



**COLLEGE COUNCIL
MINUTES
WEDNESDAY, NOVEMBER 28, 2012
PCR**

Present: Christopher O'Hearn, Peter Allan, Fusako Yokotobi, GH Javaheripour, Tracy Davis, Claude Oliver, Kendra Ullger, Greta Moon, Steve Garcia, Lori Kildal, knight, Rolando Regino, Virginia Moran, Frank Smith, Tim Johnston, Robert Sewell, Bill Greulich.

Recorder: Victoria Churgin

1) Approval of the Minutes

a) **October 24, 2012** ~ approved by consensus

2) Accreditation Update

Christopher O'Hearn discussed the accreditation process and status. We are waiting on the External Evaluation Team Report from the ACCJC; the report is expected to arrive in December. The report represents the findings of the evaluation team visit on November 7, 2012.

3) Second Read, Adopt "Model District Policy: Prerequisites, Co-Requisites, and Advisories on Recommended Preparation" (AP4260) to implement /update BP 4260

College Council approved first read on September 12, 2012.

Tim Johnston clarified the District Policy on Prerequisites, Corequisites and Advisories.

Action: AP 4260 approved by consensus.

4) First Read, Revise AP5055, Registration Priorities in light of SB1456

Tim Johnston discussed the item.

Action: first read approved, bring back for a second read.

5) Discussion: Update the "Committee Charge Survey"

Peter Allan discussed the benefits to updating the Committee Charge Survey and recommends that the survey be completed annually. Virginia Moran suggested that AP1201 reflect all the charges on the committee. It was determined that Claude Oliver will send out a template to the committees to complete; once all information is collected, AP 1201 will be updated to reflect the charges and committee information. The updated version of AP 1201 and all data will be presented to College Council for a first and second read prior to uploading onto SharePoint.

6) Discussion: Revitalize the Institutional Effectiveness Committee

Peter Allan discussed some methods of assessing the committees on campus. Institutional Effectiveness would be charged with assessing program review for all areas of the college. Assessment may be characterized as the third element of a four-step planning-assessment cycle: 1. Defining clearly articulated institutional and unit-level goals; 2. Implementing strategies to achieve those goals; 3. Assessing achievement of those goals; and 4. Using the results of those assessments to improve programs and services and inform planning and resource allocation decisions. Peter will help organize the committee; Virginia Moran is the Administrative Liaison for the Institutional Effectiveness Committee.

- 7) Discussion: Request for clarification, status of the Non-Instructional Program Review Committee**
Virginia Moran requested that the Non-Instructional Program Review Committee stand as an operational committee similar to that of the Academic Senate's Instructional Program Review Committee. College Council approved the request.

8) Committee Updates:

- a) Accreditation Committee:** Peter Allan reported that the committee has met to discuss the visit and sustainability.
- b) Diversity Committee:** Fusako Yokotobi reported on Black History month.
- c) Educational Master Plan Committee:** Virginia Moran discussed the need for this committee.
- d) Environmental Health & Safety Committee:** Leonard Knight reported on congestion and traffic. The committee is putting a plan together to move the meters to a green zone in various lots; the plan will be presented to the Facilities Committee. Emergency Plan posting and an audible way of communication was also discussed in order to meet the standard.
- e) Facilities Committee:** Steve Garcia reported that the committee is meeting regularly.
- f) Finance/Budget & Planning Committee:** GH Javaheripour reported that the committee is meeting regularly. Discussions to include Proposition 30 and the budget.
- g) Staff Development Committee:** Fusako Yokotobi reported on departmental open house and recommended a name change for the Staff Development Committee; possible name change will be presented to College Council next year.
- h) Student Services Committee:** Tim Johnston reported that the committee is focusing on AP5055, looking at petitions to the student act, and the process of vetting letters to students regarding potential loss of priority registration.
- i) Technology Committee:** No Report.

9) Other - None

Adjournment: 4:19 pm.