



COLLEGE COUNCIL MEETING MINUTES
Thursday, October 16, 2008
1:30 p.m. – Building 3, Room 104

Members Present: Linda Allen, Margie Carrington, Sue Eftekhari, Romeo Garcia, Sarah Harmon, Linda Hayes, Kathy Lipe, Joan Murphy, Jonna Pounds, Katherine Reite, Katie Townsend-Merino, Ron Trugman

Ex-Officio: Thomas Mohr – President, Martin Partlan – Academic Senate President

Members Absent: Araceli Arias, Nancy Barragan, Mike Garcia, Jue Jie Huang, Anniqua Rana, Darnell Spellman

Guests: Aja Butler, David Clay, Jeanne Gross, Robert Hood, Carol Rhodes, Rita Sabbadini, Maggie Souza, Greg Stoup, Janet Stringer,

AGENDA ITEM	CONTENT	PRESENTER
1) APPROVAL OF MINUTES FROM September 18, 2008	The minutes were approved by consensus as amended.	Margie Carrington College Council Co-Chair
2) BUSINESS I. CCRAA HSI Grant (Informational Item)	<p>Janet Stringer, Dean of Science & Technology reported to members that our College has been awarded a two year grant from the College Cost Reduction and Access Act: Hispanic-Serving Institution Program.</p> <p>This project is designed to help Hispanic and other low income students interested in science, technology, engineering and math (STEM) fields accelerate their completion of prerequisite math courses. This will be accomplished through an intensive 6-week summer program in math instruction, an enhanced math Lab, incorporation of science lab experience with math training and exploration of career pathway and options.</p> <p>The project will also provide significant support for students transferring to 4-year institutions in pursuit of degrees in STEM fields. Project personnel will develop and convene a Transfer Summit and develop and provide access to transfer materials.</p> <p>With a budget of \$765,000 for the first year and \$761,000 for the second, this grant has the potential to have a significant impact on the resources of the College as a whole. The grant budget provides funding for a full-time Project Coordinator, which is a faculty-level position, and a full-time assistant project director, which is a classified position.</p> <p>A Classified Hiring Justification was presented for an Assistant Project Director for CCRAA HSI Project. This is a full time 12 month position with the allocation from CCRAA HSI external funds noting the expiration date of position as 9/30/2010.</p> <p>A Job Announcement was also presented for a Hispanic Serving Institutions Science Technology Engineering & Mathematics Grant Project Coordinator - A Temporary Full-</p>	Janet Stringer, Dean of Science & Technology

<p>II. SLOAC Framework (Discussion Item)</p>	<p>time Non-Tenure Track Faculty Position noting that this position is grant-funded and will end on 9/30/2010. It was noted that the grant was written by Professor Amelito Enriquez, Deans Janet Stringer and Jeanne Gross, and members of the Science Department.</p> <p>On behalf of the SLOAC Advisory Committee, Carol Rhodes gave a presentation on the suggested framework for integrating the SLO Assessment Cycles into processes at Cañada College. The purpose is to use SLOs to align our activities with the overall college mission, and to encourage collaboration among programs in order to help students achieve the SLOs. Please note that this framework incorporates academic, student support, and administrative functions.</p> <p>A diagram with the five Programs proposed to complete the three levels of SLOs required for accreditation was reviewed along with the SLOAC Advisory Committee recommendations to integrate SLOAC into the processes of our College.</p> <p>This framework and recommendations have been explained in detail at campus meetings to include Division meetings, Classified Senate, Planning and Budget, Basic Skills, and Administrative during the month of October. This plan has been reviewed and recommended for campus-wide discussions by the Academic Senate Governing Council.</p>	<p>Carol Rhodes, Chair SLOAC Advisory Committee</p>
<p>III. Draft Planning Structure and process Proposal (Presentation & Discussion)</p>	<p>The Planning Framework Proposal for the Cañada College Community was handed out and reviewed with members that covered:</p> <ul style="list-style-type: none"> • Context and motivation for the Planning Framework - Why we need a formal planning infrastructure? In response to the ACCJC recommendations the College has embarked on an aggressive planning mission that includes developing a Strategic Planning document to guide planning; finalization and submission of an Educational Master Plan to situate our strategic planning within the broader educational mission of the College; developed SLOs for nearly 2/3 of our courses to monitor and enhance student learning; establish an Office of Planning, Research & Student Success to help guide and inform decision making. • Approach and philosophy – What is the role and function of the planning model? Provide direction for the college over the next 10-20 years; borrows from best practices elsewhere but accommodates and honors the unique culture and history of our college; establishes an infrastructure to support and encourage strong cross functional collaboration; provides a mechanism for continuous review and a process to promote excellence in education and service; aligns the college’s strategic objectives with financial and human resources; explicitly links initiatives and programs to College goals. <p>What are the tenets of a good planning framework? Building group ownership of our future across all ranks of the college; not only</p>	<p>Gregory Stoup, Director of Planning, Research, and Student Success Katie Townsend- Merino, Dean of Humanities & Social Sciences</p>

	<p>honors but reinforces the spirit and intention of shared governance; provides an opportunity for all voices to have meaningful input into college planning; minimizes planning mishaps and oversights by providing structure to help formalize informal processes; embraces big picture planning and discourages the practice of divisive zero sum politics; demonstrates a deliberate and thoughtful response to our accreditations mandate.</p> <ul style="list-style-type: none"> • Importance of Program Alignment – A planning framework helps us situate our programs and initiatives within the broader college landscape • Diagram of the proposed planning framework – The planning framework is not an organizational chart or reporting diagram. It is a tool to convey formal flows of information and advisory content intended to shape and guide institutional planning. The framework is a roadmap for helping faculty, staff and students determine how and where planning ideas are introduced to the College community. The composition and leadership defined by these bodies are the driving force for planning. • Process and next steps – An Open Source Review Process <ul style="list-style-type: none"> - Vet the proposal to the Educational Master Plan Steering Committee – completed 9/2008 - Incorporate any recommended revisions from EMPSC and present proposal to College Council – completed 10/2008 - Allow College Council to define a vetting and review process for the proposal - College Council will submit its recommendations to each of the three Senate bodies - Admin to provide support to the council and senates to aid in the dissemination and review process - College Council finalizes and formally adopts the resulting framework <p>A draft of the Cañada College Planning Structure was also reviewed indicating the mission, roles, and makeup of the College Planning Council (College Council), Instructional Planning Council, Student Services Planning Council, and the Budget Committee (Planning & Budget).</p>	
<p>IV. Timeline (Action)</p>	<p>Members were asked to take the Planning Framework Proposal for Cañada College along with the Cañada College Planning Structure back to their Divisions and constituency groups and bring their feedback on both documents to the next College Council meeting. Members should contact Greg Stoup or Katie Townsend-Merino if they would like them to give this presentation to their group. It is planned to have this process completed by the end of the Fall Semester.</p>	<p>Margie Carrington College Council Co-Chair</p>
<p>V. Sustainable Garden (Discussion)</p>	<p>Donors from the San Mateo County Community College Foundation have expressed interest in contributing to a Sustainable Garden at Cañada College. A meeting has taken</p>	<p>Thomas Mohr, President</p>

	<p>place and a site located west of the portables noted as a possibility. Different designs for the garden were shown to members.</p> <p>Question came up on where the funding will come to maintain the gardens once they have been established. More information will follow on this matter.</p>	
3) PLANNING & BUDGET UPDATE	Met yesterday and discussed the Hiring Priorities timeline and planning a Budget Study Session to take a better look and understanding of our budget.	Joan Murphy & Martin Partlan, Planning & Budget Co-Chairs
4) SENATE UPDATES		
Academic Senate	Updating their Rules and Regulations, looking at Hours by Arrangement, and the Student Equity Plan.	Martin Partlan, Academic Senate President
District Shared Governance	Reviewing Rules & Regulation 2.09 District Shared Governance Process decision making – question is to keep simple majority at 50% plus 1 or 2/3 of members present is/are at any one level. Any members of DSGC can submit a brief rationale for his or her vote which will accompany the recommendation to the Chancellor and the Board of Trustees.	Martin Partlan, Academic Senate President
ASCC	Currently having a Food Drive through November 16 th and planning for Halloween Party.	Aja Butler, Student Activities Coordinator
Classified Senate	Planning for Pat Hanada Potluck Party on October 30 th 11:30 a.m. to 1:30 p.m. in 9-154 for the whole College. Money received will go toward student scholarships. Contact Debbie Joy if you would like to volunteer or Katherine Reite.	Joan Murphy, Classified Senate President
5) DIVISION & COMMITTEE UPDATES		
Business, Workforce, & Athletics	Fashion Department Designer Sale on Saturday, October 25 th from 10 a.m. to 5 p.m. Marla Duran from Project Runway will be the guest speaker.	Ron Trugman
Humanities	Last meeting discussed SLOs and Hours by Arrangement. Drama production begins tonight and 10/17, 18, 22, 23, 24, and 25 in the Flex Theatre. Drama Fundraiser on 10/22 at 5:30 p.m. at Redwood Women’s Club.	Joan Murphy
Science & Technology	Received CCRAA HSI Grant.	Martin Partlan
Student Services Counseling & Enrollment	Last meeting discussed next steps with SLOs and planning framework. Transfer Day on 10/29 with 60 Colleges participating. College Night is on 10/30 in the Gym.	Romeo Garcia
Health Services	Al Gore, Climate Program on 11/5 at 11:10 to 12:25 and 12:45 to 2 p.m. One program will be shown in the Main Theater and one in 2-10. Flu shots are available in the Health Center anytime for those considered high risk for \$5.	

<p>Diversity Committee</p>	<p>Flu shots are also available to those who are not high risk in the Health Center on 10/29 from 11 a.m. to 1 p.m. and 10/30 from 5 to 6 p.m. for \$20.</p> <p>Dr. Ron Takaki gave his lecture to the campus yesterday in the Main Theater. The event was well attended. The Diversity Committee will have their next meeting on 10/22 at 2 p.m. in 9-153</p>	<p>Jeanne Gross</p>
<p>6) MATTERS OF PUBLIC INTEREST</p>	<p>The Safety Committee is preparing for a EOC Mock exercise on 10/21 at 11:00 a.m. in 9-154.</p> <p>President Mohr commended the Diversity Committee on bringing Dr. Takaki to speak to our faculty, staff, and students.</p> <p>President Mohr informed members that Student Lot 3 will be closed in February or early March 2009 for the faculty/staff housing project. We will be losing approximately 220 parking spaces. Has met with the District Office to find a way to compensate for the parking loss and is looking at expanding Student Parking Lot 6. Student Lot 7 will be open in December. Also looking to see if Staff Lot 2 is large enough to accommodate faculty/staff parking as would like to use Staff Lot 5 for student parking. Will bring this back to the members.</p>	<p>Romeo Garcia</p> <p>Thomas Mohr, President</p>
<p>7) ADJOURNMENT</p>	<p>The meeting was adjourned at 3:45 p.m.</p>	<p>Margie Carrington, College Council Co-Chair</p>