

College Council Minutes
Tuesday, February 19, 2008
2:30 p.m.
Karas Room

College Council Members: Doug Garrison, Carsbia Anderson, John Gonzalez, Michael Gilmartin, Joe Bissell, Julie Bailey, Marianne Ide, Steve Morgan, Gail Fail, Bill Jones, Brenda Lee Kalina, Stephanie Perkins, Alfred Hochstaedter, A.J. Farrar, Bernie Abbott, Lyndon Schutzler, Susan Villa, Suzanne Ammons (vacant: 1 ASMPC Pres. And 1 ASMPC Rep.)

Absent: Stephanie Perkins, Marianne Ide, Bill Jones

Guests: Gary Bolen, Dan Beck

Campus Community Comments:

- Dr. Garrison reported that this morning, South Bay Regional Public Safety Training Consortium hosted the Inaugural Commencement Celebration for the MPC Police Academy at the MPC Public Safety Training Center in Seaside. MPC and South Bay have entered into an agreement in which SBRPST will be providing the training for the MPC Police Academy.
- Lyndon – The track meets of February 8th and 15th were a success much in part due to the great efforts and assistance received from several MPC staff. On February 20th, MPC's men's basketball plays its last home game against Cabrillo which could tie us for the championship.
- Carsbia announced 3 upcoming events:
 - Lobo Day- Feb 27- 10 a.m. to 2p.m. in front of the L&TC. Representatives of the various services offered through the College will be available for students to acquaint themselves with.
 - Lobos Hall of Fame – March 14 at 6pm at the Embassy Suites. We will be honoring 8 distinguished Alumni at this event, a fundraiser for the MPC Foundation.
 - “The Trial of One Short-Sighted Black Woman vs Mammy Louise and Safreeta Mae” will be featured on March 15 at 7pm at the Oldemeyer Center. This is a collaboration between MPC and the UCSC African American Theater, sponsored through EOPS, TRIO and Office of the VP of Student Services and admission is free.

1) **Minutes – February 5, 2008:** Approved with minor corrections.

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

Classified Position Requests

- a) Laboratory Specialist, Sciences II (Dr. John Gonzalez): This position was presented and reviewed along with the attachment. Some salary/turnover savings will be realized.
- b) Clerical Assistance II-SC 3-A (Dr. John Gonzalez): This position was presented and reviewed along with the attachment. This is a 19 hr/week, 9 months/year position.
- c) Instructional Assistant II SC (Dr. John Gonzalez): This part time position in the English and Study Skills Center was presented and reviewed along with the attachment.

Other

Curriculum Management Software (Dr. John Gonzalez):

- d) Curriculum Management Software (Dr. John Gonzalez): Curricunet is a Web-based application designed to automate and enhance the development and approval of curriculum. Instructors utilize Web entry screens to conduct course and program development online. An automated workflow process routes all course and program proposals to designated reviewers, such as division chairs, the Curriculum Advisory Committee, and administrators. An e-mail notification system notifies authorities when curriculum is in queue for their approval. Articulation and transfer to other educational institutions is facilitated by an Articulation Module that manages the college's bilateral agreements for articulation of courses and programs. A comprehensive reporting system reminds authorized parties when programs and courses were last revised, permitting improved curriculum management and update of programs by the institution. Curricunet also facilitates college catalog and class schedule production. This

software package is currently being used by over 40 community colleges in California and just under 100 colleges across the US and around the world. It has been reviewed and examined by several areas of the College, including the DOMS. Governet, the company which developed the package, is in the process of obtaining approval by the Chancellor's Office to track the external curriculum approval process. Our current course development process is very labor intensive and time consuming. It requires the use of between 1 and 7 forms, all manually tracked. Cabrillo College successfully completed the changeover to Curricunet in approximately 6 months. The benefits we anticipate to gain include the following:

- electronic tracking and forwarding capability of course development documents, including course objectives, course descriptions and Student Learning Outcomes (eliminating manual tracking within the current cumbersome system)
- option of viewing course outlines and programs developed by member institutions
- software retains a historical record of course outlines and updates
- automatically populating class schedule and catalog development
- Curricunet will provide the personnel to upload the 4,000 or more course outlines in existence

While it is estimated that a ½ day workload requirement is needed to support the new system, the time spent using our current cumbersome system cannot be measured and thus a cost comparison is difficult to articulate. Dr. Gonzalez indicated that AAAG is motivated to obtain approval on the purchase of this software package especially in light of the upcoming Accreditation site visit. He also explained that typically College Council would have two meetings to review the decision to purchase the software package; however we have a unique and limited timeline which requires an endorsement in time to facilitate a purchase before February 29. He gave the following purchase breakdown:

- \$40,000 for the first year if purchased before February 29 (add \$10,000 after the deadline)
- \$13,000 in annual fees which include upgrades.

Discussion followed in which available funds were identified that could support the purchase and College Council gave its endorsement to proceed with the Curricunet software purchase.

- e) **Exterior Color Palette (Physical Master Plan)- Joe Bissell:** Joe provided the handout "Suggested Exterior Color Palette" which shows the varied roof, wall and accent colors as put forth in the Physical Master Plan. The effort will be to stay within the color palette while varying the colors between adjacent buildings. Factors such as time, moisture level and the surface being painted will each contribute to color hues and fade potential.

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

- a) **Facilities Committee formalize composition(second reading) Joe Bissell:** Following suggestions from the Academic Senate, modifications were made to the Facilities Committee composition to include staggering of faculty position terms to avoid complete turnover. As Joe reiterated, this committee resurfaced over the past year to address facility and facility funding matters as the Facility Funding Re-Do Committee and at this time it will adopt the Facilities Committee as its official name and as part of the shared governance model.

College Council recommends the formalization of the Facilities Committee along with the composition as approved. A.J. Farrar made the motion to approve, Gail Fail seconded the motion and the motion carried unanimously.

- b) **Facilities Committee Recommendation – To spend Bond Furniture and Equipment Funds for shades and Theater Light Board (second reading):** Joe presented the Facilities Committee's recommendation that approximately \$23,700 be allocated for the Theater Light Board and \$25,000 be allocated for window shades utilizing unspent FF&E funds.

College Council recommends the allocation of approximately \$50,000 in total for the purchase of a new Theatre Light Board and Window Shades for various buildings

from available FFE (Furniture, Fixtures and Equipment) funds. Lyndon Schutzler made the motion to approve, Gail Fail seconded the motion and the motion carried unanimously.

- 4) **Other:** Dr. Garrison reported on the following:
- The Institutional Goals will be going to the February 26 Board meeting for the 2nd reading
 - Based on a newsletter from the Accrediting Commission, noticeable changes within the last year suggest that there is a raising of the standards of accountability. In the past, Standards were viewed as “goals”, however, they are now viewed as “minimum” Standards. He indicated that this is attributable to several things including:
 - The Accreditation Commission is going through an Accreditation review from the Federal Government.
 - MPC must now provide a Progress Report in addition to the Mid-Term Report
 - Substantive changes must be filed in the instance where major changes are implemented such as offering online courses, Opening of the Marina Education Center, and the very recent collaborative agreement with South Bay Public Safety Training Consortium.

Bernie indicated that we need to review the Planning and Resource Allocation Process.

- a) Committee Reports
- b) Next meeting March 4 –