COLLEGE COUNCIL MINUTES
WEDNESDAY, FEBRUARY 26, 2014
PCR

Present: Peter Allan, GH Javaheripour, Peter Maphumulo, Tracy Davis, Claude Oliver, Justin Gatewood, Ray Navarro, Robert Sewell, Charity Lindsey, Greta Moon, Deedee Orta, Diane Wollan

Guest: Edwin Martinez, Virginia Moran, Frank Smith, Sergio Oklander

Recorder: Victoria Churgin

Call to Order: 3:00 p.m.

1) Approval of the Minutes
   a) February 12, 2014 ~ approved by consensus

2) Accreditation Update – Peter Allan/Peter Maphumulo

   Peter Maphumulo and Peter Allan reported on the conference call today with Dr. Norv Wellsfry, Associate Vice President of the ACCJC asking questions for clarification on all recommendations. The discussion focused primarily on recommendation #6. Peter Maphumulo stated that we need to demonstrate to the commission that we can sustain our operations and show short and long term financial responsibility. We all need to work together to get recommendation #6 in order. We have a strategy, we need a plan. Robust dialogue took place amongst the group.

3) Second Read: Draft ACCJC Midterm Report ~ Peter Maphumulo

   First read approved by College Council on February 12, 2014. Review of the comprehensive ACCJC Midterm Report which summarizes VVC’s progress since our last self-study in 2011.

   Peter Maphumulo reported that the Steering Committee is still adding evidence and editing the document. The Midterm report is about 90% completed at this time. A copy of the document will be available online prior to the submission to the commission. The deadline for the Follow-Up report is March 15, the Midterm report is due by March 17. Dr. Houston will be contacting Peter Allan in the next few weeks with a date for the follow up visit. Vigorous discussions took place amongst the group regarding status, planning and processes and incorporating the evidence within the mid-term report for recommendations 2, 3, & 6.

   a) Action: Second read approved. The midterm report will be presented to the Board of Trustees for approval and signature at the March 11, 2014 Board of Trustees meeting.

4) First Read: ILO Revision ~ Tracy Davis

   Addition and revision of Institutional Learning Outcome #5; passed as corrected on first read at the February 6, 2014 Academic Senate Meeting.

   Tracy Davis elaborated on the addition of the fifth ILO. The item was presented to the Academic Senate for a first read; a friendly amendment to approve the item on a first and second read at the same time occurred.

   a) Action: Item approved on a first and second read at the same time; approved by consensus.
5) **Informational Item/Discussion, Shared Governance Committee for Developing, Reviewing, and Updating Administrative Procedures & Board Policies ~ Claude Oliver**

Claude Oliver shared his idea of creating a shared governance committee solely for the purpose of updating the Board Policies and Administrative Procedures. Virginia Moran stated that in 2009 under Dr. Bob Silverman we had a work system process that had been developed and had not been triggered since Bob Silverman left. Peter Allan and Virginia Moran provided clarification on the AP and BP process.

a) **Action:** Virginia Moran will share the process with Claude Oliver. Place on the agenda in March to revisit the AP & BP workflow.

6) **Informational Item/Discussion: Emergency Notification System ~ Justin Gatewood**

Justin Gatewood expressed his concerns for speaking on the topic. Peter Allan stated that Frank Smith is handling the process of the system. Frank Smith summarized the process.

a) **Action:** No action

7) **Informational Item/Discussion: Student Campus Climate Survey Development Team ~ Virginia Moran**

Virginia Moran introduced the ASB Secretary Charity Lindsey who distributed and explained the Word Cloud handout that is based on the questions from the Student Campus Climate Survey. A Word Cloud is used to depict keywords, tags are single words and the importance of each tag is presented with font size or color; the format is used to perceive the most prominent word. The most repetitive word is the largest. It is a text analysis based on word count. In this case the most prominent word is “Good”; further examples were provided. Wordle is a free tool online at www.wordle.net. Virginia stated that the survey was taken in the fall, considering that the college was on sanction at the time they received 1500 student responses to the survey; 300 were face to face classroom, pencil and paper responses. Virginia expressed her appreciation and complimented the ASB Council’s intelligence and maturity. ASB will be working with Virginia on the rest of the analysis.

Peter Maphumulo asked what the intent of the exercise was and what is the outcome that this was meant to accomplish? Virginia responded that the intent of the first phase of the survey is to look at student life, ASB goals, and overall ratings of what progress the institution is making on its goals; institutional effectiveness measures gauging academic life. An enthusiastic discussion took place amongst the group.

a) **Action:** No action
8) Committee Updates:
   a) Accreditation Committee: Refer to item #2.
   b) Diversity Committee: Ray Navarro reported that the meeting was canceled.
   c) Environmental Health & Safety Committee: No report.
   d) Facilities Committee: No report as they did not have a quorum.
   e) Finance/Budget & Planning Committee: Deedee Orta reported that the committee is reviewing the rubric and augmentation process; discussed AP 6200. The meeting was geared around planning, AP 6200, and the rubrics for next year.
   f) Employee Professional Development Committee: No report. Peter Allan asked who is on the committee; Claude Oliver stated that Debbie Peterson and Jaye Tashima are the chairs. Claude received minutes from the last meeting. Peter Allan directed Claude to forward the minutes to Victoria.
   g) Student Success and Support Committee: Greta Moon reported on SB1456, The Student Success Act. The committee is working on the Ed plan which is the final piece for the initial implementation of the Student Success Act that has to be in place by the end of fall 2014.
   h) Technology Committee: Frank Smith reported that the committee is talking about planning and how it integrates with other planning processes on campus; looking for gaps between our master plan and some of the other plans.

9) Other

   Peter Allan announced that the next meeting is scheduled after the Board of Trustees meeting therefore the midterm report will not be brought back to College Council for another reading as no action can be taken on the report after the board has already approved it.

Next Regularly Scheduled College Council meeting: March 12, 2014

Adjournment: 4:12 pm