AGENDA OF THE WHCC COLLEGE COUNCIL (CC) (Friday, August 10, 2018)
Generated by Lorna L Davis

Members present:
Brenda Thames, President
Francisco Banuelos, Executive Vice President
Javier Cazares, Dean of Student Services
Eric Mendoza Associate Dean of Athletics
Terry Brase, Farm of the Future Director
Sherry Barragan, Health Careers Assistant Director
Daniel Tamayo, International Students Program Director
Raquel Rodriguez, Title IV/TRIO Director
Alex Villalobos, Residential Living Director
Jay Darnell, Food Services Manager
Shaun Bailey, M & O and Auxiliary Services Director
Mali Flood, Financial Aid Director
Cecilio Mora, Workforce Coordinator
Andrea Pulido, CSEA Representative
Jeff Wanderer, Academic Senate Representative
Simon Sauceda, Campus Police Officer
Anita Bart, Faculty Representative
Matt Magnuson, Faculty Representative
Sarah Shepard, Faculty Representative
Valerie Walker, CTA Representative

Others:
Linda Lewin, Follett Bookstore Manager
Kyle Crider, WHCCD Accreditation, Research, Institutional Effectiveness, and Planning Director (ARIEP)
Nick Andrews, ENG Faculty/IEAC Member
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
President Thames introduced Officer Sauceda and noted that the college is pleased to have him. Sherry Barragan thanked Officer Sauceda for his willingness to assist the college and speak with students.

President Thames also introduced: Javier Cazares, Dean of Student Services; Nick Andrews ENG Faculty/IEAC member; Valerie Walker Counselor and this year's CTA representative; and Sherry Barragan this year's Health Careers representative.

President Thames asked if anyone had any items that needed immediate attention. Anita Bart noted that students might have needed to be reminded that their online courses started today; President Thames noted that some classes which started today had no instructor assigned to them and this is being corrected; Javier Cazares noted everything was okay in Student Services; Sherry Barragan said their term had not ended yet; and Eric Mendoza said there were no "fires" in Athletics at the moment.

2. Action Items
A. Minutes: June 22, 2018

A motion was made to approve the June 22, 2018 minutes as submitted by Andrea Pulido, seconded by Jeff Wanderer, motion approved.

CC Portal link - https://my.whccd.edu/committees/whcc-college-planning/default.aspx

B. Minutes: May 18, 2018
A motion was made to approve the June 22, 2018 minutes as submitted by Anita Bart, seconded by Alex Villalobos, motion approved.

CC Portal link - https://my.whccd.edu/committees/whcc-college-planning/default.aspx

C. WHCC Follow-up Report
President Thames discussed the WHCC Follow-Up Report with today's attendees. Grammar edits will be addressed throughout the document outside of this meeting (i.e. past tense will be used, spacing will be reviewed, Follow-Up Report will be used, spring/fall should not be capitalized throughout the entire document, screenshot should be one word, eLumen not Elumen, use dialogue not dialog).

Members then proceeded to review the report, reading silently one page at a time, followed by robust dialogue/content editing. Noted corrections included:

Cover page –
Date will be updated

Page 2 –
ASB President, change name to Hugo Layna

Table of Contents –
Pages will be renumbered

Acknowledgements –
Commas will be removed

Glossary of Acronyms –
ASB should be Associated Student Body
FAM should be Falcon Administrators Meeting
Use CSLO/remove s
Use SLO/remove s
Use COR/Core Student Learning
PSLO/Outcomes remains

Page 8 –
2nd check mark use begun, not began (past tense)
2nd to last paragraph, not date as an ongoing process, change to May and June
During the Fall, third line, change to "their" constituencies

It was the consensus of today's attendees that this is what has happened.

Follow-Up Report Preparation Timeline –
Change Summer of 2018 to 2017

It was the consensus of today's attendees that this is what has happened.

Discussion took place regarding linking on the evidence timeline. Due to time constraints page number linkages were suggested and agreed upon. It was the consensus to add page number.

Indexed Evidence for Preparation of Follow-Up Report –
1.12 should be minutes

Recommendation 4 –
Kyle Crider had some concern that the evidence dates might not be lining up so further review will take place outside of today's meeting with Kyle and Andrea Pulido.

Page 15 –
During fall 2017, second arrow, comma needs to be added

It was the consensus of today's attendees that this is what has happened.

Page 16 –
Clarification fourth arrow should be Professional Development day not Flex day

Green area, 3 year cycle of evidence, Andrea Pulido will look at this with Kyle Crider

Page 17 –
Green area, Kyle went over this at Professional Development Day yesterday and Kyle will summarize
Jeff Wanderer noted that Flex Day is held in October and February
Andrea Pulido will be linking the sustainability piece

Page 18 –
Green area, Evidence, Andrea Pulido will add a place holder

It was the consensus of today's attendees that this is what has happened.

Page 19 –
Graphic needs to be played up (i.e. year three, bold second bullet). Sarah Shepard will refine and send to Andrea Pulido

Page 20 –
Link discussion occurred it was noted that the visiting team must be able to read the report as if there were no internet access. Andrea Pulido will redo screenshot pages so the URL is included.

It was the consensus of today's attendees that this is what has happened.

Recommendation 9 –
Page 24
President Thames asked faculty to comb through this entire recommendation again as the green light will mean proceed.

The acronym SLOC needs to be added to the glossary (SLOC is used for committee purposes)
Student Learning Outcomes vs SLOs
Revised course levels should be CSLOs

Page 25 –
1st arrow, middle of paragraph, during the fall, it should be Flex day, not professional development
1st arrow, middle of paragraph Faculty revised, it should read CSLO to PSLO mapping

It was the consensus of today's attendees that this is what has happened.

Page 26 –

Statement change suggested, Faculty have fully engaged in the assessment process and ensured that all program SLOs are utilized in the compliant assessment cycle. Andrea Pulido will adjust the third arrow to reflect this change as well as the third arrow on page 27

It was the consensus of today's attendees that this is what has happened.

Page 27 –
Second arrow, suggested change to: electronically aggregate data for easier use. Aggregate for available program review. Sarah Shepard agreed to talk with Arkady Hanjiev re this verbiage before any change is made.

It was the consensus of today's attendees that this is what has happened.

Page 28 –
Second to last arrow, change to new portal pages were created and navigation of current portal pages were improved
Change to only outcomes assessment

It was the consensus of today's attendees that this is what has happened.

Page 29 –
Second arrow, second to last line, change List to list (capitalization)
Anita Bart also noted that assessment dates have been set for this year
Second arrow, middle of paragraph, following ; and add to improve student learning following curricular changes

Page 30 –
Add bullet to District strategic goals and KPSs
Correct links need to be used, Andrea Pulido will research this
Third arrow, middle of paragraph, following The Program Review Template now includes, add questions of impact analysis

It was the consensus of today's attendees that this is what has happened.

Page 31 –
First arrow, change accesses to assesses

It was the consensus of today's attendees that this is what has happened.

Page 32 –
First arrow, add: 1) facilitating …, 2) training …, and 3) … the frequency
Suggestion was to add an additional arrow as the first arrow, wording as follows: The Reflection Template created by the Outcomes Committee is designed to prompt faculty analysis of student learning outcomes assessment data and stimulate dialogue regarding that data. The Reflection Template allows faculty to reflect on pedagogical improvements; course structure; development or revisions of outcomes; and curricular changes to improve student learning

Due to time constraints Lorna Davis was asked to request approval via email for consensus voting to move the report to the BOT for a first read at the August meeting. The request will go out at 12 noon, on Monday and needs to be acted upon right away. President Thames asked than any additional comments be sent to her by Monday morning as the report has to be uploaded into BoardDocs by 5pm on Monday.

It was the consensus of today's attendees that this is what has happened.

Those members who were able to stay continued context edits on the report.

Page 33 –
Green area, Program Review committee needs evidence outlining process, Francisco Banuelos said he will take care of this

It was the consensus of today's attendees that this is what has happened.

Page 34 –
Arrow 5, the ILO committee meetings will be held consistently needs to be changed to will be held at least once a semester

It was the consensus of today's attendees that this is what has happened.

Page 35 –
Last sentence remove ample, change to these workshops provide an opportunity to.

It was the consensus of today's attendees that this is what has happened.

Due to time constraints President Thames then asked those in attendance to please look at Recommendations 10, 12, 14 & 2. Andrea Pulido shared that edits can be made directly to the document on the portal, also be sure to look at evidence as well. Once again, President Thames noted that the College Council consensus vote to move the report to the BOT for a first read at the August meeting will be sent out on Monday, at 12noon and is due right away. The report has to be uploaded to BoardDocs by 5pm on Monday.

https://my.whccd.edu/committees/whcc-accreditation-self-study/default.aspx

3. Program Reviews
A. None at this time

4. Board Policies and Administrative Procedures
A. None at this time

5. Discussion Items
A. None at this time

6. Informational Items
A. 2018 WHCC Participatory Governance and Integrated Planning Manual
Discussion included the following suggested changes included:
Page 5 –
Matt Magnuson asked if all the plans exist. The College Council consensus was if plans exist they can be on page 5.

Page 9 –
Matt Magnuson said the diagram does not mention all plans (i.e. page 5). College Council consensus was that the "box" should reflect plans as noted on page 5. Kyle Crider will work on updating district plans, WHCC will work on internal plans that need updating. All plans should be shared with College Council once updating is complete.

Academic Senate –
Membership changes were discussed: add an asterisk next to the FT Learning Area senators who hold offices; change representative to representatives; Learning areas need to be updated should be Science, Technology, Engineering, and Math (STEM) and Kinesiology and Social Sciences.

Page 14 –

Graph lines are thin and light blue, consensus to make them more visible, include approval date of revisions, this line legend information should be included.

WHCC Governance Structure Spring 2017, per College Council's consensus to include all dates of approval. Andrea Pulido will add all dates back on the graph.

Budget Resources Committee –
ALL Portal site and Relevant Links need to be checked. BRC not being recognized. Full URLs need to be added as hyperlinks do not always work.

Integrated Planning Chart –
Following discussion it was the consensus of the group to use July start, then each month (notations may be needed) formatting. Two year cycle at the end Educational Master Plan Revision, and Strategic Plan Revision.

Kelly Rouska needs to be approached about WHCC college wide access to all WHCC committee portal pages.

Kyle Crider needs to be added to IEAC.

College Council consensus was that ALL committee chairs should not be voting unless there is a tie. President Thames noted that committee chair training will be sought as well (i.e. Professional Development Committee).

A motion was made to approve the 2018 WHCC Participatory Governance and Integrated Planning Manual with the suggested changes by Andrea Pulido, seconded by Matt Magnuson, motion approved.

https://my.whccd.edu/committees/whcc-college-planning/Governance%20Manual%20SubCommittee/Forms/AllItems.aspx?RootFolder=%2Fcommittees%2Fwhcc%2Dcollege%2Dplanning%2FGovernance%20Manual%20SubCommittee%2F2018%2D19%20Participatory%20Governance%20and%20Intergrated%20Planning%20Manual&FolderCTID=0x0120007D38E25590F97941BE5C76E5D8AB1022&View=%7BAB1B51CF%2D71BD%2D414D%2DBEA5%2D89E61543CD01%7D

The task force presented Recommendation to College Council for the next Governance Manaual that included adding a glossary of terms, adding non-governance committee pages in a separte section and to add detailed responsibilities of each council/committee

7. Other Items
A. WHCC Portal
Alex Villalobos noted that administrative changes need to be noted on the portal committee pages. EVP Banuelos agreed to contact chairs and their administrative support to make sure that this gets done.

8. Next Meeting: August 17, 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.