MINUTES OF THE WHCC COLLEGE COUNCIL (CC) (Friday, April 20, 2018)
Generated by Lorna L Davis

Members present
Brenda Thames, Shaun Bailey, Francisco Banuelos, Terry Brase, Kathryn DeFede, Bertha Felix Mata, Malinali Flood, Matt Magnuson, Eric A Mendoza, Robert Pimentel, Andrea R Pulido, Raquel Rodriguez, Mark Matteson (proxy for Sarah Shepard), Zach Soto, Alex J Villalobos, Valerie Walker (proxy for Sherry Barragan), Jeffrey Wanderer, Chris Montoya

Others present:
Kyle Crider, Arkady Hanjiev

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

B. Introductions
Valerie Walker attended today's meeting as the proxy for Sherry Barragan and Matt Matteson attended today's meeting as the proxy for Sarah Shepard.

Also in attendance was IEAC member: Arkady Hanjiev

President Thames then shared what an "amazing job" everyone had done with this year's College Day activity. She shared that she would be sending an email out campus-wide expressing this. Her one suggestion would be that there is more seating next year for the students.

2. Action Items
A. Minutes: March 16, 2018
A motion was made by Robert Pimentel to approve the minutes of March 16, 2018, seconded by Alex Villalobos, approved as submitted.

B. Guided Pathways Workplan / Achieving the Dream
Francisco Banuelos shared that he had attended a GP meeting yesterday. He also gave an overview which included the following:

1. Guided Pathways Plan Review –
    a. Cross Functional Inquiry

        i. Online Tools & Professional Development

        ii. Data analysis and identifying protocol & standard system

        iii. ATD Update

            1. Update & Process

        iv. Camus-wide events on GP

        v. West Ed Focus Groups

    b. Shared Matrix

        i. Professional Development on data systems

        ii. Stronger relationships between faculty, administration, and research staff for transparent data

      iii. Identify and set benchmarks for student success.

    c. Inclusive Decision-Making Structures

        i. Gaps in GP Committee membership

        ii. Expand GP Committee Membership

        iii. Cross-functional GP Steering Teams

        iv. GP COR Committee & 18-Month GP Plan.

The four pillars will serve as a guide and align our plan. A sub group has also been identified and will be going to southern California next week. The plan will be revisited upon their return. He said "Achieving the Dream" is wanted as well. Data will be sought; and funds will need to be allocated.

The Guided Pathways Work Plan proposal, with a refined budget, is to come forward at the next College Council meeting. Including alignment to four pillars.

C. WHCC Budget Resources Committee Recommendations
Robert Pimentel presented the updated WHCC Budget Resources Committee Recommendations 18-19 for both the general fund and grants which now includes the program review "request" column.

A motion was made by Andrea Pulido approve the WHCC Budget Resources Committee Recommendations 18-19 (general fund and grants) which includes the program review request column, seconded by Alex Villalobos, motion carried.

President Thames noted that she has reviewed the document and then discussed her recommendations. President Thames will provide her recommendations to the Chancellor and the Budget Resources Committee (BRC). She will share her recommendations/reprioritized list at the next College Council meeting by President Thames.

Robert Pimentel noted following yesterday's BRC meeting a "closing the loop" form (outcomes) will be created. Information requested:
- Amount received
- Person responsible for implementation:
- Projects funded NAME
- Goal(s) of the project
- State the measureable outcomes
- Project Start Date
- Project End Date (aprox)
- Budget Committee Reporting date (report back to BC)
  - Provide a narrative explaining the outcomes of the project funded (500 words)
    - Did you meet outcomes?
    - Effects on student learning?
    - Effects on institutional effectives?
    - How did funds affect students?

Robert shared that an annual report on these forms, by the BRC, will be provided to College Council once all information has come back.

He also noted that program review requests for funds will be discussed by the BRC; however faculty requests on program reviews will go to the Academic Senate.

D. WHCC Falcon Clothing Pantry Project

Alex Villalobos noted, following further discussion with Rita Grogan, this project is an ASB project so any current ASB card holder can use the pantry for free; similar to current ASB card holders getting to attend athletic events for free and non ASB card holders having to pay.

Concerns shared: Is there a way for students who cannot afford to purchase an ASB card a way for them to use the pantry; realistically will NDC students be able to use the program.

A motion was made by Andrea Pulido to approve the WHCC Falcon Clothing Pantry Project with the caveat to exclude NDC students until the new NDC building comes on board, seconded by Jeff Wanderer, motion carried.

3. Program Reviews
A. REVIEWS IN DECEMBER & MAY
Mali Flood discussed her department's program review needs. It was noted that modifications will be needed for those program reviews that are far out of date. Kyle Crider let Mali Flood know that his office can provide some data, just give him a call.

Possible penalties were discussed for those who do not submit their program reviews. Francisco noted that this does impact programs, but the broader view is that it impacts accreditation along with students. Jeff Wanderer noted that everyone needs to do their due diligence, program reviews need to be done in time. Arkady Hanjiev shared that the cultural change is occurring, extra effort is happening. Mali Flood reminded everyone that a program should not be run without a current program review. President Thames suggested the Budget Review Committee not allow a request if a department's program review is not current.

Jeff Wanderer noted that a clearly defined set of expectations is needed (completion/timeframe/equitability) along with data collection. The following consensus was reached:

IN THE BEINNING OF 18-19 THOSE THAT ARE UP FOR REVIEW WILL RECEIVE A NOTICE INDICATING IF YOU DO NOT COMPLETE YOUR PROGRAM REVIEW ON TIME, YOU ARE CONSIDERED OUT OF COMPLIANCE. NO RESOURCE ALLOCATION REQUESTS CAN COME FORWARD UNTIL THIS IS DONE. PROGRAM REVIEWS MUST BE DONE BY THE SEMESTER END IF NOT OTHER CONSEQUENCES WILL FOLLOW

Mission critical items maybe filed as they will be the exception and considered. Those not completing their program review on time should be included in their evaluations. Other consequences may include: restrictions on overload, restrictions on conference attendance, etc. until completed; however Francisco Banuelos said he will look into this further.

The Program Review committee will prepare and send out a tentative outline to everyone, reminding them of the process and that this lack of action impacts students.

President Thames shared that the Program Review Committee has done an amazing job this year.

4. Board Policies and Administrative Procedures

A. Courtesy Review / Share with Constituents
Brenda Thames reminded today's attendees to share the courtesy review BPs and APs below with their constituents. Lorna Davis was asked to provide the link to the BPs and APs on the College Council portal with committee members. CC committee members will then share with their constituency, etc. for viewing purposes.
- BP 3300, Public Records (REVISED) – This policy is presented for courtesy review only. Revisions to the policy reflect the legally required language provided by the CCLC Policy and Procedure Service.
- AP 3300, Public Records (NEW) – This procedure is legally required. Procedure is presented for courtesy review only.

- BP 2010, Board Membership (REVISED) – Minor revisions to reflect updated language provided by the CCLC Policy and Procedure Service and a reference to accreditation. An AP is not legally required, legally advised, or suggested as good practice.
- BP 2015, Student Member (REVISED) – Minor housekeeping revisions. Stricken language due to the fact that we do not provide compensation to the student member for meeting attendance. If the Board were to decide to provide compensation, the amount would be determined at that time.
- BP 2105, Election of Student Member (NEW) – This policy is legally required.
- AP 2105, Election of Student Member (NEW) – This procedure is legally required.
- BP 2200, Board Duties and Responsibilities (REVISED) – Minor revision to accreditation reference.
- BP 2320, Special and Emergency Meetings (REVISED) – Minor housekeeping revisions.
- AP 2320, Special and Emergency Meetings (REVIEW ONLY) – Review only as per review cycle.
- BP 2435, Evaluation of the Chancellor (REVISED) – Revisions reflect legally required language provided by the CCLC Policy and Procedure Service.
- AP 2435, Evaluation of the Chancellor (NEW) – This procedure is required to meet accreditation standards. Procedure reflects current practice.
- BP 2610, Presentation of Initial Collective Bargaining Proposals (NEW) – This policy is legally required.
- AP 2610, Presentation of Initial Collective Bargaining Proposals (NEW) – This procedure is legally required.
- AP 2714, Distribution of Tickets or Passes (NEW) – This procedure is legally required.
- BP 2716, Political Activity (NEW) – This policy is legally required.
- BP 2717, Personal Use of Public Resources (NEW) – This policy is legally required.
- BP 2720, Communications Among Board Members (NEW) – This policy is legally required.
- BP 2725, Board Member Compensation (REVIEW ONLY) – Review only as per review cycle.
- AP 2725, Board Member Compensation (REVIEW ONLY) – Review only as per review cycle.

B. First Review / Share with Constituents

Brenda Thames asked committee members to discuss the BPs and APs provided below with their constituents and be prepared to share constituent feedback (bulleted points) and to vote on the items at the next meeting. Lorna Davis was asked to provide the link to the BPs and APs on the College Council portal with committee members. CC committee members will then share with their constituency, etc. for viewing purposes.

- BP 4220, Standards of Scholarship (NEW) – This policy is legally required. There is no corresponding AP recommended as it is considered "optional".
- AP 4222, Remedial Coursework (NEW) – This procedure is legally required.
- BP 4226, Multiple and Overlapping Enrollments (NEW) – This policy is legally required.
- AP 4226, Multiple and Overlapping Enrollments (NEW) – Local practice must include procedures.
- AP 4236, Advanced Placement Credit (NEW) – This procedure is legally required.
- BP 4240, Academic Renewal (REVIEW ONLY) – Review only as per review cycle.
- AP 4240, Academic Renewal (NEW) – This procedure is legally required.
- BP 4250, Probation, Dismissal, and Readmission (REVISED) – Minor housekeeping revisions.
- AP 4250, Probation (REVISED) – Revised to include section on "Removal from Probation" to reflect local practice.
- AP 4255, Dismissal and Readmission (REVISED – Revised to include sections on "Procedure for Fall Dismissal Appeals" and "Re-Admission after Dismissal" to reflect local practice.
- BP 5055, Enrollment and Registration Priorities (REVISED) – Revised to include legally required language provided by CCLC Policy and Procedure Service.
- AP 5055, Enrollment and Registration Priorities (REVISED) – Revised to include legally required language provided by CCLC Policy and Procedure Service.
- BP 5300, Student Equity (NEW) – This policy is legally required.
- AP 5300, Student Equity (NEW) – This procedure is legally required.

C. Final Review / Action / Share with Constituents

None at this time

5. Discussion Items
A. Accreditation, Research, Institutional Effectiveness and Planning
Kyle Crider said he has been working with IEAC. He shared that a schedule for review of BPs and APs is on the district website and noted that the cycle may change. Kyle will provide this link to everyone at the next College Council meeting.

Kyle noted that AB 705 guidance concerns continue; however this is being discussed with DECC.

Placement testing and assessment for students was discussed. President Thames asked for information on what WHCC is doing and going to be doing. It was shared that counseling has this information and Francisco Banuelos suggested that the Student Success Committee propose institutional steps for this (report what WHCC is doing now on assessment including clarity of AB 705 application and clarity of multiple measures). Robert Pimentel said he would work with Kyle on this, as a baseline is needed, and he will present at the next CC meeting.

It was shared that focus groups, including students, are branching off of Guided Pathways is taking place; student onboarding experience is being looked at (NDC is included too). As many populations as possible are being reached out to (groundbreaking for the WHCC campus).

B. Prior Learning Assessment (PLA) Update
No report given

C. Bitwise Industries - Robert Pimentel
Robert Pimentel shared the following:
The WHCCD has received a $1,000,000 Innovation Award; 15 students are participating (3 are from NDC). Below is more information discussed, including the three phase specifics for students:

WEST HILLS COMMUNITY COLLEGE DISTRICT Coding Academy with Bitwise Industries, Geekwise Academy, and Shift3 Technologies - West Hills Community College District will design and implement a program to train software developers. This public-private partnership brought much needed educated technology workers to west Fresno and the Fresno region. The program is in three tiers:

1. Phase 1 will require students to demonstrate that they are able to learn the software and be capable of working for an employer. Meaning, students must demonstrate an ability to think critically, show up to class (on time), and always be prepared. Those that can demonstrate readiness will be allowed to go into phase 2.
2. Phase two will allow students to begin to work on real projects. Geekwise Academies will bring in real work for real industry partners looking to develop Apps and websites. Students will get real work experience and will train with experienced developers to achieve the work for the contracts. Students who successfully complete this phase will be invited to phase 3.
3. Phase 3 will allow students to continue to work on real projects. In this phase, the students will learn how to become freelancers and how to obtain their own contract work. They will learn how to properly set up a business and will work with experienced developers in completed contracts to get their own work.

Mali Flood asked how the students are doing and Robert reported that the students who are participating really, really like it!

D. Outreach Update
Francisco Banuelos shared the team(s) information below; however he noted that this list needs to be updated as it continues to grow. Faculty will be joining (more robust).

Avenal Team

- Amy Long
- Yesenia Valle
- Zack Soto
- Domenica Sanchez
- Reyna Gonzalez
- Mali Flood
- Maria Pimentel
- Mark Matteson
- Jose Murrieta

Coalinga Team

- Pedro Garcia
- Juana Tapia
- Erin Correa
- Valerie Walker
- Kenny Lopez
- Jennifer
- Maria Drapo
- Veronica Rosales
- Alejandro Villalobos

Firebaugh/Mendota/NDC Team

- Bertha Felix-Mata
- Maria Ceballos
- Sylvia Leyva
- San Juana Gonzalez
- Raquel Rodriguez
- Juan Rubio
- Emma Santos
- Daniel Tamayo
- Olivia Vega
- Eric Mendoza
- Alicia Rocha
- Hermelinda Barrera

Lorna Davis was asked to obtain the portal page link from Pedro Garcia so outreach activities can be shared with Faculty, etc.

E. ALO/IEAC Update
Francisco Banuelos shared the 1st draft of the follow-up report; commission wants us to respond to the compliance recommendations; If not cited we do not have to address (new culture); be mindful when reading. Council Rep Feedback should be sent to Francisco Banuelos. Be sure to make notations (bullet points are welcomed) and return by Wednesday, May 2.

Portal site presentation (Portal link: https://my.whccd.edu/committees/whcc-ieac/default.aspx)

F. Governance Manual 2014/Integrated Planning Cycle
Pulido noted that the draft is available and College Council's input is needed. The revised document will be sent out with feedback requested by all. It was also shared that governance committee pages are included; however each council should review their language (consistency needed). Governance integration section needs to articulate how this council articulates into the big picture (i.e. other councils). Currently the subcommittee is looking at content, not formatting. The subcommittee will report back with the updated

information at the next College Council meeting. First review of the recommended updates to the Integrated Planning Cycle by the subcommittee were also shared, please review these too. President Thames said if members have ideas on making this clearer to let Pulido know.

G. AB 705

Brenda Thames shared Assembly Bill 705 Initial Guidance Language has been received from the CCCC Office which includes the steps that colleges can take to begin to move toward compliance. Including:

- Planning for substantial increases in transfer-level offerings to accommodate many more students in transfer-level English and mathematics
- Developing and/or increasing support systems to accelerate skills development of increasing numbers of students who will be placed into transfer-level English and mathematics
- Discussing pedagogical implications resulting from these changes
- Activating the existing function in CCCApply to allow students to self-report their high school performance data

There is going to be a CVHEC Regional meeting in conjunction with the Chancellor's Office, on April 27, in Bakersfield, where more information will be shared and discussed.

H. Code Blue Emergency Phones

Shaun Bailey shared that the code blue emergency phone, by the bookstore, is being removed (it does not work and the college is not legally required to have it). There are other code blue emergency phones at the following locations: Wellness Center, Ivan's/Gordon Hall, next to the DSPS parking lot.

I. Veterans Services Visit Update

Francisco Banuelos reported that the California State Approving Agency for Veterans Education (CSAAVE) representative visit was on April 4, 2019. Francisco Banuelos noted that Daniel Tamayo and Mali Flood did a really good job with this visit and most of the campus was reviewed. He said the recommendation has been sent to the Chancellor's Office and WHCC is waiting to hear back on certification.

J. Summer 2018 Retreat

Brenda Thames shared that an Enrollment and Strategic Planning retreat will be held in July and a Chair Academy (general leadership for community colleges) will also be hosted. President Thames would like everyone trained; however there are 25 sets and they will be shared with WHCL.

A retreat will be held in the future and possible agenda items include:
Chair training
Committee responsibilities
Planning for 18-19
Integrated planning cycle review

6. Informational Items
A. WHCC Governance Structure Update

Brenda Thames shared that a minor correction has been made to the WHCC Governance Structure document. The "ILO Coordinator" should read "ILO Committee." All governance committees should repost/update this changed document to their portal sites.

B. Committee Updates
BASE Committee:
The student success committee (name will be changed as soon as this committee has a quorum) has been working on targeting the different goals to the Integrated Plan. During the Base Committee's next meeting, the membership will discuss how to network with the Guided Pathways sub-committee to ensure that the work plans align and to make sure that these two committees are not duplicating efforts.

Portal link:

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

Infrastructure and Safety Committee:
The Infrastructure and safety committee has approved a request for change of space form from Jay Darnell, for food pantry to be located in building "R" room 13. The committee also had a lengthy discussion about the code blue emergency boxes on campus, with the help of the IT department all are working except the one by the bookstore. The committee has recommended to remove the code blue that is not working. Carpet replacement quotes for some safety trip areas on campus were also presented. The committee is now waiting on second quotes from another company.

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

Institutional Effectiveness and Accreditation Committee:
The committee continues to meet regularly to address accreditation compliance recommendations. The ALO is in the process of drafting our Follow-Up Report while committee members are providing feedback and suggestions for improvements. Evidence is also being organized and uploaded to the portal site for eventual incorporation into the report.

To strengthen the college's position on institutional effectiveness, ACCJC micro-standards are being assigned to college governance committees and/or administrative offices. The assignments will be finalized over the summer and implemented fall 2018.

IEAC deployed the annual committee evaluations on April 17, 2018. The results will be reviewed in May and any recommendations for improvement will be communicated back to the governance committee.

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

Budget Resources Committee:
The Budget Committee is currently working on revamping the process based on what the committee learned from the process they incorporated this past February. The committee is currently working on designing a Budget Committee manual that will explain the process for resource allocation at WHCC. The committee is also developing a survey to send out to the campus that will evaluate the process in hopes that the responses help them shape the process as it begins the next budget cycle in the fall. The Budget Committee has been working with the Program Review committee to make sure that the completed program reviews are making their way to the Budget Committee agenda to review the requests for resources.

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

Program Review Committee:
Summary as of 4.4.18 mtg.:
PR for Kinesiology was approved on the second reading
PR for Poli Sci was approve as a first reading and will be presented for a second reading on 4-18-18

PR for Geography will be presented on 4-18-18 for a first reading with a second reading scheduled for 4-25-18.

TRiO/Upward Bound will be presented for a first reading on 4-25-18
BUS, TRiO/SSS, Financial Aid, and M & O will be submitted soon for TRC

Because of timelines, the committee has agreed to meet every Wednesday, through the rest of the school year to complete all PR's scheduled for the spring semester.

A subcommittee has been created to redesign the portal site.

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

Outcomes Committee:
The Outcomes Committee met on 4/11. We officially introduced two new members to the committee based upon our change in our membership so that there will be a classified staff as well as a faculty representative position. The committee reviewed our response to Recommendation #9 and discussed changes as well as more detail needed for the program review and budget allocation pieces. Additionally, the committee discussed and agreed upon having an email discussion to edit the handbook and hopefully approve the handbook at the next meeting. In order to finish the AUO-SSO data input into Elumen it was decided that Mark Matteson and Bertha Felix-Mata will have more training in Elumen and then we will setup 3 Elumen workshops for AUO-SSO Directors. Also, it was decided to have an updated assessment schedule for AUO-SSOs before we begin the workshops. It was decided that there should be 3 workshops and should be held different days of the week during the last three weeks of school. Lastly, Robert Pimentel and Angie Eldridge will go over the assessment schedule for adjunct faculty on 4/16.

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

Curriculum Committee:
The curriculum committee continues to meet every two weeks to review and approve regularly scheduled course revisions. We recently approved a Trucking Driving COA, Food Safety and Science COA, and an ESL Certificate of Competency.

We continue to discuss the implications of AB 705 for our college and our committee. English and math faculty are actively engaged in statewide and regional dialogue about how best to support students as we move towards full implementation of multiple measures.

Lastly, the curriculum file has been imported into eLumen. Faculty were able to do a preliminary audit of their discipline courses at our last Professional Development Day. Kelly Cooper and her offsite team continue to work with the chair to all course outlines are ready for full release this summer.

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

Academic Senate:
The WHCC AS has been busy tackling the numerous AP/BP's that need review.

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

Professional Development Committee:
The Professional Development Committee (PDC) held its monthly meeting on April 10. The committee is developing a campus-wide survey for all WHCC employees to identify professional development opportunities and areas of interest in education and training. The survey will be finalized this spring with assistance from WHCCD Research Analyst Leslie Flaming. Educational Technology Specialist Kelly Rouska attended the meeting and spoke to the group about future collaborations and streamlining weekly/monthly activities organized by her area; and meeting goals of the PDC. The committee also reviewed the Institutional Effectiveness and Accreditation Council portal page, reviewed the accreditation standard relating to professional development, and discussed the college mission and institutional set standards. The PDC will meet again on May 15 at 1:30 p.m.

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

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

The next BOT meeting is scheduled for April 24 at NDC.

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

7. Other Items
None at this time

8. Next Meeting: May 18, 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.