

**AGENDA OF THE WHCC COLLEGE COUNCIL (CC) (Friday, May 18, 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  
Terry Brase, Farm of the Future Director  
Jay Darnell, Food Services Manager  
Kathy Defede, Health Careers Director  
Mali Flood, Financial Aid Director  
Mark Gritton, Associate Dean of Student Services  
Eric Mendoza, Associate Dean of Athletics  
Cecilio Mora, Coordinator Special Grants  
Andrea Pulido, CSEA Representative  
Raquel Rodriguez, Title IV/TRiO Director  
Sarah Shepard, Curriculum Committee Chair and BUS Faculty  
Zach Soto, CCPT Program Director  
Alex Villalobos, Director of Residential Living & Student Activities  
Sherry Barragan, Assistant Director of Health Careers  
Chris Montoya, Campus Police

**Others:**

Linda Thomas, WHCCD Vice Chancellor of Educational Services and Workforce Development  
Rita Grogan, WHCCD Associate Vice Chancellor/Registrar  
Valerie Walker, WHCC Counselor  
Maria Jacinto, RCS Fresno  
Fanny Cortez, Kings View Mental Health Services Hanford  
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 asked Linda Thomas to introduce herself and others attending today's meeting introduced themselves in a round robin fashion.

President Thames shared the following:

The EMP final edits are on next Tuesday's BOT agenda. There is also a place holder for EMP planning group during the summer (the agenda will be mapped out during the summer);

The draft of the follow-up report and governance manual are included on today's agenda. College Council is being asked to approve these items today. The report will be nurtured this summer, contents will remain the same (evidence use);

The Institutional Set Standards are posted on the portal and have been reviewed. She also noted that there is also a one page handout which should be used in meetings (print it out/use it);

Final outcomes are being refined. If you need help with them contact Arkady Hanjiev;

IEAC surveys have gone out, please be sure to complete them (evidence). Encourage your staff to complete. This data will be brought back in the fall to College Council.

IEAC annual report (draft) “initiatives” were discussed by Sarah Shepard. She shared that the test run will be next year; however this is a starting point and must be useful. The reviewed draft document included:

Integrated Planning

College Goals Information (#1-#6)

Institutional Set Standards

Governance Committee Effectiveness

Student Engagement – SARS, CCSSE, may be used for this

Enrollment Trends

Today’s attendees were asked to think about what College Council will do with this “information” as we inform. The “information” will be used to assess the college’s institutional effectiveness (robust dialog re: metrics for institutional effectiveness).

IEAC metric information was written on the whiteboard and discussed:

Course Success Rates

Disaggregated

Institution wide

Course

Discipline

Program

Gender

Age

Race/Ethnicity

Modality

PT/FT

Credit/Non-Credit

Term Length

    Summer

    Fall

    Spring

PLA

CSLOs

Degrees Awarded

Disaggregated

Institution wide

Program

Gender

Age

Race/Ethnicity

Modality – 2TC Degrees

OER % (?) – IEAC will follow-up w/OER

2TC Team

Labor Market Info/Data (?)

Type: AA/AS/ADT

Degree # of units

PSLOs

Certs. Awarded

Disaggregated  
 Credit  
 Non-Credit  
 Local  
 PSLOs

Transfers  
 Disaggregated  
 Age  
 Gender  
 Race/Ethnicity  
 Major/Meta Major (?)  
 Transfer Institution  
 Category  
     AST  
     ATD  
     AA  
     AS  
     No Deg

Labor Market Information/Data (?)  
 # Declared as goal but did not transfer

Onboarding -  
 Orientation  
 Outreach contact vs. yield (applied/admitted)  
 Ed Plans

Disaggregated  
 Comprehensive  
 Abbreviated  
 Counselor 1x per term

Inst  
 Age  
 Gender  
 Ethnicity  
 Modality  
 Online  
 CCAP  
 Non CCAP  
 On-site  
 Off-site

## 2. Action Items

### A. Minutes: April 20, 2018

Due to other meeting needs this item will be carried forward to next month's meeting.

College Council portal link - <https://my.whccd.edu/committees/whcc-college-planning/default.aspx>

## 3. Program Reviews

### A. REVIEWS IN DECEMBER & MAY

Mark Gritton shared that the PR committee's goal for completion was not met; however they have been working on production without sacrificing rigor. It was shared that the Program Review Committee inherited

a huge backlog of PRs that were off-cycle in Fall 2017; however, PRC continued to try to get caught up. Mark also shared the information below:

### Program Review Committee Spring 2018

- Programs Scheduled for Spring 2018 Semester
  - Allied Health—Approved
  - Business—Submitted—Moving forward for a 2<sup>nd</sup> reading
  - Geography—Approved
  - Political Science—Approved
  - Kinesiology—Approved
  - TRiO Upward Bound—Submitted—Moving forward for a 4<sup>th</sup> reading
  - TRiO Student Support Services—Not submitted
  - Financial Aid—Not Submitted
  - Maintenance & Operations—Not submitted
- Templates/Documents Approved
  - January 17
    - Non-Instructional Template – approved at College Council on 2/16/18
    - Program Review Schedule—Spring 2015 to 2021
    - Punitive Measures for Programs out of Compliance (Pending CC)

### Summary

- 4 scheduled programs successfully went through the process. 5 schedule programs have not successfully gone through the process. Of the 5, two have been submitted to PRC and have completed at least a first reading. The other three have not been submitted. SEE ABOVE PROVIDED INFORMATION
- Discussion after the last Program Review Committee meeting included, assisting individuals who are responsible for submitting the program review documents during the summer through collaborative workshops. The goal is to have the cleanest documents possible sent to the Program Review Committee meeting for a first reading during the second week of the fall semester. Emails will be sent out alerting those 5 Programs of the aforementioned expectations.
- The committee realizes that the goal to have 9 programs complete the Program Review Process was not met. This forces the committee to look at alternative ways to increase production, without sacrificing rigor of the true intent of Program Review, which is to improve institutional effectiveness resulting in student achievement and learning.
- Throughout this academic year, both Instructional and Non-Instructional Templates were updated and approved, creating a situation where the committee and the presenters were making a “first run” at a relatively new process.
- Instructional and Non-Instructional Templates were updated to align with a new Budget Resource Allocation Process, as well.
- Other factors that may affected PRC (kind of like BP/AP’s)
  - The Budget Review Committee was revamped
  - Many Student Services and Admin Units never had written SSO//AUO’s before this semester and therefore didn’t have time to assess.
  - Moving to new data sets in general (Tableau).
  - The factors may have contributed to some programs not submitting (Financial Aid)
  - In fall 2017 the committee began with a huge backlog of PRs that were off-cycle

Other committee changes affected PRC (e.g. the Budget Review Committee revamp; the fact that many Student Services and Admin Units never had written SSOs/AUOs before this semester and therefore didn't have time to assess, and moving to new data sets/Tableau in general). These factors may have contributed to some programs (e.g. Financial Aid) not submitting.

New "punitive measures" have been written and it is attached to the agenda. These measures will take place in the Fall. The first notification (a written notice) will go out to those who are out of compliance by the PR Committee.

A courtesy notice will be sent to those out of compliance this year by the Program Review Committee. A new policy will be created in 2018, including a completed date and the option to appeal for out of compliance to be shared at the June 22 meeting. Mark Gritton will provide an updated version to faculty.

Mark Gritton, Francisco Banuelos and President Thames agreed to map out the process in its entirety and will present this information at the Fall College Council meeting. An exemption deferral process needs to be looked at and included as well (i.e. data not available). Appeal process can be added to the out of compliance notification (applied to next year, hold harmless).

Alignment of IPRs and NIPRs to the Budget Resources Committee process is happening.

Mark Gritton shared that SSOs and AUOs have been written; and a new data set is being used by faculty (Kyle Crider is assisting with data).

Sarah Shepard agreed to look at Program SLOs again with President Thames.

#### File Attachments

[Allied Health WHCC PRC REVIEW 3-7-18.pdf](#)

[GEOGRAPHY PR 2018 - APPROVED.pdf](#)

[WHCC PRC IPReview Kinesiology2018FinalDraft04.05.2018.pdf](#)

[WHCC PRC POLSCI Sp. 18\\_Finaldocx.pdf](#)

#### 4. Board Policies and Administrative Procedures

##### A. Courtesy Review / Share with Constituents

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

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

##### C. Final Review / Action / Share with Constituents

Brenda Thames noted that College Council (CC) will be meeting two times a month next year, so CC can stay on track of BP and AP timelines. Sarah Shepard said this has been a problem for Academic Senate as

well. Two times a month review is not the only solution as legislation changes, etc. may cause out of order review too.

**BP 4220, Standards of Scholarship (NEW)** – This policy is legally required. There is no corresponding AP recommended as it is considered “optional”.

BP 4220, Standards of Scholarship (NEW) was first reviewed on April 20, 2018; however it was not voted on by CC on May 18, 2018. District Leadership Council reviewed on May 9, 2018 and moved forward.

**AP 4222, Remedial Coursework (NEW)** – This procedure is legally required.

AP 4222, Remedial Coursework (NEW) was first reviewed on April 20, 2018; however it was not voted on by CC on May 18, 2018. District Leadership Council reviewed on May 9, 2018 and moved forward.

**BP 4226, Multiple and Overlapping Enrollments (NEW)** – This policy is legally required.

BP 4226, Multiple and Overlapping Enrollments (NEW) was first reviewed on April 20, 2018; however it was not voted on by CC on May 18, 2018. District Leadership Council reviewed on May 9, 2018 and moved forward.

**AP 4226, Multiple and Overlapping Enrollments (NEW)** – Local practice must include procedures.

AP 4226, Multiple and Overlapping Enrollments (NEW) was first reviewed on April 20, 2018; however it was not voted on by CC on May 18, 2018. District Leadership Council reviewed on May 9, 2018 and moved forward.

**AP 4236, Advanced Placement Credit (NEW)** – This procedure is legally required.

AP 4236, Advanced Placement Credit (NEW) was first reviewed on April 20, 2018; however it was not voted on by CC on May 18, 2018. District Leadership Council reviewed on May 9, 2018 and moved forward.

**BP 4240, Academic Renewal (REVIEW ONLY)** – Review only as per review cycle.

BP 4240, Academic Renewal (REVIEW ONLY) was first reviewed on April 20, 2018; however it was not voted on by CC on May 18, 2018. District Leadership Council reviewed on May 9, 2018 and moved forward.

- **AP 4240, Academic Renewal (NEW)** – This procedure is legally required.

AP 4240, Academic Renewal (NEW) was first reviewed on April 20, 2018; however it was not voted on by CC on May 18, 2018. District Leadership Council reviewed on May 9, 2018 and moved forward.

**BP 4250, Probation, Dismissal, and Readmission (REVISED)** – Minor housekeeping revisions.

BP 4250, Probation, Dismissal, and Readmission (REVISED) was first reviewed on April 20, 2018; however it was not voted on by CC on May 18, 2018. District Leadership Council reviewed on May 9, 2018 and moved forward.

**AP 4250, Probation (REVISED)** – Revised to include section on “Removal from Probation” to reflect local practice.

AP 4250, Probation (REVISED) was first reviewed on April 20, 2018; however it was not voted on by CC on May 18, 2018. District Leadership Council reviewed on May 9, 2018 and moved forward.

**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.

AP 4255, Dismissal and Readmission (REVISED) was first reviewed on April 20, 2018; however it was not voted on by CC on May 18, 2018. District Leadership Council reviewed on May 9, 2018 and moved forward.

**BP 5055, Enrollment and Registration Priorities (REVISED)** – Revised to include legally required language provided by CCLC Policy and Procedure Service.

A motion was made by Sarah Shepard to approve BP 5055, Enrollment and Registration Priorities (REVISED), seconded by Andrea Pulido, motion carried.

**AP 5055, Enrollment and Registration Priorities (REVISED)** – Revised to include legally required language provided by CCLC Policy and Procedure Service.

A motion was made by Sarah Shepard to approve AP 5055, Enrollment and Registration Priorities (REVISED) with the recommendation to include criteria: except for foster and homeless youth, only students who successfully complete orientation, assessment, and, at minimum, an abbreviated educational plan are eligible for priority registration eligibility, seconded by Andrea Pulido, motion carried.

**BP 5300, Student Equity (NEW)** – This policy is legally required.

A motion was made by Sarah Shepard to approve BP 5300, Student Equity (NEW), seconded by Andrea Pulido, motion carried.

**AP 5300, Student Equity (NEW)** – This procedure is legally required.

A motion was made by Sarah Shepard to approve BP 5300, Student Equity (NEW), seconded by Andrea Pulido, motion carried.

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

## 5. Discussion Items

### A. WHCCDO Program Reviews

Linda Thomas shared information on the following WHCCDO Program Reviews as a courtesy: Connected Learning – K. Cooper; Enrollment Management and Institutional Effectiveness – R. Grogan; Westside Institute of Technology (WIT) – D. Castillo; and Child Development Center – C. Cleveland.

Sarah Shepard noted goals were good and included how to promote (she appreciated this). Sarah would like to see a standing item on the Curriculum Committee agenda (alignment and integration). Linda Thomas said she would provide a report for these pathways to Sarah.

Contract training was discussed. Linda said she would like contract training to grow, and align with campus services. Pathways are important (i.e. adult schools to the college), communication will be key. This is a work in progress (process in in the beginning stages) and data driven.

### File Attachments

[WHCCD CL PR April 2017.pdf](#)

[WHCCD EMIE PR April 2017.pdf](#)

[WHCCD WIT PR March 2018.pdf](#)

[WHCCD CDC PR March 2018.pdf](#)

### B. Accreditation, Research, Institutional Effectiveness and Planning

Kyle Crider was unable to attend today's meeting. Item, Federal College Scorecard Coalinga, will be carried forward to next month's meeting.

BPs and APS link: <http://www.westhillscollge.com/district/administration/board-of-trustees/policies-and-procedures.php>

#### File Attachments

[Federal College Scorecard Coalinga.pdf](#)

#### C. WHCC Follow-up Report Clarification

Kyle Crider was unable to attend today's meeting. Item, Clarification of Sustainability on District Recommendation, will be carried forward to next month's meeting along with the Federal College Scorecard Coalinga Information provided.

#### D. Prior Learning Assessment (PLA) Update

Justin Garcias was unable to attend today's meeting. Items, PLA website presentation and Standards of Practice Information, will be carried forward to next month's meeting.

#### E. Outreach Update

Pedro Garcia was unable to attend today's meeting. Item, Outreach calendar link, will be carried forward to next month's meeting.

Outreach calendar link: [https://my.whccd.edu/depts/whcc\\_student\\_services/default.aspx](https://my.whccd.edu/depts/whcc_student_services/default.aspx)

#### F. ALO/IEAC Update

Francisco Banuelos and Sarah Shepard discussed the attached WHCC Follow-up Report/Draft dated 5/18/18. It was also shared that Dr. Reynolds had provided feedback regarding the draft document. The Accreditation visit is scheduled for November 8, 2018.

A motion was made by Sarah Shepard to approve the WHCC Follow-up Report/Draft, seconded by Alex Villalobos, motion carried.

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

#### File Attachments

[WHCC Draft Follow Up Report\\_ FB 5\\_5\\_18.pdf](#)

#### G. Governance Manual 2014/Integrated Planning Cycle - CC Governance Subcommittee

Sarah Shepard discussed how the Integrated Planning diagram changed (program review is the driver for what the college is doing). XXX diagram change. BASE has changed its name on Monday to XXX. The governance subcommittee also made recommendations to CC (review of effectiveness of the structure). Chairs should be admin in the future

A motion was made by Sherry Barragan to approve the Governance Manual with the change in graphics, approval of contents along with BASE name change to Student Success Committee, seconded by Sarah Shepard, motion carried.

Governance Manual Sub-Committee portal link:

<https://my.whccd.edu/committees/whcc-college-planning/Governance%20Manual%20SubCommittee/Forms/AllItems.aspx>

#### File Attachments

[West Hills College Coalinga Gov Man 5.9.pdf](#)

#### H. AB 19



Mali Flood shared that the state chancellors' office has provided information for colleges to use to help explain the promise grant, BOG, promise program (aka AB19). The attached document explains what the bill does and is for colleges review. WHCC will implementing and a June/July allocation is anticipated.

#### File Attachments

[AB19EXPLAINED.pdf \(487 KB\)](#)

#### I. Agenda/Minute Templates

Due to time constraints this item will be carried forward to next month's meeting.

#### File Attachments

[Agenda Template 4.3.18.pdf \(28 KB\)](#)


[Minute Template 4.3.18.pdf \(269 KB\)](#)

#### J. Kings View Mental Health Services, Hanford CA

Officer Chris Montoya introduced Fanny Cortez, from Kings View Mental Health Services, in Hanford CA. Ms. Cortez shared coverage area (500 miles including Eastside/Westside); team availability (7 days, holidays and weekends, two shifts). They are located at the Coalinga PD/Firebaugh PD. The staff try to divert individual's crisis by deescalating using natural resources. However they can initiate a hold to other sites when a higher level of care is needed (i.e. hospitalization. They also offer case management following crisis (i.e. follow-up and linkage to "therapy"). Follow-up to can be up to 90 days, depending on needs. There are 8 providers who are master level clinicians. Kings view also works with Turning Point and Fresno County.

Sherry Barragan asked if Ms. Cortez can meet with the students in their program and she said yet. Contacts can be initiated through the police departments. WHCC's campus officer can initiate contacts and yes, their organization can assist/evaluate clients at the college (meet where clients are comfortable). It was noted that adults can refuse care even if they need care. Advocates from the college can participate with this group as well.

#### K. Rape Crisis Center, Fresno and Firebaugh

Officer Chris Montoya introduced Maria Jacinto from the RCS Fresno. Maria said she works out of the project office in Firebaugh (supports all of Fresno County). RCS staff work with all victims and significant others. Their advocates are in Coalinga on Friday's only. She also noted that therapists do not come to Coalinga at this time. There are 27 staff members (some are bilingual). They work on cases from the beginning to the end. RCS advocates encourage reporting and generally there are 30-35 cases every month. Victimization is horrible; however RCS offers a 24 hour crisis line (559.222.7273 ). Maria mentioned that CSU Fresno student internships assist call lines.

President Thames asked Maria for posters to be placed around the campus (i.e. dorms). Brenda would also like to have an orientation/presentation for those at WHCC and NDC. President Thames said to those attending today's presentation "If you see something, address it." This information should be shared at all orientations, adjunct orientation, forums and PD days as the stigma of mental awareness understanding is important.

#### 6. Informational Items

##### A. Resource Allocation Handbook

Due to time constraints this item will be carried forward to next month's meeting.

#### File Attachments

[Final Budget Handbook 5 8 2018 \(002\).pdf](#)

##### B. California College Promise Grant

Due to time constraints this item will be carried forward to next month's meeting.

## File Attachments

[19549-05 CCC18 Promise Grant Fact Sheet-03.pdf](#)

## C. Punitive Measures for Programs Out of Compliance

Mark Gritton shared this information earlier on the agenda.

## File Attachments

[Punitive Measures for Programs Out of Compliance\\_rev\\_5-15-18 draft.pdf](#)

## D. Committee Updates

**BASE Committee:**

The BASE committee has been working to capture information on the progress of the integrated plan. During our last meeting, the groups met to discuss the progress they had made in their assigned areas. It appears as most of the groups are accomplishing their tasks. The BASE committee also discussed Guided Pathways (GP) and obtained an update from the GP group. The committee is discussing how the structure will benefit the GP group and how to provide assistance to ensure the success of the implementation of the GP plan.

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

**Infrastructure and Safety Committee:**

Infrastructure and safety committee has approved a request for change of space form from Matt Magnuson, to change room C3C in the library from a storage room to a study room for students. The committee also reported that the code blue emergency box by the bookstore has been removed. Gordon hall paint quotes were also presented, Morris General Contracting will be painting the blue areas on the outside. Carpet replacement quotes were also presented, Staggs Professional Floor Care will be removing and replacing the carpet in the allied health office and building G.

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 continuing to update our Follow-Up Report to reflect both committee members and campus-wide feedback. Our ACCJC liaison, Steve Reynolds, has also provided us with valuable guidance as we fine-tune our report.

Annual governance committee evaluations, which were deployed last month, will be reviewed at our last meeting of the semester. Committee chairs can expect a brief review of our observations. Beginning in fall 2018, evaluations will take place during the self-selected review month that committees indicated on their governance templates.

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

**Budget Resources Committee:**

The budget committee has been working on developing a handbook and during our last meeting the committee approved a draft to move for discussion to college council. The committee is also working with the research department on developing a survey to evaluate the committee's work this past year. This survey will go out to individuals who participated by submitting a resource allocation request form. The evaluation is to obtain information on how well the process worked, the efficiency of the form, how well it aligns to program review, and how much time it took to complete the form. The budget committee is looking for feedback to continue to improve the process for next year's budget cycle. The chair also discussed institutional learning outcomes and had a discussion on where to locate them on our new website.

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

#### **Program Review Committee:**

- The Committee has been meeting every Wednesday, from 11:30 AM to 1:30 PM to get as many Programs through the process prior to the end of the semester.
- Wednesday, May 16 will be the last meeting
- A draft of punitive measures for programs that are out of compliance has been developed, discussed and updated. Should be approved on May 16, then forwarded to CC.
- TRiO-Upward Bound Program Review will be presented for a 3<sup>rd</sup> reading on May 16.
- Business Program Review will be presented for a 1<sup>st</sup> reading on May 16. (time permitting)
- Financial Aid, M&O will be submitted prior to the end of the semester.
- Progress continues to with updating handbooks for Instructional and Non-Instructional Program Review Templates.

Portal link:

[https://my.whccd.edu/organizations/whcc\\_program\\_review/default.aspx](https://my.whccd.edu/organizations/whcc_program_review/default.aspx)

#### **Outcomes Committee:**

Outcomes Committee met on May 2<sup>nd</sup>. The committee revised their governance page to reflect a more consistent membership structure with the program review committee. Additionally, the committee reviewed and approved the 2018 ILO Recommendations to pass on to the IEAC committee. Lastly, the committee approved the Outcome statements for the Office of the President. For Old Business, the committee reviewed and edited our draft for Recommendation #9 and had discussion on how to setup the AUO-SSO workshops.

Portal link: [https://my.whccd.edu/organizations/whcc\\_slo/whccsloc/Pages/default.aspx](https://my.whccd.edu/organizations/whcc_slo/whccsloc/Pages/default.aspx)

#### **Curriculum Committee:**

The curriculum committee will hold its last meeting Tuesday, May 22<sup>nd</sup> to wrap up the semester. It has been a busy semester with the committee taking action on dozens of courses.

In addition to dangling curriculum items, the committee will discuss how we did on our goals this year and what we can do next year to improve the process. We know that with the implementation of eLumen, some change will be necessary. Currently the offsite team is cleaning up over 350 courses. Once their work is done, curriculum committee representatives will move the courses to the “approval” stage; the last one before going live! We are looking forward to improved workflows and efficiencies in the very near future.

Portal link:

[https://my.whccd.edu/organizations/whcc\\_curriculum\\_committee/default.aspx](https://my.whccd.edu/organizations/whcc_curriculum_committee/default.aspx)

#### **Academic Senate:**

Senate has been tackling the many, many Board Policies and Administrative Procedures that has been routed.

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

#### **Professional Development Committee:**

The committee held its final monthly meeting of the semester on Tuesday, May 15. The PDC is finalizing a campus-wide survey to gauge employee interest on professional development activities, including conferences/conventions, workshops and seminars. The members also discussed plans to track and compile all PD activities completed by WHCC faculty and staff in 2017-18 – and identify deliverables from each participant. This exercise will be replicated during the 2018-19 academic year, as the PDC creates a database on its portal site. The meeting concluded with a review of the WHCC Institutional Set Standards document. Since its first meeting in November of 2017, the PDC has enjoyed outstanding participation – with 100 percent of its meetings achieving quorum.

Portal link:

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

#### E. Board of Trustee Meeting

BOT agenda from April 24, 2018 and BOT minutes from March 13, 2018 were attached for review. If there are any questions committee members may reach out to President Thames.

Board agendas and minutes may be accessed by visiting the WHCCD website at:

[http://www.westhillscollge.com/district/about/board\\_trustees/agendas\\_minutes/index.asp](http://www.westhillscollge.com/district/about/board_trustees/agendas_minutes/index.asp)

#### File Attachments

[BOT A 4.24.18.pdf \(209 KB\)](#)

[BOT M 3.13.18.pdf \(230 KB\)](#)

#### F. 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.

#### File Attachments

[Events Handout 5.18.docx.pdf \(249 KB\)](#)

#### 7. Other Items

A. Nothing further at this time

8. Next Meeting: June 22, 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.