee/default.aspx

Academic Senate:
No update provided

Portal link: https://my.whccd.edu/organizations/whcc-academic-senate/default.aspx

Professional Development Committee:
Nothing new to report; last meeting was Tuesday, May 15.

Portal link: https://my.whccd.edu/organizations/SharedGovernance/edsc/default.aspx

B. Board of Trustee Meeting
Brenda Thames noted anyone having questions should feel free to ask. There were none.

Board agendas and minutes may be accessed by visiting the WHCCD website at:
http://www.westhillscollege.com/district/about/board_trustees/agendas_minutes/index.asp

Attachments included:
BOT A 5.22.18.pdf (196 KB)
BOT SS M 4.24.18.pdf (411 KB)
BOT M 4.24.18.pdf (693 KB)

7. Other Items
A. PLA
PLA Coordinator Justin Garcia discussed portfolio course options for students. There will be a rigorous online schedule in the Fall. Justin noted that policies and procedures have not been created yet although informal procedures have been discussed with counselors, etc. President Thames asked Justin to be prepared to have a Flex Day PLA discussion which includes projections through 2018-19.

8. Next Meeting: August 10, 2018

9. Adjournment

Mission: West Hills College Coalinga offers associates degrees, transfer degrees, career and technical certificate programs and is committed to inspiring all learners by providing dynamic and high quality academic programs and services, including those offered through distance education. The college fosters its students' ability to think, communicate, effectively reason and develop compassion through learning, connection, and service.

Vision: West Hills College Coalinga is committed to a relentless pursuit of student success.