

## College Council Minutes

Tuesday, July 14, 2009

2:30 p.m.,

Karas Room

College Council Members: Doug Garrison, Carsbia Anderson, John Gonzalez, Michael Gilmartin, *Laura Franklin for Joe Bissell*, Julie Bailey, Gary Bolen, Steve Morgan, Mark Clements, Bill Jones, Brenda Lee Kalina, Stephanie Perkins, Fred Hochstaedter, A.J. Farrar, Bernie Abbott, Lyndon Schutzler, Susan Villa, Suzanne Ammons, ASMPC Pres. Mike Dickey, ASMPC Chief Justice William Manel

**Absent:** Dr. Garrison, Mark Clements, A.J. Farrar, Lyndon Schutzler, Bill Jones, Stephanie Perkins, Susan Villa, ASMPC reps, Mike Dickey, William Manel

**Guests:** Rosaleen Ryan, Deb Anthony, Joann Busenbark, Connie Andrews, Claudia Martin, Eric Ogata, Vera Coleman

### Campus Community Comments:

Gary Bolen reported on the following:

- Work on *The Producers* is ongoing and is looking to be the biggest production of the MPC theater in its 55 year history.

1) **Minutes – June 16, 2009:** Approved with changes.

2) **Accreditation Update/Reports:** <http://www.mpcfacy.net/accreditation/home.htm>: Dr. Gonzalez reported that the full Accreditation document is written and planned to go forward for review by the PVP group on Thursday, July 16. It is on schedule to go forward to the Academic Senate and to College Council.

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

#### Classified Position Requests:

#### Faculty Position Requests:

**Program Review – Institutional Research (Rosaleen Ryan):** Dr. Ryan presented the program review for the Office of Institutional Research, explaining this was the “inaugural” program review and future program reviews would look differently. Her recap included the following points:

- The OIR reports directly to the Superintendent/President and contributes to the MPC mission by serving as a data resource for administration, faculty, and staff.
- The OIR came into being following the 1998 Accreditation visiting team recommendation that MPC “develop and implement a broad-based and integrated system of research, evaluation and planning to assess institutional effectiveness and to use the results for institutional improvement.” Following this, an *ad hoc* Institutional Research Advisory Committee was established to develop a proposal for a more formalized integrated and comprehensive institutional research plan, which led to a board approved/hired management position as Director of Institutional Research.
- In 2000-01, the Institutional Research Agenda (a living document) was established and revised annually with the exception of years 2004-05 and 2005-06 while heavily involved in facilities master planning, the Five-Year Capital Outlay Plan and FPP/IPP processing.
- In 2004, the ACCJC recommended that the college broaden its research directions and expand data availability. In response, the role of the OIR was defined accordingly.
- In spring 2009, a survey was implemented to assess the quality of service provided by the OIR, the results of which reflect an overall high level of satisfaction. However, the results also indicate a need for the OIR to conduct additional training to faculty and staff on data retrieval and usage and to improve the accessibility of data and reports.

Concluding discussions centered on continuous quality improvement of program reviews in which the OIR would use the results of this self-study to improve its operations.

**Program Review - Facilities Department (Joe Bissell):** (*future meeting*).

**Program Reviews (Carsbia Anderson):**

a) **Child Development Center:** *(future meeting)*.

b) **Student Financial Services:** Claudia Martin and Larry Walker provided an overview and evaluation summary of the Department which included the following:

- Funding data reflects a steady increase in the number of students receiving BOG Fee waivers and PELL grants (3120 in 2007-08, and 4500 in 2008-09), coinciding with outreach activities.
- Funding levels for BOGFW, PELL and Stafford Loan have steadily increased over the last seven years, from 2,597 in 2002-03 to 3430 in 2007-08, with the exception of 2005-06 and 2006-07, which coincide with an unfilled Outreach Coordinator position.
- In 2003-04 the State gave Community Colleges financial aid staffing funds for outreach. Due to the increase in BFAP (funding), the Department of 1 Director plus 6 full-time persons, was able to add 2 and ½ full-time staff members.
- In spring 2007, a survey was mailed to 1,963 students, with a 5.09% return (normal is under 5%, ideal is around 10%). The 10 question survey asked students to rate the SFS performance in a 1-5 scale with the resulting responses ranging from 3.38 to 3.83. As the replies were higher than 2.5, this suggests the majority of students who replied felt that the delivery of aid was in a timely manner and the SFS lines were not long. These two questions scored the lowest responses.
- SFS will continue to survey students through the Class Climate Evaluation process to monitor satisfaction and delivery trends.

Discussion followed to include the concern surrounding the potential 58% cut to Categoricals and the need to direct outreach efforts to include area high school counselors and superintendants, particularly those within Salinas and South County areas.

c) **Counseling:** Larry Walker and Sal Cardinale provided an overview and evaluation summary of the Counseling Department, which included the following:

- All students (academic, career, but not enrichment or professional growth) must see a counselor the first time.
- Counselors offer a variety of counseling services including domestic, psychological and coaching for classroom issues.
- Six of the full-time counselors provide 30 student contact hours per week plus 5 hours for committee responsibilities, while the remaining 2 counselors spend approximately 50% of their time for counseling.
- Each counselor is assigned to a public high school, and there is one counselor for each private high school.
- Counselors provide updates on course requirements affecting majors.
- Each counselor has liaison responsibilities for each division.
- Challenges lie with meeting this fall's increased enrollment and supporting the education centers. It will be important for counselors to communicate options for students on closed classes and scheduling opportunities in light of closed or cancelled classes.
- 2007-08 showed over 1,800 more students directed to counseling than in 2006-07, yet only about 160 additional students were served. This is stated to be attributable to several reasons, including the reduced number of counseling hours available to students and/or insufficient time to conduct follow up activities.
- The number of students exempt from (matriculation) counseling has declined, resulting in an overall increase of approximately 1,500 additional students each year requiring counseling services for each of the last three years.

d) **Admissions and Records:** Vera Coleman and Joann Busenbark provided the overview and evaluation summary to include the following major points:

- The staff has many members on board with considerable longevity.

- The staff is dedicated to providing services to students which include assisting with in-person registration and the more recent migration to web registration, collecting and distributing data to faculty and other departments, inputting grades, and providing student transcripts to other schools.
  - Challenges exist still with gathering and utilizing student survey data to assist with the continued transition from window (in person) registration to web registration.
- e) **EOPS/CARE:** Eric Ogata and Joann Busenbark presented the overview and evaluation summary which included the following:
- This program receives over \$1 million per year to provide funding assistance to over 800 mostly low income and educationally disadvantaged students.
  - Students must meet specific criteria to be eligible for EOPS, and they may also qualify for CARE (collaboration between EOPS and Monterey County Department of Social Services) which provides a meal plan voucher and childcare grants for out of pocket childcare expenses not covered elsewhere.
  - Recipients are widely diverse in age and ethnicity.
  - Staff has developed creative means of delivery of services and has developed realistic SLOs.
  - Challenges exist as a result of changing demographics which requires changes in services; budget limitations verses needs.
- f) **International Student Program** (*future meeting*):

Dr. Gonzalez stated for the record:

The presenters of today's program reviews are to be commended for their efforts; however, College Council should consider addressing the following issues related to the presentation of program reviews to College Council:

- 1) Program Review reports to College Council should be aligned with our planning and resource allocation process timeline.
- 2) Program Reviews should be presented during the spring semester when more staff are on campus for information dissemination purposes, rather than during the summer when less staff are available to receive and share in the information.
- 3) College Council needs to provide guidance to prospective program review presenters as to what is expected in the presentation (i.e., a summary of what programs do or a summary of performance goals as compared to the previous program review, a summary of goals for the next cycle, and a summary on SLOs).

Due to time limitations, we may wish to limit the number of program review presentations for a given College Council meeting.

**Academic Affairs Reorganization (John Gonzalez)** *future meeting*:

**4) Action Items** (*see available attachments*):

**a) Faculty Prioritization Process and AAAG Bylaws (2<sup>nd</sup> reading-Dr. Gonzalez):**

Revised bylaws are forthcoming and with this the 2<sup>nd</sup> reading for this item can take place.

**b) Equipment for Emergency Medical Technician class (1<sup>st</sup> reading- Dr. Gonzalez):**

This is part of the Instructional Equipment request. The e-version will be shared with members today or tomorrow, and therefore can be considered as the 1<sup>st</sup> reading. It will then be presented at the next College Council meeting for a second reading.

**5) Budget Update? (Joe Bissell):** *An update will follow once the State Budget is approved.*

**6) Other:**

**a) Committee Reports-**

**b) Next meeting?** *Consensus was reached to have College Council meet again next week—July 21?*