

## College Council Minutes

October 8, 2013, 2:00 pm

Karas Room, LTC

**College Council Members:** Joe Bissell, Alicia Cadriel (for Loran Walsh), Amelia Converse, Celine Pinet, Chris Marshall, Dan Fox, Diane Boynton, DJ Singh, Elizabeth Dilkes Mullins, Fred Hochstaedter, Gary Bolen, Julie Bailey, Kali Viker, Lyndon Schutzler (non-voting), Mark Clements, Marty Johnson, Michael Gilmartin, Stephanie Perkins, Suzanne Ammons, Walter Tribley, ASMPC Rep (vacant)

Absent: Chris Marshall, (ASMPC President), ASMPC Rep.

**1. Minutes – September 24, and October 1, 2013** (*Deferred to future meeting*).

**2. Action items:**

- a. **BSI Annual Report to Chancellor's Office – second reading (Laura Franklin):** For this second reading, Laura provided a one page summary/worksheet of 2012-13 funded activities and projects. She identified those projects which were new and invited any questions.

*College Council recommends that the BSI Annual Report to the Chancellor's Office 2013-14 be forwarded to the Board for approval.*

The motion was made, seconded, and approved unanimously by eleven members, with none opposed.

**3. Information Items:**

- a. **Cost-cutting, revenue-generating, enrollment-growing recommendations:**
- i. **Feedback from the advisory groups** – Diane produced a new and improved form which incorporated feedback from the advisory groups and from the campus survey since our Oct. 1 meeting. Diane explained the various color coding used. She then suggested that we return to groups of 3 persons and evaluate the suggestions as to which could be done quickly with benefits to the 2014-15 budget, and which could have the most significant benefit, After discussing each item in small groups, group representatives shared their group's perceptions.
- ii. **Review and revision** – Diane then collected the groups' spreadsheets with comments, indicating she would provide a summary before College Council's Oct 15<sup>th</sup> meeting.
- b. **Business and Technology Division Program Review (Leandro Castillo):** Leandro reviewed the Executive Summary to include the following points:
- Faculty numbers have been shrinking in size with several changes/retirements.
  - Cooperative Work Experience has grown from a faltering program to a valuable and structured program with newly developed Student Learning Outcomes.
  - Computer Science faculty have been reduced to two and one-half positions, several part-time faculty with only two labs available and aging computers. Current faculty have identified key points of action required to exceed future expectations to include hiring one full time faculty instructor, adding a new lab

facility, obtaining a permanent lab in Marina, updated software/hardware curriculum, and more.

- Business Skills Center's many courses will need to be revised to accommodate the new Windows 8 OS. Changes are being made to curriculum to include online, hybrid and to bring in Windows 8, and Microsoft Office 2013. Student success and outcomes within the BSC curriculum are directly impacted by faculty and staff access, new software and technology tools, and flexible hours for lab and online.
- Business has been negatively impacted by the lack of replaced retirements. The department has faculty who routinely teach 19 plus units of core curriculum and is in dire need of additional full-time faculty in order to accommodate the development and growth of the program. The Business Department has carefully managed its course offerings to ensure that where sections were reduced, they would still be offered with sufficient frequency in order for students to be able to complete programs of study in the time allotted. The district will need to reflect on its commitment to make adequate resources/funding available in order for CTE to remain competitive and viable.
- Real Estate – a new strategy will reconfigure curriculum from sixteen week semester courses to eight week online or hybrid courses. This will allow students an opportunity to prepare to take their real estate license exams within two semesters. All real estate faculty are part-time.

#### **4. Campus community comments**

##### ***Items for future meetings:***

- Board policy adoptions
- Online student services
- Online application/registration process
- Policy/process for reorganization

College Council meets again on October 15<sup>th</sup> at 2pm.