

SBVC COLLEGE COUNCIL
September 12, 2018 MINUTES
PRESIDENT'S CONFERENCE ROOM, ADSS 208
TIME: 1:30 PM – 3:00 PM

A= Absent

Diana Z. Rodriguez, SBVC President, Chair	Rick Hrdlicka
Celia Huston, Academic Senate President, Co-Chair	Raise Jakpor
Jamie Herrera (CTA) <i>(excused–pending confirmation as CTA designee)</i>	Terri Long
Adrian Rios (ASG) A	James Smith
Fermin Ramirez (CSEA Designee)	Scott Stark
Kathryn Jaramillo (Classified Senate)	Scott Thayer A
David Bastedo	Cassandra Thomas A
Stephanie Briggs	Kay Weiss
Mary Copeland <i>(excused)</i>	Nicole Williams (MINUTES)
Marco Cota A	
Paula Ferri-Milligan	Guest(s): Leticia Hector
Rania Hamdy	<i>(Curriculum representative during Mary's absence)</i>

CALL TO ORDER:

1:37 p.m. Diana Rodriguez called the meeting to order.

APPROVAL OF MINUTES

Diana Rodriguez entertained a **Motion to Approve the May 9, 2018 and August 22, 2018 College Council Minutes**. Kay Weiss moved, Rick Hrdlicka second. No discussion and the group voted as follows:

AYES: Huston, Ramirez, Bastedo, Briggs, Ferri-Milligan, Hamdy, Hrdlicka, Jakpor, Long, Smith, Stark, and Weiss.

NOES: None

ABSTENTIONS: None

ABSENT: Rios, Cota, Thayer and Thomas.

Motion Carried

Our Mission: San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve quality of life in the Inland Empire and beyond.

UPCOMING POSITIONS/FILLING POSITIONS

Diana stated that Human Resources is currently in the process of approximately 25 SBVC recruitments – faculty and non-faculty.

Ideally a candidate for Vice President of Instruction will be submitted to the November Board Study Session. 1st level interviews will be conducted on November 8th and/or 9th; second level interviews conducted on November 13th. The Academic Senate is currently in discussion with regard to having an open forum or not, and if an open forum is scheduled what that will entail.

The EOPS Director and Student Services Technician (EOPS) positions are in the final stages.

In meeting with HR Generalist, Janet Perez, Diana was informed that Janet will now have assistance from HR Generalist, Melanie Gonzales – both assigned to the SBVC Campus for Human Resource items. Janet indicated that having both assigned to SBVC will improve the speed to which employees are hired. Janet also indicated that improvements can be made on the front-end of the process – once a position is opened, letting potential hiring committee members know what the trigger dates are so there is a clear understanding of the time that would need to be allotted by a hiring committee member.

PRESIDENT’S REPORT

ENROLLMENT

Diana reports that enrollment is still down – about 240 FTES short of the goal. Diana has been working with the VPI, Academic Deans, and faculty towards a plan to be within 85 FTES – revisiting and reworking to close the gap – hopefully by the end of FALL term we will have met or exceeded the goal. Diana responds to the inquiry of “how do we go about doing this?” and “what are the plans strategically?” An analysis of space on campus was conducted – if we say 35 students in class maximizes efficiency, is that even possible. We found out that no it is not given the rooms we have and the capacity of each room. How do we maximize the rooms that we have – conducting an FTES analysis on what could we generate in the perfect world, during peak times, and what can we generate in non-peak times, and what can we generate if we bring back Weekend College – what would that look like? There is a lot of potential, and we are in the process of finalizing – taking into consideration contractual issues. We will be looking a deeper in what we can do, and discussing with constituency groups. “What would it look like if we invest a bit more into those non-peak times?” As we move forward, we will be raising questions to see what we can do. Raise Jakpor asked about online courses with 34 students maximum enrolled – Diana indicated she and the VPs would look into the online class enrollments and follow-up with him.

MARKETING

Diana reports that SBVC has contracted with an outside marketing agency, 25th Hour Communications. The company specializes in working with colleges, and multi-college districts, and have also been successful with other colleges in increasing FTES by 2.5% every year on a consistent basis. CHC has identified a separate marketing group that they have interest in utilizing. Sooner than later, the District would like us to utilize one marketing company with an overall District plan. At this time, each campus has individual needs that they are trying to meet.

STRATEGIC PLAN

Diana discusses the Strategic Plan and Educational Master Plan and reports that within the next few weeks the Executive Team will be spending a day reviewing where we are with the plan – what have we accomplished, what are the gaps, etc. The Executive Team will then report back to College Council to discuss what was found. At the beginning of last year, we discussed during Opening Day where we were with the plan, and there were 4 to 5 objectives that we have not touched. We will be reviewing those objectives in College Council to determine if those objectives are still important to the College or do we want to write an explanation as to why we are not moving forward with those objectives so that we have that for our records.

The plans are available here:

https://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/index.php

Once the review is completed and the Executive Team addresses College Council, there will be prepared questions presented in order to have a thoughtful discussion.

SCORECARD

Diana commends James Smith for his Scorecard presentation to the Board of Trustees. The Scorecard is one of the ways in which the State measures our accomplishments. We have met or exceeded 10 of the 12 areas that the State is measuring. Two of the areas that we have not met is completion for both prepared and under-prepared students. If you review the number of students that have left the college and entered into a career field, that is a high percentage on our Scorecard. We know this to be true for CTE and we assume true for other areas. A number of students coming in to CTE programs are leaving before they complete because they are securing jobs at livable wages – students are achieving jobs with a salary that is 33% higher than when they entered the campus.

FUNDING FORMULA

Diana requests that members be mindful of upcoming District and SBVC Budget Committee meetings, attend as many as you can, and be attentive to campus emails on the subject of budget – we want ensure that we are able to earn as much dollars in that formula as we can. The formula highlights the good work that we are all doing.

SBVC VIEW BOOK

Diana distributes an SBVC View Book “Your Future Starts Here” as prepared by SBVC Marketing and the SBCCD Print Shop. The brochure provides general highlights of SBVC – this does not replace any marketing materials that may be in your areas but rather an addition. It was noted that Library Technology is not listed within the section of programs. Diana asked that if any errors are noted to please bring those to her attention via email so changes can be made at the next iteration.

VICE PRESIDENTS’ REPORTS – S. STARK; S. THAYER; T. LONG

ADMINISTRATIVE SERVICES

No Report.

STUDENT SERVICES

No Report.

INSTRUCTION

Terri provided the following information:

COURSELEAF

The VPI office is currently converting to Courseleaf for curriculum, catalog and schedule management. We are on schedule for a 2019/2020 catalog produced by Courseleaf – a survey may be distributed by Kay Dee Yarborough, Administrative Curriculum Coordinator, asking to review designs and provide feedback. A good example of another college utilizing Courseleaf is Citrus College: <http://catalog.citruscollege.edu/>. The next summer schedule of classes should also be produced by Courseleaf. Stephanie Briggs is the lead manager for Courseleaf, along with Terri.

ENROLLMENT

We are working on adding 8-week courses to the end of the semester – we will also advertise distributed education possibilities.

CURRICULUM

There have been a lot of questions about curriculum, and what we are doing. Terri worked with Kay Dee to put together a year-end report of what was done last year. We will start sharing the report so everyone knows what was done last year. Another idea is to share the Curriculum Board submissions on a monthly basis.

COURSE CAPS

We are discussing the discrepancies with course caps in the VPI Instructional Cabinet. The caps are all over the board, not sure of the logic, but perhaps due to room capacity.

GUIDED PATHWAY (GP) COORDINATORS

We have three GP lead-faculty coordinators: Reginald Metu (CTE focus); Matthew Robles (non-CTE focus); and Tahirah El-Sherif (Counseling focus). They will begin GP meetings on Monday's at 4pm. In addition, they are attending a conference beginning tomorrow. They will report what they have learned from the conference, create an agenda and then invite those that are interested in attending the debriefing. Terri invites all College Council members to feel free to attend any and all GP meetings. Rania Hamdy reports that the Academic Senate for California Community Colleges will be at the October 2, 2018 Flex Day event to provide a 4-5 hour workshop on Guided Pathways.

DISTRIBUTED EDUCATION (DE) COORDINATORS

We have two lead-faculty co-coordinators: Davena Burns-Peters and Margaret Worsley. Kay Weiss has returned as the DE Dean. Kay Weiss reports that she, along with Davena, will be attending a DE Consortium on Friday.

FACULTY CHAIR TRAINING

We are also working on faculty chair training –part of the contract as mandatory. We are sending a training survey to faculty to best determine the training they are interested in receiving. The training should begin in spring, either before, during or after the monthly faculty chair meeting.

K-12 STRONG WORKFORCE

The K-12 system will begin to receive funding for Strong Workforce, a CTE-focused project. We are working closely with the high schools to ensure what they are doing in the high schools aligns with what we are doing at SBVC.

ACCREDITATION AND STUDENT LEARNING OUTCOMES – C. HUSTON

Celia reports she attended ACCJC training last Thursday. The new keyword is alignment – everything that we do as a campus should be aligned with a college’s Mission. Of the college’s visited last spring, the theme of improvement/recommendations to ensure that institutional effectiveness is consistent with the Mission, as well there were district recommendations on evaluations, establishing district program review practices, etc. – there were no warnings or probations issued to any of the colleges visited. Celia also confirmed with Kay Weiss that, based on the presentations, the college does not need to disaggregate SLOs at the student-level – we need to disaggregate somehow but we do not need to at the student-level unless we choose to.

Celia indicated that the ACCJC release of the abbreviated template is forthcoming – we will be one of the first groups to utilize the template and the new instructions. ACCJC struck the standard for having SLOs as part of the faculty evaluation. Celia stated that work is needed on institution set standards – Celia will be discussing with the Executive Team, as well as placing on the Academic Senate agenda. ACCJC mentioned that if there are institutional set standards that lower – such as a running seven year average with one standard deviation below – a college will not be sanctioned for that, it will not be a compliance recommendation, though it may be in the narrative or included in a recommendation that you look at how the college sets the institutional standards and how the college might change that into something more effective.

Kay Weiss reported that ACCJC has set a standard protocol for Distributed Education evaluations. ACCJC found that evaluations varied widely with colleges. The standard is 15 courses or 10%, whichever is greater. Kay stated that there needs to be a way to disaggregate hybrid versus 100% online.

Celia announced that the Academic Senate for California Community Colleges will be conducting an AB705 Regional Meeting in B100 on Thursday, September 20 from 10am – 3pm.

EDUCATIONAL MASTER PLAN and STRATEGIC PLANNING – J. SMITH

James stated that his team is assembling the research data of the Student Scorecard measures for SBVC, District and CHC so he can present the disaggregated information at an upcoming College Council meeting.

PROGRAM REVIEW – P. FERRI-MILLIGAN

Kay Weiss stated that the Program Review Committee has asked that the results of funding through Program Review be widely distributed. A brief discussion occurred with regard to the entity that is responsible for communicating that information – College Council or Program Review. A suggestion was made to include the information during an Opening Day program. A communication decision was not finalized, and will be further discussed during a subsequent meeting.

Kay indicated that programs have received an email of their EMP documents – she stressed that every program needs to complete the EMP documents. Leticia Hector mentioned that some of the EMP documents did not include degree/certificate awards were not indicated, and she notified Christie Gabriel. Leticia received a response that the data is not available until October. James confirmed that the data is not available until October but his office could possibly provide preliminary data.

COMMITTEE REPORTS:

Facilities & Safety Committee – Scott Stark reported that the first meeting has transpired. Cassandra Thomas has been selected as the co-chair. Currently the committee is working on establishing goals for the year.

Curriculum Committee – Leticia Hector reported that she is the committee chair for the semester, filling in for Mary Copeland while Mary is on sabbatical. Monday was the first full-committee meeting. The committee conducted training for new faculty on the committee, as well discussed AB705. The Math and English faculty are working very hard on determining the direction they want to take their curriculum to be in compliance with AB705, and they are excited to attend the Academic Senate for California Community Colleges AB705 Regional Meeting on Thursday.

Enrollment Management & Student Equity Committee – Stephanie Briggs reported that Paul Bratulin, SBVC Director of Marketing, attended a committee meeting to unveil a DRAFT view of a new SBVC website design.

Technology Committee – Rick Hrdlicka reports that Adobe Creative Cloud has changed their licensing model – we have had a general license for 4-5 years – and that all faculty and staff will now be required to log-in with their SBCCD email/password when utilizing Adobe on their computer. Employees will have access to Adobe Cloud apps, storage, etc. CTS staff will be running a script to remove the old license from employee computers.

The Symantec Antivirus license has expired. CTS staff has been conducting testing on other available antivirus software, and have concluded we will move forward with Palo Alto Traps between now and December.

Basic Skills Committee – Terri Long announces that the Basic Skills Committee has money available to fund student-centered projects that serve Basic Skills students. An application and rubric is available on how we will evaluate proposals. Rick Hrdlicka mentioned that he has been contacted about utilizing the funds for computer labs and stresses that, if funds are utilized for computer labs, there is no future funding available through CTS to maintain those labs, and that needs to be a major consideration when reviewing any proposals for computer labs. Terri agrees computer labs are not ideal projects to fund as there are follow up costs involved. Rania asks that information be provided to her with regard to funding conference/training for faculty.

Professional Development Committee – Rania Hamdy reports that SBCCD Economic Development and Corporate Training (EDCT) has made training available to all employees at no cost. Rania has recently sent a campus email with the current topics/training dates available. Rania provides a reminder that the October 2 Flex Day is approaching, and a good portion of the day's agenda will be the Guided Pathways session.

OTHER:

None.

Meeting adjourned at 2:41p.m.

Next College Council Meeting: Wednesday, September 26, 2018

Academic Year 17-18: Bi-Monthly, 2nd & 4th Wednesday, 1:30-3:00pm, AD/SS 207

Remaining Academic Year 18-19 Meetings:

Wednesday, September 26, 2018

Wednesday, October 10, 2018

Wednesday, October 24, 2018

Wednesday, November 14, 2018

Wednesday, November 28, 2018

Wednesday, December 12, 2018

Wednesday, January 9, 2019

Wednesday, January 23, 2019

Wednesday, February 13, 2019

Wednesday, February 27, 2019

Wednesday, March 13, 2019

Wednesday, March 27, 2019

Wednesday, April 10, 2019

Wednesday, April 24, 2019

Wednesday, May 8, 2019

Wednesday, May 22, 2019