

College Council Minutes
Tuesday, December 4, 2007
2:30 p.m. Karas Room

College Council Members: Doug Garrison, Carsbia Anderson, John Gonzalez, Michael Gilmartin, Joe Bissell, Julie Bailey, Kendra Cabrera, Steve Morgan, Gary Fuller, Bill Jones, Brenda Lee Kalina, Stephanie Perkins, Alfred Hochstaedter, A.J. Farrar, Bernie Abbott, Lyndon Schutzler, Suzanne Ammons (vacant: 1 MPCSEA rep. and 1 ASMPC Pres.)

Absent: Steve Morgan, Bill Jones, Stephanie Perkins, Fred Hochstaedter,

Guests: Jeanie Kim, Stephanie Tetter, Brian Streetman

Campus Community Comments:

- Lyndon gave thanks for the efforts of many over the weekend during the campus's power outage. CSUMB was gracious to host 3 of our games and the Facilities crew (Joe McCarley, Pete Olsen and others) worked very hard, providing generators during Sunday's football game which brought about 125 persons from out of the area.
- Dr. Garrison reminded all of the invitation to join the annual Holiday reception hosted in the Admin. Building on Wednesday from 10 – 12:30.

1) Minutes – November 20, 2007: The minutes were approved.

2) Information Items(see available attachments):

- a) **Request for Public Records – Joe Bissell:** Joe reported that we received a "Request for Public Records" from a company called Pick-a-Prof. Several colleges have received the identical request for information which must be provided under the Public Records Act. The request is for grades awarded for courses taught in Spring 07, which held 10 or more persons, listed course by course and by each professor who taught the course.
- b) **Public Safety Training Ctr. Facilities Plan – Joe Bissell:** Joe shared drawings of the Colonel Durham PSTC and included the following update with regard to the facilities/buildings:
 - The buildings have had hazardous materials abatement work done
 - Approval by DSA (Division State Architect) involves "as built drawings", and as none existed, we had to conduct a Self-Certification
 - Preparation is underway to submit working drawings to DSA in January or February
 - Construction is estimated to begin in the fall

Michael provided a recap of the plans for instruction for the PSTC which included the following:

- The Fire Academy will have the Basic Academy and FACD courses held
- Police Academy will have the Basic and Intensive Academies going simultaneously

John indicated that with discussion and planning, we may be able to maximize use of the multipurpose classroom with minimal disruption to other activities/instruction in the building. In the accreditation site visit from P.O.S.T. (Peace Officers Standards in Training) the team commended the Police Academy for providing students access to the library at the Monterey College of Law. Local police chiefs are looking forward to training for their peace officers which will be conducted under an agreement between the District and South Bay Public Safety Training Consortium.

3) Action Items (see available attachments):

- a) **Prioritized Requests for Faculty Positions 2008-09 (Update) – John Gonzalez (additional Reading):** John asked the group to return to the continued discussion from the last meeting, and to vote on the following faculty position requests:
 - Coop (modified replacement)
 - PE Instructor/Baseball Coach

- Math Learning Center Director

The motion to approve the Coop (modified replacement) and the PE Instructor/Baseball Coach was made by Mike Gilmartin, seconded by Lyndon, with all voting in favor.

John provided handouts - *Math Learning Center-Five Year Plan (Action Plan)* along with information on Cabrillo's *Mathematics Course Sequence-Spring 2007*.

- He explained that Academic Affairs had asked the Math Department to develop an action plan to include costs and a course of action over the next four years.
- John explained that Cabrillo's model as a Math Learning Center consists of a number of strategies:
 - i. A series of math credit courses developed in a lecture/lab format require students to spend a portion of the weekly contact hours in the Math Learning Center
 - ii. Modular courses that are taught in the Math Learning Center
 - iii. Supervised tutoring, which requires students to enroll in a non-credit class for which the College collects apportionment on a positive attendance basis.
- Total combined FTES earned at Cabrillo's Math Learning Center are estimated between 50 and 70 FTES.

A shared discussion included the following summary points:

- **MLC Director** at 35 hours + **Instructional Specialist** (20hrs/wk, or 40 hrs/wk with benefits) + **hourly student** help will cost the District approximately \$140,000 per year.
- Further discussion is needed to determine whether the Instructional Specialist position should be a 19 hr/wk position without H&W benefits, and whether the 60 hour per week lab hours can be adequately supported with the proposed personnel.
- The **MLC Director** position will require action taken now in order to fill the position in time. The Instructional Specialist and student hourly help positions will have to rely on the Action Plan process separate from the action College Council may take on the director position. It was noted that the Director position has been included in past action plans.

John indicated that space limitations in some areas and space underutilization in others would suggest that an examination into existing space resources campus-wide is in order. It is anticipated that the space needed to enable the Math Learning Center to maximize its potential will be required at least until the remodel of the Math-Business building is completed. He indicated that a dialogue is needed with the Academic Support Center staff, and if a successful collaboration can be achieved, it may likely accomplish two objectives:

- Maximize existing space
- Eliminate confusion on the part of students caused by having separate tutoring support centers

Concerns were shared that indicate several questions which will require input from the Math Department. These concerns include:

- Curriculum development/writing as part of the responsibilities of the position.
- Space options and where to house the math lab, including maximizing a shared resource within a central tutoring center. Similar to Math, English graduation standards have also been raised, thus tutorial assistance requirements are expected to increase here as well.
- Associated costs of the Instructional Assistant at 20 hours per week, with benefits vs. 19 hours per week without benefits needs to be decided.

b) Institutional Goals – Bernie Abbott (*additional reading*): Bernie indicated additional work and final revisions are underway which should be ready for review and approval at our next meeting.

- 4) **Other:** Kendra Cabrera spoke on behalf of the Social Science division indicating that understated figures for FTES generated through Women's studies had been forwarded to the College Council for the Faculty Position Requests review. She provided an updated handout for review and reported concerns that we may lose current part-time instructors if we cannot retain them under a full-time contract, resulting in lost FTES.
- a) **Committee Reports**
 - b) **Next meeting** : December 18. It appears we will have a quorum. January 15, also planned.
 - c) **Board meetings for 2008** – January 22 Flex days Jan 30,31st