

# Civility Taskforce

## Report

3 May 2011

- ❖ Member Check-in :  
This is for periodic agreement, or for understanding of where we are by the meeting participants. Anyone may ask for a process check at anytime during the discussion, this is important to keep everyone up to speed on what is being discussed.
  
- ❖ Elephant in the room :  
If you believe that there is an “elephant” in the room, the meeting may be stopped to discuss or expose the elephant to gain a greater understanding of the issues. *No-one likes to be uninformed of the issues surrounding a given issue.* Participants that may become uncomfortable during a discussion may ask for this and all should be able to speak freely concerning same. Anyone can raise the elephant as these meetings are issue driven rather than agenda driven. The imperative is to get the issue exposed to the light of day.
  
- ❖ Cell Phones and other Electronic Media :  
To maintain a continuity of the meeting, all cell phones should be turned to vibrate, there should be limited e-mail checking on PDA or Smartphone’s, limited lap-top use e.g. for only SCC meeting usage, and a limitation on other electronic media that could become a distraction to meeting participants. Wait to make or receive telephone calls until after the conclusion of the meeting. Keep focused on topics. Be physically and emotionally present.
  
- ❖ Focus on the issue at hand :  
Respect for each other means we will pay attention, listen attentively, focus on what is being discussed. Be respectful and alert. Be here now... One person speaks at a time. Speaker list developed by raise of hands and list complied. Continue the established process. Speak when appropriate, not to hear your own voice. Listening and digesting is imperative to the process. No side bars, they are not relevant in most instances, or they are focusing on preplanned speaking and statements, game plans. Be present, alert to hear what’s going on. Share the air time, do not dominate the discussion, and listen respectfully to what others have to say. Be flexible and open.
  
- ❖ Verbal or non-verbal communication :  
We are to be respectful of others communication to the group even if we are diametrically opposed to the content. We are not to sling hurtful jabs, judgments, attacks or blaming statements at one another. We are not to negatively judge the content of one’s speech or evaluate it for perceived accuracy, nor are we to evaluate another committee member’s idea or their questions seeking clarification. WE are mindful that we will not be offensive in our speech.
  
- ❖ Give each other the benefit of the doubt and assume their best intentions.

❖ Collegial Consultation :

Consult collegially with your constituents as requested by the committee, make sure your dialogue is complete and open. You, as a committee members represent a small piece of the campus fabric and you represent that piece to the best of your abilities. Your vote is from your constituent group, it is not representing you alone. You do not represent yourself. In your duties as a committee member remember to keep the greater good in mind. Remember that the SCC and any other group your represent is a 'big picture' group.

**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:

**Student News Media and Journalism Publications**

*Reference: U. S. Constitution, Education Code Sections Title 5 §55200*

The Southwestern College Governing Board encourages all Journalism students to participate in news media activities, including the student newspaper. Southwestern College News Media students, faculty and administration agree to the following news media procedures:

**Faculty News Media Advisor Procedures:**

1. The District acknowledges the Advisor's co-curricular work with students and shall support appropriate reassigned time and stipend to the position comparable to other state and national programs, per contract language. This reassigned time is to support the demanding and time intensive role of the News Media Faculty Advisor.
2. The role of the Student Media Faculty Advisor is to teach the students the fundamentals of newspaper production, the basics of media law and the ethical standards of the profession, including the Society of Professional Journalists Code of Ethics.
3. Faculty Advisor(s) of campus journalism publications shall keep the school dean informed of all awards, commendations and other accomplishments of the program to enable the district to recognize and honor student journalists who achieve notable accomplishments during their studies at Southwestern College and celebrate alumni as they attain success in their field.
4. The cognizant Dean of the School of Arts and Communication will advocate for, protect and defend the college Journalism program from undue influence, intimidation, retribution of any kind, ~~by other district administrators or governing board members,~~ internal or external, to the College District.
5. The faculty advisor, based on his/her training and experience, shall ~~recommend to the dean be responsible for~~ the selection of the program service providers, such as the newspaper printer, website host, and other budgetary and structural decisions that will present themselves as the industry continues to change and evolve. The faculty advisor shall ~~provide to the dean consult with the school dean and provide the dean with~~ the necessary standards in selection of service providers. The selection process will be consistent with College District's budgetary policies and requirements. As the Student Media Faculty Advisor must ensure that the service provider offers a positive learning environment for the students of the journalism program, these curricular matters must meet curriculum standards to meet the academic needs of students, as required by the mission and vision statement of the college to support student success.

## Student News Media and Journalism Publications

Faculty Adviser will adhere to reasonable budget and purchasing procedures that are in line with the college mission and vision, and support student achievement.

### Newspaper Publication and News Media Operational Procedures:

1. Contribution to the campus newspaper is open to any student in good standing enrolled in a Southwestern College Journalism class.
2. The Southwestern Community College District ~~shall~~ may fund up to a minimum of 14 editions of the campus newspaper per year as the budget allows. This will meet the ~~requirements standards~~ of national student journalism organizations as well as the ~~required~~ 176 contact hours ~~required~~ per the course outline ~~each semester~~. The District will also fund associated educational costs including but not limited to conference attendance, field trips, competitions, supplies, technology and maintenance of facilities to support student success, as the budget allows, in alignment with ~~School~~ budget priorities.
3. Journalism students of the newspaper Editorial Board, defined herein as the section editors and management positions of the campus newspaper and its associated publications, will make editorial decisions regarding news media including but not limited to budgeting of stories, editing, page layout, photography, graphics and other editorial elements, based on professional journalism industry standards and the Society of Professional Journalists Code of Ethics. Student editors are empowered to make editorial and advertising decisions free of interference and retribution by District administration and/or censorship by the faculty adviser.
4. The Student News Media and Journalism Publications Advisor shall be responsible for ~~making recommendations to the School dean operational decisions~~ on print and electronic publications, including printing and other expenditures. ~~in consultation with the school dean~~. These decisions shall be based on academic program review needs, cost effectiveness, service to students, quality and the service provider's willingness to participate in and support the learning process of Journalism students.
5. Newspapers shall be made available in hard copy to the college community and the public at several preselected sites both on campus as well as off campus chosen by the Editorial Board.
6. Newspapers shall also be made easily accessible in electronic form to the college community and the public by ensuring that they are posted in a timely fashion on the home page of the SWC website.

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## Student News Media and Journalism Publications

### Journalism Grievance Procedures

In order to provide a way for students, faculty, administrators and community members to protest or clarify items that are published regarding statements made, actions taken and or beliefs held, there shall be a journalism grievance procedure.

**Definition of a Grievance:** A grievance is a complaint that alleges facts which, if true, would demonstrate a violation of the grievant's right to free inquiry, free speech, or fair treatment; contains allegations that appear to be substantially credible; and is not frivolous.

#### Grievance Proceedings:

- Grievant must contact the newspaper's faculty adviser about their issue.
- Grievant must request a correction and/or retraction if published information is incorrect.
- Grievant may write a Letter to the Editor expressing their point of view about the grievance **and may request that it be published.**
- News Media Faculty Adviser will brief the dean on **a resolution to these grievances. serious grievances.**
- Other grievances must adhere to the District student grievance process.



**COURSE ADDS AND DROPS**

**Reference:** Education Code Section 70902

The primary responsibility for class attendance and maintaining an accurate registration record rests with the student. Each student must submit adds or drops during the registration period of each term within published timelines.

Instructors are responsible for maintaining accurate and proper accountability records for state apportionment requirements. Instructors must drop inactive students to include; no shows, no longer participating in the course and/or who have officially withdrawn.

See Course Adds and Drops Procedure - 5075

## CLASS CHANGES

~~Students are responsible for each course on their official study list filed at registration. Class withdrawals are permitted without effect on record or grade, beginning the first week of classes through the end of the fourth week for a regular semester; and, until the deadline published for a short-term course or summer session.~~

### ~~Adding a Class after Registration~~

- ~~1. Students may add a class only by officially filing a Class Add form in the Admissions Center during the first week of a semester, or prior to the deadline established for short-term courses or summer session.~~
- ~~2. To add a course, a student must obtain the instructor's signature of approval for each course added, and file the Class Add form in the Admissions Center. Note: A class enrollment is not official until the Class Add form is filed. A request to add a course may be accepted in the Admissions Center, but will be rejected later if found to be a repeated course.~~
- ~~3. A student cannot be added into a class by simply writing a name on the roster. The instructor, after granting approval to the student to add, must direct the student to the Admissions Center to file an approved Class Add form. Note: The student should present, by the next class meeting, a validated form to verify adding the class.~~

### ~~Withdrawing from Class after Registration~~

- ~~1. A student may officially withdraw from a course only by filing a Class Withdrawal form in the Admissions Center.~~

~~2. Students are permitted to withdraw from a course through the twelfth week of the regular semester and the deadline established for summer session, and received a "W" grade. After the withdrawal deadline, students must be assigned a grade (A, B, C, D, F or I, CR or NC).~~

#### ~~Dropping Students from Class~~

~~1. Instructors may drop any student who fails to attend the first class meeting.~~

~~2. Instructors must drop a student from with or without an explanation for never attending class the first week of the term, unless the student has contacted the instructor beforehand and the instructor granted an excused absence.~~

~~Date: 7-90~~ ~~Page 1 of 3~~

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~~CLASS CHANGES~~ ~~No. 6024~~

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~~3. Instructors may drop a student from a class if the hours of unexcused absences exceed the number of hours the class meets per week, or if the student's total hours of absence for any reason exceed twice the number of hours the class meets per week.~~

~~4. Instructors must drop from class any student who has not been in attendance during a period of 14 consecutive calendar days.~~

~~5. Instructors may drop a student from class after every reasonable attempt to notify the student of the proposed action, for:~~

~~a. Academic cheating or plagiarism~~

~~b. Disruptive behavior~~

~~\_\_\_\_\_ c. Non-performance (failure to participate in the required activities of the course)~~

~~d. Excessive tardiness – Excessive tardiness is defined as a student arriving late to a class or required class activity more than three times after the first two weeks of each semester or the first week of a short course or Summer Session. After a student is tardy for the third time, if it is the intent of the instructor to drop the student, the instructor shall verbally or in writing warn the student that an additional tardy may subject the student to being dropped from the class. Following such a warning, the instructor may drop a student from class upon the next occasion of the student being tardy.~~

~~Any instructor may adopt a more permissive tardiness policy. Any modified policy shall be reviewed with the instructor's students at the beginning of the course and will include the provision that a written or verbal warning must be given prior to dropping a student from class.~~

~~Instructors may temporarily restrict entry to the classroom due to an unusual learning activity such as (but not limited to) tests, group dynamic exercises, experiments or guest speakers.~~

~~6. Students have the right to appeal any actions taken under this policy through the Grievance and Order Committee.~~

~~7. If the exclusion is appealed, the student will have the right to return to class pending action by the Grievance and Order Committee providing there is no repetition of the original cause for exclusion.~~

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Date: 7-90

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CLASS CHANGES

No. 6024

~~Note: Attendance requirements may vary in programs where attendance regulations are established by an outside regulatory agency. When this occurs, students will be notified in advance of the attendance requirements of the program.~~

~~Southwestern Community College District Policy~~ ~~6093~~

~~Students~~

### ~~Attendance in Classes~~

~~Each student is expected to attend every meeting of every class in which he/she is registered. In case of absence, it is the responsibility of the student to inform the instructor.~~

### ~~Dropping Students from Classes~~

- ~~1. Instructors may drop any student who fails to attend the first class meeting if the class is at maximum enrollment and other students are waiting to enroll.~~
- ~~2. Students will be dropped from class for lack of a prerequisite.~~
- ~~3. During the add period of the term, instructors must drop a student from class with or without an explanation for never attending class unless the student has contacted the instructor beforehand and the instructor granted an excused absence.~~
- ~~4. After the add period of the term instructors may drop a student from a class if the hours of unexcused absences exceed the number of hours the class meets per week, or if the student's total hours of absence for any reason exceed twice the number of hours the class meets per week.~~
- ~~5. Instructors must drop from class any student who has not been in attendance during a period of 14 consecutive calendar days unless an approved leave of absence petition has been filed with the Admissions office.~~
- ~~6. Instructors may drop a student for excessive tardiness—Excessive tardiness is defined as a student arriving late to class or require class activity more than three times after the first two weeks of each semester or the first week of a short course of Summer Session. After a~~

~~student is tardy for the third time, if it is the intent of the instructor to drop the student, the instructor shall verbally or in writing warn the student that an additional tardy may subject the student of being dropped from the class. Following such a warning, the instructor may drop a student from class upon the next occasion of the student being tardy.~~

~~An instructor may not lock a classroom door. However, instructors may temporarily restrict entry to the classroom due to an unusual learning activity such as (but not limited to) tests, group dynamic exercises, experiments or guest speakers.~~

~~7. Instructors may exclude a student for two class meetings pursuant to misconduct law. Misconduct is defined as:~~

- ~~a. Academic cheating and plagiarism.~~
- ~~b. Disruption of instruction activity, administrative procedures or public service functions, continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent abuse of college personnel.~~
- ~~c. The use, sale or possession on campus, or presence on campus under the influence of alcoholic beverages, narcotics, other hallucinogenic drugs or substances, or any poison classified as such by schedule "D" in Section 4160 of the Business and Professions Code.~~
- ~~d. Alteration or misuse of college documents, including acts of forgery and furnishing false information.~~
- ~~e. Acts or threats of damage to or theft of property belonging to or located on college controlled property or facilities.~~
- ~~f. Act or threat of physical abuse of any person. Assault or battery upon any student, college personnel or authorized college guest, or any other person.~~
- ~~g. Violation of college regulation of State law.~~

~~8. Students have the right to appeal any actions taken under this policy through the Grievance or Order policy.~~

~~9. If the exclusion is appealed, the student will have the right to return to class pending action by the Grievance and Order Committee providing there is no repetition of the original cause for exclusion.~~

~~Note: Attendance requirements may vary in programs where attendance regulations are established by an outside regulatory agency. When this occurs, students will be notified in advance of the attendance requirements of the program.~~

COURSE ADDS AND DROPS

**References:**

Title 5 Sections 55024, 58004 and Student Attendance Accounting Manual

**Adding Open Classes**

Students may add classes within the official registration period.

**Adding Closed classes/placement on the Wait List:**

- A student may add a class as listed above. If the class is closed, he/she may opt to be placed on the waitlist. Students must have a valid email.
- Student must not have a hold on his/her record. All pre-requisites and/or co-requisites requirements must be met to be eligible.
- As enrolled students are dropped for non-payment, waitlist students are moved into the class. Students are notified of the move from the waitlist to the class through their email and telephone number on record.
- Students must make payment within 5 calendar days or they will be dropped from the class for non-payment.
- Students are responsible for payment for each class, in which they are enrolled.
- The student must attend the class or notify the instructor of an absence for the first day of their classes.

**Adding classes during the add period:**

If the waitlist is full, students may attend a closed class to find an open seat. The student must obtain an add code or signature on the add/drop form from the instructor. Students must register for the class with the add code in WebAdvisor or at the Admissions and Records, with either the add code or instructor signature. A class enrollment is unofficial until the add code has been processed.

Students, whose names do not appear on the class roster, are not registered in the class. Students on the waitlist are not officially registered in a course. Students' registration statement also indicates whether students have officially registered for a class.

After the add period concludes, a student may add classes only if the instructor certifies that the student has been in attendance during the add period and by submitting a Late Add Form to Admissions and Records for approval.



After the census period, a student may add classes only if the instructor certifies the student has been in attendance since the add period AND the School Dean signs the Late add/drop form. The student will submit the form to Admissions and Records for approval or denial.

## **Withdrawals**

Withdrawals or drops are authorized through the last day of the fourteenth week of instruction for full semester classes or 75% of the term, whichever is less. Withdrawals can be made under the following conditions:

- Students who withdraw or drop from a class during the first two weeks of the semester or the 10% point of actual class meeting days for short session classes will receive a refund for all fees paid and will have no annotation on their permanent record (transcript).
- Students who withdraw after the last day of the fourth week of the semester and prior to the last day of the fourteenth week or 75% point of a short term class will receive a "W" grade for the class.
- Students are not authorized to withdraw after the last day of the fourteenth week of the semester or the 75% point of a short session class. At this point, students must be assigned a grade of A, B, C, D, F, Pass, No Pass OR I.
- Students may petition to withdraw after the last day of the fourteenth week of the semester or the 75% point of a short session class for extenuating circumstances.

## **Dropping students from classes:**

While primary responsibility for class attendance and maintaining an accurate registration record rests with the students, the instructor is charged with the responsibility for maintaining accurate and proper accountability records for state apportionment requirements.

- Instructors are required by Title 5 to clear their class rosters of all inactive students no later than the last business day prior to the Census for the semester or session. "Inactive students" include:
  - students identified as no-shows,
  - students who are no longer participating in the courses,
  - students who have officially withdrawn
- Instructors must drop any student who fails to notify their instructor of their absence or who fails to attend the first class meeting if the class is at maximum enrollment and other students are waiting to enroll.

- Students will be dropped from class for lack of a prerequisite.
- After the add period of the term, instructors may drop a student from a class if the hours of absences exceed the number of hours the class meets per week, or if the student's total hours of absences exceed twice the number of hours the class meets per week. Attendance requirements may vary in programs where attendance regulations are established by an outside regulatory agency. When this occurs, students will be notified in advance of the attendance requirements of the program.
- A student shall not be permitted to receive more than three "W" symbols on his or her record for enrollment in the same course. A student who enrolls in a course after having previously received three "W"s in the same course shall receive either a grade or a different non-evaluative symbol. The grade or different non-evaluative symbol shall be recorded on the student's academic record unless the student withdraws from the course prior to the end of 2nd week of instruction.
- Students who have exceeded the number of permissible withdrawals will need to petition for extenuating circumstances. (See the Course Repetition and Course Withdrawal procedure)



ATTENDANCE ACCOUNTING

**References:** Title 5 Sections 58000 et seq.

Pursuant to Education Code Section 84040, the Department of Finance, the Auditor General, and the California Community College Chancellor's Office, documentation requirements are maintained to promote standardized, accurate reporting of data use for calculating the state general fund apportionment and to facilitate annual audits required of the District.

**FULL-TIME EQUIVALENT STUDENT (FTES) REPORTING PERIODS**

Full-time equivalent student (FTES) shall be reported on forms prepared by the Chancellor's Office at such times as required by law or regulation.

**Reporting Dates for State Apportionment Reports (CCFS-320)**

1. The "first period" (P1) reports encompass data for July 1 through December 31.
2. The "second period" (P2) reports encompass data for July 1 through April 15.
3. The "third or annual" (P3) reports encompass data for July 1 through June 30.

**Attendance accounting requirements include the following areas:**

- Computation of units of full time equivalent student (FTES) based on the type of course, the way the course is scheduled, and the length of the course.
- Selection of a single primary term length for credit courses.
- Reporting of FTES during the first period between July 1 and December 31, and the second period between July 1 and April 15.
- Compliance with census procedures prescribed by the State Chancellor's Office for all credit courses, including work experience, independent study, and credit courses being reported on an actual attendance basis.
- Preparation of census day procedure tabulations.
- Preparation of actual student contact hours of attendance procedure tabulations.
- Preparation (as applicable) of actual apprentice hours of teaching procedure tabulations.

- Preparation of support documentation regarding all course enrollment, attendance and disenrollment information.
- Computation of FTES that includes only the attendance of students while they are engaged in educational activities required of students, and while they are under the immediate supervision and control of an academic employee of the District authorized to render services in that capacity.
- Maintenance of the college in the District at least 175 instructional days during the fiscal year.

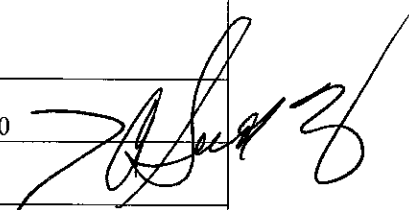
**Southwestern Community College District  
Shared Consultation Council (SCC)**

**Request for Consultation Form**

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

<b>Title:</b>	5075: Course Add and Drop – Policy and Procedures 5070: Attendance Accounting - Procedures	
Brief Overview of Proposal (attach additional support documentation as appropriate): 1. Course Add and Drop - Policy and Procedures 2. Attendance Accounting – Procedures, only.		
<b>STEP 1</b>	Date of First SCC Consultation: Started in Fall semester before the new SCC consultation process	
<b>STEP 2</b>	Consultation Start Date: 8/24/2010	
<b>STEP 3</b>	Name of Originator: Mia McClellan, Dean, Student Services	
	Sponsoring Constituency Group: Student Affairs	
	Extension: 6369	Email: <a href="mailto:mmcclellan@swccd.edu">mmcclellan@swccd.edu</a>
<b>STEP 4</b>	Timeline determined by SCC: As soon as possible.	<input type="checkbox"/> <b>Normal</b> (14-21 Calendar Days)
		<input checked="" type="checkbox"/> <b>Urgent</b> (5-7 Calendar Days) Must provide a rationale: The process has changed for consultation. Consultation has been completed. Need to move to Governing Board for Policy approval. Catalog, faculty handbook and other publications need to be changed before the 11-12 year.

<b>STEP 5</b>			
	SCC Constituency Group Required for Consultation(Check all that apply)		Additional Stakeholders Required For Consultation
<input checked="" type="checkbox"/>	Academic Senate January 25, 2011	1.	Dean's Council Reviewed at DC meeting on August 25, 2010
<input checked="" type="checkbox"/>	ASO September 14, 2010	2.	Student Services Council November 1, 2010
<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.

## Constituency Group-Representative

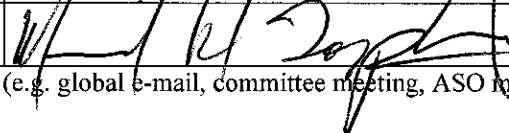
Date 4/11/2011	<b>Academic Senate-Academic Senate President</b> Angelina Stuart
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Signature	
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Manner of consultation (e.g. global e-mail, committee meeting, Academic Senate meeting):

Academic Senate meeting

Date 4/11/2011	<b>Associated Student Organization- ASO President</b> Mandel Lopez
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Signature	
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Manner of consultation (e.g. global e-mail, committee meeting, ASO meeting):

ASO Senate Meeting

Date	<b>California School Employee's Association-CSEA President</b>
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Signature	
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Manner of consultation (e.g. global e-mail, committee meeting, CSEA meeting):

Date	<b>Classified Senate- Senate President</b>
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Signature	
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Manner of consultation (e.g. global e-mail, committee meeting, Classified Senate meeting):

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



**Governing Board Institutional Goals** as finalized at the April 7, 2011 Study Session

- GOAL 1: Ensure restoration of full accreditation status and continue to use accreditation standards to guide strategic planning and operations.
- GOAL 2: Continue development of integrated data systems that provide information for measurable student success that support college operations, and institutional decision-making. Build a culture of evidence.
- GOAL 3: Ensure that the College District budget effectively addresses the current fiscal crisis and provides fiscal stability to maintain instructional, student support, and operational integrity.
- GOAL 4: Ensure a state-of-the-art teaching, learning, and work environment, including but not limited to technological advancements.
- GOAL 5: Taking into consideration anticipated severe budget reductions, develop a plan to prioritize the SCCD focused Mission for the determination of resource allocation.
- GOAL 6: Optimize resources and generate revenue for and through programs, partnerships, and grants.

**Governing Board Performance Goals** as finalized at the April 7, 2011 Study Session:

- The Board identified the following goals to enhance its own performance as a board. These goals will be included as criteria in the next board self-evaluation.
- Monitor progress on the board goals for the institution, including establishing objectives and a timeline in conjunction with the Interim Superintendent/President.
- Implement a study session schedule for board education and monitoring.
- Continue review and updating of board policies.
- Expect board members to be visible and involved in the community, including with business, industry, education, labor and civic organizations.
- Conduct a search for a permanent Superintendent/President and hire an outstanding candidate.
- Review the board self-evaluation process and criteria prior to the next cycle and implement changes as appropriate.