

College Council Minutes - Draft

September 24, 2013, 2:00 pm

Karas Room, LTC

College Council Members: 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, Mark Clements, Marty Johnson, Michael Gilmartin, Stephanie Perkins, Steve Ma, Suzanne Ammons, Walter Triblev, ASMPC Rep (vacant)

Absent: Chris Marshall (ASMPC Pres.), and ASMPC Rep.

1. Minutes – August 13, and September 10, 2013:

- August 13 – approved as recorded with 2 abstentions.
- Sept 10 – approved unanimously with corrections.

The meeting opened with all members introducing themselves.

2. Information Items:

a. **Membership update/clarification:** Diane recapped the membership changes:

- Diane was asked to co-chair at a time when membership spots were filled. Since then Lyndon has chosen to remove himself from College Council as a voting member, however, he requests to remain present at the meeting for the purpose of participating in discussions. Diane invited input and there appeared to be no opposition to the proposal.

b. **BSI Annual Report to Chancellor's Office – *first reading* (Laura Franklin):** Laura provided the following recap/highlights of the report and how it came together to include the following:

- The Chancellor's Office requires all colleges which receive BSI funding to complete the end-of-the-year report and all funded activities must be tied to measurable goals.
- Each of the three departments (English, Math and ESL) was responsible for the data reported. They also drafted the verbiage which describes the data and provides some analysis. The BSI Committee then conducted some brainstorming to answer questions on the report and review drafted feedback language from the departments.
- The report has gone through Academic Senate, AAAG, and will go to SSAG prior to its second reading at College Council.
- Question 1 asks how the College uses its funds and what processes are used.
- Question 2 asks about problems still being faced in the areas of ESL/Basic Skills.
- The BSI Committee as well as other committees, has come a long way in the past three years in learning how to evaluate data and design evaluations to best gauge which projects should continue, which need revision and how to better use data. Laura outlined one example with the use of a *Progression Survey* which helped qualify an outcome that appeared unusual until further analysis was made.
- Laura then reviewed the funding allocations for years 2010-11, 2011-12, 2012-13, indicating that funding is available for three years (2010-11 expired 6/30/13); funding for following years is expended only after current funds are expended.

c. **Prerequisite Adoption Plan (Michael Gilmartin):** Approximately 2 years ago, the CCCCCO proposed a change in Title V which would allow us to adopt prerequisites based on content review. Previously, if a prerequisite Math or English course was desired for a non-English or non-Math course, much research was required. This could take two years, and involved much research to include student populations. This process discouraged listing of prerequisites which then resulted in students enrolling in classes for which they are not prepared. Title V was since changed allowing districts the option of adopting a "Content Review Adoption Plan", whereby content review can be used in lieu of

research. Michael outlined the process which is much more simplified yet still involves oversight and approval. The CAC has worked on this “Adoption Plan” for over a year and Academic Senate has reviewed it as well. It will go forward to the September Board.

- d. Cost-cutting, revenue-generating, enrollment-growing recommendations:** Diane provided additional handouts and invited input from the group to formulate the following:
- i. Creating criteria for decision-making:** The actions taken must:
 - Work toward achieving stated goals (cutting costs, growing enrollment, generating revenue).
 - Be legal.
 - Be cost effective (benefits must outweigh the cost).
 - Be quantifiable.
 - Have both short-term and long term positive consequences for the college.
 - Make a significant impact (cutting programs and services with little cost savings isn’t helpful).
 - Must not have a significant negative impact on student access or success.
 - Must consider student/community perspectives.
 - ii. Reviewing ideas:** Diane provided the **February 2012 Board Study ppt**. She also provided handouts with suggestions which could be sorted into three areas:
 - Cost Cutting
 - Revenue Generating
 - Enrollment Growing

The group was divided so that each of the above topics had 2 teams of 3. The teams separately worked for about 15-20 minutes to provide input as to feasibility of the many suggestions. At the end of the session, the teams agreed to compile their responses and forward to the cochairs by end of the week.

- iii. Calendar of events:** Diane presented the timeline for consideration which included the scheduled advisory group meetings. CC will meet on Oct 1 and 8th.

3. Reports

- a. Enrollment update (Celine):** Celine reported on the comparison report for weekly and daily census for Fall 2012 as compared to Fall 2013 as follows:
 - Fall 2013 is down 3.79% in credit enrollment and down 5.93% in weekly census enrollment
 - Final numbers will change as daily census and positive attendance numbers come in.
 - All rosters were turned in.

Potential for growth—Distance Education has grown over 30% in FTES from Fall 2012 to Fall 2013 and 49% from 2011 to 2013. New curriculum, outreach efforts, student services support are being incorporated at the Marina/Seaside Education Centers. For example, more ADMJ classes will be offered at Seaside due to the site’s suitability. Internally, growth is being sought through in-reach, retention and similar efforts (see item c. SABRE) below.

~~**b. Accreditation Update (Fred/Celine) – defer to future meeting – Future Accreditation Updates will list Catherine Webb in the place of Fred Hochstaedter.**~~

- c. SABRE – Student Access Barrier Reduction Efforts (Marty)-** This group consisted of members from Student Services, IT, Fiscal Services, Financial Aid. The group identified factors which act as barriers and are producing recommendations to remedy such as:
 - Automate CCC apply – to avoid delay.

- Outsource student parking – this could be conducted online rather than in person.
- Student e-mail – need to get all students on board with a student e-mail address.
- Web site functionality- needs to be easier to navigate (outsource?).
- Printed Schedules – a number of printed schedules is set for publishing in spring.
- Reapply after one semester ---this is going to be amended to one year.
- Library Resources to be made available at other locations (computers, books etc.)
- Outreach plan for the year is underway through the work of a subcommittee.

SABRE meets again in early October.

- d. **Technology Committee (Mike Midkiff):** Mike gave a status report on the Tech Committee, to introduce its members, resource persons, team development and corresponding timelines (Forming, Storming, Norming...etc.). In fall 2013, three subcommittees and an ad hoc subcommittee were formed (Web RFP, Tech Plan, Initiatives) and the group is now ready to begin performing. Progress to report on includes the following:

- New Network Switches now approved for purchase.
- Web RFP very near completion.
- Revised Tech Plan (Draft) ready for shared governance review (Oct/Nov).
- Initiatives being categorized and prioritized.
- Thin Client Options being evaluated.

Next:

- Improved WiFi Services.
- Refresh Strategy.
- Updated Acceptable Use Agreement.
- Approval of purchases from one-time funding in several categories (Approved \$300,000 in May 2013).

Mike reminded the group that Technology is now being vetted through a committee before decisions are made and technical solutions are implemented. The District's Technology work is in many regards a retrofitting and while the process is a long, methodical one, it must be done properly. The Tech committee is committed to due diligence and process and will report to College Council on a regular basis. Current agendas, minutes and other documentation can be accessed here:

<http://mympc.mpc.edu/Committees/TechCommittee/default.aspx>

4. **Campus community comments:**

- Dr. Tribley announced that Joe Bissell will join MPC in early October as Professional Expert (Sept. Board Approval), and then as Special Assistant to the President (Oct. Board Meeting). Joe will provide key transitional support until such time that an Interim VP can be found (early January?). Ideally, some overlap time would be beneficial.
- The Sept 11 performance "The Guys" generated \$350 in donations for the Fire Academy.

Items for future meetings:

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