

SHARED CONSULTATION COUNCIL
 STRATEGIC PLANNING ~ POLICY & PROCEDURE APPROVAL ~ ISSUE MANAGEMENT ~ CAMPUS COMMUNICATION
Wednesday, April 13, 2011 3:00 – 4:30pm Room L246

MINUTES

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

x	<i>Denise Whittaker, Co-Chair, Interim Sup./ President</i>	ex	<i>Corey Breininger, Bus., Professional & Tech. Ed.</i>
x	<i>Angelina Stuart, Co-Chair, Academic Senate President</i>	ex	<i>Diane Edwards-LiPera, Continuing Ed., Economic & Workforce Dev.</i>
x	<i>Mark Meadows, VP for Academic Affairs</i>	x	<i>Scott Finn, Counseling & Personal Development</i>
x	<i>Robert Temple, VP for Business & Financial Affairs</i>	x	<i>Valerie Goodwin (for Jennifer Harper), Health, Exercise & Athletics</i>
x	<i>Michael Kerns, VP for Human Resources</i>	x	<i>Randy Beach (for Leslie Yoder), Language & Literature</i>
x	<i>Angelica Suarez, VP for Student Affairs</i>	x	<i>Karen Cliffe (for Lukas Buehler), MSE</i>
x	<i>Manuel Lopez, ASO President</i>		<i>Vacant, Social Sciences & Humanities</i>
x	<i>Claudia Duran, ASO</i>	x	<i>Diane Gustafson, Instructional Support Services</i>
x	<i>Nick Serrano ASO</i>	x	<i>Andy MacNeill, SCEA Rep.</i>
x	<i>Victoria Lopez*, Presiding Chair, Council of Chairs</i>	x	<i>Patricia Flores-Charter, SLO Coordinator</i>
x	<i>Trish Axsom, Academic Affairs at Large</i>	x	<i>Terry Davis, SCCDAA Rep.</i>
x	<i>Irma Alvarez, Center Rep., (HEC, SY, OM, NC)</i>	x	<i>Debbie Trujillo, Classified Administrator Rep.</i>
x	<i>Bea Zamora-Aguilar, Student Services at Large</i>	x	<i>Mary Wylie, Strategic Planning Consultant</i>
ex	<i>Eric Maag, Arts & Communications</i>	x	<i>Patti Larkin, IT Interim Director</i>
x	<i>Mink Stavenga, IPRC Co-Chair / AOC Co-Chair</i>	x	<i>Patti Blevins, Confidential Rep.</i>
x	<i>Linda Hensley, IPRC Co-chair</i>	x	<i>Bruce MacNitch, CSEA</i>
x	<i>Ron Vess, AOC Co-Chair</i>	x	<i>Edith Ruvalcaba, CSEA Rep.</i>
	<i>Recorder: Rosalva Garcia</i>	x	<i>Michele Fenlon, CSEA Rep.</i>
	<i>Guests: Safety Committee: Officer Sanchez, Mia McClellan, Mike Angules, Miguel Aguilera, Larry Lambert Chris Bender, Corina Soto,</i>	x	<i>Linda Gilstrap, Director of Instl. Research, Grants & Planning</i>

* non voting members

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"> 1. Curriculum. 2. Degree and certificate requirements. 3. Grading policies. 4. Educational program development. 5. Standards of policies regarding student preparation/success. 6. District and college governance structures, as related to faculty roles. 	<ol style="list-style-type: none"> 7. Processes for institutional planning and budget development 8. Faculty roles and involvement in accreditation processes, including self-study and annual reports. 9. Policies for faculty professional development activities. 10. Processes for program review. + 1 Other academic and professional matters as mutually agreed between the Gov. Board & the Academic Senate.
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AGENDA ITEM	DECISION
1. Call to Order /Approval of Agenda	Approved
2. Approval of the Minutes, 04/06/11	Approved with one correction
3. SCC Ground Rules and Civility	Denise recommended a task force to work on the SCC Ground Rules & Civility. M/S/C to establish a task force with the following volunteers: Terry Davis, Bea Zamora, Trish Axsom, Valerie Goodwin, Corina Soto, and Ron Vess. The findings & recommendations will come back to the May 4 SCC Meeting.

BUSINESS ITEMS (* = 10 + 1 items)	
I. Strategic Planning Update	
A. Constituency Feedback: Strategic Planning or Program Review <ul style="list-style-type: none"> 2010-11 Strategic Planning Action Plans <ul style="list-style-type: none"> Satisfaction Survey <ul style="list-style-type: none"> Office of Institutional Effectiveness Org. Chart 	<ul style="list-style-type: none"> There was a question, on behalf of the Governing Board, regarding the 2010-2011 Strategic Planning Action Plans, asking if the priorities should not be numbered because it implies rank. The SCC clarified that the main reason the priorities are numbered is because they are tied to the budget. M/S/C to keep them numbered as they are. <p>Hensley announced that her office will be working through spring break in collaboration with Linda Gilstrap on a student survey in order to solicit/extract data for program review, which is due on September 30. Employees would also be encouraged to participate in the survey</p> <p>The OIE organization chart was approved, with a couple of changes, at the SCC meeting April 6.</p>
<ul style="list-style-type: none"> Internal & External Data - ARCC Report 	No discussion took place due to lack of time.
B. Prioritization Process: April 27, 2011 update & information	The SCC will meet for three hours on April 27 to review and determine recommendations from the eight budget priorities sent from the IPRC workgroups. Kudos to Kathy Tyner and Linda Hensley for their hard work on prioritization.
C. SCC Organizational Chart <ul style="list-style-type: none"> SCC Membership Safety Representative on SCC 	No discussion took place due to lack of time.
D. Budget Committee Update: <ul style="list-style-type: none"> Budget Update State & Federal Budget Update Early Retirement Program (SERP) Community & College Forums 	No discussion took place due to lack of time.
E. SWC Website Update	No discussion took place due to lack of time.
II. Policy/Procedures Development	
A. Constituency Feedback: - 2nd Reading Student News Media & Journalism Publications Policy & Procedures	Legal Counsel completed the review of the Student News Media & Student Journalism Policy and Procedure. The policy & procedure, along with the consultation form, will be going to constituents for review and feedback. Handout was provided.
B. Policy & Procedure Procedures: <ul style="list-style-type: none"> Naming Procedures of Electronic Files 	No discussion took place due to lack of time.
C. Constituency Feedback requested: - 1st	

<p>Reading</p> <ul style="list-style-type: none"> • Seeking approval of policy & procedure development flowchart – Enclosure/Chart • Policy & Procedure 3300 Public Records (3 enclosures – consultation form, policy and procedure) 	<p>Discussion postponed for next meeting.</p> <p>The Policy & Procedure 3300 Public Records, and the SCC Request for Consultation Form will be forwarded to the SCC membership for constituency feedback.</p>
<p>III. Issue Management</p>	
<p>A. Comprehensive Emergency Management Program Development Constituency Feedback: Safety on Campus Rifles Request:</p>	<p>The Safety Committee made a presentation on safety addressing the following needs. Survey results supported the purchase of rifles. In 2010 a recommendation along with a proposal was submitted to the VP of BFA.</p> <ul style="list-style-type: none"> • Completion of an emergency preparedness plan. The College District is out of compliance with the state and is also not in compliance with OSHA & other policies & Procedures • SWC needs a mass communication system, which could go to everyone on Colleague instantaneously & which should include broadcasting on speakers on campus. • Emergency response training for all employees, including evacuation plan • Locate funding for the purchase of the mass communication system, emergency response orientation training and emergency preparedness plan. <p>Possible Sanctions if not in compliance:</p> <ul style="list-style-type: none"> • Loss of federal financial aid <p>After lengthy discussion, M/S/C to postpone further discussion for April 27. Will take the 1st 15 minutes.</p> <p>Bob Temple will work with the budget committee regarding funding.</p> <p>Nick Serrano shared that the ASO did a survey asking student if they felt safe on campus. The completed survey indicated that students do feel safe on campus. He added that Southwestern College needs the Safety Plan and the rifles.</p> <p>The Safety Committee will forward a hard copy</p>

	of their presentation to share with all constituent groups.
B. Human Resources Report	No discussion took place due to lack of time.
C. Campus Climate Issues	No discussion took place due to lack of time.
D. Smoking in No Smoking Areas	No discussion took place due to lack of time.
E. Accreditation: Update <ul style="list-style-type: none"> • April 11 – Visit debriefing • AOC WorkGroups update 	No discussion took place due to lack of time.
F. Scabies	No discussion took place due to lack of time.
G. Student Threat Update	It was reported that student Torres was taken back to county mental health. However, there's no proof that they actually kept him. The campus continues on full alert. More will be known until the court date.
H. Governmental Relations Update <ul style="list-style-type: none"> • Any comments? • Items for future agendas? 	No discussion took place due to lack of time.
<u>Pending Items</u> <ul style="list-style-type: none"> • April 27 - Prioritization • Establish College Song: Branscomb's <i>Phoenix</i> • Naming of the Library Student Success Needs <ul style="list-style-type: none"> • SCC Response • Pantry/Food Bank • Emergency Scholarship Project 	
Parking Issues Report	

Summary/Adjournment

Next SCC meeting: **Wednesday, April 27, 2011**

Meeting adjourned at 4:50 p.m.