

College Council Minutes

March 5, 2013

2:00 pm

Karas Room, LTC

College Council Members: Walter Tribley, Carsbia Anderson, Celine Pinet, Steve Ma, Michael Gilmartin, Julie Bailey, Gary Bolen, Mark Clements, DJ Singh, Stephanie Perkins, Fred Hochstaedter, Adria Gerard, Alan Haffa, Lyndon Schutzler, Loren Walsh, Paula Norton (for Amelia Converse), Kali Viker, Suzanne Ammons, ASMPK Pres. (vacant), ASMPK Rep. (vacant)

Absent: Mark Clements, Adria Gerard, Paula Norton, ASMPK Pres., ASMPK Rep.

Guests: Laura Franklin

Campus Community Comments:

- Loren reported on his participation of March 4 on the March in March in Sacramento, representing approximately 24,000 members. The message delivered included that students should be getting degrees for free as was previously promised. Turnout was satisfactory.
- Lyndon reported that MPC had Northern California athletes compete a couple of weeks ago. One was Megan Scheurer (sp?) softball, Garrett Woodward (baseball), and Stephen Dorsey who competed in his first track meet after basketball.
- Carsbia indicated that he met with the Academic Senate and Nicole Dunn (A&R) regarding census data and the last date to drop classes with a “W”. Information will be sent to all faculty and students via student portals.
- Friday, March 8 is the Lobo Hall of Fame, in which Lyndon Schutzler will be inducted. Registration is through the Foundation office.
- Saturday, March 9 at the Oldemeyer Center in Seaside, the Annual Community Play, produced by the African American Theater Arts Troupe will feature *The Amen Corner*.
- High School Assessments will be conducted on March 9 and March 16th.
- The Campus Employee BBQ is scheduled for May 31st.
- Title V--While work continues in the review of the system and structure in order to enable access, the committee meetings are also ongoing in preparation for the grant application.

1) **Minutes – February 19, 2013.** The minutes will be deferred for review/approval at our next meeting in order to allow for adequate review of important/lengthy discussions.

2) **Action Items (see available handouts):**

a) **Public Safety Training Center Director** (*first reading- Celine Pinet*): The current incumbent has been in this position for about 30 years under the job title “Program Coordinator” of the Fire Academy. Since much has changed over the years, the proposed Director position is designed to correct several challenges and expand responsibilities. Some of those responsibilities include curriculum development and ability to conduct faculty evaluations. The proposal is for an Academic Administrator position requiring the individual to possess a Master’s degree and be certificated in order to do both curriculum development and supervise faculty. Given the potential for growth at the Public Safety Training Center through the existing Fire Academy, this position could provide oversight and growth to include the existing EMT and ADMJ programs and even expand into additional public safety training programs. It could also provide coordination between MPC and outside law enforcement training agencies. The salary schedule is being formulated and is forthcoming. Comments from the group included the following:

- Will the proposed new director position necessitate modifications be made to the current level of clerical support?
- Could trainings at Parker Flats and the MOUT site be “funneled” for the benefit of FTES production for MPC.

- The job description may appear to be very similar to that of the Division Chair description, however, it was noted that the Director position carries a heavy and broad workload to include curriculum development, a large number of ISAs, faculty evaluation, contract generation with countywide Fire Academies as well as oversight of on-site registration.
- Activities and functions at the PSTC, MOUT etc. are different from what we do here at the Monterey Campus. We should be cautious in the development of this position so as not to create a “disconnect” from the rest of MPC with regards to representation within AAAG, Academic Senate and our shared governance structure.
- The position represents broad administrative and academic responsibilities; the challenge is to fill/replace the position so as to both support growth and enable MPC to benefit from that growth.
- Incorporation of SLOs should be considered when we look to hire/replace faculty positions.

Salary information is critical to this continued discussion scheduled for March 19.

3) Accreditation Progress/Update *standing item (Fred/Celine):*

a) **Planning and Resource Allocation Chart** (*recap of revisions made last year: See Minutes from April 17, May 1st and May 15, 2013*): **Deferred to future meeting (3/19/13).**

- *Action Plans:*
- *Incorporate SLOs:*

b) **Planning Assumptions “framework”** (*Walt*):

c) **Strategy for proceeding forward** (*Walt’s direction to Divisions*):

Walt spoke to “b” and “c” collectively with the following points:

- The Planning Assumptions should be inserted into all of our planning processes, and in the manner most appropriate given the changing funding models and regulations.
- Increasing credit FTES – where and how courses are offered (online vs. face-to-face),
- Focus on growth and in particular with attention to assign FTES growth in Marina when the option exists. This is key to our future funding strategy.
- Ease of accessibility to our admissions and registration processes so as to cut down on wait time and delays.
- Promote continuing education programs. This is essential in addressing the issues surrounding non-credit courses and repeatability. Such courses will migrate over to continuing education as a delivery mode in order to continue in a self-sustaining manner.
- Marketing efforts will be revised from multi-page schedules/paper promotions to a postcard type of promotion along with radio and other media believed to be effective. Carsbia reported on a card type flyer which is tangible and holds information that can be scanned.

Additional comments included that we consider media sources such as twitter, facebook, and that we consult our students as to preferred media. Other access barriers related to financial and physical resources were also discussed as was the plan for web page improvement.

d) **ACCJC Update (Midterm Report)- Celine:** Celine reminded the group of the Feb. 11, 2013 from ACCJC indicating we resolved deficiencies addressed in Recommendations 2 and 4, and partial fulfillment of Recommendations 1 and 4. The Midterm Report due date of March 15 was extended to April 1. A conference call with John Nixon and Jack Pond helped in

determining what additions/modifications could be made to best respond to the ACCJC. Celine reviewed the Report and gave a recap to include the following:

- Recommendation 1, we added two pieces of evidence: (1) Instructor Reflections from spring 2013, and (2) Program Reflections from spring 2013. This entire section was also reworked to better address the ACCJC's request in the February 11 letter.
- Recommendation 3 was modified to strengthen the verbiage to reflect changes as having been made and activities completed rather than speaking to plans to implement changes. One example is the inclusion of evidence such as the "Faculty Self Evaluation Excerpts from fall 2012".

In summary verbiage was amended to use the "past tense" indicating the activities were done, not just planned, the inclusion of *data to support stated claims and addition of information reflecting degrees which have been added.

****Data is defined as excerpts from SLO assessments (derived from Program Reflections), and Faculty Evaluations. The importance of instructor assessments was underscored as an essential component in demonstrating to the Accrediting Commission that we are indeed assessing outcomes.***

The Annual Report is also being worked on currently, using data from fall 2012 and two previous fall semester in its completion. Celine provided a brief overview of the report. Comments from the group included some question as to how the Annual Report's information (data entries) is used or is planned to be used in evaluating the institution.

4) Board Policy Adoptions:

a)

5) Discussion items for *future* meeting:

- a) MPC Technology Vision/Challenges*
- b) SIS – How well is it working (input from DOMS, end users, A&R etc.)*
- c) Prioritizing filling of classified position (process from VPs): *spring 2013*
- d) **Thin client / Sharepoint /Website*--later spring 2013**
- e) **CC bylaws (review, to include role/charge of BC):--to be placed on agenda for 3/19/13.**
- f) **Reorganization (process): *spring 2013***
- g) **On line counseling/supportive service—(LaRon or??)**
- h) **Website**

"c" & "f" – request to have these on a February agenda if possible. Request "d" sometime in spring.

**Technology Committee will report with updates.*

6) Other:

a) **Committee Reports**