

CAÑADA COLLEGE COUNCIL MINUTES
April 7, 2005, 1:30 – 3:30 P.M. in Building 22, Room 114

Members Present: Kim Autrey, Kathryn Browne, Margie Carrington, Dianne Eyer, Kuni Hay, Linda Hayes, Brian Horwitz, Isabel Morelos, Lesli Sachs, Javier Urena,

Ex Officio: Dick Claire, Ex-Officio

Members Absent: Daniela Castillo, Rashad Hasan, Ray Lapuz, Monica Malamud, Bart Scott, Blanca Ventura, Terry Watson

Guests: Regina Blok, Jeanne Gross, Robert Hood, Deborah Joy, Phyllis Lucas-Woods, Marilyn McBride, Melissa Raby, Maggie Souza

Meeting Called to Order: 1:35 P.M. by Chair Dianne Eyer

CONTENT	PROCESS	WHO
1)APPROVAL OF MINUTES 2/17/05	Motion made to approve minutes of February 17, 2005 as corrected.	
2)BUSINESS I. Rules & Regulations on Student Records and Suspension and Mutual Respect Policy II. Update on Faculty Office Remodel III. Way-finding Project & Committee	<p>The following documents were reviewed with members:</p> <ul style="list-style-type: none"> • Draft of Proposed New Rules and Regulations 2.24 – Mutual Respect Policy • 7.28 Student Records • 7.72 Suspension and Expulsion of Students <p>Members were asked to take these documents back to their Divisions for review and to bring back any changes with them to the next College Council meeting on April 21.</p> <p>Reported that the faculty offices in Buildings 3 and 13 will be renovated this summer receiving a new coat of paint along with new flooring and furniture. Faculty members have been given a choice of 2 or 3 colors that can be used on one wall in their office and are thrilled with getting new chairs. Offices must be packed up by June 1 and will be returned sometime in early August. Arrangements will be made for faculty members with offices in Building 3 and 13 teaching summer courses to share office space with another faculty member. Everything seems to be moving along and on schedule with this project.</p> <p>Reported that the Way-finding Project started in October 2003 and was formed as a 5 year campus improvement plan for signage to and around our campus. Those currently serving on this Committee are Meredith Marschak and Sara Waltman - Noll & Tam, Anne Daley - Swinerton Management & Consulting, Susan Traynor – Theater Events Coordinator, Mike Tyler – Media Technician, Phyllis Lucas-Woods – Interim Vice President of Student Services, Linda Hayes, Dean Business & Workforce Development, and Danny Glass, Supervisor of Campus Facilities. The Committee will be meeting more frequently and are asking for representation from faculty and students/mobility impaired student. Committee recommendations will be brought to the College President.</p>	<p>Linda Hayes, Dean Business & Workforce Development Phyllis Lucas-Woods, Interim Vice President Student Services</p> <p>Marilyn McBride, Vice President of Instruction</p> <p>Phyllis Lucas-Woods, Interim Vice President of Student Services</p>

<p>IV. Renovation in Enrollment Services</p>	<p>Reported that:</p> <ul style="list-style-type: none"> • the upper floor of Building 8 will be painted and receive new flooring. • Business Office will move downstairs into an area that presently includes the Financial Aid Director's office and an adjacent room that will be renovated into one large office. This will move will involve 2 permanent employees and 1 temporary employee. • Financial Aid Director will move to the meeting room in Admissions & Records where a permanent wall will be installed. <p>The staff in Admissions & Records/Financial Aid are very supportive with the move.</p>	<p>Phyllis Lucas-Woods, Interim Vice President of Student Services</p>
<p>V. New Trio Student Services Grant</p>	<p>Reported that Student Services Grant is federal grant for low-income, first generation students and students with disabilities of \$220,000 a year, for 5 years. Objectives for the grant are:</p> <ul style="list-style-type: none"> • Identify, select, and enroll by October 1st of each year eligible Cañada students to be new project participants, so that the project will serve a total of 165 students. • Initially assess by October 1st of each year new project participants' need for academic and social support and orient them to the project's services. Provide each participant a minimum of four structured assessment sessions per year. • Ensure that Cañada offers aid sufficient to meet the full financial need of each SSS participant and demonstrates a commitment to minimize dependence on student loans by committing institutional resources to the extent possible. • At least 80% of each entering cohort will be in good academic standing as defined by the College at the end of each semester. • At least 30% of each entering SSS cohort will graduate or will transfer to a four-year college within three year of enrolling in the project. <p>To meet these objectives, the project will be housed in the Learning Center/Library and will provide frequent, active counseling, academic support in the way of Supplemental Instruction tutoring supporting basic skills classes, and enrichment activities to include field trips to 4-year colleges.</p>	<p>Jeanne Gross, Interim Dean of University Center & Academic Support Services</p>
<p>VI. Update on SLO project</p>	<p>Vice President of Instruction Marilyn McBride reported on this item as Ray was attending a conference on Student Learning Outcomes.</p> <p>Student Learning Outcomes program is overseen by Ray Lapuz. The purpose for the program is to define our student outcomes and their measure of success. Ray has made SLO presentations to the faculty in 4 Divisions on campus. He has</p>	<p>Marilyn McBride, Vice President of Instruction</p>

	also been attending different workshops for assessment techniques and is working on a grant professional development that would provide stipends for faculty willing to come together to discuss college learning outcomes.	
3)SENATE UPDATES		
Academic Senate	<ul style="list-style-type: none"> • Kathy Blackwood, SMCCCD CFO made a presentation on the Budget Allocation at the last meeting • Election of officer will occur at the end of this month • Looking into funding for Curriculum Committee Chair • Discussed faculty members needed to serve on Committees. 	Dick Claire, Academic Senate President
ASCC	<ul style="list-style-type: none"> • District AS – Looking at new language for grant equivalency • Pre-med Conference on April 2 was a success • Spring Fling will be the week of April 11 with a different event planned for every day. • Voted to change the High Honor and Regular Honor cords to Gold Sashes for High Honors and Gold Cords for Regular Honors. 	Isabel Morelos ASCC Vice President
Classified Senate	<ul style="list-style-type: none"> • Next meeting in a couple of weeks and will discuss Mutual Respect Policy, Documents 7.28 Student Records and 7.72 Suspension & Expulsion of Student. Presentation by Kathy Blackwood SMCCCD CFO was made on the budget allocation at their last meeting. 	Margie Carrington
4)DIVISION UPDATES		
Business Division	“Pre-School for All Program” was held at Roosevelt School in RWC on April 7 th , 9:30 A.M	Linda Hayes, Dean, Business Workforce Division
Humanities Division	<ul style="list-style-type: none"> • Division Spring Retreat was on April 2 • In final stages of hiring process for Music instructor • Interviews will be beginning for Sociology instructor in a few weeks. 	Kuni Hay, Dean of Humanities
Science & Technology	<ul style="list-style-type: none"> • Will be participating in KinderCaminata event • Interviews will be beginning for Biology/Rad-Tech instructors 	Kim Autrey
Student Services	<ul style="list-style-type: none"> • In the process of updating the front section (before course description) of the College Catalog. Any changes, contact Student Services Office. 	Lesli Sachs Phyllis Lucas- Woods, Interim

	<ul style="list-style-type: none"> • EOPS will be providing commencement gowns for its students. • Lesli Sachs worked with Pre-med Club on marrow and blood donations. • Rosa Villegas is the new Financial Aid Tech in Financial Aid. • Hiring process in place for VPSS and Counseling positions • Workability will no longer exist at Cañada College after June 30. • Student Services Office is working on a campus calendar – will be sending out calendar for April and May. Calendar items should be sent to Debbie Joy. • Health Fair was successful – will be looking for a committee to do the Health Fair next year. • Aja Butler is our new Student Activities Coordinator • Maria Mendez is the new Instructional Aide in the Learning Center. 	Vice President of Student Services
5)MATTERS OF PUBLIC INTEREST	<ul style="list-style-type: none"> • Commencement Update – in excess of 100 students will be participating in our Commencement Ceremony 	
6)ADJOURNMENT	The meeting was adjourned at 3:20 P.M.	Chair Dianne Eyer