

College Council Chair

Fran Leonard (12)

Academic Senate

Adrienne Foster, PhD
Judy Chow
Helen Young

Administration

Betsy Regalado
Bob Sprague
Ken Takeda

AFT Classified

Joann Haywood (12)
Sheila Jeter-Williams (12)

AFT Faculty

Bruce Anders
Richard Olivas
Olga Shewfelt (12)
Bonnie Blustein
(alternate)

ASO

Durrell Levy

President, Ex-Officio

Nabil Abu-Ghazaleh

SEIU 721 campus representative

Abel Rodriguez

Local 99

Zulma Mena

Teamsters

Rebecca Tillberg

Standing Committee Chairs

Accreditation

Fran Leonard

Budget

Ken Takeda

Enrollment Management

Betsy Regalado, Ken Lin

Facilities

Ken Takeda

Jane Witucki

Planning

Rebecca Tillberg

Resource Development

Mark Pracher

Technology

Bob Sprague &
Vidya Swaminathan

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College Council Executive Meeting

Minutes

Monday, April 23, 2012

1:30 pm – Winlock

Attending: Nabil Abu-Ghazaleh, Adrienne Foster, Fran Leonard, Maureen O'Brien, Betsy Regalado, Olga Shewfelt, Bob Sprague, Ken Takeda, Rebecca Tillberg

The meeting was called to order by Fran Leonard.

1. Discussion of College Council Chair election and duties

There was a question and discussion about whether or not a classified employee can run for College Council Chair and would get reassigned time for participating in College Council meetings.

There was discussion about whether or not a faculty member (full-time or part time) be elected as College Council Chair. The current bylaws of college governance manual does not specify that a faculty member can run for College Council Chair. The bylaws lack critical information regarding this and needs to be clarified along with the election process. There has to be a two-thirds majority. It is up to the College Council Chair if it should be a two-thirds majority.

Adrienne Foster recommended present College Council Chair shadow the new College Council Chair and should be an active member of College Council in order to effectively proceed.

2. Nominations for College Council Chair

Nominations include self-nominations and nomination by Council members of another faculty. A faculty member nominated by a Council member should indicate in writing her/his willingness to run for chair. Everyone will be able to see the options for Eligibility for College Council Chair at the May 3 College Council meeting. All changes will be incorporated to the document before May 3. More discussion of the election process followed. A special election will occur before the end of May. Council members will be given a chance to look at College Council Chair election process and duties before the election. Council members looked at possible dates – last possible date is May 31st. Everyone should know by May 10th the eligibility rules for running for Chair. There was discussion about who would be the appropriate person to oversee the election of Chair. Two Council members could volunteer to serve so Council will be privy to who will serve. Discussion followed of who the nominations will be sent to. It was decided to have a classified employee prepare the ballots and discussion on whether or not the election is opened up to everyone will be held at the May 3 College Council meeting.

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Nomination Process

- Submit their name verbally to group and then members would accept or reject committee as a whole would select.
- Have options in writing (paperwork)
- At the College Council meeting on May 3, have the timeline established for the election as an agenda item and who will accept nominations.

Motion: College Council Executive needs to have nominations from College Council members on May 3 and will accept any nominations from the Council who is a member of the Council.

College Council needs to develop a policy with details for the nomination for Chair. College Council will follow the existing by-laws re: nominations for Chair.

The meeting adjourned at 2:30 pm.

Planning Committee

Draft Minutes

2:30 pm – Winlock

Rebecca Tillberg called the meeting to order at 2:30 p.m. with College Council Executive members present. Olga Shewfelt left to attend another meeting.

1. ACCJC Recommendations.
A PowerPoint presentation of Recommendations received from the Accreditation Commission was given by Rebecca and what West is doing to respond to the recommendations:
 - What we have done to respond to recommendations
 - District Goal alignment
 - New core effectiveness indicators
 - Things we have done to improve access
 - Some things related to student success
 - Link to Transfer Committee with Planning Committee and Achieving the Dream (AtD). This has to be a college committee and feed into Planning and AtD.

Discussion followed of college foundation revenue received. There was a decrease noted in the amount of scholarship funds received.

Slide 35 -Institutional Effectiveness

- Further strengthen planning & budgeting – 1st bullet of slide 35
Remove remaining text after “further strengthen planning and budgeting.”
Note: add SLO assessment – how we utilize our assessments

2. Review of Institutional Effectiveness Review – Process Components

COLLEGE COUNCIL EXECUTIVE

A table chart of twelve components for institutional effectiveness listing eight community colleges was distributed by Rebecca to the committee.

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Projects to complete during summer 2012:

- Each committee person volunteer to take one of the colleges listed on the document and look through their folder to see what they are doing with process components.
- See if you can identify stuff related to components listed
- Put your comments into the table and email back to Rebecca
- If an area is not listed on document, just add it
- Members are encouraged to look on the college web site
- Bring this information to Academic Senate and College Council meetings
- If you see something that you like, please make a note of it
- This work will need to be completed by August

The next Planning Committee meeting will be at held on May 21, 2012.

The committee reviewed each process component on document.

- Every college on the list has a Planning & Governance Handbook
- Committees related to planning and budget
- More committees at West have a responsibility related to planning & budgeting
- Membership charge and participation of Planning Committee to consider - make the charges clear and concise - function
- Members of Planning Committee – keep separate structure of Planning Committee or whatever we want to do
- Please email your work to Rebecca by Monday, May 14, 2012

There was discussion of Educational Master Plans at other colleges. One is data driven and the other is vision driven and both are necessary.

3. Annual Program Review Update

Rebecca asked the Planning Committee whether or not to do an annual spring program review update or not. The Planning Committee discussed and decided not to do an annual spring program review update for 2013-2014 and postpone until fall 2012. They will use IES as the program review instrument which is more user friendly.

Validation could be done in January 2013. Program Review training could be held at the first Divisional Council meeting at start of fall 2012.

A member of the committee expressed concern about putting program viability into program review. As we have workload reductions, how are we planning to have program viability studies put into the program review process?

- Bring program viability to the top of the list

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- Where are we going to put this into practice? Needs to be brought up in as many arenas as possible.
- Across the campus programs – start talking about this if November ballot doesn't pass.
- Enrollment management would be a good place to talk about program viability.
- Workshop training for chairs in August at Divisional Council meeting start of fall semester.
- September – mid November to complete program review.
- January could be validation phase
- Prioritization – have a blended process with Program Review and Planning Committee, then to Budget Committee, then to VP's.

**Motion to move Program Review to fall 2012 and develop an appropriate calendar by the end of May 2012 to reflect the integration of budget and planning.
Motion seconded and passed.**

The meeting adjourned at 4:10 pm.