

**Skyline College Council**  
**October 25, 2006**

**MEETING MINUTES**

Attendance: Linda Allen, Carla Campillo, Silvia Cervantes, Linda Herda, Ray Hernandez, Jennifer Hughes (for Lori Adrian), Vicki Morrow, Luis Padilla, and Regina Stanback-Stroud. Guest: Sandy Irber.

Absent: Lori Adrian

**Review and approval of September minutes**

The following sentence was added to the topic Review structure of Opening Day on page 1: “The constituent groups will report back at the October meeting.” The spelling of Silvia Cervantes name was corrected under the ASSC update, sentence 5, on page 3. The minutes were approved with these corrections.

**Update from constituent groups on proposed change to structure of Opening Day**

After reviewing the proposed change to the structure of Opening Day at the September College Council meeting, leaders of ASSC, Classified Council and the Academic Senate took the proposal back to their constituent groups. The constituent groups approved of the proposed restructure which would move the college’s festivities to the day following the district event.

**Fresh Look Project update**

Sandy Irber reported that the Interact student media preferences survey of students took place during the week of October 16. The intended survey response level was 400 students but as of October 25 there have been more than 800 respondents. The survey will provide good information on how Skyline’s students use media. The Interact group is doing a nationwide survey so the college can anticipate getting results by the end of this year or by early January. The college wants to get the raw data earlier to help inform the primary publications review. The Fresh Look Advisory Committee had a meeting on October 16 and will hold a second meeting on Friday, October 27 to take a look at class schedules, catalogues, the student handbook, faculty handbook, and the financial aid handbook to make them more user-friendly. The committee will have a final meeting on December 1 and will provide a recommendation on the next suite of primary publication materials which will be published in the spring. Sandy’s office is working with a stationery vendor and is close to ready for online ordering of letterhead and envelopes. Letterhead will be available in colors and for tailoring the stationery for the various college offices. It will be available in a black and white version with a lesser quality paper and envelopes. They are also working with the purchasing office at the district. Ray commented that the business cards look very nice. Sandy said the bookstore is having a 75% off sale on old stationery and the college will use the old stationery through the end of the semester to be cost-effective.

### ASSC update

Luis Padilla said that seven ASSC members attended a student leadership conference in Los Angeles. Workshops were held on various topics including how to conduct meetings. The Skyline students also discussed ways they would like to make the ASSC better. He said they took inventory on where they stand compared to other community colleges and they said the schools face many of the same challenges and have many of the same interests and it was good to see where Skyline could improve. Silvia said the ASSC is planning activities for Halloween including a costume contest, pie-eating contest, a showing of the film “Nightmare Before Christmas,” piñatas for kids and adults, and goodie bags to students who dress up. The ASSC wants to hold a canned food drive benefiting Second Harvest Food Bank and will create a thermometer showing progress toward their donation goal. The ASSC will hold a barbecue if the goal is reached.

### Accreditation update

Ray reported that the writing teams are continuing to follow through with revisions on the various standards.

Employee Voice Survey: Briefings on the results of the Employee Voice Survey will be held on November 6-7.

Institutional SLOs (Student Learning Outcomes): Regina said the Curriculum Committee adopted a draft of the degree level SLOs and provided them to the Academic Senate. The standards ask the college to look at the SLOs at the course, program and degree level. The SLOAC committee would like to address it at a broader level and consider them as institutional level SLOs rather than degree level. Regina said it is not a big problem, but the college should not confuse the discussion that the college needs to ensure that students meet the requirements for the degree. She said the faculty on the SLO Steering Committee will sort it out. Regina said the final decision for the SLOs for the degrees are approved by the Curriculum Committee. Vicki summarized by saying that the SLO Steering Committee has a draft that was created by the Curriculum Committee which they are reviewing. They will engage in a campus-wide dialogue and then ultimately recommend degree level SLOs to the Curriculum Committee for final action. Regina said there is a discussion about whether this is degree or institutional SLOs and she felt that in general the steering committee prefers to refer to them as institutional level SLOs.

Progress made on engaging students in the accreditation self-study process: Luis Padilla said he will contact as many students as possible to encourage them to participate. Ray said there is a district accreditation meeting on October 26 and all three colleges will provide updates and Jing Luan, Vice Chancellor of Education Services and Planning, will be in attendance to provide input. Ray commended the ASSC for getting the students engaged in the process as their help is invaluable.

Feedback on accreditation process: Ray asked if there was any feedback about the accreditation process that he could take to the steering committee and Jennifer said the major difficulty is the evidence gathering and this is the challenge for each of the two standards that she is working with. Ray will take it back to the writing chairs and

suggested that Cathy Hasson be involved in helping to gather the evidence needed. Vicki said she had to cite evidence for Writing Standard IV and she concluded that some of the evidence comes from records we have on campus or on the website and not all of it can be provided by Cathy Hasson. There will be overlapping in the writing in terms of citing evidence but that is unavoidable. Ray said that the chairs may want to invite Cathy to their meetings to assist with this process.

### **Commencement**

The Commencement Committee has advised changing the date of commencement so it does not conflict with the Memorial Day weekend and moving the start time to earlier in the evening at 4:00 instead of 8:00 so families have an opportunity to make plans with graduates. As it turns out, the event cannot be moved to a different day because of the finals schedule so it will be held on Friday before Memorial Day weekend. Vicki asked if moving the time from 8:00 to 4:00 p.m. is a good idea. Ray said the Academic Senate expressed concern that graduates' families and friends may not get off work early enough to attend. Vicki said she asked the same question of the Commencement Committee, which said that commencement is such a landmark event that many would change their schedules to be able to attend. Vicki asked what the Academic Senate thought and Ray said that the senate agreed that it could be held earlier and families could get together afterward. Faculty suggested moving the start time to 5:00 p.m. Ray said a concern about traffic did not affect the faculty's decision. Ray said there had been discussion in Academic Senate about faculty participation and by contract they are required to attend every two years. The senate does not want to go to the AFT to change that requirement, but would like to recommend that the email from Theresa Tentes in the instructional office be more encouraging to faculty. Regina said they get requests for people to shift and then people attend two years in a row and they know that they need to do that. Ray asked if the instructional office could be more encouraging. Regina said it is important for graduates to see everyone there and she will rewrite the letter. Vicki said since space is no longer an issue because we will be back in the Gym, more people should be encouraged to attend. Linda Allen said that the Classified Council agreed to the time change because it would mean an earlier finish to their day.

Vicki asked the council about holding the event at 5:00 instead of 4:00. The event lasts one hour and 15 minutes. If it starts at 5:00, students and faculty show up at 4:00 and the event is followed by socializing and snacks and concludes and would conclude at 7:00. Regina asked if moving it from 4:00 to 5:00 made a change and Ray said it would provide the potential of more people getting off work earlier. Jennifer suggested holding the event at 5:00 this first year, rather than go to the extreme of 4:00, and then evaluate the change. Luis and Silvia said that holding the event at 5:00 or 6:00 is what they talked about because 4:00 seemed too early for the graduates. Carla suggested that if it was held at 6:00 that would be late, particularly since it is a holiday weekend. Vicki said that when people think about workers and their schedules it is under the assumption that people work a conventional work schedule rather than swing or graveyard shifts, and that may not be a good assumption. She proposed a start time of 5:00 for this spring, and that the Commencement Committee be asked to revisit the question for the following year. Linda Herda said we need to get commencement information out earlier because it will

be a big change in terms of location and start time. Vicki agreed and said that excellent marketing of the new time is needed. Jennifer said usually the notices go out around late March to graduates, but would recommend an earlier deadline for submission. Vicki said the announcement alerting students to the change could also be communicated via the *Skyline View*, the web page, and posters. The letter that Persis Morrice sends to potential graduates should highlight the new location in the gym and the new start time. The Council concluded with a recommendation to move the Commencement start time to 5:00 pm for 2007.

### **Proposal for merger of the Health and Safety Committee and the Emergency Response Committee**

This topic will be postponed to the November meeting because Lori is on an accreditation site visit and she is leading the discussion. Vicki said the reasoning for the proposal is that there is a huge overlap of members and a redundancy of topics. Linda Herda mentioned that the proposed merger was not raised at the last ERP Committee meeting. The council will review the pros and cons of having separate committees.

### **Update on the selection of a name for the “No Name Café”**

The list of proposed names was culled down but there are a lot of surveys taking place on the campus at the same time, such as the Employee Voice Survey, Student Media Preferences Survey and the First Year Experience Survey. Vicki was concerned about confusion, survey burnout and workload on the research office. After studying the timelines for these surveys, it was decided that the online café poll would be held during the first weeks of November. The survey will use the same model as the voting on the Building 6 inscription. Five choices will be given, voters will rank them, and then the college will hold an instant runoff. The council reviewed the list and recommended selecting the top five that were ranked by the college. Vicki will announce the names in her next issue of *Skyline Shines* and Cathy Hasson will publish the online poll.

### **Full-time faculty allocation (FTEF) process**

Regina said that the FTEF Allocation Committee is a group of faculty that reviews hiring proposals from division deans. The proposals are discussed and the committee makes a recommendation on hiring priorities should the college have an opportunity to hire full-time faculty. The recommended rank is forwarded to Academic Senate, which reviews the list with the Instructional Leadership Team (ILT), forwards it to the two Vice Presidents, and finally to the President. The FTEF Allocation Committee has prepared a recommended rank and the Academic Senate will consider it. Regina said that it does not mean that the college can hire faculty because the College Budget Committee develops scenarios and incorporates the allocation of resources for hiring. The college receives information from the district on how many faculty the district as a whole is responsible for hiring to meet the full-time faculty hiring obligation. Regina said the district has consistently exceeded this state obligation number. The number is determined by the Board of Governors. Vicki said the college’s obligation is based on its relationship to a benchmark year. It is tied to a 75% ratio. Even if a college meets its full-time obligation, by hiring part-timers to expand offerings, the actual ratio of FLCs taught by full-timers may go down. Ray said it is confusing and Vicki said an explanation of the details

appears on the Chancellor's Office web page. Carla asked if the district wants to hire and there is money for it does that mean that the college cannot hire and Vicki said no, the decision is up to the college and our budgetary constraints, and that the college has been hiring each year because we want to increase the number of full-time faculty,. The point that Regina is making is that in a period of growing enrollment colleges want to add both full-timers and part-timers. A suggestion was made to evaluate the FTES allocation process Regina reported that the FTEF Allocation Committee will meet in the spring to review this evaluation process.

Carla asked if there is a district FTEF allocation process and Regina said that the Chancellor said it is a college process based on budget. That is why the college considers different scenarios that show the trade offs in the budget that would be made and then holds deliberations over those scenarios. The College Budget Committee does not engage in which positions are selected but only in how many positions the college can afford to fund. The decisions about positions go through the FTEF allocation process and the college wants to hire as many as it possible can afford. Regina said that in the allocation process if by law or by regulation the college is required to have a certain number of full-timers to make a program happen, the college will prioritize accordingly. When the college implemented that priority, it was considered as an improvement of the process, because the college could not keep its accreditation if it did not have the faculty needed to maintain certain programs (i.e. Respiratory Therapy). The Academic Senate will consider the FTEF allocation recommendations on Friday, October 27.

### **Technology Advisory Committee update**

This committee has been formed and reactivated and there are about 15 members. The committee is chaired by Regina and Nick Kapp and some exciting discussions took place at its recent meeting. Goals were developed and the committee has indicated an interest in various projects, which she distributed. Lead committee members have been appointed. Regina has not yet mapped out a timeline with the committee. They have set up a committee Share Point on the web to review documents and goals, and have set up some training sessions. Classroom polling technology will be demonstrated at the next committee meeting, as well as the use of Share Point. Share Point is a virtual depository where a person who has access to the site can retrieve archived information, agendas, and minutes. Documents can also be modified, but it is a closed group that looks at the site. Jasmine Witham at the district office will help train the Technology Advisory Committee on Share Point.

The Technology Advisory Committee does not yet have a website. Regina said that they want to make other people aware of the goals. She was trained in CCC Confer and the committee plans to have meetings with it, faculty can hold discussion classes with it, can hold office hours with it, can share applications, modify documents, ask questions to the group, and also hold private conversations within a meeting. This is free to the college because it is supported by a state wide grant. Regina suggested that the College Council members work with their constituent groups and said that if the member or their constituent group wants to inform that goal, this is one avenue in which it could be done. Regina said Judy Lariviere will also make a presentation at Academic Senate about it.

Ultimately, the Technology Advisory Group will have agendas and minutes. Students are welcome to join this committee.

### **Board policy on smoking**

Vicki said that Skyline accidentally triggered a board policy change on smoking. The current board policy did not give the college authority to create designated smoking areas, so the new policy recommendation is slated to be acted upon by at the October 25 Board Meeting. Previously, the policy said the college would follow the law about smoking in public, but Skyline said it will be stricter and this new policy will make it clear that the college has the right to create a stricter policy as long as the president does it in consultation with the College Council. Carla mentioned that after a discussion on the topic at District Shared Governance Council she wanted to leave the word “ban” in, but the president of CSEA said he did not want that wording because it is not scientifically proven that second-hand smoke affects health. Carla agreed to back off, as long as the college could leave the word “ban” in as an option. Linda Allen said if the college chose to ban it was left as an option. Vicki suggested that although the word “ban” is in the cover page of the board agenda item, the policy does not include it and that is how a compromise was reached. Vicki said the College Council should add a District Shared Governance Council Update as a standing item on the Planning Calendar. Linda Allen asked what the college would do if a current college president supports faculty and staff, but a subsequent president behaves in a less collaborative way and Vicki said that is why the College Council is named in the policy.

### **Review and updating of the College Council Agenda Planning Table**

The table is a method of cross-checking discussion topics that Vicki has developed. College Council discussed what should be on the table and Linda Ghio and Vicki will update it and it will be sent out with meeting notices and draft minutes.

### **Review of decisions and action plans for today’s agenda items**

- Commencement: a recommendation was adopted of a 5:00 p.m. start time with the intention that the Commencement Committee will evaluate it closely and revisit the topic next fall to see if it was a good time. The college needs to do a good job of marketing the change and the Student Services Division will move up the petition date.
- Merger of Health and Safety and the Emergency Response Plan Committee: This will be discussed at the November meeting and Vicki will take into account Linda Herda’s report that she had looked for minutes of the last ERP meeting, and could not find any and that she believed that it was not brought up at that meeting.
- Naming the No Name Café: polling will be in next 2 weeks of the top 5 names.

### **Next meeting and review of fall meeting dates:**

Because the November and December College Council meetings are just before holidays, Vicki would like to propose a different dates.

- The November meeting will move to November 15, location to be determined. The December meeting will move to December 6 instead of December 20, location to be determined.

**Other news**

Linda Allen announced that Classified Council will be selling Avon products and the council will get 50% of all of sales proceeds which will help to fund student and classified staff projects.

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