

SHARED CONSULTATION COUNCIL
 STRATEGIC PLANNING ~ POLICY & PROCEDURE APPROVAL ~ ISSUE MANAGEMENT ~ CAMPUS COMMUNICATION
Wednesday, June 22, 2011, 2:00 – 4:00 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>Valerie Goodwin, Health, Exercise & Athletics</i>
x	<i>Angelina Stuart, Co-Chair, Academic Senate President</i>	x	<i>Randy Beach (for Leslie Yoder), Language & Literature</i>
x	<i>Mark Meadows, VP for Academic Affairs</i>	x	<i>Lukas Buebler, MSE</i>
x	<i>Robert Temple, VP for Business & Financial Affairs</i>	x	<i>Chris Hayashi, Social Sciences & Humanities</i>
ex	<i>Michael Kerns, VP for Human Resources</i>	x	<i>Diane Gustafson, Instructional Support Services</i>
x	<i>Angelica Suarez, VP for Student Affairs</i>	x	<i>Andy MacNeill, CSEA Rep.</i>
x	<i>Claudia Duran, ASO President</i>	x	<i>Bruce MacNitch, CSEA Rep.</i>
	<i>Victoria Lopez, Presiding Chair, Council of Chairs</i>	x	<i>Edith Ruwalcaba, CSEA</i>
x	<i>Trish Axsom, Academic Affairs at Large</i>	x	<i>Michele Fenlon, CSEA</i>
x	<i>Irma Alvarez, Centers Rep., (HEC, SY, OM, NC)</i>	x	<i>Mink Stavenga, IPRC Co-Chair / AOC Co-Chair</i>
x	<i>Bea Zamora-Aguilar, Student Services at Large</i>	x	<i>Linda Hensley, IPRC Co-chair</i>
x	<i>Eric Maag, Arts & Communications</i>	x	<i>Ron Vess, AOC Co-Chair</i>
ex	<i>Gary Creason, Bus., Professional & Tech. Ed.</i>	x	<i>Linda Gilstrap, Director of Instl. Research, Grants & Planning</i>
ex	<i>Diane Edwards-LiPera, Continuing Ed., Economic & Workforce Dev.</i>	x	<i>Rebecca Wolniewicz, ISLO Coordinator</i>
ex	<i>Scott Finn, Counseling & Personal Development</i>	x	<i>Aaron Starck, SCCDAA Rep.</i>
	<i>Recorder: Gail Brown (Substitute for Rosalva Garcia)</i>	x	<i>Debbie Trujillo, Classified Administrator Rep.</i>
	<i>Guest(s): Tamiaka Guerra, Candy Arias (new ASO reps); Wayne Yanda; Chris Bender; Patti Blevins (Confidentials Rep) Kathy Tyner; Joel Levine, Terry Davis</i>	x	<i>Mary Wylie*, Strategic Planning Consultant</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:

1. Curriculum.	7. Processes for institutional planning and budget development
2. Degree and certificate requirements.	8. Faculty roles and involvement in accreditation processes,
3. Grading policies.	including self-study and annual reports.
4. Educational program development.	9. Policies for faculty professional development activities.
5. Standards of policies regarding student preparation/success.	10. Processes for program review.
6. District and college governance structures, as related to faculty roles.	+ 1 Other academic and professional matters as mutually agreed between the Gov. Board & the Academic Senate.

AGENDA ITEM	PRESENTER/S	DECISION
1. Call to Order / Approval of Agenda	Co-Chair: Stuart	MSC: motion approved w/ amendments
2. Approval of the Minutes: 6/1/11	Co-Chairs: Whittaker/Stuart	MSC: motion approved
BUSINESS ITEMS (* 10 + 1 items)		
3. SCC Ground Rules and Civility Task Force	Goodwin	Valerie spoke on behalf of the Civility Task force (consisting of Valerie, Ron Vess & Bea) and gave a sample of Civility Ground Rules adapted from those used in the BSI committee. They included member check in; discussing the "elephant in the

		<p>room” ; turning off electronic media; focusing on the issue at hand; being aware of our verbal and non-verbal communication; giving others the benefit of the doubt and assuming the best intentions; collegial consultation - that the SCC reps need to see the “big picture.”</p> <p>It was suggested to shorten and bullet the list to include ground rules such as:</p> <ul style="list-style-type: none"> • No rank in the room • Be on time • Come prepared • Respect all opinions • Don't interrupt <p>It was suggested that we include our institutional values thus modeling how SWC does business. The workgroup will revisit, revise and present next time a condensed version of these. There was also a suggestion that we use colored cards to address communication and/or civility issues (e.g. handing out “red cards” when a rule is violated.)</p>
--	--	---

I. Strategic Planning

<p>4. Strategic Planning Report:</p> <ul style="list-style-type: none"> • Updated Timeline • Environmental Scan • SCC Organizational Chart 	<p style="text-align: center;">Gilstrap/Stuart Co-Chairs: Whittaker/Stuart</p>	<p>Linda Gilstrap and Mary Wylie explained the need to reconfigure the timeline for next year's strategic planning so that it aligns better with the budgetary calendar and program review. This new cycle will realign this process and will require an abbreviated calendar that will end in February of 2012; it will include two forums instead of three. It was motioned, seconded and approved.</p> <p>A Draft revised SCC Organizational Chart was shared with the SCC which depicts a restructuring of the SCC to incorporate robust committees so that these can serve for many purposes: make decisions for the SCC, prioritize items from Program Review and be responsible for the Strategic</p>
---	--	--

		<p>Planning Action Plans/Strategic Plan sections.</p> <p>It was suggested that not having SCEA on the chart was not good; it was stated that according to AB 1725, it was not required by law. There was also a concern stated about having so many student voting reps.</p> <p>These proposed committees would be slightly different from this past year's committees; it was suggested that all SCC members review the chart, which will be refined and brought back for our next SCC meeting. No action was taken.</p> <p>MSC: 5-minute extension MSC: 8-minute extension</p>
5. SWC Governing Board Goals	Co-Chair: Whittaker	
6. Prioritization: Update <ul style="list-style-type: none"> 1st six faculty (FHP) positions proposed with a starting date of January, 2012 	Co-Chair: Whittaker	
7. Proposition R: Update	Temple/Brown	
8. ARCC Report	Meadows/Gilstrap	
II. Policy/Procedures Development		
9. Constituency Feedback requested: 1st reading Policy & Procedure Flowchart – Chart	Co-Chairs: Whittaker/Stuart Kerns/Blevins	
10. Naming Procedures of Electronic Files	Kerns/Blevins	
III. Issue Management		
11. Collegial Consultation (Policy & Procedure #4500)	Co-Chair: Whittaker	<p>Speaking of the “elephant in the room,” the issue of collegial consultation needed to be addressed regarding the Journalism Policy. Denise mentioned that it was not the vote itself but rather the manner in which it was done. SCC members walked away feeling deflated. The vote felt rushed, which is not “collegial.” When it was a close vote like this one was (e.g. 12 vs 13), it would have been better to not vote and wait a week. An SCC member mentioned that this policy had a long & difficult history at the College and that even if we had waited a week, people would have voted on “party lines.” Denise stated that she felt we were close, that the SCC could</p>

		have come to an agreement had it not rushed on this item and that perhaps in the future, we could take the extra time. It was then suggested by an SCC member that the SCC use a 2/3 approval vote, as the SCC had not established the percentage needed. It was agreed. The Journalism policy vote was a contentious vote but it will be honored as a group decision. It was good to clear the air.
IV. Campus Communication		
12. Vacancy: Update <ul style="list-style-type: none"> School of Social Sciences & Humanities School of Business, Professional & Technical Education 	Co-Chair: Whittaker	
13. Summer School 2012		Postponed to 7/6/11 meeting
14. SWC Website Update	Whittaker/Larkin/Bender	Postponed to 7/6/11 meeting
15. SCC Global Emails (Feedback on Options)	Co-Chair: Whittaker	Postponed to 7/6/11 meeting
16. Governmental Relations Update	Bender	Postponed to 7/6/11 meeting
17. Comprehensive Emergency Management Program Development: Update	Temple	Postponed to 7/6/11 meeting
18. SCC Retreat Suggestions (August 3, 12 – 4 p.m., L238 N & S, Lunch will be provided)		It was suggested that a workshop on True Colors be provided to the SCC, which would take 3 hours. The proposed schedule would be 9-12 for True Colors, lunch from 12-12:30 and then the retreat from 12:30-4:30. After much discussion, it was decided that it was too much for one day so the retreat will stay as previously scheduled.
V. Standing Committee Reports		
19. Accreditation Oversight Committee (AOC)	Stavenga/Vess	Postponed to 7/6/11 meeting
20. Enrollment Management Committee (EMC)	Stavenga/Lopez	Postponed to 7/6/11 meeting
21. Institutional Program Review Committee & Student Learning Outcomes <ul style="list-style-type: none"> IPRC SLO 	Hensley/Tyner Wolniewicz	Postponed to 7/6/11 meeting
22. Institutional Technology Committee (ITC)	Larkin/Stuart	Report postponed to 7/6/11 meeting: Announcement: New Director: Dr. Ben Seaberry!
23. Human Resources Committee (HRC) <ul style="list-style-type: none"> Committee on Committees Retirement Recognition Task Team 	Kerns	Postponed to 7/6/11 meeting
24. Budget Committee (BC)	Temple/MacNeill	Postponed to 7/6/11 meeting
VI. TQM Debriefing		
<ul style="list-style-type: none"> Other items? Any comments? Items for future agendas? 	Co-Chairs: Whittaker/Stuart	
Follow – Up Log		
<ul style="list-style-type: none"> Policy & Procedure 3300 Public Records (3 enclosures – consultation form, policy 		

<p>and procedure) (Whittaker)</p> <ul style="list-style-type: none"> • Establish College Song: Branscomb's <i>Phoenix</i> • Parking Issues Report • Student Success Needs: SCC Response <ul style="list-style-type: none"> ✓ Pantry/Food Bank ✓ Emergency Scholarship Project 		
---	--	--

Summary/Adjournment

4:29 p.m.