

College Council Minutes

April 16, 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, Elizabeth Dilkes Mullins (for Adria Gerard), Alan Haffa, Lyndon Schutzler, Loren Walsh, Paula Norton (for Amelia Converse), Kali Viker, Suzanne Ammons, ASMPC Pres. ASMPC Rep.

Absent: Celine Pinet, Elizabeth Dilkes Mullins, Kali Viker, Mark Clements, ASMPC Pres., and ASMPC Rep.

Campus Community Comments:

- Dr. Tribley reported that the Chancellor's Office is taking a close look at the South Bay Regional Public Safety Training Consortium and its agreements with MPC. The concerns involve apportionment funding directly related to the FTES purchased from the Consortium by MPC and other members of the JPA. Although not enough is known of the concerns, the financial impact could be significant. For 2012-13 we originally committed to purchase 175 FTES, and upon learning we needed additional FTEs, increased our commitment to 425 FTES. More information will be forthcoming as it is known.
- The Asian Culture Show is Saturday, April 20th at 7:30 p.m. in the Music Hall.
- ASMPC elections take place April 17th.
- Gary Bolen announced that the Theatre has completed a successful move back into its newly renovated space. The recently hosted Critics Circle of the MPC Herald reflected the overall impression that the Theatre project is a success and very well received overall.
- Dr. Singh reported that CISCO Live has selected an MPC student as a member of its Dream Team consisting of 10 students selected from 2 year, 4 year and technical schools within the entire United States and Canada.
- Steve reported that a draft of the Technology Plan will be making its way around the campus, through the advisory groups and to College Council likely by the end of the semester. The committee members have worked very hard to make progress. Additional comments shared reflected the hard work and extraordinary measures taken to make sure phone and network capabilities were in place and running well prior to the Theatre's move in. (Gary Bolen).
- May 3rd is the President's Address. Faculty and Staff participation is still needed and registration is still open. The President's awardee this year is Mr. John Mahoney.

1) **Minutes – March 19, 2013** (March 26 no quorum). The minutes were approved as recorded.

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

a) **Recommendations from Academic Senate, Feb. 7, 2013 (2nd reading- Fred):**

i. **Board Policies – posting of appendices or administrative procedures:**

College Council recommends that board policies and appendices be posted and in tandem with each other and published in an accessible location.

ii. **Board Policies – distinction between appendices and administrative procedures:**

College Council recommends that the clarification be made as to the distinction between a board policy appendix and an administrative procedure, choose to use one or the other term and then consistently use it on a consistent basis.

Alan called for a motion/comments/discussion. The motion was made, seconded, and approved unanimously to approve both recommendations above.

3) **Information Items (see available handouts):**

a) **Career Transfer Resource Center (CTRC, replacement- Carsbia):** This position was presented as information along with information on functions served by the position.

b) **English & Study Skills Center (ESSC, replacement – Celine):** This position was presented as information along with information on functions served by the position.

c) **Action Plans**

i. **Academic Affairs:** Michael welcomed all to review this 118 page document and outlined how it was organized by department, listed in detail and by budget and non-budget dependent items. AAAG will discuss on April 17th and may decide on how to prioritize. In the past, prioritization was inherently necessary as funding existed. This will return to College council after AAAG reviews.

4) **Program Reviews (Student Services):** Carsbia presented the program reviews and explained in each, the strengths, challenges, trends and goals along with some elaboration as noted below. He reminded the group that all existing Student Services engage in the program review process to include a self-study process supported through information gained from semester program reflections and annual updates. Each area engages in a peer review evaluation process, resulting in a summary written to include an overview identifying those strengths, challenges, trends and area goals.

a) **Athletics:**

Challenge: A review/analysis of the leadership/management structure should be conducted to determine if the current position-- Athletic Director/Division Chair-- as held is the most efficient/effective model. The Athletics Program is a successful learning community and as such, each coach holds and is responsible for its own study hall in the interest of supporting success for students from entry level to transfer level.

b) **Job Center:** The Job Center differs from COOP in that it provides a link between education and employment by providing essential tools and support to find and keep workers in jobs. COOP program functions to provide credit for students already in positions and who are looking to enhance their skills and better their positions in those jobs.

c) **Student Health Services:** This program has been offered for 50 years and provided first aid, emergency care, personal counseling, access to a physician and health education. SHS serves as a resource for health related matters (including mental health). Challenges include maintaining funding to meet current needs (to include services to the Marina Education Center), responding to growing need for psychological assistance and the growing number of hungry and homeless students. Discussion followed to suggest that a standing flex activity be held to feature a **Health or Behavioral Health** related topic as a presentation. At last flex day, the BART presentation was informative and well received, demonstrating a need for ongoing similar sessions.

d) **Student Activities –** This operation provides leadership opportunities and practical learning experience beyond the classroom, offering community involvement and recognition of achievement. Over 20 student clubs ranging from academics, cultural, recreational, political/social action, religion and sports are supported through Student Activities. Still, the challenge remains to find ways to reach a broader range and number of students in order to get more students involved. For example, in elections we may have only 200 plus students involved in a population of approximately 9,000 students.

5) **SIS Presentation** (*From Discussion items future list below*): Carsbia indicated that a more fitting presentation could be produced if more was known as to what College Council is looking to receive. The SIS system serves many groups of end users beyond admissions/records, fiscal services, and students. A reliable data base should serve many functions in addition to generating reports for FTES production and this includes providing information for programmatic SLOs. While instructors have found the new system to be an improvement, the DOMs have experienced problems in that each report needed requires a cumbersome multi-step process. The SIS program was created by Santa Rosa, customized to their unique scheduling to include an “augmentation factor” and revised to accommodate their needs. MPC generated reports often overestimated figures, and changes made in the program were not retained in the

programming. It is becoming increasingly apparent that MPC will need to find a sustainable system and we will be forced to consider transitioning to another system, though very costly, such as Banner, Datatel or PeopleSoft. Enterprise Resource Planning Software is very costly (approximately \$5 M), however as this need is “mission critical”, we will likely be looking at several potential funding resources such as Title V funds, financing and other.

Alan asked that an update be brought forward with new developments and Carsbia suggested a report come forward from Nicole (Admissions and Records) and Rosaleen (Institutional Research). Separately, Mike Gilmartin will be meeting with the DOMS to review the SIS performance issues.

- 6) **Accreditation Progress/Update standing item (Fred/Celine):** *Nothing current to report on.*
- 7) **Planning and Resource Allocation Chart** (*spring 2012 recap of discussions and revisions---see minutes from April 17, May 1st & May 15, 2012*): ***This will be brought back following discussion at PVP.***
 - a) Action Plans:
 - b) Incorporate SLOs:
- 8) **Bylaws of College Council (membership terms for review):**
 - a) <http://www.mpc.edu/collegecouncil/College%20%20Council%20Agendas%20and%20Minutes%202011/cctermbylawsFred%203-26-13.pdf>

As a recommending body to the President-Superintendent, College Council by past practices will continue to recommend to the President. The recommendations should confirm institutional support. Discussion and review followed with changes suggested; consensus was reached that a smaller group work on verbiage construction for clarity. (*See updated version of Bylaws to follow which will be brought back to College Council.*)
- 9) **Board Policy Adoptions:** *None at this time.*
- 10) **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) Reorganization (process): *spring 2013*
 - f) On line counseling/supportive service—(LaRon or??)
 - g) Website

“c” “d” and “e” requested for spring agenda.
**Technology Committee will report with updates.*
- 11) **Other: Next meeting April 23rd?**
 - a) **Committee Reports**