College Council Meeting Minutes
February 13, 2012

MEMBERS PRESENT:  Gari Browning  Tim Roberts
                 Jeff O’Connell  Scott Thomason
                 Joanne Schultz  Kathleen Schoenecker
                 Genie Gertz  Eddie West
                 Ralph DeUnamuno  Bruce Griffin
                 Matt O’Donnell  Jim Wright
                 Peggy Kauffman  Tom Harchous
                 Dave Schurtz  Shairon Zingsheim
                 Ron Travenick  Sally Scofield
                 Stephanie Pintello  Charlyn Gonda (for Nandar Lin)
                 Stephanie Ramos  Jason Trinidad (replacing Nabeel Naqvi)

MEMBERS ABSENT:  Leta Stagnaro

OPEN MEETING:

1. **College Council Meeting Minutes**
   Approval of College Council minutes: January 30, 2012

   MOTION: Moved/O’Connell; Second/Schurtz: Passed (with abstentions from Pintello and Ramos)
   to approve the January 30, 2012 meeting minutes.

2. **Announcement re: Governet / CurricUNET**
   - Deb Parziale announcement regarding Governet/CurricUNET. Having some glitches in PR module, still issues. As part of assessment process, Steve Thyberg, VP of Governet, will be spending the day at Ohlone on Tuesday, February 21. Governet is the company that created and manages both the CurricUNET Course and Program Approval Module and the Program Review Module. The purpose of this meeting is to spend time talking with Users and getting feedback in particular on the Program Review Module. Time is available from 9 - noon and 2 - 4 for faculty, staff, managers to chat with Steve to get user input (Room 7107). Stop by or send Deb Parziale your questions if you’re unable to participate in person.

3. **Council By-laws Amendment**
   - Review of document with various proposed changes to Council by-laws language.
   - Discussion regarding shift in by-laws to define Council Co-chair as exclusively faculty.
   - Browning statement: College Council serves two purposes. As a shared governance body, it provides a means for students, staff, and administration to have input into decisions that have a direct impact on them. It also provides the mechanism by which the administration and the faculty implement the requirements to reach mutual agreement on the items specified in Ed Code. It makes
sense then that the co-chair would be a faculty member since the co-chair sets the agenda, making sure we consult on the required items (planning, program review, professional development, budget) and guides discussion during the meetings.

- Many of the topics that come up here are mutually agreed with faculty and since faculty co-chair guides meeting, this contributes to underlying reasoning for faculty co-chair.
- Practical consideration of release time; easier for faculty.
- This is a procedure (not “policy”) and can be fairly easily changed.
- Stephanie Ramos question -- what would be the reasoning that they (classified) could not do it?
  - Response: College Council is the body where the mutually agreed items with faculty get carried out.
- Roberts question: Would CSEA give release time to a member to serve as co-chair?
  - CSEA response: Hard to say, but they may be willing. Can’t say for sure.
- Comment: It is difficult for classified staff to take time away from their positions. We are currently short staffed, though that should not be the reason for making policy/procedure decisions since staffing levels could change.
- Student question: What if the term determined by constituents is less than a year? Since we are saying that the term of office for each Council member begins and ends with the last scheduled meeting of the academic year, the by-laws language could be misunderstood here: d) Each constituency group determines the length of term for each Council member.
  - Response: Will state instead that “…each constituency group determines the number of years each member of their group will serve.”
- SEIU comment: Don't want to exclude someone if they want to step into that role as co-chair. Faculty has better perspective education-wise, but classified don't want to be excluded.
- Roberts: So, is this set of changes too exclusionary? We've been operating without faculty specific language in by-laws for years. It a change necessary?
- CSEA comment: CSEA does not have a problem with College Council being faculty heavy. It's why we're here, in concert with faculty senate. But there are others who don't see it that way. (Note & amendment 2/27/12: Personal comment made by Stephanie Pintello, speaking on behalf of herself and not the rest of CSEA.)
- Faculty comment: Since this is the first time we've seen these proposed changes, it should be an information item and then decided at next meeting. Isn't that what we're here? To hear from constituents and get feedback?
- Question: We’ve been talking about classified, but what about students or administration?
  - Co-chair response: Students come and go. High turnover; schedules change. Rarely see the same student from semester to semester.
- Audience comment: It does need to be a faculty member because of what's discussed at these meetings. Co-chair needs to have clear understanding of program review, strategic planning, perspective of what goes into teaching and learning. It’s not that others are not valued. We now have a collegial relationship with President -- a relationship we've never had before.
- Thomason: Having worked at four other colleges, normal to have faculty member as co-chair.
- Historically co-chair has been faculty.
  - Comment: Administration did serve temporarily. Past president was terrified of a non-faculty member stepping in as co-chair. Meetings were cancelled because of that.

4. **New Council Member - Faculty**

- Re-introduction of Alison Kuehner as new faculty Council member (appointed by Faculty Senate), to replace Jeff O'Connell. Discussion regarding need for motion and/or vote to make this official. Comment that Council members are appointed by constituent groups, not voted in.

**MOTION:** Moved/Schultz; Second/Scofield: Passed to accept resignation of Jeff O’Connell as faculty representative and acknowledge Alison Kuehner as new faculty member.
5. SLOAC Report

- Later this semester we will begin preparing our next accreditation self-study in preparation for site visit in 2014. Fall of 2013 will be shared governance review of self-study. Next meeting, Jim Wright will provide overview of process.
- Four standards in accreditation set-up. 11 sub-categories. Overall, 140 individual standards across those categories.
- Three components that ACCJC is interested in: planning, Program Review (PR), Student Learning Outcomes (SLO). Because of interest, rubrics have been created to judge college. Four levels of development in each category.
- College Council is focused on planning and PR; will review rubrics. Rubric for SLOs is within framework of faculty responsibility.
- Last self-study, Ohlone deemed to be at developmental stage. Hadn't fully implemented system for assessment. Last March, submitted mid-term report to ACCJC with update regarding progress. Determined we needed to step up work on proficiency; worked with leaders & faculty senate to reach proficiency & sustainability regarding SLO. Committee restructured; involves a dean and faculty member from each division.
  - Pursuing 2-year plan focused on faculty driving activity & participation. Assessment project ongoing. Pleased with amount of response and energy. Invited faculty to attend SLO meetings for presentation of their work; hoping to build set of models.
- Pursuing project to integrate course assessment, SLO assessment. GE committee reviewing. Will soon be at proficiency. Can be at sustainability before proficiency. Systems in place to keep it going.
- Many colleges struggling with these standards; not many models in place. Colleges creating approaches as they go.
- New accreditation standards were created in 2002. Many colleges struggled with SLOs; target dates created to reach certain levels. Planning and program review requirement already in place. Struggle with assessment; least defined. Rubric created to address “fuzziness”.
- Want to be fully accredited; excellent. Faculty embrace & participate. Less mysterious, more practical. Two-way street to accomplish advancing.

6. PIO Prioritization Process Update

- Program Review (PR) process to link PR to planning and budget; specific recommendation from last ACCJC visit. In PR documents, program improvement objectives linked to budget and goals/objectives.
- Budget committee as part of shared governance process; sub-committee of Council.
- PIOs collated, prioritized, brought to budget committee for funding (or mini-grants).
  - 91 program reviews. In PR module, 91 reviews. From those, we have 225 PIOs that now need to go through prioritization process. Many don't require budget.
  - For those that require resources, go through prioritization process. Extended period to finalize them - deadline is now Wednesday, 2/15. By March 30th, they have to go to PIO committee, led by Kathleen Schoenecker.
  - Prioritized down to 20 to be sent to budget committee. Idea is that every fall, all PIOs will be updated. Ongoing program review. Originators have opportunity to update annually. At end of fall semester, launched (sent on for approval process). Instructional sent to Dean and then VP; non-Instructional directly to VP.
- This year will get us to proficiency level. Positive progress.
- CurricUNET ties all this together.
7. Facilities Committee Update

- Review of slides from District Facilities Master Plan (DFMP) presentation by HMC Architects at last Facilities Committee meeting (2/7/12). Overview included proposed changes to Fremont & Newark campus (possible configuration of Fremont campus including buildings, athletic fields, parking lots and, for Newark, addition of solar to existing parking and consideration of additional parking and maintenance building). Conceptual stage only.
- Draft DFMP to College Council at 3/12 meeting with final review by Council on 4/23.

8. State Budget Update

- As of 2nd quarter, instead of $1.9 million cuts more likely $1.6M through December 31. Received Governor's proposal for budget for next fiscal year. In May will release May revise, pass budget by June 30th. Will not get paid salaries if budget not passed.
- Deficit factor has grown. We budgeted at 2.5%; now it's 3.3%. Number due to enrollment fees not being as high, more BOG waivers, property tax lower, redevelopment agencies went away as of the first of the month. 3.3% will fold into our projections. Don't expect it to go down.
- The current quarter will be reported in April. In March, we begin budget development for 2012-13.
- Governor's proposal is same amount as we had last year. Projection is if November initiative passes. If initiative fails, use mid-year cuts. In January we'll be cut another $1.9M; whatever we're short carries forward. Potentially $3M short. We would still have the minimum 5% reserve as recommended but no additional reserves for 2013-14. Still monitoring sister institutions.
- Smallest 9 colleges in the CC system won't be protected next year, as they were this year.
- Question: May be at least 3 tax initiatives on November ballot? When we get hit up at local parking lot, which one do we vote for?
  - Response: Vote for Jerry Brown's initiative. Two initiatives dropped off last week.
- CSEA comment: Hope that those making decisions when they consider 9 smaller colleges; those students will filter out to other colleges and can't be served. Hope that powers that be are aware.
  - Smaller colleges tend to be rural; for them to go somewhere else might be unlikely.
- It's going to be a very uncertain fall. We'll be registering for summer/fall in a couple weeks. 2013 schedule in September. Will end up planning in multiple scenarios.
- Will have budget forum soon. At March board meeting will have more detailed information.

9. Suggestions for future topics.

- Steve Thyberg visit update
- Accreditation process overview (2/27)

ADJOURNED: 4:40 p.m.

- Future Meetings
  (3:00 – 4:30 p.m. in Room 7101 on the following dates, unless otherwise noted):

  Spring Semester Meetings
  Room 7101, Student Services Center, Fremont

  February 27
  March 12; March 26
  April 9; April 23
  May 14