

SHARED CONSULTATION COUNCIL

STRATEGIC PLANNING ~ POLICY & PROCEDURE APPROVAL ~ ISSUE MANAGEMENT ~ CAMPUS COMMUNICATION

Wednesday, July 20, 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 Denise Whittaker, Co-Chair, Interim Sup./President	x Claudia Duran, ASO President
x Angelina Stuart, Co-Chair, Academic Senate President	x Tameika Guerrero, ASO Rep.
x Mark Meadows, VP for Academic Affairs	x Candy Arias, ASO Rep.
ex Robert Temple, Interim VP for Business & Financial Affairs	x Angel Castro, ASO Rep.
x Joseph Quarles, Interim VP for Human Resources	x Bruce MacNintch, CSEA Rep.
x Angelica Suarez, VP for Student Affairs	x Michele Fenlon, CSEA Rep.
x Ben Seaberry, *IT Director	x Heather MacNintch, CSEA Rep.
ex Victoria Lopez, Presiding Chair, Council of Chairs	x Deborah Peckenpaugh, CSEA Rep.
Centers Rep., (HEC, SY, OM, NC)	x Andy MacNeill, SCEA Rep.
ex Bea Zamora-Aguilar, Student Services at Large	ex Mink Stavenga, IPRC Co-Chair / AOC Co-Chair
x Eric Maag, Arts & Communications	x Ron Vess, AOC Co-Chair
x Gary Creason, Bus., Professional & Tech. Ed.	x Linda Hensley, IPRC Co-chair
x Diane Edwards-LiPera, Continuing Ed, Economic & Workforce Dev.	x Linda Gilstrap, Director of Instl. Research, Grants & Planning
ex Scott Finn, Counseling & Personal Development	ex Rebecca Wolniewicz, ISLO Coordinator
x Valerie Goodwin, Health, Exercise Science & Athletics	x Aaron Starck, SCCDAA Rep.
x Randy Beach (for Leslie Yoder), Language & Literature	x Debbie Trujillo, Classified Administrator Rep.
x Lukas Buehler, MSE	x Patti Blevins, Confidential Rep.
x Chris Hayashi, Social Sciences & Humanities	ex Mary Wylie*, Strategic Planning Consultant
x Diane Gustafson, Instructional Support Services	Guest(s) Chris Bender, Patti Larkin
Recorder: Rosalva Garcia	

*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: 7/6/11	Approved

BUSINESS ITEMS (*10 + 1 items)

<ol style="list-style-type: none"> 3. SCC Ground Rules and Civility Task Force 4. SCC Operating Principles 5. Membership / Org Chart 	<p>Goodwin made a presentation on the SCC Ground Rules & Civility. There was a suggestion to add "No rank in the room", which was then approved by the SCC. M/S/C to approve the ground rules and Civility. Approved.</p> <p>The SCC Operating Principles as revised by Stuart & Goodwin were presented to the SCC for discussion. There was much discussion and some disagreement about faculty representation on the SCC. After lengthy discussion on the revisions to the Operating Principles, M/S/C to review and approve the Operating Principles <u>without</u> the membership chart. Approved. After some discussion and edits to the documents,</p>
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Approved by Co-Chairs: July 19, 2011

Approved by SCC: July 20, 2011

DW:AES:RG

	M/S/C to accept the Operating Principles with all the edits discussed and agreed upon during today's meeting. Approved.
I. Strategic Planning	
<p>6. Strategic Planning Report:</p> <ul style="list-style-type: none"> • SWC Governing Board Goals • Strategic Action Plans 2011-12 – Handout • Updated Timeline – Handout • Environmental Scan – Update • ARCC Report 	<p>Co-chair Whittaker presented a handout on the Governing Board Goals and recommended that the SCC use Governing Board Goals #1-6. These should be used when programs are to be defunded or discontinued; there was clarification that defunding means that the program is still valid and sustainable but that funds are tight while discontinuance is a program that actually closes a program altogether. Denise explained that we as a College have not had a discussion as to where the line is to be drawn when discussing funding.</p> <p>Gilstrap gave a presentation of the progress of strategic planning action plans, with internal (District) and external (community) surveys planned to establish baseline data. Two separate consultation firms have been hired to do these. The 2011-2012 Strategic Action Plans are identical to the 2010-2011 action plans approved this past Spring; this is so that Strategic Planning can be realigned to a better cycle for institutional planning, as Program Review and Budgeting development were last year. M/S/C to approve the Strategic Planning Action Plans draft handout. Approved.</p> <p>Gilstrap disseminated copies of the 2012-13 to 2014-15 Strategic Plan annual Planning Cycles for 2013-2015 Institutional Strategic Plan. Please let her know if there is other information to include in the timelines. Gilstrap provided an update on environmental scan.</p> <p><i>M/S/C to extend the meeting to 4:15 p.m. Approved</i></p> <p>Gilstrap and Meadows provided a brief ARCC Report addressing SWC Institutional Performance Indicators (IPIs), which are established by the Chancellor's Office (C.O.). The data is not meant to be a scorecard but rather, meant to encourage dialogue and address issues internally to make SWC stronger. Meadows also distributed a handout on reasons why there may be no correlation between course success and course improvement.</p>
7. Prioritization: Update	Item Tabled
II. Policy/Procedures Development	
8. Constituency Feedback requested: 1 st reading Policy & Procedure Flowchart – Chart	Item Tabled
9. Policy/Procedure #4060 Delineation of Function	Item Tabled
10. Naming of Electronic Files	Item Tabled
11. Fraud Policy & Procedures	Item Tabled
12. Policy & Procedure 3300 Public Records	Item Tabled
III. Issue Management	
13. Reorganization Update / Personnel Hires 14. Establish College Song: Branscomb's <i>Phoenix</i> 15. Update – Food Pantry Project/Food Bank 16. Parking Task Team Update	All Issue Management Items were tabled
IV. Campus Communication	
17. From SF Weekly – Community College Students Discouraged from Repeating Classes	All Campus Communication Items were tabled
18. SCC Global Emails (Feedback on Options)	
19. Comprehensive Emergency Management Program Development: Update	
20. SWC Website Update	
V. Standing Committee Reports	
21. Accreditation Oversight Committee (AOC)	All Reports were tabled

- Campus Climate Survey Results	
22. Enrollment Management Committee (EMC) - Enrollment Projections - Summer School 2012 Recommendations	
23. Institutional Program Review Committee & Student Learning Outcomes • IPRC • SLO	
24. Institutional Technology Committee (ITC)	
25. Human Resources Committee (HRC) • Committee on Committees • Retirement Recognition Task Team	
26. Budget Committee (BC) • Governmental Relations Update	
VI. TQM Debriefing	
• Meeting Feedback • Items for future agendas	
<u>Follow – Up Log</u>	

Adjournment: 4:15 p.m.