

COLLEGE COUNCIL MINUTES

Monday, February 10, 2014
BFL Community Conference Room
2:00-4:00 p.m.

I		Organizational Items
	1.1	Call to Order: Stacey Shears
	1.2	Attendance: Melody Phillips, Ann Patton, Judy KleinFlynn, Marcia Perata, Ted Wieden, Danni Villas, Laurie Lema, Patrick Leong, Newin Orante, Sarah Ajwang, Steven Wijaya, Peter Garcia, Jeanie Dewhurst (note taker) Absent: Stacey Shears, Fiona Ajwang, Sam Park Guests: Kasey Spilman, Rachel Reyes, and Tish Young
	1.3	Adoption of the Agenda It was moved (Lema) and seconded to approve the agenda as presented. There was consensus approval.
	1.4	Approval of the January 27, 2014 Minutes It was moved (Patton) and seconded to approve the January 27, 2014 minutes with one correction. There was consensus approval.
II		Public Comment This time is reserved for members of the public to address the College Council. A limit of five (5) minutes per speaker and fifteen (15) minutes per topic shall be enforced. No members of the public were in attendance
III		Officer Reports
	3.1	Chair: Stacey Shears Stacey Shears was unable to attend the meeting today. Melody Phillips chaired in her place.
	3.2	President: Peter Garcia President Garcia shared that the 2013-2014 budget is secure. The college will borrow money from summer 2014 to meet the enrollment targets. This creates some uncertainty for the 2014-2015 budget. Garcia is currently reviewing the administrative program reviews. There is a major theme of facility renovation and equipment replacement. The ability to pass a local bond may be the only solution for facilities renovation. The other three governance committees are working hard. Integration Council has begun its work reading program reviews and ranking resource requests. The Budget Committee is finalizing the college's budget plan. Institutional Planning Committee is assessing college wide plans to serve the college. Each of the reports will come to College Council for review and feedback. The hiring processes for the college continue. Management and classified hires are in the process. There are currently nine faculty positions in recruitment. There will be a Box 2A process to determine additional faculty hires. Of high priority for the president will be to begin to look at a college human resources plan as called out for in the Strategic Plan.
	3.3	Faculty Senate President: Laurie Lema The next Faculty Senate meeting is February 11, 2014, where they will review DVC

		Procedure 1018.01, a proposed faculty resolution in support of City College of San Francisco, the proposed Strategic Plan, and the creation of a communication taskforce with the Director of Marketing and Communication. There was a lively discussion on the proposed first draft of the Developmental Education Master Plan.
	3.4	Classified Senate President: Ann Patton The last Classified Senate meeting was a forum for feedback on the accreditation self evaluation. Attendance at the two Pleasant Hill meetings was disappointing. The San Ramon Campus meeting had full attendance. Patton agreed to send out the accreditation PowerPoint developed by Ted Wieden to all classified.
	3.5	ASDVC: Sam Park Sam Park was not in attendance. Sarah Ajwang reported that ASDVC is still working on their goals and events for the semester.
IV		Accreditation Update – Discussion Ted Wieden reported that the writing for the self evaluation report is going well. February 15 is the deadline for the writing teams to make changes to the draft documents. The Accreditation Advisory Group is reviewing and making comments to the previous recommendations. All writing teams are pulling evidence to support how the college meets the Standard. DVC will participate in a nationally normed survey of students, Community College Survey of Student Engagement (CCSSE). The survey will be administered to approximately 100 course sections in March. The results will be available in the fall semester.
V		College Council Check-In - Spring 2014 Goals – Discussion College Council members suggested several goals: <ul style="list-style-type: none"> • Keep the chair rotation on track • Keep open minds • Continue the work in accreditation • Develop a master calendar for College Council • Promote the work of the Strategic Plan • Promote the elements that will lead to the development of a human resource’s plan • Bring the Student Equity Plan to College Council • Outreach efforts to all students • Promote active participation of students in the accreditation self evaluation report • Complete the resource allocation process and report to the college president • Assist in the development for the Institutional Planning Committee to address college-wide plans • Dialog on the general impression on what’s going on in the college, both things going well and things of concern • Conduct a retreat or professional development exercise for the committee members • Discuss how to fund college-wide interests, i.e. speakers on campus <p>It was moved (Perata) and seconded to address agenda item VII before item VI. There was consensus approval.</p>
VI		Strategic Plan – Information/Discussion/Decision Tish Young was in attendance to share the draft Strategic Plan goals, objectives,

	<p>strategies and timelines. Young shared that the documents shared today align with the college-wide plans template. The Institutional Planning Committee is prepared to work with committees on campus to help devise a report tool on college-wide plans. It will be important to imbed the goals, objectives, and strategies of the Strategic Plan into the work of the college. It will also be important for the institution to develop ways to fund innovation. There are enough objectives and strategies in the goals for all college units to choose what works best for them to meet a goal. The hope is that everyone will find themselves in some aspect of the plan. Currently, there is money set aside to fund the strategic plan. The monitoring of the plan will be critical. Strategies can continue to be developed. Young explained that the draft Strategic Plan is going to constituent members for feedback. The plan has already been vetted with the ASDVC Executive Council and the Inter-Club Council. It will be placed on the February 24, College Council agenda for action and forwarding to the college president.</p>
VII	<p>Student Success and Support Program (3SP) Implementation Update – Information</p> <p>Newin Orante gave an update on the college’s Student Success and Support Program (3SP). The goal is to increase the success of students. There is a revenue implication for the college. The Faculty Senate Student Services Committee and the Matriculation Committee joined in fall 2013 to have conversations about the 3SP approach at DVC. There is also a districtwide committee addressing the requirements. The plan comprises three components: orientation, student assessment, and educational planning. Priority registration is also an issue. Part of the deliverable is to create a tool kit by the end of the spring 2014 semester so that everyone will know what 3SP is on campus. There is currently no ASDVC participation. A student focus group was held in fall 2013 to affirm the college was going in the right direction. Another deliverable is to be able to develop measures. There is a common assessment tool being discussed at the State but this tool is about two years out. The student assessment capacity will be expanded. They are currently looking at ways to pre-assess students. Orante will report back on numbers for the increase in service. The Counseling Department will pilot an online orientation and educational planning this spring.</p>
VII	<p>Innovation Ideas</p> <ul style="list-style-type: none"> • Nancy Deason, Learning Disability Specialist, shared about Kurzweil 3000, a software product that reads textbooks to students. The DSS Department has 3,000 licenses for student use. She has visited basic skills English classes to talk about the resources. She would like instructors to know the resource exists and to encourage students to use the resource. College Council members gave several suggestions: use the “Back to Basics” DVC in student orientation; hold flex workshops on the software, have faculty include the resource in their syllabi; place a notice next to the textbook in the bookstore about the resource. • Laury Fischer and Ellen Kruse, English instructors, explained about the pilot program, Developmental Reading and Writing Across the Curriculum (DRWAC). The Foundations for College Success Committee (FCS) sponsored the program for this semester as part of outreach. FCS cannot sustain the program. If it is to grow, money is needed to increase the sections. To be successful the program needs to be institutionalized.

VII		Future Agenda Items
		<ul style="list-style-type: none">• DVC Procedure 1010.01, Integrated Planning – Laurie Lema• DVC Procedure 1016.01, Program Review – Laurie Lema• DVC Procedure 1018.01, Student Learning Outcomes & Achievement – Laurie Lema• DVC Procedure 5018.01, Budget Allocation Process – Laurie Lema
IX		Adjournment: 4:07 p.m.

**Next Meeting: February 24, 2014
2:00 – 4:00 p.m.
BFL Community Conference Center**