



**APPROVED College Council Meeting Minutes  
for  
Thursday, October 1, 2009  
1:00 p.m., Winlock Lounge**

Present: Ara Aguiar for Bob Sprague, Celena Alcala for Betsy Regalado, Bruce Anders, Judy Chow, Eloise Crippens, Fran Leonard, Ebonea McAlister, Richard Olivas, Rebecca Tillberg

- I. The meeting was called to order at 1:10 p.m. and the agenda was confirmed. The Council approved the minutes of September 3, 2009.
- II. Action Item: The proposal for the Grants Management Committee has gone through extensive consultation. The committee discussed the membership of the committee and approved of this proposal by consensus.
- III. Leadership Retreat  
Fran shared with the Council the theme of this year's Leadership Retreat, which focuses on strategies and approaches to help everyone at the college get better. The Leadership Planning Committee meets weekly on Wednesdays because the time to prepare is shorter with the date moved up to the first Friday of November. The committee has looked at a number of venues, including holding it at West and considering cost, location, suitability for the retreat with regard to available technology. LMU is not available and another venue was not as convenient as Pepperdine. Holding the retreat at West posed challenges this year with construction and also with the shortage in Facilities personnel.

John Oester has negotiated a reasonable, lower cost at Pepperdine. Fran also informed the Council of the presenters being considered with the thought that we may have fewer breakout sessions this year but with primary consideration given to those who have tried new strategies/approaches to instruction as well as other service areas. Fran had shared with the Retreat Planning Committee the article, "Build to Teach" by Kevin Carey of the Washington Monthly, which describes measures of teaching quality as applied to Cascadia, "the best community college in America." In considering "How do I get better at what I do at West?" the Retreat Planning Committee looked at and voted on recipients of the ASCCC's Hayward Excellence in Teaching Awards. Christos Valiotis, a physics professor at Antelope Valley College received the highest number of votes from the committee. Other leads include presenters at the DAS Summit at LA Valley College on Friday, October 2, 2009. Also being considered are presenters from the Da Vinci Schools, a charter school in the community, which focuses on project-based learning and will share strategies for addressing literacy and SMART planning (acronym for Specific, Measurable, Attainable, Realistic and Timely). Bruce asked that the committee consider inviting Karen Cox, a Hayward Excellence in Teaching Award recipient, to address how to imbed critical thinking composition into content classes. The committee continues to focus on, "How can I improve?" in helping students' learn.

Measuring Effectiveness of Governance - handbook

At the District Planning Committee, Gary Colombo is sharing with members templates of governance handbooks with measures of effectiveness including how often committees meet, with how many members participating and actions made/taken.

IV. Standing Committee Report

- A. Planning - Rebecca Tillberg mentioned the planning handbook templates from Gary Colombo at the District Planning Committee. Colleges can see which elements in the templates would work best for their colleges.

The college Planning Committee is also looking at the Commission's rubrics on effectiveness for planning and budget, SLOs and program review. By the time of West's comprehensive self study, the college is expected to be at the "sustainable" level.

The Senate's Educational Policies committee is working on updating the Educational Master Plan. In doing so, it will work with Student Services to better integrate the Ed Master Plan goals and those of the Student Services Strategic Plan, alignment of plans being a measure of institutional effectiveness.

- B. Program Review - Program reviews that were partially completed are being completed. Fran, Rebecca and Mary-Jo met with the Behavioral and Social Science Division at its September 21, 2009 meeting. Deans in Academic Affairs will complete validations as has been done in Student Services and Administrative Services. Unit planning that is not busy work but which helps bring priorities from across the campus to the fore, including to the attention of those working on grant proposals for possible inclusion - is being worked on. Fran will meet with Counseling at its meeting on October 7<sup>th</sup>.
- C. Because the VPs were involved in a Selection Committee at the time of this meeting, there was no report from Budget or Facilities.

The meeting adjourned at 2:50 p.m.