

College Council Minutes

Tuesday, March 3, 2009

2:30 p.m.

Karas Room

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

Absent: Julie Bailey, Bill Jones, Stephanie Perkins, Susan Villa, Mike Dickey, William Manel

Guests: Karen Engelsen, Susan Steele, Eric Ogata, Larry Walker

Campus Community Comments:

Karen Engelsen announced:

- The United Way-MPC annual fund raising campaign is underway. It is important to recognize that the United Way fills a unique role in providing funds that support numerous vital services that stay within our community.
- MPC has engaged in a partnership to assist with fund raising efforts by broadening its own participation amongst employees and colleagues. An option exists for anyone willing to give and at any level.
- It is well known that one in four people in Monterey County receive direct services annually from a United Way agency, and this will become even more critical given the current difficult economic times.

Carsbia Anderson announced:

- On Saturday, March 7, in conjunction with Black History month, MPC is sponsoring the UCSC African American Theatre Arts Troupe in its annual performance at the Oldemeyer Center. This year, the AATAT will perform "The Piano Lesson" written by August Wilson.
- Friday, February 27th MPC hosted the Local Superintendent/President's meeting which provided an opportunity for dialogue and strengthening outreach to area high schools. Topics of discussion included concurrent enrollment and how best MPC and the high schools can work together to meet the needs of the varied populations in their shared communities. These discussions will assist MPC as it works to reshape its message to the community.

Gary Bolen announced that the Storybook Theatre production of *A Year with Frog and Toad* by Arnold Lobel begins this weekend and plays through the next three weeks. This delightful production is well received and entertaining for all members of the family.

Lyndon Schutzler reported that Wendy Bates just returned from a visit to New York where she met up with three MPC transfer students and former members of our women's basketball team. Two of the three students came from Seaside High School and all three will be graduating from Baruch University in Manhattan, New York in May.

Fred Hochstaedter reported that the Book Grant Award Ceremony of last Thursday hosted by the Humanities Division was worthwhile, presenting awards to 32 Humanities Division students.

- 1) **Minutes – Feb. 17, 2009:** Approved with changes.
- 2) **Accreditation Update/Reports:** Available at <http://www.mpcfaculty.net/accreditation/home.htm>. The third Draft is due middle of March.
 - a) **Standard II (report from Chairs/co-chairs):**
 - i) **Standard IIA--** *The institution demonstrates that all instructional programs, regardless of location or means of delivery, address and meet the mission of the institution and uphold its integrity.*
(Michael Gilmartin): Michael provided a report on the standard based on the following:

What is the College doing well on?

- MPC uses a variety of methodology and learning delivery systems to meet the needs of its current and future students' needs. These methods include the ESSC Center, ESL Lab, World Language Lab, Business Skills Center, Math Lab., High Tech Lab for Supportive Services, Coop Work Experience and Nursing Simulators.
- Faculty play a central role in the design and review of course programs, curriculum development, student learning outcomes and shared governance processes.

What is the College doing "not so well"?

- Many career-technical programs have active advisory groups, however, there are some inconsistencies as to how they are used for program improvement.
- The College does have a program review process which is used by departments for program improvement however, timelines are not consistently met.

How can the institution help us articulate our responses to each?

- *Input is needed in developing consistent and effective language that best describes how the College carries out its varied instructional delivery methods for sections 3b and 3c.*

Section 3.b. *A capability to be a productive individual and life-long learner: skills include oral and written communication, information competency, computer literacy, scientific and quantitative reasoning, critical analysis/logical thinking, and the ability to acquire knowledge through a variety of means.*

Section 3.c. *A recognition of what it means to be an ethical human being and effective citizen: qualities include an appreciation of ethical principles; civility and interpersonal skills; respect for cultural diversity; historical and aesthetic sensitivity; and the willingness to assume civic, political, and social responsibilities locally, nationally, and globally.*

- ii) **Standard IIB (Carsbia/Larry)** Larry Walker and Eric Ogata provided a report on the Standard based on the following:

What is the College doing well?

- Student Services has a solid Program Review process in place. It has been refined to include data, Student Learning Outcomes, and now is aligned with the college's Resource Allocation process.
- Student Services has developed overarching Student Learning Outcomes and they are now embedded as part of the Program Review process.
- Dialogue-weekly Student Services Managers' meeting; Weekly Counseling Meetings; annual All Student Services Retreat; Bi-annual Student Services Faculty meeting; and Bi-annual Student Services Classified staff meetings.
- The understanding is that students feel we do well in making services available to them, although the efforts are sometimes fragmented due to the physical location of programs and services.

What is the College doing "not so well"?

- A component IIB template has been developed which separates each question in the Standard. This template is targeted to staff who can provide meaningful input on a particular question contained in the Standard. Student Services Managers' have been asked to review and seek input on all of Component IIB Draft with staff in their areas. The challenge lies in asking the classified staff to make time in their schedules to read and analyze voluminous documents and then evaluate different areas' processes.
- Program Review outcomes need to be disseminated to a wider audience.

- Efforts are underway to provide greater communication and collaboration between Student Svc and Academic Affairs (Instruction) in order to direct services where the needs exist. SSAG & AAAG (Deans' meetings within Student Services too?) have planned their first joint meeting in an effort to bridge this gap. A good example of where this collaboration will be most effective would be the Ed Center in Marina where services (thus student services personnel) are needed to support the Instruction already planned for this location.

iii) Standard IIC (Bernie):

The areas where we meet the standard very well are:

- Library
 - One of the questions that ACCJC asks involves how students are able to develop skills in information competency. Information competency was made a graduation requirement in 2006 and the LIBR 50 and LIBR 80 courses fulfill the requirement.
 - The Library hired a full-time instruction librarian to oversee these courses.
- Graphic Arts lab meets and in some way exceeds expectations for access and training because they keep current in terms of hardware and software.
- Nursing Learning Resource Center is staffed by a full-time instructional technician and by nursing faculty to assist student learning. Students and faculty consistently indicate that the LRC is a helpful support for their learning and is sufficient in quantity, currency, depth and variety.

The areas where we need improvement are:

- Academic Support Center (Tutoring) and the Reading Center have difficulty finding qualified students because the student pay is low.
- ESSC lacks current technology especially regarding computer software for student use and the biggest challenge in the next five years will be to serve more students with the same resources.
- World Languages lab is understaffed for the lab's student population and much of the lab software, recording programs and various language programs need to be updated.
- According to the staff survey distributed in fall 2008, many staff members do not know whether the personnel in certain areas are knowledgeable and helpful. For example, 45.8% do not know if the personnel in the Math Learning Center are knowledgeable and helpful, 42.4% did not know about the ESL lab personnel, and 60.1% did not know if the personnel in the Nursing Learning Resource Center were knowledgeable and helpful. This seems to indicate that there are some gaps in communication between the staff and the learning centers and computer labs on campus. All staff should be aware of the services available on and off campus to assist student learning.

Dr. Garrison reminded the group of the two important themes of a successful program review as:

- (1) Dialogue as a hallmark of operations and
- (2) The process for review and improvement must be in place.

3) Information Items (see available attachments): (None presented)

Classified Position Requests:

Faculty Position Requests:

4) Action Items (see available attachments):

a) Recommendations from Facilities Committee (first readings):

i. Use of Bond funds to renovate the BC building and to revise the FPP for the Math-Science project to only include the Physical and Life Science buildings.

Joe reviewed the recommendation and the following key points:

- The Facilities Committee meets regularly to review changing conditions relative to IPP/FPP progress, construction costs, and related issues.
- The Facilities Committee recommends that it is necessary for a revised FPP for the Math Science project to go forward due to the delay in the next bond passage.
- This latest recommendation to go ahead with BC building renovation will utilize 50% Bond and 50% State funding (\$4 M), and at minimum will allow the Math Lab to be completed over summer, while classes are scheduled elsewhere.
- A general concurrence has been reached in the building layout, while a final meeting with Math and Science stakeholders is pending.
- The process is for changes to the Facilities Master Plan to come to College Council prior to going to the Board for final action.

ii. Construction of a new Greenhouse and related structures to be located to the south of Life Sciences and renovate the J Lot.

Joe presented the “J Lot” renovation plan indicating that Cathy Haas and Andres Durstenfeld have assisted in the planning of the new Greenhouse. There was a request for information on the extent of the tree removal. This information will be brought back to College Council.

iii. Budget Committee recommendation (1st reading): *“The Budget Committee recommends the budget assumptions outlined in the 2009-10 Unrestricted General Fund Budget Projections, February 26 2009 be forwarded to College Council for use in preparing the District’s 2009-10 Preliminary Budget”.*

Joe reviewed the handout for *“2009-10 UGF Budget Projections, February 26, 2009”* and underscored the following key points:

For 2008-09:

- The budgeted FTES for credit and non-credit is **8,370** vs. P1 for **8,060**, creating a shortfall of **310 FTES**, or **\$682,064** in apportionment funding.
- Upon factoring in the remainder of the budget’s expense and income projections, the total potential UGF problem is estimated at \$967,244.
- Growth in FTES by 310 will avert the shortfall. Spring 2009 is showing a reported 11% gain in enrollment, so we remain optimistic that enough growth can be attained.

For 2009-10:

- The computed revenue figure using a realistic 8,250 FTES after factoring in all other projected revenues and expenses results in a shortfall of \$612,643.
- Growth to 8,400 (150 additional FTES) is necessary to avert the shortfall. We must continue efforts to increase enrollment in credit FTES and unpack the schedule so that parking problems for M-Thu can be alleviated.

Joe also explained and shared copies of the 2009-10 Budget Construction package due back to the VPs of each area on March 24, 2009, along with the Budget Planning timeline. He reminded all that Required Increases to Existing Budget (mandatory increases for which we have no control over), will need to be absorbed within each area (Admin. Svc., Student Svc., Academic Affairs etc.).

5) Other:

a) Committee Reports-

b) Next meeting (March 17):