

**COLLEGE COUNCIL MEETING MINUTES**

**APRIL 14, 2016**

**OFFICE OF COLLEGE SERVICES BOARD ROOM**

**ATTENDANCE**

**PRESENT**

Maryann Anderson  
Stuart Blacklaw  
Joyce Breckenridge  
Theresa Bryant  
John Dziak  
Carolanne Eicher  
Carl Francolino  
Rita Gallegos  
Elizabeth Johnston  
Cristen Kassai  
Gretchen Mullin-Sawicki  
Charlene Newkirk  
Audrey Rosenthal  
Carrie Slagle  
Julie Smith  
Barbara Thompson  
Stephen Wells

**ABSENT**

**GUESTS**

Dwight Bishop  
Quinlan Bullock  
Ron Logreco  
Patricia Thompson

Maryann Anderson, College Council Chair, called the meeting to order at 2:32 PM.

**AGENDA ITEM I: APPROVAL OF THE MINUTES OF THE  
MARCH 10, 2016 MEETING OF COLLEGE COUNCIL**

Rita Gallegos moved to approve the minutes of the March 10, 2016 meeting of College Council. Steve Wells seconded the motion and the minutes were approved as presented.

**AGENDA ITEM II: SUBCOMMITTEE REPORTS**

**A. CURRICULUM**

**Proposal: Changes to the Mechatronics Technology Certificate (723) Program**

Ron Logreco and Patricia Thompson began the presentation of the proposal by giving a brief history of the program. The program initially began as a non-credit program financed through a grant from the federal government. The grant financed equipment and offered free tuition for students. Employers sent their employees for training and then

hired additional graduates from the program, and the program has flourished. One employer offered their employees a \$5,000 bonus for completing the program.

Now that the grant has ended, the College is offering the program for credit rather than non-credit. Initially the program ran with four engineering courses and four mechatronic courses. Those involved with the program sought advice of employers and learned that graduates weren't doing the work of engineers, but were doing a hybrid that was unique. Employers emphasized that the graduates need much more hands-on training. The proposal represents the mix of courses they believe students need to be successful in the workplace.

Students in the program are being offered internships and are then offered full-time jobs. Most students complete the certificate, are hired and the employer pays for the degree portion. Only 20% of students go straight through the certificate and the associate degree program.

Students are offered manufacturing jobs that pay well. In general, engineers design and mechatronics employees turn the designs into reality. Mechatronics combine electrical, robotics, hydraulics, industrial and computers. Students form a racially diverse group with 30% African American. There is only one female. Graduates make \$15 to \$20 per hour to start. The College has secured a National Science Foundation grant for more equipment and a coordinator. Two years ago President Obama and Vice President Biden visited the West Hills Center and were impressed with the Mechatronics Program. Currently there are 62 students in the degree and certificate combined.

There was a discussion concerning the designation of class hours and whether three class hours equates to three credits, as there is hands-on work during this time. Apparently this designation is used in many of the trade programs.

The following corrections were made to the proposal:

Page 4, under "Proposed," in the second line, change "electrical/electronic" to "electrical engineering, electronic engineering."

Page 4, under "Proposed," in the fourth line, change "degree" to "certificate."

Page 15 and page 18, in the Catalog Course Description, in the first line, "hands-on" should be hyphenated.

Gretchen Mullin-Sawicki moved to approve the amended proposal. Elizabeth Johnston seconded the motion and the motion passed unanimously.

**Proposal: Changes to the Mechatronics Technology A.S. (722) Program**

Ron Logreco and Patricia Thompson presented the certificate proposal. Mr. Logreco explained the certificate is void of academics. A certificate will provide the student with a job as a technician with no advancement. If a student wants to be a manager or supervisor, he or she must earn a degree. Many students take five or six years off from classes and then realize the importance of the degree and return. The degree includes all of the certificate courses and additional skills courses as well as 18 credits of general

education. There is only one track, but students may take restricted electives to list on their resumes as areas of concentration.

The following corrections were made to the proposal:

Page 4, under “Proposed,” in the second line, change “electrical/electronic” to “electrical engineering, electronic engineering.”

Page 17 and page 20, in the Catalog Course Description, in the first line, “hands-on” should be hyphenated.

Carl Francolino moved to accept the amended proposal. Audrey Rosenthal seconded the motion and the motion passed unanimously.

Rita Gallegos commented that the Curriculum Subcommittee held a brief discussion on experimental courses. They believe the standards should be revised to perhaps continue over four semesters rather than four years. Additionally the person teaching the course should be the one who developed it. It should stay on the campus of the developer. The original proposal was approved in 2009 so it is in need of some updates. This will be presented to the College community next year as a proposal.

Mrs. Gallegos commented that there are many proposals that the Subcommittee will address in their next meeting. They include four proposals for Health and Phys education, a music technician proposal, ECD program goals and changes to Ethnic and Diversity Studies.

## **B. ACADEMIC PLANNING**

Steve Wells reported that the Subcommittee met last week and heard the Teacher Education: Middle Level & Secondary Program Review, the Women Studies Certificate and the Pharmacy Technician Program Review. Several more are forthcoming.

## **C. ACADEMIC STANDARDS AND STUDENT AFFAIRS**

Audrey Rosenthal reported that the Subcommittee met last week and heard the Comprehensive Student Development Services Assessment: Registration and Advisement, Comprehensive Student Development Services Assessment: Job Placement and Career Services and Comprehensive Student Development Services Assessment: Student Life. All were complete and passed and will be presented at the next meeting of Council.

The proposal on Probation and Suspension and the five-year Review of Student Success Coaches is forthcoming.

## **D. ASSESSMENT AND RESEARCH**

**Online Learning Annual Report (D. Bishop)**

Dwight Bishop presented the Online Learning Annual Report and the following Executive Summary:

- Internet course student registrations grew by 2% and headcount increased by 1.6%.
- Internet courses comprise 22.6% of CCAC registrations and 41.9% of CCAC total headcount.
- The number of internet sections increased by 12% to 1,097.
- The average class size of internet courses was 22.5 students per class.
- Internet courses served diverse geographical areas, with 17.3% out-of-county residents.
- Staff responded to 4,100 online learning and Blackboard support requests.
- Staff facilitated professional development for faculty and staff with 450 consultations and 17 workshops.
- Staff updated Blackboard from version 9.1 to the April 2014 release.
- Ten degrees and 13 certificates or diplomas are available entirely online.

The entire Online Learning Annual report for 2014-2015 can be found at [https://www.ccac.edu/uploadedFiles/Pages/For Faculty and Staff/For Faculty and Staff Online Learning Center/Online%20Learning%20Annual%20Review.pdf](https://www.ccac.edu/uploadedFiles/Pages/For_Faculty_and_Staff/For_Faculty_and_Staff_Online_Learning_Center/Online%20Learning%20Annual%20Review.pdf)

Carl Francolino reported that the Achieving the Dream Evaluation Plan from Mary Kate Quinlan and Giovanni Garofalo will be heard.

### **AGENDA ITEM III: UNFINISHED BUSINESS**

Barbara Thompson reported that the past College Council minutes from Fall 2005 to Spring 2006, and Fall 2007 to Spring 2013 are on the website. It is necessary to click on the date range not the Shared Governance Initiative in order to access them. The notation to ask for assistance which did not state who to ask has been removed.

### **AGENDA ITEM IV: NEW BUSINESS**

There was no new business.

There being no further business, the meeting ended at 3:57 PM.

Respectfully submitted,  
Barbara Thompson  
College Council Secretary