

COLLEGE COUNCIL MEETING MINUTES

AUGUST 28, 2014

OFFICE OF COLLEGE SERVICES BOARD ROOM

ATTENDANCE

PRESENT

Maryann Anderson
Mary Frances Archey
Joyce Breckenridge
Elizabeth Claytor
John Dziak
Carl Francolino
Rita Gallegos
Donna Imhoff
Evelyn Kitchens-Stephens
Kelli Maxwell
Gretchen Mullin-Sawicki
Audrey Rosenthal
Vicki Rostis
Barbara Thompson
Marianne Trale
Stephen Wells

ABSENT

Charles Martoni

GUESTS

Quinton Bullock
Mercedes Faust
Diane Jacobs
Amanda Lawson
Jennifer Scott
Vladimir St. Surin

Maryann Anderson, College Council Chair, called the meeting to order at 2:30 PM.

AGENDA ITEM I: WELCOME AND INTRODUCTIONS

Maryann Anderson welcomed members of Council and asked that each member introduce themselves.

**AGENDA ITEM II: ELECTION OF FACULTY MEMBERS
ON COLLEGE COUNCIL**

Election of Faculty Members on College Council to the following positions:

Chair of College Council

Maryann Anderson

Secretary of College Council

Barbara Thompson

Chair and Secretary of the four Sub-Committees:

Curriculum

Rita Gallegos - Chair

Marianne Trale - Secretary

Academic Standards and Student Affairs

Evelyn Kitchens-Stephens - Chair

Audrey Rosenthal - Secretary

Academic Planning

Stephen Wells - Chair

Vicki Rostis - Secretary

Assessment and Research

Carl Francolino - Chair

Elizabeth Claytor - Secretary

AGENDA ITEM III: RESPONSIBILITIES OF SUB-COMMITTEES

Maryann Anderson distributed and reviewed the responsibilities of each Subcommittee as outlined in the AFT Collective Bargaining Agreement, Article XXVII, Governance:

Curriculum

The Curriculum Subcommittee is responsible for new courses and programs as well as changes to existing courses and programs. The Subcommittee is also responsible for curriculum development, consideration if programs are meeting community needs and the transferability of courses and programs.

Academic Standards and Student Affairs

Academic Standards and Student Affairs is responsible for procedures related to admissions, advising, registration, testing, academic standards, student retention, grading and judicial policies and procedures.

Academic Planning

Academic Planning is responsible for reviewing bargaining unit positions and making recommendations regarding which positions might be filled. They are also responsible for program and discipline review and the academic calendar.

Assessment and Research

The responsibilities of Assessment and Research include reviewing and making recommendations regarding distance education, assessment and creative initiatives and data relating to these initiatives.

The Subcommittee Chairs will send out notices to the College Community seeking faculty participation.

AGENDA ITEM IV: COLLEGE COUNCIL PROTOCOL

Maryann Anderson distributed copies of the College Council protocol for members and guests of College Council. Members should be respectful, raise their hand to be recognized to speak, give notice if not able to attend, and be on time. After two consecutive absences, members may be replaced. College Council members are not permitted to send substitutes to represent them. Subcommittee chairs should submit agenda items the Friday before Council meets. Council will discuss only those items on the agenda.

Guests are welcome to attend and notice of that should appear on each Council and Subcommittee meeting announcement. Guests should sit around the perimeter of the room until invited to present, at which time they should move up to the table. Guests must sign the log so that their presence will be recorded in the minutes. Guests should limit their remarks to five minutes. Initiators of proposals or an informed representative must be present when the proposal is presented.

Maryann Anderson discussed Robert's Rules of Order and how these rules relate to College Council procedures. It was agreed that minutes will be handled the way they have been rather than strictly following Robert's Rules which do not require a motion for the approval of minutes. Continuing our practice will cause less confusion and provide consistency in the way motions are handled.

John Dziak noted that under Robert's Rules, ex officio members have the same rights, privileges and obligations as other members; therefore, Mr. Dziak and Dr. Archey will be counted when establishing a quorum and will vote.

AGENDA ITEM V: COLLEGE COUNCIL CALENDAR

College Council meets at 2:30 PM the 2nd and 4th Thursdays of each month in the Board Room of the Office of College Services. The tentative dates that College Council will meet during the 2014-2015 academic year are:

2014	2015
August 28	January 22
September 11	February 12
September 25	February 26
October 9	March 12
October 23	March 26
November 13	April 9
December 11	April 23
	May 7 (if needed)

These dates will be posted on the College Council website.

The Subcommittees meet the 1st and 3rd Thursdays in conference rooms at the Office of College Services. All Subcommittee meetings start at 2:30 PM with the exception of Academic Planning which starts at 2:00 PM.

The Curriculum Subcommittee will meet in the Board Room, Academic Planning will meet in Room 236, Academic Standards will meet in Room 108 and Assessment and Research will meet in Room 513.

The tentative meeting dates for Subcommittee meetings for the 2014-2015 academic year are:

2014	2015
September 4	January 15
September 18	February 5
October 2	February 19
October 16	March 5
November 6	March 19
November 20	April 16
December 4	April 30 (if needed)

The last day to submit proposals to Subcommittees for consideration by College Council is the April 16th, 2015 meeting, and April 9th is the last day to announce a proposal to the College Community.

College Council and Subcommittee meetings may be cancelled for lack of agenda items.

The agenda for College Council meetings is emailed to the College community the Monday before each meeting.

AGENDA ITEM VI: UNFINISHED BUSINESS

The Civil Rights Complaint Proposal was postponed until the Fall semester to allow the College community additional time for review. The proposal will be presented at the September 11th meeting of Council.

AGENDA ITEM V: NEW BUSINESS

Program Review Responses

Mary Frances Archey reported that on August 1st all faculty whose departments were involved in a program review for 2013-2014 received the responses of the program review recommendations. Dr. Archey suggested that the Academic Planning Committee host an informational meeting during which the program review process will be explained and will include a discussion of how recommendations are handled so the College community can better understand the program review process.

Dr. Archey distributed the Program Review responses for 2013-2014 to Council.

New Website

Amanda Lawson informed College Council members that the new CCAC website will be launched September 15th. As a result, during a two week transition commencing September 2nd, no edits will be made to the current site. Only select employees will now make additions and edits to the website. Ms Lawson said that all changes or additions to the website will be made via the Service Desk. Pages should be saved as pdf. files and then sent as attachments. The College Council content will appear on http://wcms-staging.ccac.edu/College_Council_Meeting_Minutes.aspx .

Two years of content will be available on the website. Older material will be available via the College's new intranet. The annual lists of College Council initiatives will remain on the website.

Late Admissions to Class

Barbara Thomson questioned the change in policy of allowing students to join a class after the class has already started. The policy to not allow this was passed by College Council two years ago because it was believed that students who enter a class after the first day have a greater chance to fail.

Mary Frances Archey explained that our policy is more restrictive than other colleges and that the policy was passed at a time when enrollment was increasing. Although we have a responsibility to students, we also have a fiduciary responsibility to the College. The College also did not have the Math Cafe and the Learning Commons in place when the policy was passed. Dr. Bullock said that the change in policy will allow students whose classes have been cancelled due to lack of enrollment to enter another class. It is not to accommodate students who would join a class four weeks late.

Dr. Archey said that another proposal will be presented to Council that is clearer and less restrictive.

Dr. Archey reported that a proposal will be forthcoming concerning the "M" grade for military personnel. Another proposal will address whether students must be present when they withdraw. Our academic calendars will also be modified to more clearly state when the College is open and when it is closed around holidays. The calendar dates will not change, only the statement of closures.

Maryann Anderson reminded Subcommittee chairs to please send out announcements asking for faculty members to serve and to email the Subcommittee memberships to the Service Desk who will add them to the College Council websites.

There being no further business, the meeting ended at 3:55 PM.

Respectfully submitted,
Barbara Thompson
College Council Secretary