

**SHARED CONSULTATION COUNCIL**  
 STRATEGIC PLANNING ~ POLICY & PROCEDURE APPROVAL ~ ISSUE MANAGEMENT ~ CAMPUS COMMUNICATION  
**Wednesday, March 30, 2011 3:00 – 4:00pm Room L238S**

***SWC Mission Statement***

*Southwestern Community College District serves a diverse community of students by providing a wide range of dynamic and high quality educational programs and comprehensive student services.*

**Membership**

<i>Denise Whittaker, Co-Chair, Interim Sup./President</i>	<i>Corey Breininger, Bus., Professional &amp; Tech. Ed.</i>
<i>Angelina Stuart, Co-Chair, Academic Senate President</i>	<i>Vacant, Continuing Ed., Economic &amp; Workforce Dev.</i>
<i>Mark Meadows, VP for Academic Affairs</i>	<i>Scott Finn, Counseling &amp; Personal Development</i>
<i>Robert Temple, VP for Business &amp; Financial Affairs</i>	<i>Jennifer Harper, Health, Exercise &amp; Athletics</i>
<i>Michael Kerns, VP for Human Resources</i>	<i>Randy Beach (for Leslie Yoder), Language &amp; Literature</i>
<i>Angelica Suarez, VP for Student Affairs</i>	<i>Karen Cliffe (for Lukas Buehler), MSE</i>
<i>Manuel Lopez, ASO President</i>	<i>Vacant, Social Sciences &amp; Humanities</i>
<i>Victoria Lopez*, Presiding Chair, Council of Chairs</i>	<i>Diane Gustafson, Instructional Support Services</i>
<i>Trish Axsom, Academic Affairs at Large</i>	<i>Terry Davis, SCCDAA Rep.</i>
<i>Irma Alvarez, Center Rep., (HEC, SY, OM, NC)</i>	<i>Andy MacNeill, SCEA Rep.</i>
<i>Bea Zamora-Aguilar, Student Services at Large</i>	<i>Bruce MacNitch, CSEA Rep.</i>
<i>Eric Maag, Arts &amp; Communications</i>	<i>Patti Blevins, Confidential Rep.</i>
<i>Mink Stavenga, IPRC Co-Chair / AOC Co-Chair</i>	<i>Debbie Trujillo, Classified Administrator Rep.</i>
<i>Linda Hensley, IPRC Co-chair</i>	<i>Patricia Flores-Charter, SLO Coordinator</i>
<i>Ron Vess, AOC Co-Chair</i>	<i>Linda Gilstrap*, Director Office/ Research &amp; Planning</i>
<i>Recorder: Rosalva Garcia</i>	<i>Mary Wylie, Strategic Planning Consultant</i>

\* non voting members

**AGENDA**

Quorum = \_\_\_

**AB 1725 Authority**

AB 1725 assigns a major role to the Academic Senate in the development of policies and procedures dealing with academic and professional matters. Applicable to SCC, the areas required for consultation are:

<ol style="list-style-type: none"> <li>1. Curriculum.</li> <li>2. Degree and certificate requirements.</li> <li>3. Grading policies.</li> <li>4. Educational program development.</li> <li>5. Standards of policies regarding student preparation/success.</li> <li>6. District and college governance structures, as related to faculty roles.</li> </ol>	<ol style="list-style-type: none"> <li>7. Processes for institutional planning and budget development</li> <li>8. Faculty roles and involvement in accreditation processes, including self-study and annual reports.</li> <li>9. Policies for faculty professional development activities.</li> <li>10. Processes for program review.</li> <li>+ 1 Other academic and professional matters as mutually agreed between the Gov. Board &amp; the Academic Senate.</li> </ol>
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AGENDA ITEM	PRESENTER/S	DECISION
1. Call to Order /Approval of Agenda	Co-Chair Stuart	
2. Approval of the Minutes, 03/09/11	Co-Chairs: Whittaker/ Stuart	
3. <b>BUSINESS ITEMS</b> (* = 10 + 1 items)		
<b>I. Strategic Planning Update</b>		
<b>A. Constituency Feedback:</b> <b>Strategic Planning:</b> <ul style="list-style-type: none"> <li>• 2010-2011 Strategic Planning Action Plans (revised)</li> <li>• SCC Summer Meeting Schedule</li> <li>• SCC Regular Meeting Schedule</li> </ul>	Co-Chairs Whittaker/Stuart	<b>2<sup>nd</sup> reading/Approval</b>
<b>B. How to Deal with Prioritization</b> (Discussion)	Co-Chairs Whittaker/Stuart	
<b>C. SCC Organizational Chart</b> <ul style="list-style-type: none"> <li>• SCC Membership</li> </ul>	Co-Chairs Whittaker/Stuart	

<ul style="list-style-type: none"> <li>• CSEA request</li> <li>• Safety Representative on SCC</li> </ul>		
<b>D. Student Success Needs:</b> <ul style="list-style-type: none"> <li>• SCC Response</li> <li>• Pantry</li> <li>• Emergency Funds</li> </ul>	Co-Chairs Whittaker/Stuart	
<b>E. Accreditation: Update</b> <ul style="list-style-type: none"> <li>• April 11 – Visit</li> </ul>	Stavenga Co-Chairs Whittaker/Stuart	
<b>F. Budget Committee Update:</b>	Co-Chairs Temple/MacNeill	
<b>G. PR Ideas (Per Enrollment Management Plan)</b> <ul style="list-style-type: none"> <li>• Facebook Guidelines</li> </ul>	Co-Chairs Whittaker/Stuart	
<b>H. Naming of the Library</b>	Co-Chairs Whittaker/Stuart	
<b>II. Policy/Procedures Development</b>		
<b>A. Human Resources Report</b>	Kerns/Whittaker	
<b>B. Student News Media &amp; Journalism Publications Policy &amp; Procedures (2<sup>nd</sup> reading)</b>	Co-chair Stuart	Replaces Policy 6063: Academic Senate approved Policy needs to go to GB Procedures require SCC approval.
<b>C. Policy &amp; Procedure Procedures: (Chart)</b> <ul style="list-style-type: none"> <li>• Policy &amp; Procedures for Consultation (Form)</li> <li>• Naming of Files/Electronic</li> </ul>		
<b>III. Issue Management</b>		
<b>A. Comprehensive Emergency Management Program Development</b>	Temple	
<b>B. Campus Climate Issues</b>	Co-Chairs Whittaker/ Stuart	
<b>C. Smoking in No Smoking Areas</b>	Co-Chairs Whittaker/ Stuart	
<b>D. Parking Issues</b> Parking Issues Task Team: Three - ASO Members Three - Faculty Members (as requested) Classified Staff Academic Dean HEC Dean Chief of Police Director of Fiscal Services Director of Purchasing & Scheduling Director of Facilities Operations & Planning	Bob Temple John Brown	
<b>E. Institutional Research Structure (Org. Chart)</b>	Gilstrap	
<b>F. Emergency Scholarships Project</b>	Aaron Starck Linda Thrower	
<b>G. Constituency Feedback:</b> Establish College Song: Branscomb's <i>Phoenix</i>	Co-Chair Stuart	
<b>IV. Campus Communication</b>		
<b>A. Honorary Degree (Senate)</b>	Co-Chair Stuart	
<b>B. Safety Alert</b>	Co-Chair Stuart	
<b>V. TQM Debriefing</b>		
<ul style="list-style-type: none"> <li>• Any comments?</li> </ul>	Co-Chairs Whittaker/ Stuart	

Approved by Co-Chairs  
Approved by SCC on \_\_\_\_\_  
DW:AES:RG

• Items for future agendas?		
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<b>Pending Items</b> <ul style="list-style-type: none"> <li>• April 13 - Prioritization</li> <li>• Status of Rifle Request / Emergency Plan Efforts</li> </ul>	Co-Chair Whittaker	
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**Summary/Adjournment**

Next SCC meeting: **Wednesday, April 6, 2011**

**Southwestern Community College District  
Shared Consultation Council (SCC)**

**Request for Consultation Form**

(All items for consultation will be submitted to the SCC for first consultation on an SCC agenda)

<b>Title:</b>			
Brief Overview of Proposal (attach additional support documentation as appropriate):			
<b>STEP 1</b>	Date of First SCC Consultation:		
<b>STEP 2</b>	Consultation Start Date:		
<b>STEP 3</b>	Name of Originator:		
	Sponsoring Constituency Group:		
	Extension:		Email:
<b>STEP 4</b>	Timeline determined by SCC	<input type="checkbox"/> <b>Normal</b> (14-21 Calendar Days)	
		<input type="checkbox"/> <b>Urgent</b> (5-7 Calendar Days) Must provide a rationale:	

<b>STEP 5</b>			
	SCC Constituency Group Required for Consultation(Check all that apply)		Additional Stakeholders Required For Consultation
<input type="checkbox"/>	Academic Senate	1.	
<input type="checkbox"/>	ASO	2.	
<input type="checkbox"/>	Classified Senate	3.	
<input type="checkbox"/>	CSEA	4.	
<input type="checkbox"/>	Confidentials Employee Group	5.	
<input type="checkbox"/>	SCEA	6.	
<input type="checkbox"/>	SCCDAA	7.	

**STEP 6****Acknowledgment of Consultation Tracking**

This form is intended to track acknowledgment of consultation and to confirm that the SCC representatives for each constituent group below has had an opportunity to consult with the appropriate constituent group in the manner most effective for that group. This form does not imply agreement, only acknowledgement that opportunity consultation has occurred.

<b>Constituency Group-Representative</b>	
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Date	<b>Academic Senate-Academic Senate President</b>
Signature	

Manner of consultation (e.g. global e-mail, committee meeting, Academic Senate meeting):

Date	<b>Associated Student Organization- ASO President</b>
Signature	

Manner of consultation (e.g. global e-mail, committee meeting, ASO meeting):

Date	<b>California School Employee's Association-CSEA President</b>
Signature	

Manner of consultation (e.g. global e-mail, committee meeting, CSEA meeting):

Date	<b>Classified Senate- Senate President</b>
Signature	

Manner of consultation (e.g. global e-mail, committee meeting, Classified Senate meeting):

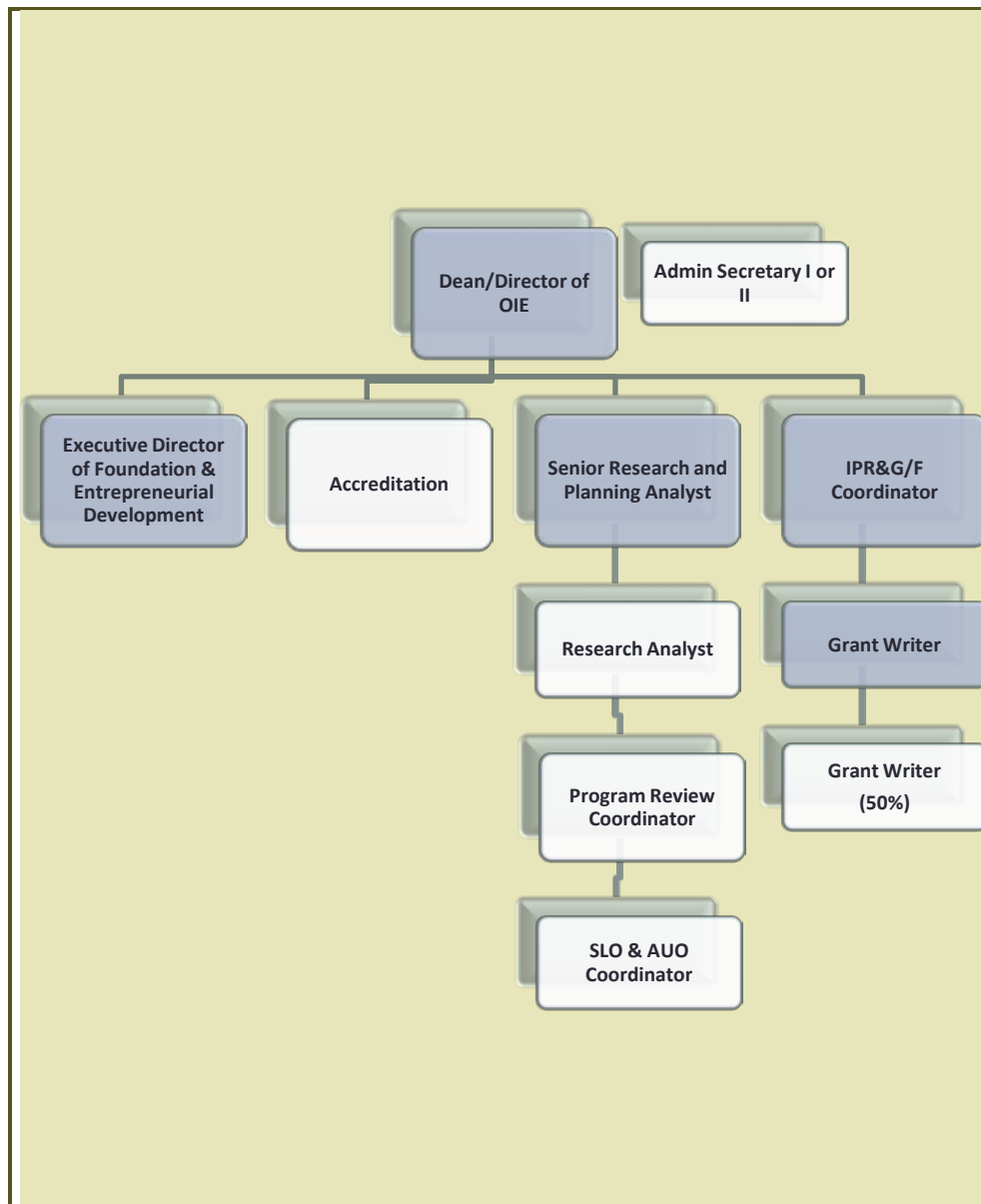
Date	<b>Confidential Employees-Confidentials Designee</b>
Signature	

Manner of consultation (e.g. global e-mail, committee meeting):

Date	<b>Southwestern College Education Association-SCEA President</b>
Signature	
Manner of consultation (e.g. global e-mail, committee meeting, SCEA meeting):	
Date	<b>Southwestern Community College Administrators Association -SCCDAA President</b>
Signature	
Manner of consultation (e.g. global e-mail, committee meeting, CMT meeting):	

<b>STEP 7</b>	<b>Results of SCC Action</b>
<input type="checkbox"/>	Item Approved Date:
<input type="checkbox"/>	Item Not Approved Date:
<input type="checkbox"/>	Item Tabled Date:
<input type="checkbox"/>	Item Postponed / No Action Date:

## Office of Institutional Effectiveness (OIE) – *draft*



New position(s)= Senior Research and Planning Analyst; Grant Writer; IPR&G/F Coordinator; Executive Director Foundation/Center for Entrepreneurial Development; Dean/Director of OIE

Dean positions for Research and Planning/Institutional Effectiveness: Ohlone College  
 Los Angeles Valley College  
 Pierce College  
 Coastline Community College