

MINUTES OF THE WHCC COLLEGE COUNCIL (CC)

Friday, March 16, 2018

Generated by Lorna L Davis

Members present:

Brenda Thames, President

Shaun Bailey, M & O and Auxiliary Services Director

Francisco Banuelos, Executive Vice President / IEAC Representative

Sherry Barragan, CTA Representative / Allied Health Faculty

Anita Bart, CTA Representative / AOJ Faculty

Terry Brase, Farm of the Future Director

Jay Darnell, Food Services Manager

Mali Flood, Financial Aid Director

Mark Gritton, Associate Dean of Student Services / Equity Program Director

Matt Magnuson, Librarian

Eric Mendoza, Associate Dean of Athletics

Cecilio Mora, Workforce Coordinator

Robert Pimentel, Associate Dean of Educational Services

Andrea Pulido, CSEA Representative

Raquel Rodriguez, Title IV/TRiO Director

Sarah Shepard, CTA Representative / Business Faculty

Zach Soto, CCPT Program Director

Daniel Tamayo, International Students Program Director

Veronica Rosales, Residential Living Coordinator (proxy for A. Villalobos)

Jeff Wanderer, Academic Senate President / BIO Faculty

Chris Montoya, Campus Police

Others:

Valerie Walker, Counselor

Rita Grogan, Associate Vice Chancellor of Enrollment Management

Linda Lewin, Follett Bookstore Manager

Justin Garcia, WHCCD Prior Learning Assessment (PLA) Coordinator

Pedro Garcia, WHCC Academic Advisor / Recruiting

Angie Mora, ASB President

Hugo Layna, ASB Vice President

1. Call to Order / Introductions

Brenda Thames called the meeting to order. She introduced Veronica Rosales who will be the proxy for Alex Villalobos at today's meeting. College Council members then introduced themselves in a round robin fashion.

2. Action Items

A. Minutes: February 16, 2018

A motion was made by Andrea Pulido to approve the minutes of February 16, 2018, seconded by Anita Bart, approved as submitted.

B. Guided Pathways Work Plan / Achieving the Dream

Francisco Banuelos discussed the guided pathways noting that a work plan has been created. He said feedback was needed, and that the document can be revised. He shared that the attached plan falls in line with other institutes and is adaptable to WHC. Robert Pimentel noted that he had attended a training academy last week with the focus on middle management (i.e. what's happening on campus and how this framework is pushed forward). A broad group of people from a diverse group, augmented and moved guided pathways away from IEAC. It was noted that the plan focused around our previous self-assessment (i.e. gaps in group, extend the invitation to participants). The information has been provided so everyone is following along and is informed. Other added members will provide support as well.

Francisco said a WHCC guided pathways portal page will be added and will include the names of the committee members.

A motion was made by Mali Flood to approve the provided plan with the caveat to send it out campus-wide requesting feedback and that the acquired information may be added. The revised document will then be brought back to College Council, seconded Terry Brase, motion carried.

C. WHCC Budget Committee Resources Allocation 18-19

Recommendations – DO Correction needed

Robert Pimentel noted that a lot was learned while going through the process; and that the timeline was followed. He shared that workshops had been held for those needing assistance in completing their forms. Attached to today's agenda is the end document (including average scores). It was noted that safety concerns were not scored. Rita Grogan asked if fixed costs should be separated from ongoing. Robert Pimentel said revisions will be made.

A motion was made by Anita Bart to send the provided document back to the Budget Resources Committee for revision and the addition of a Program Review column is to be added demonstrating that the requests are aligned to Program Reviews, seconded by Sherry Barragan, motion approved.

The Program Review Committee will be asked to look at previous Program Reviews and figure out how they will not have to resubmit a resource allocation (including an amendment to be all inclusive for their next cycle). The Budget Review Committee will ask those included in the identified column to submit a new form to the Budget Review Committee. The new form will be sent out prior to Spring break (March 23).

Robert Pimentel thanked everyone for their help. President Thames said that integration had not taken place previously, making this process painfully tedious; however that is why the college is on sanction and corrections are being made.

D. WHCC Falcon Clothing Pantry Project

Alex Villalobos discussed ASB and RHA's proposed project for the Falcon Clothing Project. The project will include clothing and hygiene products. ASB will help with some of the needed inventory replacement purchases. The pantry will be free of charge for current enrolled WHCC students having an ASB card.

Implementation will be decided following a meeting with Rita Grogan. ASB President Angie Mora and Vice President Hugo Layna will participate in the meeting. Mark Gritton agreed to coordinate the subsequent meeting.

Sherry Barragan said "this is a wonderful idea" and congratulated ASB and the RHA on their efforts.

E. Institution-Set Standards (ISS)

Sarah Shepard noted the ISS proposal was attached to today's agenda with discussion following. Sarah shared that colors were used as answers were slightly different (area vs. whole college). She also said an average was inserted for Math/Kinesiology/Science. Further discussion with Kyle Crider will take place on the data and how it was used (first round findings). Sarah said IEAC will flush the template out a bit.

A motion was made by Anita Bart to approve the submitted ISS Data 2018, seconded by Sherry Barragan, motion approved.

3. Program Reviews

Mark Gritton shared that the Program Review committee has six scheduled presentations during the next cycle.

4. Board Policies and Administrative Procedures

A. Courtesy Review / Share with Constituents

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.

Brenda Thames shared that a flow chart has been added as an appendix to the proposed AP 2410. The process at Chancellor's Exec. Cab was discussed re: planning. President Thames reminded all attendees to share this added information with their constituents.

B. First Review / Share with Constituents

None at this time

C. Final Review / Action / Share with Constituents

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.

President Thames will take this back to DLC, and follow-up with Donna Isaac on whether or not this needs to be acted upon as there were flow concerns (College Council does not see revisions to BPs/APs after they go to DLC or before BOT approval). If a policy or procedure is suspended/halted College Council has suggested that a revised routing form go out noting this action.

A motion was made by Jeff Wanderer to retain the original language, and include new numbering and the proposed ed code section for BP 4010, Academic Calendar (REVISED), seconded by Anita Bart, motion approved.

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

A motion was made by Daniel Tamayo to approve AP 4010, Academic Calendar (NEW), seconded by Jay Darnell, motion carried.

Ayes: Francisco Banuelos, Sherry Barragan, Terry Brase, Jay Darnell, Mali Flood, Mark Gritton, Eric Mendoza, Cecilio Mora, Robert Pimentel, Raquel Rodriguez, Zach Soto, Veronica Rosales, Chris Montoya

Noes: Anita Bart, Daniel Tamayo, Andrea Pulido, Sarah Shepard, Jeff Wanderer, Matt Magnuson, Shaun Bailey

Abstain: 0

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.

There was concern about this not being the most current information following DLC.

A motion was made by Matt Magnuson to approve BP 4040, Library and Learning Support Services, seconded by Anita Bart, motion passed.

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.

A motion was made by Matt Magnuson to approve AP 4045, College Library Fines (PROPOSED ELIMINATION), seconded by Jeff Wanderer, motion passed.

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.

A motion was made by Anita Bart to approve BP 4020, Program, Curriculum, and Course Development (REVISED), seconded by Robert Pimentel, motion failed

Ayes: 0

Noes: Shaun Bailey, Francisco Banuelos, Sherry Barragan, Anita Bart, Terry Brase, Jay Darnell, Mali Flood, Mark Gritton, Matt Magnuson, Cecilio Mora, Robert Pimentel, Andrea Pulido, Raquel Rodriguez, Sarah Shepard, Zach Soto, Daniel Tamayo, Veronica Rosales, Jeff Wanderer, Chris Montoya

Abstain: 0

Discussion regarding concerns took place (credit hour does not cover the language that it should as calculations for lecture and lab are needed per Curriculum Institute discussion).

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.

A motion was made by Jay Darnell to approve AP 4020, Program, Curriculum, and Course Development (REVISED), seconded by Sarah Shepard, motion failed.

Ayes: 0

Noes: Shaun Bailey, Francisco Banuelos, Sherry Barragan, Anita Bart, Terry Brase, Jay Darnell, Mali Flood, Mark Gritton, Matt Magnuson, Cecilio Mora, Robert Pimentel, Andrea Pulido, Raquel Rodriguez, Sarah Shepard, Zach Soto, Daniel Tamayo, Veronica Rosales, Jeff Wanderer, Chris Montoya

Abstain: 0

Following discussion it was noted that the reference to the curriculum approval process, curriculum review process needs to be revisited. A workflow would be a better way to look at this (signatures). All signatures need to be identified.

Rita Grogan noted that the original was to look at the rule of 7 (no violations) however, the concept is broader based now.

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

A motion was made by Andrea Pulido to approve BP 4260, Prerequisites/Corequisites/Advisories (REVISED), seconded by Raquel Rodriguez, motion passed.

5. Discussion Items**A. Accreditation, Research, Institutional Effectiveness and Planning**

Kyle Crider was unable to attend, no discussion took place today.

B. Prior Learning Assessment (PLA) Update

Justin Garcia gave an update on Prior Learning Assessment. It was shared that marketing of PLA will be on the website and discussions are occurring (launch to be determined). Faculty are developing a portfolio course and will meet with the curriculum committee. Additional training for faculty and ed services are in the planning stages (more to learn about adult learning services, PLA, credit by exam). College Board transcripts need to have WHCC listed. Kenny was asked to give a PLA presentation at the next College Council meeting and he agreed. President Thames asked that WHCC look at inmate population needs now, not later as further review will be needed. Mali Flood asked that a defined message for all be created so everyone is on the same page. Robert Pimentel shared that a sample project is being looked at, BITWISE, and he agreed to discuss this further at the next meeting.

Justin also noted standards of practice, not policy, are being worked on with faculty and he agreed to share this information at the next College Council meeting. He also agreed to provide EVP Banuelos with the names of faculty who are assisting with this.

C. Hunger Free Campus

Jay Darnell discussed the Hunger Free Campus proposal for WHCC. He noted that the committee has met (set goals, discussed space/resources, assigned tasks). A change of space form was also sent to the Infrastructure and Safety Committee as this will be a type of kitchen facility (hand washing needed, refrigeration will be installed). The community foodbank will be assisting along with the USDA with providing products. The full plan will be shared once completed.

Jay also said the CalFresh program is not available at this time as there is no immediate path to use this program yet by Fresno County. He noted that EBT card usage needs to be looked at and he is working with the District Office to provide this service. EVP Banuelos shared that NDC will also be a part of this. PTK students will assist and Jay will also reach out to WHCC President's Scholars.

D. Outreach Update

Pedro Garcia gave an update on Outreach. He said the committee is focusing on this semester's College Days event for area high school students, slated for April 20 (anticipates 350-400 feeder high school seniors). Pedro Garcia was asked to

show College Council Committee members where to find the outreach calendar at the next meeting. Pedro agreed to do this; however he will need to work with IT to give everyone viewing access. Pedro will also share outreach team membership/school information at the next meeting.

EVP Banuelos shared that roughly 77% of high school seniors enrolled last year.

Pedro is working on a gaming night; however clarification and investigative work is still being done re: middle school student participation (i.e. ASB club process, liability).

Coalinga Middle School students will be given a tour of the campus on April 5 (staff support and faculty involvement will be sought).

E. ALO/IEAC Update

It was shared that a draft of recommendations is being created to send to the liaison for review. The first read is scheduled for review by College Council in April. Sarah shared that a workflow/task log will be going out, and results will be analyzed. Work continues on linking accreditation standards to the committee/responsible party, etc. to provide updates on the portal page.

Sarah Shepard and Francisco Banuelos will give portal site presentation at the next meeting. This will remain as a standing agenda item.

F. Governance Manual 2014/Integrated Planning Cycle

Sarah Shepard shared that this document is still being drafted and a first read will come forward soon.

G. Veterans Services

A college wide Veterans Affairs visit will take place on April 4. Impacted areas have been notified.

H. Summer 2018 Retreat

Following discussion it was the consensus of the group to hold a summer 2018 retreat. Specific agenda items to be discussed (i.e. chair training, committees responsibilities, planning for 18-19, integrated planning cycle) along with location ideas at the April 20 College Council meeting.

6. Informational Items

A. Committee Updates

BASE Committee:

The BASE Committee is in the process of changing its name to Student Success Committee. The committee has begun the process of assigning different areas of the integrated plan to the different stakeholder members so we can begin to start the necessary activities needed to increase student success on our campus. The committee will begin to report out on the different activities they have started to engage in during the past month. The committee is also looking at working with the Guided Pathways subcommittee from IEAC to begin to implement the work plan that the college will follow for this framework. The Guided Pathways Committee will bring in ideas and will share with BASE committee members to ensure that the framework aligns with the integrated planning that took place to create the SSSP, Student Equity, and BSI Integrated Plan.

Infrastructure and Safety Committee:

The Infrastructure and safety committee has purchased and installed flashlights into all of the classrooms on the Coalinga campus, Farm of the Future and NDC campus. The committee also had a discussion about the code blue emergency boxes on campus, with the help of IT department all are working except one. A carpet contractor has been on site and evaluated the safety trip hazards that have been identified by staff, we are now waiting on a quote. The online internal facilities request webpage was presented to the committee for feedback.

Institutional Effectiveness and Accreditation Committee:

No update submitted

Budget Resources Committee:

The budget committee has completed the first cycle of reviewing resource allocation requests and has submitted recommendations to college council for review. During the next few meetings, the committee will discuss the necessary changes it needs to make to the process, resource allocation forms, and scoring rubric (if any) to ensure a smooth process the next time we go through this funding request process. During the next few meetings the committee will begin the process of developing a Resource Allocation Manual to formalize the process and ensure that the college community is aware of how to go about requesting funding years to come.

Program Review Committee:

- Approved Allied Health Program Review (with minor corrections). Those minor corrections will be reviewed and placed on the CC agenda for the April meeting.
- Received Program Reviews for Kinesiology and TRIO Upward Bound

- First Reading for Kinesiology will be March 14; First reading for TRIO UB will be April 4
- All other programs that will be going through “review” have been contacted.
- The committee meets twice a month, and understands there may have to have back to back meetings to complete all Programs scheduled for the spring semester.
- Kyle lead a discussion regarding actual Programs, and courses within the Programs. We want to make sure that the course inventory ties to Programs. Additionally, there are courses that are not tied to Instructional Programs (ie Athletics courses), and the committee needs to find a place where they can go.
- It was determined that a discussion should occur with the curriculum chair to assist the PRC in navigating through this process.

Outcomes Committee:

The Outcomes Committee has not met since we have changed the committee makeup. Calls went out to faculty and classified staff for a representative. Scott Wilson responded in order to be the faculty representative. Maria Pimentel confirmed that she would be willing to serve as the classified staff representative. We will be meeting soon. The task at hand is to develop an Outcomes Handbook that delineates the SLO process at WHCC and review to make sure we are answering all the particular pieces of recommendation #9.

Curriculum Committee:

No update submitted

Academic Senate:

The Senate has been working on the numerous AP and BP's that had been routed to it.

Professional Development Committee:

PDC held its monthly meeting on March 13. Members finalized and approved its Professional Development timeline to plan activities each semester. The committee will coordinate plans with the district human resources office, classified and faculty affiliate groups, and campus learning areas to offer professional development activities that align with the WHCC Strategic Plan. Leslie Flaming, from the district research office, attended the meeting to support the committee's effort to create a new employee survey and identify needs for workshops and seminars throughout the year. The survey will be completed this spring, and sent to WHCC employees each semester. The committee also

discussed the WHCC Strategic Plan and Accreditation Recommendation #1, relating to professional development. The PDC will meet on Tuesday, April 10.

B. Board of Trustee Meeting(s)

Brenda Thames shared the minutes and agendas from BOT meeting(s):

Agendas: March 13, 2018; February 20, 2018; February 2, 2018

Minutes: February 20, 2018; February 2, 2018, January 23, 2018

She reminded those in attendance to review and feel free to ask her questions.

C. WHCC Upcoming Events

President Thames asked today's attendees to review the attached list of upcoming events and be sure to share with their constituents.

7. Other Items

A. None at this time.

8. Next Meeting: April 20, 2018

9. Adjournment