

**SHARED CONSULTATION COUNCIL**  
 STRATEGIC PLANNING ~ POLICY & PROCEDURE APPROVAL ~ ISSUE MANAGEMENT ~ CAMPUS COMMUNICATION  
**Wednesday, April 27, 2011 2:00 – 5:00 pm Room L244**

**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>Diane Edwards-LiPera, Continuing Ed., Economic &amp; Workforce Dev.</i>
x	<i>Angelina Stuart, Co-Chair, Academic Senate President</i>	x	<i>Scott Finn, Counseling &amp; Personal Development</i>
ex	<i>Mark Meadows, VP for Academic Affairs</i>	x	<i>Valerie Goodwin (for Jennifer Harper), Health, Exercise &amp; Athletics</i>
ex	<i>Robert Temple, VP for Business &amp; Financial Affairs</i>	x	<i>Randy Beach (for Leslie Yoder), Language &amp; Literature</i>
x	<i>Michael Kerns, VP for Human Resources</i>	x	<i>Karen Cliffe (for Lukas Buehler), MSE</i>
x	<i>Angelica Suarez, VP for Student Affairs</i>	ex	<i>Chris Hayashi, Social Sciences &amp; Humanities</i>
x	<i>Manuel Lopez, ASO President</i>	x	<i>Diane Gustafson, Instructional Support Services</i>
x	<i>Claudia Duran, ASO</i>	x	<i>Andy MacNeill, CSEA Rep.</i>
x	<i>Nick Serrano ASO</i>	x	<i>Bruce MacNitch, CSEA Rep.</i>
x	<i>Victoria Lopez, Presiding Chair, Council of Chairs</i>	ex	<i>Edith Ruwalcaba, CSEA</i>
x	<i>Trish Axsom, Academic Affairs at Large</i>	ex	<i>Michele Fenlon, CSEA</i>
x	<i>Irma Alvarez, Center Rep., (HEC, SY, OM, NC)</i>	x	<i>Linda Gilstrap, Director of Instl. Research, Grants &amp; Planning</i>
x	<i>Bea Zamora-Aguilar, Student Services at Large</i>	x	<i>Patricia Flores-Charter, SLO Coordinator</i>
x	<i>Eric Maag, Arts &amp; Communications</i>	x	<i>*Kathy Tyner, Resource</i>
x	<i>Mink Stavenga, IPRC Co-Chair / AOC Co-Chair</i>	x	<i>Terry Davis, SCCDAA Rep.</i>
x	<i>Linda Hensley, IPRC Co-chair</i>	x	<i>Debbie Trujillo, Classified Administrator Rep.</i>
x	<i>Ron Vess, AOC Co-Chair</i>	x	<i>*Mary Wylie, Strategic Planning Consultant</i>
	<i>Recorder: Rosalva Garcia</i>	x	<i>Patti Larkin, IT Interim Director</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"> <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. + 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	DECISION
1. Call to Order /Approval of Agenda	Approved
2. Approval of the Minutes, 04/13/11	Approved
<b>BUSINESS ITEMS (* = 10 + 1 items)</b>	
<b>I. Strategic Planning Update</b>	
<b>Constituency Feedback:</b> <b>A. Strategic Planning: Update Workgroups</b>	Mary Wylie provided a short update on Strategic Planning (PIE = Plan-Implement-Evaluate) which is ongoing processes are still being put into place to ensure and continue full accreditation.
<ul style="list-style-type: none"> <li>• Internal &amp; External Data –</li> </ul>	Postponed.

ARCC Report	
<b>B. Prioritization</b> <ul style="list-style-type: none"> <li>• <b>2:00 – 2:30: Prioritization Overview &amp; Instruction</b></li> <li>• <b>2:30 – 3:30: Prioritization</b></li> <li>• <b>3:30 –: Continue Agenda</b></li> </ul>	The main task was the first round of prioritization based on the top priorities submitted by the 8 priority workgroups. The SCC was able to work through the top 40. There may be changes as the process continues. It was agreed to keep the preliminary results within the SCC for now
<b>C. Budget Committee Update:</b> <ul style="list-style-type: none"> <li>• Budget Update</li> <li>• State &amp; Federal Budget Update</li> </ul>	
<ul style="list-style-type: none"> <li>• Early Retirement Program (SERP)</li> </ul> <b>D. SWC Website Update</b>	Please see Human Resources Report.
<b>II. Policy/Procedures Development</b>	
A. <b>Constituency Feedback:</b> - 2nd Reading + Action Student News Media & Journalism Publications Policy & Procedures (2 <sup>nd</sup> reading)	Policy & Procedure should be coming back to the SCC on 5/4.
<b>B. Constituency Feedback requested: - 1<sup>st</sup> Reading</b> <ul style="list-style-type: none"> <li>• <b>Seeking approval of policy &amp; procedure development flowchart</b> – Enclosure/Chart</li> <li>• <b>Policy &amp; procedure 3300 Public records</b> (3 enclosures – consultation form, policy and procedure)</li> </ul>	Should be back on 5/4 to the SCC with constituent groups feedback.
<b>C. Policy &amp; Procedure Procedures:</b> <ul style="list-style-type: none"> <li>• Naming Procedures of Electronic Files</li> </ul>	There was a recommendation to naming electronic files of procedures in a way identify whether the file refers to a policy or a procedure.
<b>III. Issue Management</b>	
<b>A. Comprehensive Emergency Management Program Development: Update</b>	
<b>B. Human Resources Report</b>	<p>Kerns provided an update on SERP. “Kerns provided an update on SERP. He indicated that group workshops took place on (4/26-27). Individual counseling meetings will take place next week (May 2-5). The deadline to submit the SERP Enrollment Package is May 20.</p> <p>In the spirit of transparency Kerns will submit a full report to the SCC.”</p>
<b>D. Smoking in No Smoking Areas</b>	Due to complaints from students, faculty, and staff, there was a recommendation to have the Safety Committee reconvene to revise the smoking in no smoking areas policy & procedures. Data from other campus which have done the research should be incorporated. The committee

	should include a campus police officer since the policy should be reinforced.
<b>IV. Campus Communication</b>	
<b>A. Accreditation: Update</b> <ul style="list-style-type: none"> <li>Summit III Discussion &amp; Summer Tasks AOC</li> </ul>	Due to upcoming final exams and graduation, is not possible to hold Summit III; therefore, committee chairs will update the SCC Co-chairs and submit reports. Schedule Summit III during the Fall.
<b>B. Categorical Programs Presentation</b>	Tabled.
<b>C. Student Threat: Update</b>	Suarez presented an update on former student, Oscar Torres, who threatened to harm the college. He was released in march from the mental institution; however the college filed a permanent restraining order.
<b>D. SCC Global Emails</b>	<p>A lengthy discussion took place regarding the negative impact of global email wars, such as the rifle issue. Co-Chair Whittaker made it clear that the intent is not to restrict 'freedom of speech,' but the importance of keeping SWC negatively out of the media and deal with unconstructive criticism in-house. It gives the community the impression that SWC has serious problems. Some ideas put forward were</p> <ul style="list-style-type: none"> <li>Creation of a "business only" email network in which only certain high level individuals would have the ability to send global emails. This network would be in addition to the current network;</li> <li>Creation of a SWC message board for venting, ranting and raving;</li> <li>Revision of the acceptable use policy</li> <li>Establish protocols.</li> <li>Use the college website for Facebook and Twitter;</li> <li>Use a college wide message board, intranet;</li> <li>Offer college public forums;</li> <li>Do nothing and accept that this is the culture of SWC;</li> <li>Give administration the opportunity to deal with issues and get resolution;</li> </ul> <p>The intent of emails should be from a professional point of view.</p>

	<p>Any thoughts on this issue are welcomed.</p> <p>Nick (as a student) feels that the negative emails. The SCC was advised to go to their constituent groups and bring back feedback.</p>
<p><b>F. Governmental Relations Update</b></p>	<p>Tabled.</p>

**Summary/Adjournment**

The meeting adjourned at 5:40 p.m.