

College Council Approved Minutes
September 8, 2011
Winlock Lounge – 1pm

Attending: Nabil Abu-Ghazaleh, Bruce Anders, Judy Chow, Fran Leonard, John Oester, Richard Olivas, Betsy Regalado, Olga Shewfelt, Bob Sprague, Helen Young

Guests: Judith Ann Friedman, Sherron Rouzan-Thomas

1. Call to Order and Confirmation of the Agenda
The meeting was called to order at 1 pm by Fran Leonard, chair.
2. The minutes of the August 8, 2011 College Council Executive Committee Meeting were approved.
3. President's Report
President Abu Nabil-Ghazaleh welcomed College Council members back to West for the fall semester. The President announced we are now at a time when we get to choose a new persona as the campus is changing. West is making a tremendous step forward in our self image and will be working on our relations with the community and all of our service areas. Accreditation and the student success initiative are all being launched at the same time. The President stated that he is hopeful that West will not experience a mid-year cut but go into a growth cycle with a good positive financial balance so that we can capture that growth.
4. Chair's Report - Strategic Posting of West's Vision/Mission
At the August College Council retreat, the CC Exec Committee recommended that the college add the vision and mission statements as a footer to West's stationery templates. This has been done. Fran emailed the link to these.

In addition, that the college post the same statements in strategic locations on campus. Michelle Long-Coffee and Vicky are working on locations, design and other details.

5. Items and Issues for Consideration/Action
 - A. Refer to Retreat Notes
 1. Merge the College Council Proposal of July 8, 2005 with Sept. 26, 2006 MOU
Fran went over the membership and recent change of term of College Council Chair from a two year term to a three year term. There was discussion of the consensus process for group decision-making, specified in section II.B.2 in the current, merged document. Olga suggested using the majority rule if College Council cannot reach consensus. Fran pointed out that this is provided for in the merged governance document in section II.B.3, which specifies that "If the constituent group members cannot achieve consensus on an issue before the College Council, then the Chair of the Council will call for a vote that shall be incorporated into the written minutes of the Council.

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Standing Committee Chairs

Budget
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As there was not enough time to go over the entire document, Fran reminded members to review the entire proposal and bring any changes to the next College Council meeting on October 6, 2011.

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5.B. College Council – Set 2011-12 Goals

A summary chart table of the self-evaluations of each committee that submitted their self-evaluations for 2010-2011 were distributed and shared with College Council members. Fran explained that any accomplishments along with challenges and upcoming goals for 2011-2012 were listed on this chart.

VP Sprague addressed a request to Fran a process for formalizing all recommendations that have been made by College Council that go to the President for action. The importance of tracking the implementation of recommendations so we don't lose sight of was discussed. Since West doesn't have an Intranet yet, questions were posed to College Council members. Should College Council recommendations to President and President's response to College Council be posted at the College Council web page?? College Council could track all recommendations in the format that the committee self-evaluations are generated in.

In addition, from the June 2, 2011 Council meeting, there is one recommendation pending:

The Council recommends that for greater transparency, the college will create a webpage for each division, where meeting dates/times, agendas and action items will be posted.

The President spoke briefly on the process of self-assessment. If College Council agrees on the provision of self-assessment, are people going to buy into it? A discussion followed about this process of self-evaluation/assessment at West.

5.C. Budget Committee

1. Recommends the hiring of a full-time limited counselor in General Counseling. VP Betsy Regalado spoke on the request for filling this position. Helen Young has been selected as the Transfer Services/TAP Director, creating a need to replace Helen's full-time counselor position in General Counseling which also included online counseling. VP Regalado reported that there is no fiscal cost in hiring this full-time limited counselor. West now has 8.4 counselors. Following discussion, the **College Council recommends the hiring of a full-time, limited counselor in General Counseling.**

2. Recommendation that CC develop a written policy to describe process by which the college will address emergency situations that affect college budget. A motion was made to recommend that the College Council develop a written policy to describe the process by which the college will address emergency



situations that affect the college budget. There was consensus on this recommendation. Fran reminded everyone to submit their input on the posted draft responses by Friday, September 16th. The input/feedback will be considered by the appropriate standards’ committees and the Accreditation Steering Committee.

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6. Standing Committee Reports

Review of College Profile – ARCC Data – Judith Ann Friedman, Dean of Academic Affairs, presented this report and concerns about retention, persistence and improvement rates for basic skills. Bruce Anders asked the Council about efforts to raise the basic skills completion rates.

Judith Ann reported that the Foundation Skills Plan’s action item priorities, developed by the Student Success Committee last year have been calendared. The Student Success Committee is well represented with multi-disciplines. One of the action items is to highlight instructional best practices at the annual Leadership Retreat. Clare Norris, co-chair of the committee, is taking this to the retreat planning committee meeting for consideration and possible implementation.

Olga Shewfelt requested that a report on performance data from Learning Communities at West be brought to the next College Council meeting on October 6, 2011.

ACTION ITEM: A report on performance data from Learning Communities at West be brought to next College Council meeting on October 6, 2011.

VP Sprague would like to understand exactly what is being summarized and get the exact criteria with which we come up with.

Rebecca Tillberg is collecting some data on learning communities for ESL, POPP, Athletics, UMOJA, and Puente. Fran noted that Puente has completed its program review.

Discussion on possible factors that skew results on the ARCC data included the numbers of students who were not excluded for non-attendance and as a result receive a final, failing grade. Informing instructors to exclude such students is important, so Admission and Records will publicize this prominently on Instructors’ rosters.

V.P. Betsy Regalado commented that she noticed that students are apprehensive in petitioning to graduate with their AA degree because they will be disqualified for federal financial aid. According to the Department of Education, students that earned an AA degree or higher or have completed 90 or more units are not eligible for federal financial aid. Student can petition for reinstatement of financial aid if they are pursuing a second AA degree or preparing for transfer to a four year institution.



Recommendation: The Council recommended that the college's annual Leadership Retreat operate under the auspices and direction of the Planning Committee.

The meeting was adjourned at 3:00 pm.

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