

COLLEGE COUNCIL RECORD OF MEETING

December 3, 2010, Manzanita Conference Room

Committee Members Present: Lonnie Blansit, Nancy Bull, Elissa Creighton, Brian DeMoss, Robert Divinagracia (ASCC Representative), Scott Etter (ASCC President), Dennis Gervin, Brian Greene, Wendy Hesse, Richard Jones, Raelene Juarez, Michael Perez, Mike Torok,

Committee Members Not Present: Craig Johnston, Gene Womble

Guest(s): Alexandra Campbell, Coni Chavez (recorder), Melissa Raby, Arlene Sprague

1. Approval of the minutes for the November 5, 2010 meeting of the College Council

It was moved, seconded (Dennis Gervin/Raelene Juarez), and approved that the minutes of the November 5, 2010 meeting of the College Council be accepted as revised.

2. Unit Plan Goal Progress

Dr. Dennis Gervin informed the College Council of the addition of two reports to the Integrated Planning webpage at http://www.gocolumbia.edu/Research/cc_planning_home/default.aspx. Using the unit plans as the source, the two reports “College Goal Progress Report (1)” and “College Goal Progress Report (2)” provide a list of projects sorted by their primary goal in report (1) and by their secondary goal in report (2). It was requested that the name of the reports be changed to use the words “primary” and “secondary” so as to better reflect the data within the reports. Dr. Gervin stated that the reports and data contained within them will be discussed further at the January College Council meeting. The Council will be asked to evaluate the reports in terms of: 1. How is the college doing; and 2. Are the reports effective? Prior to the January meeting, links to the reports will be sent to Council members for information review.

3. BRIC-TAP Update

In October 2010, members from the Bridging Research, Information, & Cultures Initiative-Technical Assistance Program (BRIC TAP) visited Columbia College. At the time, BRIC TAP members shared that their goal is to assist Columbia College in better assessing its data needs, availability and use. They explained that they will draft an action plan with timelines and goals, and will evaluate progress made in one year. To that end, at this December 2010 meeting, Dr. Alexandra Campbell distributed the DRAFT BRIC TAP Action Plan (below) that was previously developed. Dr. Melissa Raby added that Robin Richards of BRIC TAP is scheduled to meet with a Student Services work group on Monday, December 6, 2010. This group will move forward with activities noted in the draft plan related to a Student Services program review template. The Student Services template will be similar in format to the instructional program review template for consistency in analysis, reporting and evaluation of information.

BRIC TAP Action Plan – Columbia College

What are the targeted areas for BRIC?	What strengths and opportunities did the BRIC facilitators observe related to this area?	What outcomes will the college accomplish through the BRIC initiative?	What will we do together to achieve the outcome?	How will we know that the outcome has been achieved?	Who will facilitate and participate?	When and where will activities occur?
<p>Increase Data Availability, Accuracy and Access</p> <p><i>(Information Capacity)</i></p>	<ul style="list-style-type: none"> o Sincere desire of the constituent groups at the college to want to meet and discuss student success. o College leaders are committed to supporting development of culture of inquiry in the divisions. The leadership wants to create a "culture driven by data". o There is limited access to reports and information from the district and in-house by all college departments. o There is a lack of familiarity across the campus with data already that is available and the tools that are accessible to pull program review data. o The college seeks to augment dialogue about data and evidence and to make meetings more productive with more 	<p>Develop standard times for data sharing.</p> <p>Create meeting guidelines and procedures to help the discussions be more productive and maximize the effort in the busy schedules that people have at the college.</p> <p>Develop a glossary and common set of definitions for the words used on campus related to assessment</p> <p>Discuss collectively what student success at Columbia College is.</p>	<p>Develop a plan to increase awareness of available data.</p> <p>Brainstorm models for regular meetings to share information.</p> <p>Enhance communication opportunities at the college.</p> <p>Determine venues where faculty and student services personnel can network and share their experiences, success, challenges related to student learning and success</p>	<p>Increased awareness in all areas of the college about the availability and use of evidence</p> <p>Augmented use of data to drive decisions on the campus.</p> <p>Regularly scheduled meetings directly focused on assessment results.</p> <p>Faculty and leaders feel efficacious about the ability to gather meaningful data.</p>	<p>Bob leads with support from Rosemary and Robin.</p>	<p>January through March.</p>

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	<p>directed discussions designed to improve student success.</p> <ul style="list-style-type: none"> o The college seeks to maximize the "economy of effort", reducing the number of meetings and increasing productivity. o Limited processes exist on the campus to give feedback on data received. o The role of the researcher has not permitted the most meaningful access and availability to faculty and student services departments. o The College needs better venues for academic and student services programs to share their research related to SLOs, program improvement and evaluation. 					
<p>Program Review (Student Services Outcomes Assessment and Improvement)</p>	<ul style="list-style-type: none"> o The student services departments know the particular needs of the students at the college. 	<p>Identify model program review documents</p> <p>Distinguish between</p>	<ul style="list-style-type: none"> o Review current PR process, examine model templates, and select a 	<p>Student Services adopts a usable template for program review.</p>	<p>Robin leads.</p>	<p>December and late January and early February.</p>

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	<ul style="list-style-type: none"> o The student services division needs a standard program review template that is easy to use, folds into the planning process at the college and has the requisite types of data needed in an easy to use format. The program review template needs to inform unit planning. o The student services division recognizes and openly discussed areas of potential including accessing reliable matriculation data and systematizing the early alert program. o The student services division desires to clarify the difference between service area outcomes (SAOs) and SLOs in student services departments. o Program review data is difficult for student services to obtain routinely; use survey 	<p>SLOs for student services versus service area outcomes.</p> <p>Create bridges between silo departments.</p> <p>Develop a common core set of common data elements useful for student services personnel.</p> <p>Clarify what questions need to be asked to improve student outcomes and program effectiveness. (i.e. what data will be used; look at student flow data - How did students get there? Did they register? Did they show up? Were they ready to learn on the first day of classes?</p> <p>Establish methods on how to measure whether special programs are working.</p> <p>Establish cohort data that can be tracked.</p>	<p>model that will work at Columbia.</p> <ul style="list-style-type: none"> o Review PR data in the Cal-Pass and District environments as well as CCCO's referential files. o Establish meaningful assessment methods for student services. o Develop a common core of student achievement and outcomes metrics. 	<p>Meaningful metrics are established to inform program evaluation.</p> <p>Increased dialogue between departments.</p> <p>Use of common data elements across the division is clear.</p>		

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	<p>data from individual</p> <ul style="list-style-type: none"> o Student Services needs to clarify what questions need to be asked, (i.e. what data will be used; look at student flow data. 					
Connect/Integrate Assessment and Planning Processes	<ul style="list-style-type: none"> o The college has taken great efforts to use home grown technology and resources to build a planning and resource allocation process which works well in isolation. o The college recognizes that the individual components of the planning cycle need to be better connected. For example, the information entered into program review should also populate planning and resource allocation documents as well. o The planning process needs to be viewed as one consistent system, not separate components working separately from each other. 	<p>Connect the assessment, program review and planning processes on the campus into one fluid system.</p> <p>Create positive venues where everyone comes together to discuss data.</p> <p>Utilize the IT department to integrate the information contained in each of the stages of program planning.</p> <p>Devise better ways for the processes will flow together to inform decisions.</p>	<p>Provide an environment to stimulate the college's own processes to connect the flow of information to improve program effectiveness and student outcomes.</p>	<p>IT department develops software that creates common data fields.</p> <p>Positive decisions are made at the unit planning stage informed by program review and outcomes assessment results.</p> <p>Resources are being allocated based on evidence and progress is monitored.</p>	<p>Bob and Robin leads, Rosemary supports.</p>	<p>Throughout the academic year.</p>

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Student Learning Outcomes	<ul style="list-style-type: none"> o The college's use of SLO mentors has been a successful bridge to faculty, especially in challenging areas such as "orphan" disciplines. o The college looks at traditional areas of student success and focuses on "collateral successes" as a result of outcomes assessment. 	<ul style="list-style-type: none"> Define programs for SLO purposes beyond disciplines. Tie the SLO process with unit planning and program review. Establish which assessments will be used at the course, program and institutional levels. Engage the researcher in faculty based inquiry about student learning at all levels. 	<ul style="list-style-type: none"> Examine models for defining programs using academic senate and accreditation resources. Review assessment methods to embed in course activities to balance meaningfulness and management of the information. Provide professional development workshops that cover: <ul style="list-style-type: none"> o definition of data o uses of data o assessment methods o how to ask the right questions o creating a culture of inquiry o best practices o program evaluation 		Rosemary leads (with support from Bob and Robin as needed).	February and March.

4. Other Item(s)

- a. Transportation Survey – Dr. Alexandra Campbell reported that a survey request regarding transportation had been sent via email to 6,000 students. Thus far, she reported a return rate of 185 surveys. Discussion was held as to how to get an increased rate of return. Student leaders were asked to work with their advisor, Doralyn Foletti, in further discussions regarding a paper/pencil survey.
- b. YCCD Board of Trustees – Dr. Richard Jones announced the election of two new Board members, Dr. Lynn Martin for area 1 and Mr. Don Viss for area 2. Ms. Anne DeMartini was re-elected to serve as area 4 trustee.
- c. Holiday Lunch – Dr. Richard Jones invited and encouraged all Columbia College employees to have lunch, hosted by the President's Office, on Thursday, December 9, 2010 in The Cellar Restaurant from 12:30-2:00 p.m.

5. Accreditation Steering Committee

Accreditation co-chairs, Dr. Dennis Gervin and Raelene Juarez, reported that they are beginning the process of receiving narrative drafts and bringing them into one voice and one standard format (ie., descriptive summary, self evaluation, planning agenda, etc.) guided by the ACCJC's "Self Study Manual" and "Questions to Use in Institutional Evaluation" from the ACCJC's "Guide to Evaluating Institutions.

- a. Instructional Programs – Mike Torok, co-chair for the Standard II.A. committee, reported the process the group used to develop their evidence matrix. He described that the group had divided the work into sections (ie, II.A.1, II.A.2, II.A.3., and on to

II.A.7). Individuals/sub-groups were assigned a section and came back to committee meetings with the information they had collected for input by the larger committee. Mr. Torok indicated that the group utilized the “Questions to Use in Institutional Evaluation” from the ACCJC’s “Guide to Evaluating Institutions” to guide the work in their respective sections. During the summer 2010, a narrative was drafted and reviewed by the committee in fall 2010. The narrative was accepted by the committee and is now on its third and final draft before handing it over to the accreditation co-chairs to undergo edits to put it in a single voice for the college’s self study. In regard to planning agendas, Mr. Torok stated that the committee addressed all of the planning agendas from the 2005 self study and used the current student and staff surveys, among other information, to consider planning agendas needed at this time.

- b. Support Services – Dr. Melissa Raby reported that the committee looking at standards II.B. and II.C., for which she was a co-chair, chose to have individuals focus on four or so sub-sections within the standards and then bring back the information they gathered to the larger committee for discussion and input. The larger committee met approximately twice per month. Dr. Raby and Brian Greene, the standards’ other co-chair, drafted a narrative in summer 2010 and reviewed with the draft with the committee in fall 2010. Dr. Raby stated the committee is scheduled to have one additional meeting in the fall and finalize the draft before forwarding it to the accreditation co-chairs for edits and inclusion in the college’s self study. One planning agenda of note that was mentioned was a recommendation to make college services more accessible on the college website.
- c. Resources – Michael Perez, Vice President for College and Administrative Services, reported that the pieces of standard III his committee was tasked with evaluating were human resources, physical resources, and financial resources. Mr. Perez reported that Alicia Kolstad took the lead on human resources, and Laureen Campana and Tiffeny Flies took the lead on physical resources. Presently, the narrative is being drafted and will be provided to the accreditation co-chairs as soon as possible.
- d. Technology – Brian DeMoss, committee co-chair for standard III.C., reported that the committee looked at the standard as whole—each committee member worked on all of standard III.C. and then met to discuss their findings. Gina Rose, Assistant Vice Chancellor of Technology for the YCCD served on this committee. Mr. DeMoss stated that the narrative is written and will be slightly re-formatted according to the college standard prior to forwarding to the accreditation co-chairs.

6. Personnel Updates

Dr. Richard Jones updated Council members on a number of vacant positions and positions that have recently been filled.

- TRIO Program Technician – currently in the screening phase
- TRIO Counselor – currently accepting applications

- Administrative Technician – IMC position replacing Cari Craven who has gone into the Executive Secretary position in Student Learning
- Administrative Assistant – IMC position; Cathy Brown has been recommended to the YCCD Board for appointment on January 13, 2011.
- Interim Dean of Vocational Education and Economic Development – Gary Mendenhall will stay briefly after official retirement date to assist with transition. Application deadline is December 9. Looking for classified and faculty screening committee representatives.
- Biology Instructor – currently accepting applications
- Student Services Program Technician – Arlene Sprague has been hired to fill this vacancy.
- Alternate Media Access Specialist – Shawn Jordison has been hired to fill this vacancy.
- Financial Aid Technician – Kristina Bethel has been hired to fill this vacancy.
- Vice President for College and Administrative Services – Gary Whitfield, MJC Vice President of College and Administrative Services was approved for a lateral transfer and will start in the position as of January 1, 2011.
- Chancellor –The Chancellor search committee has held its first meeting. The expectation is that interviews will occur in early February with open forums anticipated later that month. And, finally a recommendation to the Board in March.

7. Budget Update

A copy of the DRAFT 2010-2011 fund 11 budget was distributed (below). Vice President Perez highlighted select line items with the Council, in particular, the “Percent Budgeted” column. Discussion was held regarding the fact that 87% of the college’s budget is committed to personnel salary costs. Further, Council members discussed the difficult choices the college has made in terms of not filling behind vacancies so as to keep this percentage within acceptable parameters. With the state budget forecast still unknown and the economic picture still not on the upswing, Council members generally agreed that we are in the best possible position going into potential budget cuts. It was also noted that the turn-over of State Governor may delay more concrete budget information until the end of January, if then. And, further, the May revise will provide additional information. The deans were complimented on their collective efforts to support areas/units throughout the college.

COLUMBIA COLLEGE FUND 11 BUDGET

<u>Budget Item</u>	<u>Budget Amount</u>	<u>Budget Balance</u>	
FY 2010-11 TARGET BUDGET		13,385,173	
One-Time FY10 Carryover		103,000	
	Sub-Total	13,488,173	
Regular Personnel			<u>Percent Budgeted</u>
Salaries	6,885,133		
Fringe Benefits	<u>2,706,108</u>		
	Subtotal Regular Personnel	3,896,932	71.11%
Adjunct/Overload Faculty Salary	1,988,638		
Sabbatical Replacements	0		
Part-time Benefits	<u>288,075</u>		
	Subtotal Adjunct/Overload	1,620,219	16.88%
Legal Obligations & YCCD Agreed Subsidy			
Work Study Match/Pell Repayment	8,000		
PEP	<u>3,600</u>		
	Subtotal Obligations & Subsidy	1,608,619	0.09%
College Operations			
Substitutes	8,862		
Part-time Certificated	116,595		
Part-time Classified Staff	73,778		
Classified Overtime	355		
Student Salaries	88,274		
Tutors	15,830		
Library Books/Subscriptions/Videos	23,882		
Instructional Supplies	36,161		
Non-Instructional Supplies	74,034		
Subscription	1,300		
Hospitality	16,936		
Copy Machine	2,812		
Postage	13,300		
Travel/Conferences/Vehicle Op	61,336		
Fees/Dues/Memberships	27,773		
Athletic Insurance	3,500		
Consultants	48,259		
Advertising	30,114		
Accreditation Services	7,000		
Contracted Services	301,201		
Repair & Maintenance	34,323		
Printing & Duplicating	5,300		
Phone	4,725		
Activities and/or Events	26,800		
Catalog/Schedule	42,545		
Rentals/Leases	76,420		
Capital	25,295		
Contingency			
College Contingency	100,000		
Student Learning	10,603		
Student Services	14,860		
Institutional Operations	11,312		
X-Reg Activities	10,000		
Innovation Fund	8,280		
Faculty & Staff Salary	79,274		
One-time College Carryover Funds	0		
FY 10 Encumbrance Carryover	91,580		
Security Officer Overhead xfrd from Central Svcs	<u>116,000</u>		
	Subtotal College Operations	1,608,619	11.93%
		0	100.00%

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8. Facilities Report

- a. Facilities Update – Dr. Richard Jones, Interim College President, reported that the third and final Facilities Master Plan Update Forum was held on November 18, 2010. Information from the forums as well as correspondence to the President’s Office has been compiled and will be sent out college wide. The Facilities Master Plan Update Committee will hold its first meeting in January 2011.
- b. Tree Removal at Observatory – Mike Torok presented a recommendation and findings from the Facilities Committee regarding removal and trimming of trees near the astronomy dome. The Facilities Committee has diligently reviewed the request to remove a number of trees and trim many more impeding the view from the astronomy dome—in all, 47 trees will be removed or trimmed in three phases. Dr. Tom Hofstra has conducted a physical study of each of the trees and the impact to wildlife and the natural environment surrounding the area. There is nothing in the zone that would call for CEQA study. Dr. Hofstra supports the plan for purposes of the overall health of the area surrounding the astronomy dome. In fact, it was noted, that the trees in question were planted after the installation of the astronomy dome and are not a part of the original campus make-up. This plan will bring us closer to returning the area back to its original state when the campus was built. Further, the area has been digitally mapped (including each structure and tree) which will allow the college to continually monitor growth in the area. It was moved, seconded (Mike Torok/Raelene Juarez), and unanimously approved that the College Council agree with the Facilities Committee recommendation and plan for tree mitigation and removal near the astronomy dome. Having agreed with the recommendation, Council members added a request that the astronomy dome be more frequently and fully utilized.

9. Senate Reports/Updates

- a. Leadership Team Advisory Council – Brian DeMoss reported that a Leadership Team training was held in Oakdale on November 19. Voting for the candidates to fill vacancies on the Leadership Team Advisory Council ends today. Candidates from Columbia College are Gerg Elam and Brian DeMoss.
- b. YFA – No report was provided.
- c. Student Senate – Student Senate president, Scott Etter, reported the group is involved in a number of campus activities such as, the holiday giving tree, holiday party for pre-schoolers enrolled in the Child Development Program, food drive, transportation survey, Facebook page development, and a blood drive on February 14.
- d. Classified Senate – Nancy Bull, Classified Senate President, reported that the hiring priorities submission period ended with 14 or 15 recommendations submitted. The next Classified senate meeting is scheduled in January.
- e. CSEA – CSEA representative, Wendy Hesse, informed the Council that the 2011 Executive Board is comprised of Rosanne Faughn, President, Jim Codoni, Treasurer, Jeff Swank, Public Relations Officer, Debbi Partridge, Job Steward, Wendy Hesse,

First Vice president, and Tammie Miles, Second Vice President. The Secretary position remains vacant.

- f. Academic Senate – Raelene Juarez, Academic Senate President, reported the items of note for the academic Senate include a Banking Review Committee meeting was held, a Faculty Hiring Priorities Committee meeting was held (with the next step as recommendations going to the College President), voting on Constitution and Bylaws by December 8, and planning underway for flex day and adjunct in-service. Also, Craig Johnston has resigned his position as College Council representative. A call has been put out to elect a new member who would be installed for the January 2011 meeting.