

MINUTES OF THE WHCC COLLEGE COUNCIL (CC) (Friday, September 7, 2018)

Generated by Lorna L Davis

Members Present:

President, Brenda Thames
Executive Vice President, Francisco Banuelos
Dean of Student Services, Javier Cazares
Dean of CTE, Brian Boomer
Associate Dean of NDC, Bertha Felix-Mata
Associate Dean of Athletics, Eric Mendoza
Farm of the Future Director, Terry Brase
Health Careers Assistant Director, Sherry Barragan
International Students Program Director, Daniel Tamayo
Residential Living Director, Alex Villalobos
M & O and Auxiliary Services Director, Shaun Bailey
Financial Aid Director, Mali Flood
Workforce Coordinator, Cecilio Mora
Academic Senate Representative, Jeff Wanderer
Campus Police Officer, Simon Saucedo
Faculty Representative, Anita Bart (AOJ)
Faculty Representative, Matt Magnuson (Librarian)
Faculty Representative, Sarah Shepard (BUS)
CTA Representative, Valerie Walker (Counselor)
Student Representative, Jessica Romero (ASB Public Relations Officer)

Others:

Linda Lewin, Follett Bookstore Manager
Kyle Crider, WHCCD Accreditation, Research, Institutional Effectiveness, and Planning Director (ARIEP)
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.

Discussion:

All college campuses are tobacco free, no vaping as well (AB 1594 Smoke Free Community Colleges);
Radar (enforcement) will be run on Elm/Cherry be mindful of your speed;
The door to the outside of the student lounge was broken and being repaired.

Deliverables:

EVP Banuelos will contact marketing about producing no smoking fliers to be posted at WHCC/NDC sites;
Shaun Bailey will share Board Policy re: no smoking at the next College Council meeting;
Officer Saucedo will walk through the student lounge;
Shaun Bailey's department will obtain window film removal quote(s) and share at the next College Council meeting;
Shaun Bailey will look at the cost of a camera for the Student Lounge and share the information at the next College Council meeting.

2. Action Items

A Minutes: August 17, 2018

This item was tabled and will be carried forward to the next meeting on September 21.

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

3. Program Reviews

A. Program Reviews

Program Reviews Due in December and May

This item was tabled until the next meeting.

File Attachments

[Program Review Cycle.pdf](#)

[BUS PR 5.1.18.pdf](#)

[TRIO UB Program Review.pdf](#)

4. Board Policies and Administrative Procedures

A. Courtesy Review / Share with Constituents

Discussion:

The attached BPs and APs are for courtesy review.

Deliverables:

Committee members are to review and share these with their constituents.

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 nonsubstantive 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.westhillcollege.com/district/administration/board-of-trustees/policies-and-procedures.php>)

File Attachments

[3520, Local Law Enforcement_proposed NEW.pdf](#)

[3560 Alcoholic Beverages_proposed NEW.pdf](#)

[5130 Financial Aid_proposed revisions.pdf](#)

[5205 Student Accident Insurance_proposed revisions.pdf](#)

[6100, Delegation of Authority, Business and Fiscal Affairs_proposed NEW.pdf](#)

[6150, Designation of Authorized Signatures_proposed NEW.pdf](#)

[6400, Financial Audits_proposed new.pdf](#)

[AP 3520, Local Law Enforcement_proposed NEW.pdf](#)

[AP 3560 Alcoholic Beverages_proposed NEW.pdf](#)

[AP 5130 Financial Aid_proposed new.pdf](#)

[AP 6100, Delegation of Authority, Business and Fiscal Affairs_proposed NEW.pdf](#)

[AP 6150, Designation of Authorized Signatures_proposed NEW.pdf](#)

[AP 6400, Financial Audits_proposed new.pdf](#)

[3600 Auxiliary Organizations_proposed NEW.pdf](#)

[AP 3600 Auxiliary Organizations_proposed NEW.pdf](#)

[4100 Graduation Requirements for Degrees and Certificates_proposed revisions.pdf](#)

[AP 4100 Graduation Requirements for Degrees and Certificates_proposed revisions.pdf](#)

B. First Review / Share with Constituents

None at this time.

FYI - If a policy or procedure deals with academic matters (all of the 4000 #s and others as necessary), review and approval is needed.

For specific details on the process, see AP 2410

(<http://www.westhillscollge.com/district/administration/board-of-trustees/policies-and-procedures.php>)

C. Final Review / Action / Share with Constituents

None at this time.

FYI - If a policy or procedure deals with academic matters (all of the 4000 #s and others as necessary), review and approval is needed.

For specific details on the process, see AP 2410

(<http://www.westhillscollge.com/district/administration/board-of-trustees/policies-and-procedures.php>)

D. Board Policy and Administrative Procedure Review Schedule 2018

Discussion:

Attached is the BP and AP Review Schedule 2018.

Deliverables:

New standing agenda item.

File Attachments

[BP and AP Schedule 2018 \(DLC 8.15.18\).pdf](#)

5. Discussion Items

A. Accreditation, Research, Institutional Effectiveness and Planning - Kyle Crider

Discussion:

Institutional Effectiveness and Accreditation Council (IEAC) subcommittee is looking at CCSSE; IEAC has reviewed the Institutional Set Standards Survey.

Deliverables:

IEAC subcommittee is to dissect and analyze the CCSSE data. The subcommittee will bring back data points to IEAC, who will then share with College Council;

IEAC will own the ISS survey, and Kyle Crider will provide a general synopsis/presentation of the ISS work done to College Council at the next meeting;

IEAC will present next steps to College Council.

WHCCD Institutional Effectiveness Website

Portal link: <https://westhillscollge.com/district/departments/institutional-effectiveness/>

Tableau Dashboards Portal link: <https://my.whccd.edu/organizations/reporting/default.aspx>

B. College Council Survey Results/Review - Brenda Thames

Discussion:

College Council had been asked to assess, analyze and discuss its report results and submit questions for the 2018-2019 survey recommendations to IEAC.

Deliverables:

Questions for the 2018-19 survey will be created.

1.

Discussion:

Committee consensus that this question did not make sense;
IEAC did not think the data used was good;
College Council needs to evaluate how well it is doing its job (i.e. effectiveness).

Deliverables:

Include EMP as one measure, college goals;
Survey to list college goals/how would you assess them;
Make the survey user friendly (no need to click out of survey to locate information elsewhere);
“Are you familiar with” is a fair question.

Discussion:

Individual Learning Areas provide CC with a report on their areas re: instructional analysis for their learning areas;
Program Review (mid cycle summaries at program review level is being looked at);
Annual PR information is needed, as cycle is not enough. Annual information should include yearly progress on their PR goals and shared with College Council by the PR committee (historical reference);
Goals listed in the EMP report are created annually by Learning Areas;
Program Reviews align and are mapped with college goals;
Broader question is CC carrying out its charge as stated in the governance manual (completing the goals of the EMP, college goals);
Is the loop being closed;
The college has to report out to the BOT annually and CC is the steward;
The survey needs to be retooled;
Is CC effectively monitoring the progress as outlined in the EMP, consensus was yes;
CC needs to get into quantitative analysis (PR).
Number counting only went to the chair ahead of time (i.e. curriculum committee how many action items).

Deliverables:

More dialogue is needed;
Prepopulate numbers;
Dialogue should not be punitive, but include more of how can we help you;
Governance council outputs need to be reviewed (themes for the survey);
Annual review of manual is needed;
Ask, was an annual report provided to the campus community.

5.

Discussion:

College Council needs to review and approve ISSs and KPIs;
Prepopulate identified KPIs;
Frontload as much information as possible;
Did College Council review and approve strategic “plans”;

Deliverables:

Spell plans out, do not be so broad (Strategic, SSP, Equity, GPs);
Other College Integrated Plans (give examples) separate them;

10.

Discussion:

This will need to be reworded (i.e. did College Council conduct institutional planning and address college goals).

Deliverables:

How the committee is functioning, some overlap with District Offices every two year survey.

11.

Discussion:

Progress of the committee on an operational stand point (effectiveness needs to be addressed);

Are we following our own guidelines (i.e. in Fall, in Spring);

We are to set goals, benchmarks, did we.

Deliverables:

List the College Council goals (to be discussed at the next meeting);

Integrated planning cycle could be one of the goals.

12.

Discussion:

How will this to be measured;

How do you, as a College Council member, inform your constituents;

Is there a check and balance in the two year survey.

Deliverables:

Ask: are you informed on what happens in College Council;

Develop a survey for all.

13.

Discussion:

Institutional planning vs committee decisions.

Deliverables:

Change to two questions.

1. Is CC planning supported by data and research
2. Is Institutional planning supported by data and research;

Also, expand with a narrative question:

1. Does the committee track planning in assessing its goals.

14.

Discussion:

Restructuring of question;

Process improvements.

Deliverables:

Add:

Are you familiar with the outputs of College Council.

15.

Discussion:

Change to description.

Deliverables:

Mission/college/charge tie to governance manual.

16.

Discussion:

Overlaps with a question above.

Deliverables:

Remove.

17.

Discussion:

This question should not be located here.

Deliverables:

Move up next to question 15.

17.

Discussion:

Do you know what the governance committee manual says and do you know what it means; Is the purpose understood, by who?

Deliverables:

Change to: do you as a committee member understand the description/mission/charge of ...

18.

Discussion:

Redundant.

Deliverables:

Remove.

19.

Discussion:

Needs to be expanded upon.

Deliverables:

Change to fulfilling the description/mission/charge of the council ... expand with narrative area.

20.

Discussion:

The narrative needs to be expanded.

Deliverables:

Expand narrative add: why aren't you participating?

21.

Discussion:

Due to time constraints review stopped here.

Deliverables:

Review will continue on September 21.

File Attachments

[CollegeCouncil-IntergratedPlanning-WHCCAnnualEvaluation2017-2018.pdf](#)

[IntergratedPlanning-WHCCAnnualEvaluation2016-2017.pdf](#)

C. ACCCA's Legislative Update - Brenda Thames

Discussion:

A summary of legislation moving to the Governor's desk is attached.

Deliverables:

Review and email questions to President Thames.

File Attachments

[ACCCAs Leg. Update 8.31.18.pdf](#)

D. IEAC - Brenda Thames and Sarah Shepard

Discussion:

Work continues on the Annual Report;
Cosmetic clean-up to the Follow-up report is occurring.

Deliverables:

The Follow-up report is to be attached as an informational item for the next meeting on September 21.

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

E. Enrollment - Francisco Banuelos

Discussion:

This item was tabled and will be carried forward to the next meeting on September 21;
Attached is last year's 9/7/2017 FTES report along with two links:
<https://my.whccd.edu/organizations/reporting/General%20Documentation/FTES%20Estimate%20Current%20Year.pdf> and

https://my.whccd.edu/organizations/reporting/General%20Documentation/WHCCD_Enrollment_Report.pdf.

Deliverables:

Nothing further at this time.

File Attachments

[FTES Goals Projected.pdf](#)

F. AB 705 Update - Francisco Banuelos

Discussion:

This item was tabled and will be carried forward to the next meeting on September 21.

Deliverables:

Nothing further at this time.

G. Strong Workforce Plans - Brian Boomer and Francisco Banuelos

Discussion:

This item was tabled and will be carried forward to the next meeting on September 21.

Deliverables:

Please review.

File Attachments

[SWP_Local_Share_Project_Workplace_Internship_CTE_Expansion.pdf](#)

[SWP_Local_Share_Project_Enterprise_Campus_Improvements.pdf](#)

[SWP_Local_Share_Project_Certified_Nursing_Assistant.pdf](#)

6. Informational Items

A. Committee Updates

Discussion:

Governance update information will be shared at the 2nd monthly meetings;
Attached is the chair/administrative support information for the WHCC governance committees.

Deliverables:

Nothing further at this time.

Academic Senate - President Jeff Wanderer:

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

Budget Resources Committee - Chair Francisco Banuelos:

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

Curriculum Committee - Chair Francisco Banuelos:

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

Infrastructure and Safety Committee - Chair Shaun Bailey:

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

Outcomes Committee - Chair Bertha Felix-Mata:

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

Professional Development Committee - Chair Eric Mendoza:

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

Program Review Committee - Chair Francisco Banuelos:

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

Student Success Committee - Chair Javier Cazares:

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

File Attachments

[Councils.Cabinet.Committees.Senate 2018.pdf](#)

B. EMP - Brenda Thames

Discussion:

This item was tabled and will be carried forward to the next meeting on September 21.

Deliverables:

Review and be prepared to discuss if needed.

https://my.whccd.edu/committees/whcc-college-planning/Shared%20Documents/WHCC%20EMP/WHC%20COALINGA%20EMP_FINAL%20REPORT_MAY%202014%202018.pdf

C. Prior Learning Assessment (PLA) Update - Justin Garcia

Discussion:

Justin Garcia was unable to attend today's meeting.

Deliverables:

QuickPath link was provided.

QuickPath link: <https://www.westhillcollege.com/quickpath/>

D. WHCC Outreach Update - Pedro Garcia

Discussion:

Pedro Garcia was unable to attend today's meeting.

Deliverables:

Outreach calendar link was provided.

Outreach calendar link: https://my.whccd.edu/depts/whcc_student_services/Lists/WHCC%20Outreach%20Calendar/calendar.aspx

E. WHCC Campus Life/Student Engagement - Alex Villalobos

Discussion:

This item was tabled and will be carried forward to the next meeting on September 21.

Deliverables:

Campus Life/Student Engagement calendar link was provided.

Link: https://my.whccd.edu/depts/whcc_student_services/Lists/Campus%20LifeStudent%20Engagement%20Events/calendar.aspx

F. WHCC Participatory Governance and Integrated Planning Manual 2018 - Andrea Pulido

Discussion:

A final copy of the manual is attached for review.

Deliverables:

Nothing further at this time.

File Attachments

[WHCC Participatory Governance and Integrated Planning Manual 2018 Final.pdf](#)

Subject

G. Updated Integrated Planning Cycle - Andrea Pulido

Discussion:

A final copy of the cycle is attached for review.

Deliverables:

Nothing further at this time.

File Attachments

[WHCC Integrated Planning Cycle 8.10.pdf](#)

H. Board of Trustee Meeting - Brenda Thames

Discussion:

BOT agendas from August 21, 2018 along with BOT minutes from July 24, 2018 were attached for review.

Deliverables:

Questions should be emailed and/or discussed with President Thames.

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

File Attachments

[BOT M 7.24.18.pdf](#)

[BOT A 8.21.18.pdf](#)

7. Other Items

A. FacilitySoft Demo

Discussion:

A representative from FacilitySoft will take place on Friday, September 7 for the WHCC SEM Team and others.

Deliverables:

Nothing further at this time.

8. Next Meeting

A. Date: September 21, 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.