

## SBVC College Council MINUTES January 14, 2015

Gloria Fisher, SBVC President, Chair  
 Jeremiah Gilbert, Academic Senate President, Co-Chair  
 Marco Cota  
 David Bastedo  
 Grayling Eation representation for Colleen Gamboa  
 Rania Hamdy  
 Leticia Hector  
 Rick Hrdlicka - **A**  
 Diane Hunter  
 Celia Huston  
 Haragewen Kinde  
 Sheri Lillard

Sarah Miller  
 Thomas Robles - **A**  
 Ricky Shabazz  
 James Smith  
 Scott Stark - **A**  
 Cassandra Thomas

**Guest:**  
 Clyde Williams

| <b>TOPIC</b>                              | <b>DISCUSSION and ACTION</b>  |
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| Approval of the December 10, 2014 minutes | <p>Dr. Fisher welcomed all to the first College Council meeting, Spring term, 2015.</p> <p>Dr. Fisher entertained a motion to approve the December 10, 2014 minutes.</p> <p>Sarah commented the agenda item - Capital Improvement Funding – Scott Stark, paragraphs two and three, was stated insufficiently in the discussion items and needs a more clearly worded and detailed summary in this section of the minutes.</p> <p>Dr. Fisher moved that this portion of the minutes would be tabled until the next meeting at which time a restatement of the discussion items with a more detailed summary will be provided.</p> <p>Dr. Fisher entertained a motion to approve the minutes, James moved, Sarah second, and the group voted as follows:</p> <p>AYES: Fisher, Gilbert, Cota, Bastedo, Eation, Hamdy, Hector, Hunter, Huston, Kinde, Lillard, Miller, Shabazz, Smith, Thomas<br/>         NOES: None<br/>         ABSTENTIONS: None<br/>         ABSENT: Hrdlicka, Robles, Stark<br/>         TARDY: None<br/>         Motion carried.</p> |

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| <p>Membership Inclusion of BFSAA and LFSAA – G. Fisher</p> | <p>Dr. Fisher stated we have new individuals attending the meeting today and wanted to take a minute to recognize them. At the last meeting she pointed out she was in total support of the fact we need to make more direct contact with the faculty co-chairs of the various collegial consultation committees, in order to have more faculty representation here. When you look at AP 2225 (Now 2510) we want this representation. Joining us today are David Bastedo, co-chair of the Technology Committee with Rick Hrdlicka; Diane Hunter, department chair of English, the representative of CTA and has joined us in the past and Grayling Eation is representing CSEA at this meeting.</p> <p>Dr. Fisher stated several meetings ago this item had been tabled and since then it was suggested that we include representation on this body of the BFSAA and LFSAA. There was a discussion at Academic Senate and then it was brought back to this Council. It was the decision of this body that we give the Presidents of the fore mentioned associations the opportunity to speak to this body about the importance of their role as it relates to business that is carried on and alternate recommendations made by this committee.</p> <p>Present with us today is Clyde Williams, President of the BFSAA, and Marco Cota, President of the LFSAA. Dr. Fisher asked each gentleman to make a statement to the body in terms of the value of their membership being represented on this committee.</p> <p>Clyde Williams, President of BFSAA, is here today. BFSAA was formed in 1978 and we were in the forefront of communicating and making outer community relationships, building programs, and working inside the institution for the betterment of all. Our organization has been around for about 40 years and we sit at every table in our community.</p> <p>We would like to be part of this body if that is your vote. Whether yes or no, we will continue to do what we have been doing for the last 40 years.</p> |
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Continued - Membership Inclusion of BFSAA and LFSAA – G. Fisher

Marco Cota, President of LFSAA, added to what Clyde was saying. He thinks the value of both organizations have been clear and visible throughout the years and particularly visible because they have been part of District Assembly. They also have collaborative working partnerships with a good number of organizations off campus as well. That support provides a lot of resources, but more importantly, we share information and encourage them to continue working with the campus. If not for these organizations we would not have a lot of the cultural activities for Black History and Latino History and so forth. This brings a value to itself. So much of a value that it received accolades from the Accreditation team and some other areas that have been visited on campus.

As a Hispanic serving institution, there is a big message to the campus and to the administration that the campus receives numerous dollars through the Hispanic institution.

Dr. Fisher thanked both Presidents of the organizations for their presentations and asked the group if anyone had any questions.

Sarah asked if they could help her understand the votes they think might have differed on College Council given the presence of these two organizations as voting entities.

Marco stated it was not even with the removal of positions and if we had been present we would have been able to voice how those interact with the campus community and the importance of those positions as well as the voice it carries out to the community.

Clyde stated when it comes to the movement of parity and color, we see that some things have not been done fairly.

Gray asked what are the policies or laws that govern the groups.

Clyde stated we have the same mission statement that you may have in the union. What governs us is the movement of the activity of the money and the funding; the fairness and the justice of the rightness to having parity and shared governance; the rules we have in standards that we set forth in helping our students and community.

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| <p>Continued - Membership Inclusion of BFSAA and LFSAA – G. Fisher</p> | <p>Gray stated CSEA is governed by the policy set by the education code. As I was looking through policies, I did not see mention of any types of groups, clubs, or such as yourselves through Collegial Consultation. The only similar thing I could find were auxiliary organization sections under policy 3600. Now when I look at this, I was wondering if these organizations are run by this because it is under Title V, section 59257. I guess the issue is are these groups operating in these parameters?</p> <p>Mr. Williams stated they definitely operate inside the law and within Title V and any other titles.</p> <p>Gray asked if it is possible to get a charter, constitution or bylaws.</p> <p>Clyde stated they have a mission and a constitution and if you want a charter or constitution or bylaws, then he can provide them to the group.</p> <p>Dr. Fisher stated that we have not asked for that from all the other groups. That is not to say that it is not an unfair request. We are exploring and we are looking at reasons that would support or not support the inclusiveness of these associations in College Council.</p> <p>Gray's only concern is he understands the purpose of everything. Because CSEA is the inclusive representative of Classified staff, that is the position he must take on it and is asking for the clarity and exact roles.</p> <p>Gray asked if there are conflicts of interest in the HR department regarding race issues.</p> <p>Clyde stated if they follow guidelines and the rules, then they are not. In the past, we have had a number of issues regarding color, parity, and fairness.</p> <p>Dr. Fisher stated that we have had about a half hour here on this topic and we are starting to go away from the real focus of what we are going to accomplish. What I am hoping to accomplish is that we bring this to a vote.</p> <p>Sarah questioned if there is some selected process by which these two organizations choose members of the faculty and staff with whom they communicate.</p> <p>Marco stated the membership is sent out at the beginning of the year for anyone who wants to become a part of the association.</p> |
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| <p>Continued - Membership Inclusion of BFSAA and LFSAA – G. Fisher</p> | <p>Diane had a question about the process by which the composition of College Council is determined. She is unclear if it is up to the people in the room, or is there a process that helps us determine who the members are and why?</p> <p>Jeremiah stated technically the membership is in AP2510 (formerly AP 2225). The changing of the membership would have to go through the process to change the AP. We, as a body, could make a recommendation and decide. We want it to go to other organizations, and in this case, the Senate did discuss this. We would make a vote and say yes we want to change the membership and then it would go to the members of the District Assembly. District Assembly approves it, and then it would go to the board for their approval; or District Assembly could say we think that Academic or Classified Senate should look at it and send it back.</p> <p>Diane asked where the Academic Senate left off with this and their position.</p> <p>Jeremiah said if you look at the current membership of College Council, you see it is the chairs of the constitutional committees (both have a charge and membership in the AP, it's the President of Academic Senate &amp; Classified Senate &amp; CSEA &amp; Student Government) which again all have charges and memberships stated somewhere. If we allow BFSAA &amp; LFSAA, what is to prevent us from adding other organizations? Again, I am not opposing it but what is the process?</p> <p>Sarah said there are a number of possibilities that this body can take at this time. One of them being to refer it to other groups for consideration, as it was referred to the Academic Senate. Or, do something like refer it to vote for the drafting of a process. Is that a possibility this group could do, so there is a process for the acceptance of these organizations?</p> <p>Jeremiah stated yes, the representation of this group is what is stated in the AP. We could make that decision here.</p> <p>Sarah asked how do we do that and by whom would that be done?</p> <p>Jeremiah stated that it would be determined by the body. Keep in mind if we develop a process and if, yes, we want to add to the membership, we would then have to change the AP, which would still have to go to District Assembly.</p> <p>Sarah stated that District Assembly has these bodies as their members.</p> |
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Continued - Membership Inclusion of BFSAA and LFSAA – G. Fisher

Jeremiah stated we would need a motion to say we want to establish an official process and it would be up to the body to determine that process.

Sarah would like to, at this time, move that a process be established for the purpose of determining the addition of members to the College Council at SBVC, James second, and the group voted as follows:

AYES: Fisher, Gilbert, Cota, Bastedo, Eatton, Hamdy, Hector, Hunter, Huston, Kinde, Lillard, Miller, Shabazz, Smith, Thomas

NOES: None

ABSTENTIONS: None

ABSENT: Hrdlicka, Robles, Stark

TARDY: None

Motion carried.

Dr. Fisher stated the next step would be to decide how we want to go about establishing this process. Do we want to pull together a subcommittee? We can do that, so that we have people who really have an interest and time in focusing on this now. Dr. Fisher asked Jeremiah if three or four people would be sufficient?

Jeremiah stated that we could establish a standing committee to look at this or an Ad-hoc committee and one of the issues here is with precedents. If we were to form a standing committee, it would have to be representative in terms of faculty, classified, management, and there would have to be at least one of each. That's the language for a standing committee. As an ad-hoc committee, you can just form it.

Dr. Fisher stated she thought we would just form it and Jeremiah agreed this probably would be better as an Ad-hoc committee.

Dr. Fisher stated that each time we need to make this decision we could form the Ad-hoc committee and since we are going to go with an Ad-hoc committee, we need members.

Jeremiah asked for volunteers for the Ad-hoc committee and we need the date in which we report back our recommendation to this body.

Members who volunteered were James, Rania, Cassandra, and Jeremiah.

Dr. Fisher suggested February 11<sup>th</sup>. We will look at the calendar and determine the next meeting date in about four weeks and we will determine the date from today.

## SLOCloud – C. Huston

Dr. Fisher stated since Rick is out ill today we will go to Celia's presentation on the SLOCoud. Celia mentioned at the last College Council meeting that she and Haragewen had been to the ARCHIVE group. Ben Gamboa from Crafton proved to be very intuitive to SLOCloud and actually shared the information with us. She stated it was a little late in the game last semester, despite moving everything through College Council and Academic Senate, and having to address everyone's concerns.

We did a pilot with James and worked with Jason Brady to customize SLOCloud as a user friendly alternative to eLumen, that adapts our current processes. It is an open source software with the code in place, fully customizable, and adapts to current processes with very simple data entry and reporting. Jason assures me that he can get it so that once you sign in only your classes will appear.

We only have two number reporting fields. What we really need to know is how many students you assessed and how many students passed that SLO. Once you submit you will see the confirmation email that says these have been submitted and it gives you a summary of what you reported. Jason thinks it is possible to embed a link that says three-year course summary report.

James asked if she thinks we have reached the point where we are ready, where we can completely transform ourselves from eLumen and Celia said she thinks we could.

Celia also talked to Jason on SAO's and they can be handled in a similar fashion, having a dummy course as an external examination. He did say it would all have to be manual and would not be able to implement it this semester but probably could by fall. She knows we have program outcomes for student service areas. I don't know where you will map them to, if you will want to map them to core competency.

Ricky asked if we changed anything as a result of the date or assessment.

Celia said in the reporting form we are going to try to embed. That would be where you would track how and if you are going to map reference services to core competency for information literacy.

Ricky stated in this case we would want to map any changes to the result of the assessment or the data.

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| Continued-SLOCloud – C. Huston                              | <p>Celia said we could do that in the reporting. This means every year or every semester, or anytime we wanted to we could pull out core competency data and do an evaluation.</p> <p>It does send you a confirmation email, it does the summary reports for the program core competency and SAO's can be done (it's just a manual load instead of a datatel upload.) The only thing we need to do is confirm that the PLO's that we found on the website are still the PLO's and SLO's in the areas are using. The data will be ready for the spring 15 coarse evaluations so they will be able to pull up everything and data will also be ready for program evaluations.</p> <p>The next thing we need to do is get it approved by College Council. If people were comfortable with this concept we could make a motion to support the adoption, pending the Senate approval because they do not meet until next week and hopefully the discussion in Senate will begin and it will go smoothly.</p> <p>James made a motion to adopt the software pending the Senate approval, Cassandra second, Discussion as follows:</p> <p>James stated the reason why nobody was using this is he was uploading all those rosters and it was not being used.</p> <p>Celia stated we are able to do everything from the back end of SLOCloud which is nice since eLumen made faculty set everything up.</p> <p>The group voted as follows:</p> <p><b>AYES:</b> Fisher, Gilbert, Cota, Bastedo, Eatton, Hamdy, Hector, Hunter, Huston, Kinde, Lillard, Miller, Shabazz, Smith, Thomas<br/> <b>NOES:</b> None<br/> <b>ABSTENTIONS:</b> None<br/> <b>ABSENT:</b> Hrdlicka, Robles, Stark<br/> <b>TARDY:</b> None<br/> Motion carried.</p> <p>Dr. Fisher thanked the group for their input.</p> |
| Final Technology Program Review Priority List – R. Hrdlicka | <p>Dr. Fisher stated she has the copy of the final technology program review document but she will wait until Rick is here.<br/> TABLED for January 28th meeting.</p>  |

Budget Committee Concerns – J. Gilbert

Jeremiah discussed “Budget Committee Concerns”. He had two issues he wanted to bring to this body. One was about the campus budget committee. In times of bad budgets we realized we could really use a budget committee. So the Senate worked to reestablish a budget committee because one of our 10 plus one is budget planning and processes. In the soon to be adopted AP 2510, there is now a budget committee with a charge and a membership. The membership is eight people, the VP of AS is the chair, one management, three faculty, two classified staff and one associated student government representative. I am bringing this here because the budget committee reports to College Council and to find out what we can do to make sure this committee meets. As Senate President, I assign the three faculty that sit on that committee and of those three faculty, some have been going to the meetings and others have not, which is why quorum has not been met. I would like to go back to the Senate and say I brought it to College Council and this was the action that was taken.

Dr. Fisher asked about the faculty co-chair. Jeremiah stated there was a faculty co-chair elected without a vote.

Dr. Shabazz has a similar concern about the Enrollment Management meeting. Historically, this committee has not met as frequently as it could have. Given the situation with these allocation models, that committee needs to be strengthening.

Jeremiah said this brings up a bigger issue because sometimes the Senate President comes to terms of faculty not coming to the committee meetings. Technically it is not Senate, it's contractual, it's management. All Senate does is recommend the appointments to the committees. It is not his role to oversee attendance but he thinks we need to look into it. How do we encourage attendance and who oversees?

Sarah's understanding about how the relationship of the management, faculty, and co-chair came up was that we needed the management co-chair because that person has access to the support person, who takes minutes and posts them.

Dr. Fisher stated if it is indeed contractual then it would be the responsibility of the manager. But that manager has to work with the cooperation of the Senate to see who it appointed and get that information. This has been ongoing for years. I think this is going to require more conversation.

Continued - Budget Committee Concerns – J. Gilbert

We need to come up with a structured plan that we share with Senate, so faculty has this realization. I do not know if we are going to make all the necessary corrections during the spring semester but we ought to be able to publish something going forward for fall that is clear. The expectations are laid out in such a way that faculty are not surprised when someone says you are assigned to this particular committee and can we talk about why you are not attending and be aware of the fact that this is technically a violation of your contract.

David said he thinks we have gotten to that point. We have a very good situation in that we know when every committee meets, and we can volunteer if we want to be on this committee because it is a time we can meet. And if you are not, then they should be called on it and told you are getting paid for this and you are ignoring it.

Dr. Fisher said the reason she said in the fall is because we, as an Institution, have not held people accountable.

Jeremiah said one of the problems is that every two years we review the committees in the Senate and we make our assignments. He sends lists out to the faculty and cc's the deans. They get three versions of the list, by name, by division and by committee. But what is done with that, or how that is used again it is out of his hands.

Dr. Fisher stated that we will come back and will make a draft of something that is more deliberate in sharing of what the responsibility is and what the expectations are and what the consequences of violations could be. Not a threat but just a statement of fact.

Diane had a couple of things. The meeting dates and times are set. I have had faculty in my areas say the meeting dates/times have changed on committees. I build the schedule around it. The other thing I'd like to say is that I know some faculty who do not attend, but do actively participate by email and by communication.

Dr. Fisher said we certainly want to take that into consideration when we are outlining the draft. Someone being called away for another assignment, something comes up and they have to change their teaching schedule, then that is a matter of communication. If we have not told them that it is an expectation, then they do not know that and no one has been talking about this until now.

Continued - Budget Committee Concerns – J. Gilbert

Leticia said maybe in that draft you indicate committees who are changing their time blocks. If it did change, make sure the entire committee is capable of shifting to that time block.

Dr. Fisher said that Debby is motioning to us that we have that and we are aware of the fact that people just go by what time you want to meet and what's best for you. They are not looking at the master calendar printout where everything is set out so we do not have those conflicts.

Jeremiah said that every committee on the 14-15 schedule that has been sent out by Senate has the dates/times.

Dr. Fisher advised the group that the committee list is posted on the website now. We will make a list of these points we are identifying that we want to clarify, just to be fair.

Dr. Kinde wanted to say as Dean's work on their faculty schedules, they give assignments and work with the faculty. It won't interfere with the committee assignments. Deans work on that and she will remind them again tomorrow.

Dr. Kinde wanted to add that through all of this, if a faculty member does not show up two or three times, we are not just going to say they are not just showing up. There needs to be some proactivity from the chairs. We also need to be reaching out because we do not know what the situation is. It is good to give a heads up to the Dean or the co-chair as they might not have known.

Dr. Fisher said that would be basically the process to notify them, because it is the manager who is going to have to take any action if necessary. I like that approach.

Sarah is a non-faculty co-chair and there are in fact members that she has not seen in five years. Should she notify their Dean or their governance body that appoints them?

Dr. Fisher said Jeremiah just stated for faculty members the Senate is not going to enforce it. I like the softer approach and I want to make sure we have something that is pretty clearly outlined. We first want to find out if the person even knew they were on the committee or if something happened. Let's assume they know and we are taking the straight forward approach. As a co-chair, I believe there is some level of responsibility that goes with that position on the committee. Maybe the two co-chairs together make a decision to share the information with the Dean.

Continued - Budget Committee Concerns – J. Gilbert

Dr. Fisher said we need to think about a two hour block for this meeting. We will have to look at the schedule. The business of this committee is too important to cover in 1 hour and a half and there seems to be an agreement that we need a bit longer time for this committee. We meet twice a month and that gives us three hours but we are not getting it done. Dr. Fisher advised the group to look at what's available and look for two hours.

James wanted to say that he can think of one person who is gone. They talked to the Dean and the department chair and basically he just said that he had other things he wanted to do. I don't know what to do.

Jeremiah said he thinks this is a good question, because, most of all, it is contractual and it's in our contract. The alternate concern is that I agree there should be some proaction.

Dr. Kinde answered James' question that if there is enough ammunition for the Dean, we intervene and it falls on their evaluation. At least that is a start and the Dean can say they heard from the chair. Something is not working out so therefore it will be on the evaluation. What is it going to take for you to participate? You have to have all those documented steps for the Dean.

Ricky is going to plead the fifth, but the document we have talks about the committees and whether or not the document clearly identifies who the note taker is. His concern is not specifically pointed at faculty but the entire process of identifying the chair, the co-chair, the note taker. So we also need to visit who the classified staff support to those committees are so it is clear. Who is the person or the group who identifies that aspect?

Dr. Fisher asked for Debby's input and she clarified that very few committees on the AP 2510 (Formerly AP 2225) state that a staff member will be assigned to the committee. You would need to check with the Administrator of that committee about who is taking the minutes. Normally the co-chair or the Adm. Asst. to the Administrator over that committee will take the minutes and post them to the website. If you look at the committee list which is posted on the website, it will state if a staff person has been assigned and that staff person's name and it also states who the co-chair(s) are or staff person's name if taking minutes.

Dr. Fisher said what we need in front of us or on the screen is AP 2225 and we will look at it together as we try to walk our way through how to resolve this.

Continued - Budget Committee Concerns – J. Gilbert

Dr. Fisher stated we came away from where we started, whereas the Budget Committee was not meeting and before we leave this topic and move onto the next, I would like to make certain we have an agreement that you have information to take back to the Senate. You told them you would bring it to this body and I would like to entertain a motion that we bring back a discussion on committee responsibilities. That is broad, but it will cover everything we are talking about: the responsibility of the faculty, the administrators, the committee meeting, and the Deans over the areas. Those are the types of things that we are going to be covering in this document we are going to create to inform people of our campus community of what the expectations are.

Sarah moved there be a discussion of expectations of the manner in which shared governance committees are run on this campus, added to a future agenda of this committee. James second, Discussion as followed:

David would rather have someone in our group list points and let's discuss that. We threw out a lot of things that should be considered and we could write that up.

Dr. Fisher asked Sarah if she would accept that as an amendment.

Sarah said she would and perhaps they might exist in the minutes of our own note taker. The suggestion of the inclusion of talking points as brought up by Dave Bastedo should be included in the discussion that is added to the agenda.

Dr. Fisher stated motion amended and we are ready to vote. The group voted as follows:

AYES: Fisher, Gilbert, Cota, Bastedo, Eatton, Hamdy, Hector, Huston, Kinde, Miller, Shabazz, Smith, Thomas

NOES: None

ABSTENTIONS: None

ABSENT: Hrdlicka, Hunter, Lillard, Robles, Stark

TARDY: None

Motion carried.

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| Smoking Outside the Technical Building – J. Gilbert | Jeremiah said that he will talk to Scott Stark about it and we can bring it back for committee resolution at the next meeting.<br><br>TABLED for January 28th meeting.   |
| Campus Climate Survey – J. Smith                    | TABLED for January 28 <sup>th</sup> meeting.   |
| Strategic Planning – J. Smith                       | Dr. Smith limited his report due to limited time left and stated they did have our table topic conversations on the Strategic Planning goals and objectives in regards to measurement met and evaluation of progress. It gave him a lot more data on how to include suggestions from faculty and staff and also satisfied that issue we got from the Accreditation team, that we did not have broad enough discussion on our methods of evaluating our evaluations. This was a review of how we evaluate our progress that included everybody on campus. We got a lot of valuable data and we also satisfied that challenge from the Accreditation team in a very formal way. We are going to have a follow-up survey. |
| Program Review – S. Lillard                         | TABLED for January 28 <sup>th</sup> meeting.   |
| Committee Reports (start at 2:30 p.m.):             | TABLED for January 28th meeting.   |
| <b>OTHER:</b>                                       | Dr. Fisher said to start looking at your calendars to expand this meeting time by starting earlier and we will look at the master calendar to see the best time since meetings run over everytime.<br><br>Dr. Fisher adjourned the meeting at 3:11 p.m.  |

*Our Mission: San Bernardino Valley College provides quality education and services that support a diverse community of learners.*

**"TALKING POINTS" - COLLEGIAL CONSULTATION AP 2510**  
**(FOR DISCUSSION OF EXPECTATIONS OF THE MANNER IN WHICH**  
**SHARED GOVERNANCE COMMITTEES ARE RUN ON THE SBVC CAMPUS)**

**Committees Charge and Membership:**

Make up

- AP 2510 (Formerly: AP 2225)
- SBVC Collegial Consultation Committees list which is posted on the website.
- Committee Membership Senate lists.
- Enrollment Management Committee needs to be strengthened. Vast majority of members are management. There are four faculty members on this committee but they should be coming and it should have a lot of faculty involvement.

Membership Appointments by Whom:

- Academic Senate recommend the appointments to the committee – 2 year cycle
  - They review the committee dates, times, charges, the compositions and we make our assignments.
  - He sends out master list of faculty on committees to Debby, but he does not know who chairs these committees.
  - If you need to know who the faculty is on a committee you can ask Jeremiah.
  - Jeremiah sends out list to faculty and cc's the Deans.
    - List sent out is three versions: By name; By Division; and By Committee
- Classified Senate-
- AGS-
- Management-

**Committee Members Not Attending Meetings:**

- Not the responsibility of Academic Senate to monitor faculty attendance, it's contractually.
- How do we encourage attendance and who does oversee attendance?
- Representative on a very important committee and not doing their job and delaying work for that division.
- What do you do if a faculty states that they are not attending because they have other things they want to do?
- New Dean has been trying: If you do not go to the meeting, which is contractual, you need to take an absence.
  - This does not fly
  - Even taking attendance does not fly
  - Proactive and communication with the Deans hopefully will help get things improved. We have some people that make 40% of the department meetings, so I do not want to think about what they are doing with their time for committees.
- If contractual, then it would be the responsibility of the manager. But the manager has to work with the cooperation of the Senate to see who is appointed to the committee and get that information.
- By Fall, come up with structure plan that is clear and the expectations are laid out, in such a way, that faculty are not surprised when someone says you are assigned to this particular committee and can we talk about why you are not attending, and be aware of the fact that this is technically a violation of your contract. We share with Senate, so faculty has this realization.
- Draft of something that is more deliberate in sharing of what the responsibility is and what the expectations are and what the consequences of violations could be, not a threat, just a statement of fact.
- Members of College Council stated they have noticed on several committees that faculty do not attend meetings:

- Low turnout in the ASL Committee.
- Enrollment Management – Maybe have one or two faculty members show up.
- Facilities & Safety - About 40% to 60% faculty do not show up.
- Professional Development – There are members that have not been to a meeting in two years, but it is better than that now.
- Process
  - Faculty member does not show up two or three times to committee meeting.
  - Their needs to be some proactivity from the chairs by letting the Dean and Co-Chair know and see if it has something to do with their schedule. We want to make sure as co-chairs we have done our part to reach out and then you let the Deans know too. As a Co-Chair, I believe they have a certain level of responsibility that goes with the position on the committee.
    - Non-faculty Co-Chair who feel a little uncomfortable doing this; with whom would they indicate faculty not attending meetings?
  - Contact faculty member to see why not attending meetings. We need to be also a little bit reaching out because we do not know the situation of why the faculty member is not attending the meetings. Check to see if they are getting the invite to the meetings and, if not receiving invites to the meetings, find out why and take steps to remedy the situation.
  - At the same time, you might want to be a little proactive and let the Dean know that they will help you until we come up with some kind of process.
  - The manager would have to take any action if necessary.
  - If there is enough documentation for the Dean, we intervene and it falls on their evaluation.

#### **Committee Co-Chair(s) Appointment on Each Committee:**

- No faculty Co-Chair appointed to the Budget Committee.
- Co-Chair appointed without a vote. They just determined it.
- The relationship of the management, faculty, and co-chair was to be that we needed the management co-chair because that person has access to the support person who does stuff like take minutes and post them.
- What is the process of appointing a co-chair for a committee?

#### **Committee Note Takers Appointment on Each Committee:**

- Articulation Committee – Who is responsible for the notes and that the notes get up on the website.
- SBVC Committee list needs to clearly identify who the note taker is on each committee.
- What is the process of appointing a note taker for each committee:
  - Who is to be appointed as a note taker:
    - Classified Staff, Administrative Assistant of Administrator of the Committee, Co-Chair or who?
    - Per AP 2225, on some of the memberships it states that a staff member will be assigned to the committee.

#### **Committees Meeting Dates and Time:**

- Meeting times and dates being changed
  - The meeting dates and times are set, but faculty in areas say that the meeting dates/times have changed on committees.
    - Schedules is built around set dates/times by department chairs
  - We have been short on faculty and it's hard; if someone needs to cover a class, then that's the priority over that committee meeting. Teaching a class is the priority.
  - Faculty who do not attend meetings but do actively participate by email and by communication.

- Someone being called away for another assignment, something comes up and they have to change their teaching schedule. But if we have not told them that and no one has been talking about this until now, then that is a matter of communication.
  - Colleagues mention to other faculty that committee is changing their time block and the whole point of this was to allow people to get assigned classes that allow you to meet regularly. If it did change, you better make sure that the entire committee is capable of shifting to that time block.
  - Some members of College Council stated they have noticed on several committees that faculty do not attend meetings.
- Committees not meeting
  - Not going unnoticed because at the Strategic Planning meeting we're asking about the role of the SBVC Budget Committee. People are aware of the value of it.
  - Members not participating or showing up and meetings being cancelled or moving set dates of committee meetings.
  - Quorum to do business
    - Not enough members attending meetings which prevents being able to vote to do business.
- Dates and times are set and should not be changed except when they come up on the new cycle:
  - Academic Senate recommends the appointments to the committee for 2 year cycle
    - Faculty chooses which committee they will sit on based on set committee blocked dates/times and their teaching schedules.
      - Emergency cases in which faculty schedule changes, then they go back to Jeremiah and they find another faculty that can and switch them from a particular committee. It can be done but we do not want to do it every semester, obviously, but for urgent changes it can be adjusted.
      - Deans work on their faculty schedules, they give assignments and work with the faulty so it won't interfere with the committee assignments; 90% work that way.
      - Dates/times should only be change at new cycle.
      - Times must be adhered to unless there is an emergency to the set schedule.

# COLLEGE COUNCIL MEETING – SIGN IN

**DATE:** January 14, 2015

**TIME:** 1:30PM – 3:00PM

**LOCATION:** President's Conference Room ADSS-207

| NAME                 | DEPARTMENT  | SIGNATURE |
|----------------------|---|-----------|
| Dr. Gloria Fisher    | Interim, President<br>(Chair)   | Present   |
| Jeremiah Gilbert     | Academic Senate President<br>(Co-Chair & Academic Senate)                       | JG        |
| Thomas Robles        | ASG President<br>(Associated Student Government)                                | TR        |
| Rick Shabazz         | VP Student Services<br>(Student Services)                                       | RS        |
| Marco Cota           | Dean, Counseling<br>(Matriculation)<br>(Enrollment Management & Student Equity) | MC        |
| Colleen Gamboa       | CSEA President<br>(CSEA)  | CG        |
| Leticia Hector       | Faculty, Speech<br>(Curriculum)   | LH        |
| Rick Hrdlicka        | Campus Technology<br>(Technology)   | RH        |
| Diane Hunter         | CTA Representation<br>(CTA)   | DH        |
| Celia Huston         | Non-instructional faculty, Library<br>(Accreditation/SLO's)                     | CH        |
| Haragewen Kinde      | Interim VP, Instruction<br>(Instruction/Accreditation)                          | HK        |
| Sheri Lillard        | Faculty, Chemistry<br>(Program Review)  | SL        |
| Sara Miller<br>Sarah | Faculty, Biology<br>(Facilities & Safety)                                       | SM        |
| James Smith          | Dean, Research & Planning<br>(Research & Planning)                              | JS        |
| Rania Hamdy          | Professional Development Coordinator<br>(Professional Development)              | RH        |
| Scott Stark          | Vice President, Admin. Services<br>(Administrative Services)                    | SS        |
| Cassandra Thomas     | Classified Senate President<br>(Classified Senate)                              | CT        |

Clyde Williams

Black Faculty Staff, Pres.

present

Debby Callow ✓

Pra. of Bus., Staff

Debby Callow

Dave Bastedo

Tech Committee

Dave Bastedo



# SLO CLOUD San Bernardino Valley College PILOT

Submission Form

Reports ▾

Export ▾

Logout

## SLO Submission Form

Instructions

# SLO Cloud

A User Friendly Alternative to  
eLumen

**Fill out each section**

Completeness is key to creating actionable reporting. Fill out all the fields and be as verbose as necessary.

**Discuss your ideas**

Every single proposed action is considered, so use this time to get your best ideas on the plate.

Division

--Select One--



# SLO Cloud

- Open Source Software
- Fully Customizable
- Adapts Current Processes
- Simple Data Entry and Reporting
- <http://www.valleycollege.edu/slocloudtest>

# Confirmation E-Mail

The screenshot shows the Microsoft Outlook ribbon with the 'Home' tab selected. The 'Delete' section contains 'Ignore', 'Delete', 'Junk', 'Reply', 'Reply All', 'Forward', and 'More...'. The 'Respond' section contains 'Meeting', 'Hastings', 'Team E-mail', 'Reply & Delete', 'To Manager', 'Done', and 'Create New'. The 'Quick Steps' section contains 'Move', 'Rules', 'OneNote', 'Actions', 'Mark Unread', 'Categorize', 'Follow Up', and 'Tags'. The status bar at the bottom shows a scale from 1 to 8.

From: ccentral@sbccd.cc.ca.us  
To: Huston, Celia J.  
Cc:  
Subject: SLO submission for: SBVC, 2013FA, AUTO-064-01

Thank you for submitting an SLO for the 2013FA term, for section AUTO-064-01. A copy is below for your records:

---

**Term:** 2013FA  
**Subject:** AUTO  
**Course:** AUTO-064  
**Section:** AUTO-064-01

**Assessment Methods & Criteria:**  
Student must complete all texts and exams with a grade of 70% or better

**Statement 1:** Upon completion of this course students will be able to correctly identify and utilize automotive tools.

**# of Students Assessed:** 22  
**# of Students who Met SLO:** 19

**Statement 2:** Upon completion of this course students will have the ability to repair automotive starting and charging systems.

# Summary Reports

## Course Summary Reports

- Consolidates data and comments for all sections of a course
- Generates reports by semester or academic year

## Program Summary Reports

- Course data aligned with PLOs based on mapping grid
- Consolidates data and comments for all courses aligned with a PLOs

**Core Competencies** can be mapped and reported in a similar fashion

# Export to Excel

|    | A  | B                | C      | D       | E         | F            | G          | H           | I       | J     |
|----|----|------------------|--------|---------|-----------|--------------|------------|-------------|---------|-------|
| 1  | id | when             | term   | subject | course    | section      | assessmer  | reflections | program | geos  |
| 2  | 4  | 12/11/2014 14:48 | 2014FA | ENGL    | ENGL-101  | ENGL-101-01  |            |             | N/A     | Not U |
| 3  | 4  | 12/11/2014 14:48 | 2014FA | ENGL    | ENGL-101  | ENGL-101-01  |            |             | N/A     | Not U |
| 4  | 4  | 12/11/2014 14:48 | 2014FA | ENGL    | ENGL-101  | ENGL-101-01  |            |             | N/A     | Not U |
| 5  | 5  | 12/11/2014 15:08 | 2014FA | ENGL    | ENGL-101  | ENGL-101-02  |            |             | N/A     | Not U |
| 6  | 5  | 12/11/2014 15:08 | 2014FA | ENGL    | ENGL-101  | ENGL-101-02  |            |             | N/A     | Not U |
| 7  | 5  | 12/11/2014 15:08 | 2014FA | ENGL    | ENGL-101  | ENGL-101-02  |            |             | N/A     | Not U |
| 8  | 6  | 12/11/2014 15:09 | 2014FA | ENGL    | ENGL-101  | ENGL-101-03  |            |             | N/A     | Not U |
| 9  | 6  | 12/11/2014 15:09 | 2014FA | ENGL    | ENGL-101  | ENGL-101-03  |            |             | N/A     | Not U |
| 10 | 6  | 12/11/2014 15:09 | 2014FA | ENGL    | ENGL-101  | ENGL-101-03  |            |             | N/A     | Not U |
| 11 | 7  | 12/11/2014 15:53 | 2014SP | LIB     | LIB-069   | LIB-069-70   | Course Pro | Yes         | N/A     | Not U |
| 12 | 8  | 12/11/2014 16:52 | 2014FA | RELIG   | RELIG-176 | RELIG-176-70 |            |             | N/A     | Not U |
| 13 | 8  | 12/11/2014 16:52 | 2014FA | RELIG   | RELIG-176 | RELIG-176-70 |            |             | N/A     | Not U |
| 14 | 8  | 12/11/2014 16:52 | 2014FA | RELIG   | RELIG-176 | RELIG-176-70 |            |             | N/A     | Not U |
| 15 | 9  | 12/11/2014 16:54 | 2014FA | RELIG   | RELIG-101 | RELIG-101-70 |            |             | N/A     | Not U |
| 16 | 9  | 12/11/2014 16:54 | 2014FA | RELIG   | RELIG-101 | RELIG-101-70 |            |             | N/A     | Not U |
| 17 | 9  | 12/11/2014 16:54 | 2014FA | RELIG   | RELIG-101 | RELIG-101-70 |            |             | N/A     | Not U |
| 18 | 10 | 12/12/2014 14:49 | 2014FA | RELIG   | RELIG-110 | RELIG-110-70 |            |             | N/A     | Not U |
| 19 | 10 | 12/12/2014 14:49 | 2014FA | RELIG   | RELIG-110 | RELIG-110-70 |            |             | N/A     | Not U |
| 20 | 10 | 12/12/2014 14:49 | 2014FA | RELIG   | RELIG-110 | RELIG-110-70 |            |             | N/A     | Not U |
| 21 | 12 | 12/12/2014 18:14 | 2014FA | PHII    | PHII-103  | PHII-103-02  |            |             | N/A     | Not U |

SBVC Test Export

Ready

# Possibilities

- Secure Login
- Embedded Three-Year Evaluation Forms

## **Under Development: Student Level Reporting**

Standard I.B.6. The institution disaggregates and analyzes learning outcomes and achievement for subpopulations of students. When the institution identifies performance gaps, it implements strategies, which may include allocation or reallocation of human, fiscal and other resources, to mitigate those gaps and evaluates the efficacy of those strategies.

### SLO Cloud 3.0

|                 | SLO 1: Demonstrate the Great Gatsby through interpretive dance   | SLO 2: Demonstrate Richard Simmons aerobic dance techniques  |
|-----------------|--|--|
| Chaplot, Priya  | <input type="checkbox"/> Met <input type="checkbox"/> Did Not Meet <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Met <input type="checkbox"/> Did Not Meet <input checked="" type="checkbox"/> N/A |
| Dahlstrom, Eden | <input checked="" type="checkbox"/> Met <input type="checkbox"/> Did Not Meet <input type="checkbox"/> N/A | <input type="checkbox"/> Met <input checked="" type="checkbox"/> Did Not Meet <input type="checkbox"/> N/A |
| Hayward, Craig  | <input checked="" type="checkbox"/> Met <input type="checkbox"/> Did Not Meet <input type="checkbox"/> N/A | <input type="checkbox"/> Met <input type="checkbox"/> Did Not Meet <input type="checkbox"/> N/A            |
| McSpadden, Wim  | <input checked="" type="checkbox"/> Met <input type="checkbox"/> Did Not Meet <input type="checkbox"/> N/A | <input type="checkbox"/> Met <input type="checkbox"/> Did Not Meet <input type="checkbox"/> N/A            |
| Nguyen, Alyssa  | <input type="checkbox"/> Met <input checked="" type="checkbox"/> Did Not Meet <input type="checkbox"/> N/A | <input type="checkbox"/> Met <input checked="" type="checkbox"/> Did Not Meet <input type="checkbox"/> N/A |
| Nguyen, Kay     | <input type="checkbox"/> Met <input type="checkbox"/> Did Not Meet <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Met <input type="checkbox"/> Did Not Meet <input type="checkbox"/> N/A            |
| Voelcker, Aaron | <input checked="" type="checkbox"/> Met <input type="checkbox"/> Did Not Meet <input type="checkbox"/> N/A | <input type="checkbox"/> Met <input type="checkbox"/> Did Not Meet <input type="checkbox"/> N/A            |
| Wang, Usa       | <input checked="" type="checkbox"/> Met <input type="checkbox"/> Did Not Meet <input type="checkbox"/> N/A | <input type="checkbox"/> Met <input type="checkbox"/> Did Not Meet <input type="checkbox"/> N/A            |
| Younglove, Ted  | <input type="checkbox"/> Met <input checked="" type="checkbox"/> Did Not Meet <input type="checkbox"/> N/A | <input type="checkbox"/> Met <input type="checkbox"/> Did Not Meet <input type="checkbox"/> N/A            |

Proposed Action:

In order to continually meet the threshold, the students need to be motivated, my suggestion would be to have a motivational speech by Richard Simmons and Tony Robbins.

**Submit**

| Priority | Totals | Division         | Department       | Request                      | Cost (K) |
|----------|--------|------------------|------------------|------------------------------|----------|
| 1        | 59     | Science          | Chemistry        | Color Printers               | 3        |
| 2        | 69     | Library          | Library Lab      | Print Release Station        | 5.5      |
| 3        | 71     | Police           | Criminal Justice | 10 Additional Laptops        | 13.5     |
| 4        | 83     | Research         | Grants           | Database Software            | 6        |
| 5        | 88     | Science          | Nursing          | 9 Additional Computers       | 13.5     |
| 6        | 94     | Student Services | DSPS             | Put 20 computers in Rotation | 30       |
| 7        | 112    | Science          | GIS              | 15 iPads                     | 7.5      |
| 8        | 124    | Science          | PharmTech        | Desktop & Backup Drive       | 3        |
| 9        | 125    | Student Services | DSPS             | 2 Mac, 4 iPads, 4 Laptops    | 11.5     |
| 10       | 127    | Social Sciences  | Child Dev        | 3 Laptops and Stands         | 4.5      |
| 11       | 130    | Social Sciences  | Sociology        | Scate Ignate Software        | 0.5      |
| 12       | 139    | Science          | Geology/Ocean    | 15 Laptops                   | 30       |
| 13       | 142    | Social Sciences  | Sociology        | Clickers                     | 4        |
| 14       | 175    | Social Sciences  | Sociology        | 15 Laptops and Cart          | 25       |
| 15       | 196    | Social Sciences  | Psychology       | 40 Seat Computer Lab         | 160.5    |

|                |
|----------------|
| Ongoing cost   |
| not requested  |
| from Profits   |
| 13.5 / 5yr     |
| funded by dept |
| 13.5 / 5yr     |
| 30/5yr         |
| not requested  |
| 1.5 yr         |
| not requested  |
| 22.5 / 5yr     |
| 25k yr         |