BoardDocs® Plus Page 1 of 14



Friday, September 21, 2018 AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

West Hills College Coalinga Bldg. R 10A/B - 300 Cherry Lane, Coalinga CA 93210 10:00 a.m.

1. Call to Order / Introductions - Brenda Thames

Subject A. Call to Order

Meeting Sep 21, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

Category 1. Call to Order / Introductions - Brenda Thames

Access Private

Type Procedural

Subject B. Introductions

Meeting Sep 21, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

Category 1. Call to Order / Introductions - Brenda Thames

Access Private

Type Information

2. Action I tems

Subject A. Minutes: August 17, 2018 - Brenda Thames

Meeting Sep 21, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

Category 2. Action Items

Access Private

Type Action, Discussion, Minutes

Recommended Action It is recommended that the College Council approve the minutes of the August 17,

2018 meeting

Minutes View Minutes for Aug 17, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

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

Subject B. Minutes: September 7, 2018 - Brenda Thames

BoardDocs® Plus Page 2 of 14

Meeting Sep 21, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

Category 2. Action Items

Access Private

Type Action, Discussion, Minutes

Recommended Action It is recommended that the College Council approve the minutes of the September

7, 2018 meeting

Minutes View Minutes for Sep 7, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

3. Program Reviews - Francisco Banuelos

Subject A. Program Reviews

Meeting Sep 21, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

Category 3. Program Reviews - Francisco Banuelos

Access Private

Type Discussion, Information

Program Reviews Due in December and May

File Attachments

Program Review Cycle.pdf (476 KB) BUS PR 5.1.18.pdf (2,035 KB)

TRIO UB Program Review Approved.pdf (1,207 KB)

Financial Aid Program Review-2nd Read (002).pdf (929 KB)

4. Board Policies and Administrative Procedures - Brenda Thames

Subject A. Courtesy Review / Share with Constituents

Meeting Sep 21, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

Category 4. Board Policies and Administrative Procedures - Brenda Thames

Access Private

Type Discussion, Information

None at this time

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.westhillscollege.com/district/administration/board-of-trustees/policies-and-procedures.php)

BoardDocs® Plus Page 3 of 14

Subject B. First Review / Share with Constituents

Meeting Sep 21, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

Category 4. Board Policies and Administrative Procedures - Brenda Thames

Access Private

Type Discussion, Information

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.westhillscollege.com/district/administration/board-of-trustees/policies-and-procedures.php)

Subject C. Final Review / Action / Share with Constituents

Meeting Sep 21, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

Category 4. Board Policies and Administrative Procedures - Brenda Thames

Access Private

Type Action, Discussion, Information

Preferred Date May 18, 2018

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.westhillscollege.com/district/administration/board-of-trustees/policies-and-procedures.php)

Subject D. Board Policy and Administrative Procedure Review Schedule 2018

Meeting Sep 21, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

Category 4. Board Policies and Administrative Procedures - Brenda Thames

Access Private

Type Discussion, Information

Presented to District Leadership Council August 15, 2018

BoardDocs® Plus Page 4 of 14

File Attachments

BP and AP Schedule 2018 (DLC 8.15.18).pdf (453 KB)

5. Discussion Items - Share with Constituents

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

Crider

Meeting Sep 21, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

Category 5. Discussion Items - Share with Constituents

Access Private

Type Discussion

WHCCD Institutional Effectiveness Website link:

https://westhillscollege.com/district/departments/institutional-effectiveness/

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

Subject B. College Council Survey Results/Review - Brenda Thames

Meeting Sep 21, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

Category 5. Discussion Items - Share with Constituents

Access Private

Type Discussion, Information

Continued discussion from September 7 meeting (committee is to start with question 21).

College Council is to analyze the report and submit recommendations to IEAC.

Sent on Behalf Institutional Effectiveness & Accreditation Committee (IEAC)

Please see the attached Committee Surveys from 2016-17, 2017-18 and the District Survey information below.

- Please note that the survey data from the 2017/18 survey may not always reflect
 questions that were applicable to the work you did as a committee please only use
 the portions that reflect your committee work.
- Prepare a brief report that reflects the survey results for IEAC to review.
- Start thinking about questions that you would like to see on your 2018-19 survey and be prepared to work with your IEAC Representative to present those to IEAC in the future.

The survey results are in Tableau, and the 2017 results can be viewed in conjunction with each committee's results from our previous surveys in 2011, 2013, and 2015.

The results are accessible at

https://public.tableau.com/profile/kyle.crider#!/vizhome/CCES2011-2017forTableauPublic/Introduction

BoardDocs® Plus Page 5 of 14

Different views are accessible from <u>four tabs at the top of the dashboard</u>. I have included aggregated results by location (District, WHC Coalinga, and WHC Lemoore) as well as overall ratings in effectiveness and communication by committee. There is also a view for Individual Committee Results, which gives a committee's ratings for each of the survey's questions—this will be the view used by individual committees to assess, analyze, and discuss their results.

File Attachments

CollegeCouncil-IntergratedPlanning-WHCCAnnualEvaluation2017-2018.pdf (195 KB) IntergratedPlanning-WHCCAnnualEvaluation2016-2017.pdf (187 KB)

Subject C. IEAC - Brenda Thames and Sarah Shepard

Meeting Sep 21, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

Category 5. Discussion Items - Share with Constituents

Access Private

Type Discussion

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

Subject D. Enrollment - Francisco Banuelos

Meeting Sep 21, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

Category 5. Discussion Items - Share with Constituents

Access Private

Type Discussion

These are the two links:

https://my.whccd.edu/organizations/reporting/General%20Documentation/FTES% 20Estimate%20Current%20Year.pdf

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

Also attached is last year's 9/7/2017 FTES report.

File Attachments

FTES Goals Projected.pdf (325 KB)

Subject E. AB 705 Update - Francisco Banuelos

Meeting Sep 21, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

Category 5. Discussion Items - Share with Constituents

BoardDocs® Plus Page 6 of 14

Access Private

Type Discussion

Subject F. Strong Workforce Plans - Brian Boomer and Francisco Banuelos

Meeting Sep 21, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

Category 5. Discussion Items - Share with Constituents

Access Private

Type Discussion

File Attachments

SWP_Local_Share_Project__Workplace_Internship__CTE_Expansion.pdf (72 KB) SWP_Local_Share_Project__Enterprise_Campus_Improvements.pdf (190 KB) SWP_Local_Share_Project__Certified_Nursing_Assistant.pdf (176 KB)

6. Informational Items - Share with Constituents

Subject A. Committee Updates

Meeting Sep 21, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

Category 6. Informational Items - Share with Constituents

Access Private

Type Information

Updated information will be provided for review at the 2nd monthly meetings.

Academic Senate - President Jeff Wanderer:

The WHCC Academic Senate has been working on prioritizing the new hire requests for next fall. The senate has also begun conversations regarding revisions to our Institutional Set Standards. The goal is to have them revised by the end of the semester. The Senate has been in discussion regarding the application of Quick Path and the definition of its protocols.

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

Budget Resources Committee - Chair Francisco Banuelos:

BRC went over the Follow-up report, specifically Compliance Recommendation 9, and reviewed the Participatory Governance Manual, ISS, and the Budget Accountability form. The group is waiting for feedback on the specific recommendations it sent forward to College Council in 2017-18. BRC is preparing for the 2018-19 resource request cycle. The Budget Request form has been sent to eLumen to be adapted into the software program. eLumen training is being scheduled for this fall.

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

Curriculum Committee - Chair Sarah Shepard:

BoardDocs® Plus Page 7 of 14

The curriculum committee began meeting August 22nd and will continue meeting the first and third Wednesday of the month through the fall semester. One of our first tasks was reviewing committee member roles and responsibilities, specifically the addition of a faculty Articulation Officer. We have changed our voting structure and detailed the duties of the position. Currently, our AO is working to add approximately 65 courses to the UC transfer list and articulate more than a dozen courses with CID. We are reviewing our goals for the year and looking forward to using elumen to facilitate the seamless flow of CORs from origination to mapping learning outcomes. The committee is hosting elumenate Your Life workshops the first and third Wednesday and Thursday of every month. Turnout has been robust and discipline faculty are enthusiastic about using the software to its fullest capabilities.

Portal link: https://my.whccd.edu/organizations/whcc circulum committee/default.aspx

Infrastructure and Safety Committee - Chair Shaun Bailey:

The Infrastructure and safety committee updated members all the department moves/relocating made throughout the summer. Signage for the Health Careers at building "L" was discussed and Sign works from Hanford has been on site for quote/ideas. Lighting upgrades (Prop 39) around campus as well as the farm are currently taking place. Gutter Repairs to the gym foyer has been completed. ISC are also working with the Incident command team to plan the great shake out on 10/18/18 at 10:18AM.

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

Outcomes Committee - Chair Bertha Felix-Mata:

No update from AUOs.

The Outcome committees is meeting next week and Associate Dean Felix-Mata will be scheduling a meeting with AUOs area the first week in October.

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

Professional Development Committee - Chair Eric Mendoza:

The PDC held its monthly meeting on Tuesday, Sept. 11. The committee finalized a campus-wide survey to gauge employee interest on professional development activities, including conferences/conventions, workshops and seminars; the survey will be sent this month. The members reviewed the committee's internal timeline to track objectives and progress for 2018-19. The group is planning to help coordinate Professional Development Day activities for January, and will meet with representatives from faculty, classified, and the district office. The PDC welcomed new student committee representative Devanee Matcham from ASB. The committee will meet again on Tuesday, Oct. 9 at 1:30 p.m.

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

Program Review Committee - Chair Francisco Banuelos:

Approved the final 2017-2018 Program Reviews, which included Financial Aid, Business, and TRIO Upward Bound. Approved TRIO Student Support Services and Maintenance & Operations to be reviewed for fall 2018. Kyle Crider, Director of Accreditation, Research, Institutional effectiveness and Planning, presented Program Review Data Dashboard (Link). The dashboard will be used primarily by instructional program reviews. Kyle will be working with non-instructional departments to identify data relevant to their areas. PRC will be trained in eLumen this fall and moving to using eLumen in spring 2019 for Program Reviews. The committee is updating the program review cycle and will be working with areas that are up for review to provide them coaching support through the process.

BoardDocs® Plus Page 8 of 14

Portal Link: https://my.whccd.edu/organizations/whcc program review/default.aspx

Student Success Committee - Chair Javier Cazares:

The Student Success Committee is scheduled to meet for the first time this semester on Monday, September 24, 2018.

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

File Attachments

Councils.Cabinet.Committees.Senate 2018.pdf (406 KB)

Subject B. Prior Learning Assessment (PLA) Update - Justin Garcia

Meeting Sep 21, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

Category 6. Informational Items - Share with Constituents

Access Private

Type Information

Update information

QuickPath link: https://www.westhillscollege.com/quickpath/

Subject C. WHCC Follow-up Report - Brenda Thames

Meeting Sep 21, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

Category 6. Informational Items - Share with Constituents

Access Private

Type Information

Final BOT approval on Tuesday, September 25.

https://my.whccd.edu/committees/whcc-accreditation-self-study/default.aspx?InitialTabId=Ribbon% 2EDocument&VisibilityContext=WSSTabPersistence

Subject D. EMP - Brenda Thames

Meeting Sep 21, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

Category 6. Informational Items - Share with Constituents

BoardDocs® Plus Page 9 of 14

Access Private

Type Information

Review

https://my.whccd.edu/committees/whcc-college-planning/Shared%20Documents/WHCC%20EMP/WHC%20COALINGA%20EMP_FINAL%20REPORT_MAY%2014%202018.pdf

Subject E. CCSSE WHCC 2018 Key Findings - Brenda Thames

Meeting Sep 21, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

Category 6. Informational Items - Share with Constituents

Access Private

Type Information

Review

File Attachments

CCSSE WHCC 2018 Key Findings.pdf (1,093 KB)

Subject F. Processes for SLO Assessment Noncompliance - Brenda Thames

Meeting Sep 21, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

Category 6. Informational Items - Share with Constituents

Access Private

Type

Review

File Attachments

Processes for SLO Assessment Noncompliance.pdf (244 KB)

Subject G. Digital Signage Upgrades - Brenda Thames

Meeting Sep 21, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

Category 6. Informational Items - Share with Constituents

Access Private

Type

Review

File Attachments

img_20160917_084431.jpg (3,141 KB) img_20161229_120549.jpg (2,690 KB) BoardDocs® Plus Page 10 of 14

Subject H. CCC Webinar September 19: Undocumented Student Week of Action, Oct.

15-19 - Brenda Thames

Meeting Sep 21, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

Category 6. Informational Items - Share with Constituents

Access Private

Type

During the week of October 15-19, 2018, the California Community Colleges will engage in a week of advocacy and activities to support and build awareness of undocumented students throughout the state. **Undocumented Student Week of Action is a student-led campaign to advocate for a permanent solution to codify the Deferred Action for Childhood Arrivals (DACA) Program that includes a pathway to citizenship, and also provide support and resources to ALL undocumented students.**

Throughout the week, students and supporting partner organizations are encouraged to meet with their Congressional representatives, sign postcards advocating for DACA, and register students to vote. Colleges will be asked to highlight services that they and other affinity organizations can provide to help undocumented students succeed in the classroom and in their communities.

Undocumented Student Week of Action

Informational Webinar

September 19, 2018 | 1:00 p.m. - 2:00 p.m.

Webinar Link: https://cccconfer.zoom.us/j/127398956

Telephone: Dial +1 646-876-9923 or +1 669-900-6833

Meeting ID: 127 398 956

A series of materials have been created to support students, colleges, and organizations participating in the 2018 Undocumented Student Week of Action. To access the materials click on the link below.

Undocumented Student Week of Action Toolkit

Subject I. CCCCO Funding Formula webinar/link - Brenda Thames

Meeting Sep 21, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

Category 6. Informational Items - Share with Constituents

BoardDocs® Plus Page 11 of 14

Access Private

Type Information

Below is a link to the August 15th Funding Formula Webinar videos in case you were not able to participate. You are encouraged to view them. This formula is part of the Chancellor's Vision for Success and is ultimately reshaping our institution.

https://www.3cmediasolutions.org/f/f245de77bdbe0dab3ed0daf90d288310f802f31e?i=0

Subject J. Winter Break (2018) and Spring Break (2019) - Brenda Thames

Meeting Sep 21, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

Category 6. Informational Items - Share with Constituents

Access Private

Type Information

During Chancellor's Executive Cabinet (CEC) on September 11th, the decision was made to close for winter and spring break. Closure dates will be as follows:

Winter Break 2018

December 17th – January 1st (returning to work on January 2, 2019)

- This will require (5) days of leave usage per the CBA (16.15.2) between December 17th and December 21st
- Designated Holidays are December 24th January 1st.

Spring Break 2019

April 15th – April 19th

- This will require (4) days of leave usage per the CBA (16.15.2) between April 15th April 18th
- Designated Holiday is on April 19th.

Subject K. WHCC Campus Life/Student Engagement - Alex Villalobos

Meeting Sep 21, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

Category 6. Informational Items - Share with Constituents

Access Private

Type Information

Campus Life/Student Engagement calendar link:

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

Subject L. Enterprise - Shaun Bailey

Meeting Sep 21, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

Category 6. Informational Items - Share with Constituents

BoardDocs® Plus Page 12 of 14

Access Private

Type Information

There is the new link for Enterprise now on our Portal Website on the right side under Bookmarks. The first tab is Enterprise Rent-A-Car which is for you to place your reservation. The tab below is the power point presentation with instructions on how to make a reservation. In the power point there is a billing code for each location listed on page 8. You will need to enter the location number for the reservation and department name. You will also need to have a Purchase Order # to confirm reservation unless you are using a credit card. Any questions do not hesitate to contact me.

File Attachments

Enterprise Instructions Powerpoints WHCC.pdf (1,430 KB)

Subject M. WHCC Non-Instructional Outreach/Marketing/Communications Update -

Javier Cazares

Meeting Sep 21, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

Category 6. Informational Items - Share with Constituents

Access Private

Type Information

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

Effective immediately Javier Cazares, Dean of Student Services, will serve as the primary point of contact for WHCC outreach, marketing, and communications. Dean Cazares will be responsible for convening the Outreach, Marketing & Communications Committee which will provide reports and information to President's Executive Cabinet (PEC) and College Council. Dean Cazares will also work directly with PEC and the President's Office to identify and track non-instructional outreach, marketing, and communication needs, requests, processes, etc.

Dean Boomer and Dean Cazares will collaborate with Lorna Davis in the President's Office to ensure that PEC and College Council receive comprehensive information, updates, reports, etc.

Subject N. WHCC Academic Courses and Programs

Marketing/Information/Communication Update - Brian Boomer

BoardDocs® Plus Page 13 of 14

Meeting Sep 21, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

Category 6. Informational Items - Share with Constituents

Access Private

Type Information

Effectively immediately Brian Boomer, Dean of CTE, will serve as the primary point of contact for WHCC marketing, information, and communication regarding academic courses and programs. Dean Boomer will work directly with Executive Vice President Banuelos and the Office of Educational Services to identify and track marketing and communication needs, requests, processes, etc. for academic courses and programs.

Dean Boomer and Dean Cazares will collaborate with Lorna Davis in the President's Office to ensure that PEC and College Council receive comprehensive information, updates, reports, etc.

Subject O. WHCC Participatory Governance and Integrated Planning Manual 2018 -

Andrea Pulido

Meeting Sep 21, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

Category 6. Informational Items - Share with Constituents

Access Private

Type Information

Final

File Attachments

WHCC Participatory Governance and Integrated Planning Manual 2018 Final.pdf (1,494 KB)

Subject P. Updated Integrated Planning Cycle - Andrea Pulido

Meeting Sep 21, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

Category 6. Informational Items - Share with Constituents

Access Private

Type Information

Final

File Attachments

WHCC Integrated Planning Cycle 8.10.pdf (492 KB)

BoardDocs® Plus Page 14 of 14

Subject Q. Board of Trustee Meeting - Brenda Thames

Meeting Sep 21, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

Category 6. Informational Items - Share with Constituents

Access Private

Type Information

Nothing further at this time. The next BOT meeting is September 25, at WHCL.

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

7. Other Items

Subject A. TBD

Meeting Sep 21, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

Category 7. Other Items

Access Private

Type Discussion, Information

8. Next Meeting

Subject A. Date: October 12, 2018 - Brenda Thames

Meeting Sep 21, 2018 - AGENDA OF THE WHCC COLLEGE COUNCIL (CC)

Category 8. Next Meeting

Access Private

Type

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.