

SHARED CONSULTATION COUNCIL
 STRATEGIC PLANNING ~ POLICY & PROCEDURE APPROVAL ~ ISSUE MANAGEMENT ~ CAMPUS COMMUNICATION
Wednesday, May 11, 2011 -- 3:00 – 4:30 pm
Room L238S

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>	x	<i>Gary Creason, Bus., Professional & Tech. Ed.</i>
x	<i>Angelina Stuart, Co-Chair, Academic Senate President</i>	0	<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>
ex	<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>	x	<i>Chris Hayashi, 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>Bruce MacNintch, CSEA Rep.</i>
x	<i>Trish Axsom, Academic Affairs at Large</i>	0	<i>Edith Ruvalcaba, CSEA</i>
x	<i>Irma Alvarez, Centers Rep., (HEC, SY, OM, NC)</i>	x	<i>Michele Fenlon, CSEA</i>
x	<i>Bea Zamora-Aguilar, Student Services at Large</i>	ex	<i>Linda Gilstrap, Director of Instl. Research, Grants & Planning</i>
x	<i>Eric Maag, Arts & Communications</i>	x	<i>Patricia Flores-Charter, SLO Coordinator</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>
	<i>Guest(s): Kathy Tyner, Chris Bender, Max Branscomb, Silvia Cornejo-Darcy, Chris Perry, Mia McClellan</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. <p>+ 1 Other academic and professional matters as mutually agreed between the Gov. Board & the Academic Senate.</p>
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AGENDA ITEM	DECISION
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1. Call to Order /Approval of Agenda	Called to order at 3:04 pm/ Agenda: deletion of item 14 Digital Media Support Proposal. - Approved
2. Approval of the Minutes, 04/27 & 5/4	Both sets of minutes were approved w/ no changes
3. SCC Prioritization: SCC List from Program Review	<p>Tyner/Hensley disseminated a draft of the SCC Prioritization of Institutional Needs spreadsheet containing the list of 153 items with the top 80 listed, the final aggregate scores, and priority order.</p> <p>They asked the SCC membership to do the “cherry picking version” and send it back to them but told them that they would have to count because their prioritization score should total 11,635; if the scores do not add to this number, then the member should check their scoring and make sure it totals the 11,635 number.</p> <p>This list will go to the SCC Budget Committee. As per Accreditation standards, these priorities will provide guidance for budget allocation. The budget decisions are anticipated to be completed by June.</p> <p>SCC Members were asked to review the priorities list and bring back any discrepancies for discussion to the next meeting. The list will also be sent back to the planning committees. If there are any concerns about the order, email it to Angie Stuart and it will be brought forth to the SCC. At this point, while not secret, the SCC agreed to not distribute the list globally until it can be finalized next week.</p>
5. SCC Ground Rules and Civility Task Force: Update	Postponed to next time
I. Strategic Planning Update	
6. Summer & Fall Meeting Schedule: Day, Time & Duration	Postponed to next time
7. ARCC Report	Postponed to next time
8. Retirement Recognition Task Team: A recommendation	Postponed to next time
9. Center Status	<p>Sylvia Cornejo-Darcy and Chris Perry presented to the SCC and sought SCC support to authorize and endorse San Ysidro and National City to achieve Center Status. They provided an informative presentation regarding the timelines and the monies required to do so. San Ysidro would need \$138,000 to open Friday & Saturday in order to increase FTES; the center as it is now, cannot make 500 FTES if it does not open on Fridays. The Centers would like to be on the fast-track to achieve Center Status for Summer 2012. The Budget committee endorsed their proposal last week (5/5/11).</p> <p>It was suggested by Denise that if opening up SY on Fridays & Saturdays could be another source of revenue, that the SCC consider providing authority to increase FTES in Fall so that Center Status could be obtained sooner rather than later. There was support for this new accelerated move to seek Center Status for July 2012.</p>

10. Budget Committee Update	Postponed to next time
11. Safety Committee Update	Postponed to next time
12. SWC Website Update	Postponed to next time
13. ITC Committee Structure Suggested Re-Org	Co-chair Stuart explained that the ITC would like to have the Director of IT serve as the Co-Chair instead of the VPBFA. There was a M/S/C to accept the ITC Committee suggested re-organization appointing the Director of Technology to act as the Co-Chair. Patti Larkin will serve as ITC Co-Chair until the ITC Director is named, which is anticipated very shortly. Motion approved.
II. Policy/Procedures Development	
Constituency Feedback requested: - 1 st Reading 14. Policy & Procedure Flowchart – Chart	Postponed to next time
Constituency Feedback 15. Policy & Procedures from Academic Senate * <ul style="list-style-type: none"> Policy & Procedures 4500: Student News Media & Journalism Publications- 2nd Reading & Action: Policy & Procedures 5311: Faculty Recognition Awards - 1st Reading Policy & Procedure 4350: SLO Assessment (1st reading) 	M/S/C to accept the Academic Senate version of Policy & Procedures 4500. Discussion centered around the authority of the Dean on items pertaining to the Faculty Advisor to the Sun; it was suggested that we use broad language and use “rely primarily” in the document. After much discussion, motion was approved. The other policies & procedures are first readings; the SCC membership was asked to solicit their constituencies for input for next week for approval.
<ul style="list-style-type: none"> Policy & Procedures 7160 Professional Development 1st Reading: 	This policy & procedure is a first reading and is time-sensitive as it’s needed for Accreditation; the SCC membership was asked to solicit their constituencies for input for next week for approval in order to make the June 1 st deadline for Recommendation 7 Staff Development.
Constituency Feedback 17. Policy and Procedures: <ul style="list-style-type: none"> 5075 – Course Add and Drop (1st reading) 5070 – Attendance Counting – Procedures (1st reading) 	The other policies & procedures are first readings; the SCC membership was asked to solicit their constituencies for input for next week for approval.
Constituency Feedback 18. Policy & Procedure Procedures: Naming Procedures of Electronic Files	Postponed to next time
20. SWC Governing Board Goals	Postponed to next time
21. Human Resources Report <ul style="list-style-type: none"> Certificate (attachment) 	Postponed to next time
19. Accreditation Update	Postponed to next time
20. School of Social Sciences & Humanities Possible Merger (Attachment)	Postponed to next time
21. Academic Senate items *: <ul style="list-style-type: none"> SWC Curriculum Handbook SWC Faculty Handbook 	Information only: Angie shared that the Academic Senate recently approved both the Curriculum Handbook and the Faculty Handbook. Both items will be posted on the Academic Senate website and will be sent out globally as well.
22. ASO Report	Postponed to next time
23. Categorical Programs Presentation	A Presentation was made by VP Suárez highlighting the

	importance for additional District funding of categorical programs (EOPS/DSS/Matriculation), which the District can't afford to fund at the present time. It was noted that many of California community colleges have had to dismantle these programs because of the lack of State funding, which has impacted students. It was also mentioned that there are other unmet funding needs, which include BSI, HUD and other funding, that the SCC should consider before the final Prioritized List is sent to the budget Committee for funding. The Co-chairs will ask the BSI Co-Chairs to present to the SCC next week so that the SCC knows how much is needed and has related data in order to the recommendation to be made.
25. SCC Global Emails	Postponed to next time
26. Governmental Relations Update	Postponed to next time
27. Naming of Buildings Committee: Update	Update: There will be a meeting of this committee on Tuesday, May 31 to reconvene and bring forth issues. There have been several items pending, such as the naming of the Library, as well as suggestions to name buildings for Joe Rindone and other founders, as well as other employees. More information to follow that meeting.
<ul style="list-style-type: none"> • Any comments? • Items for future agendas? 	<p>Co-Chair Stuart called for a couple of volunteers to work on the SCC Operating Principles task force: Bea Zamora and Valerie Goodwin volunteered to work with Angie on this. The operating principles will be brought back to the SCC in early to mid June.</p> <p>A special thank you was given to Patricia Flores –Charter as the outgoing SLO Coordinator. Thank you Patti!</p>
<p><u>Pending Items</u></p> <ul style="list-style-type: none"> • Committee on Committees Task Force • Comprehensive Emergency Management Program Development: Update (Temple) • Policy & Procedure 3300 Public records consultation • Establish College Song: Branscomb's <i>Phoenix</i> • Parking Issues Task Force Report • Student Success Needs: SCC Response <ul style="list-style-type: none"> ✓ Pantry/Food Bank ✓ Emergency Scholarship Project 	

Summary/Adjournment

The meeting adjourned at 5:05 p.m.