

Laney College Council
January 29, 2014
T-850 / 2-4 p.m.

MINUTES

Present

Elnora Webb, Amy Bohorquez, Phillippa Caldeira, Antoine Mehouelley, Mark Rauzon, Peter Crabtree, Trudy Walton, Irina Rivkin, Jim Cave, Carl Oliver, Tina Vasconcellos, Phyllis Carter, Sonja Franeta, James Blake, Lisa Cook, Louis Quindlen

Absent

William Highsmith, Evelyn Lord, Anne Agard, Lilian Chow, David Raughton

Minutes: Maisha Jameson

Handouts:

- **Meeting Agenda**
- **2013-14 College-wide Goals**
- **October 30th College Council Meeting Minutes**

I. Welcome and Introductions

- The group introduced themselves and shared what is special and happening right now within their respective areas.
- Jim Cave - Currently teaching Intro to Lighting. Enjoying it.
- Philippa Caldeira – The results from the student surveys are showing that the Library is a vital part of the campus and is highly valued.
- Carl Oliver – There are many ASLC events occurring and lots coming up including movie night(s) and the ASLC Town-Hall Meetings. The ASLC is also working to deal with the challenges they are experiencing.
- Trudy Walton (new Vice President of Student Services) - Lots going on within Student Services. Working with A&R on identifying the glitches within the system affecting enrollment. Also working to help students get their financial aid.
- Antoine Mehouelley – Working on a lot of projects. Getting the Men’s Center up and running, as well as the BSU space. Also working on the access for students in the tutor center, the wi-fi upgrade project, and processing the Measure A purchase for computer and laptop upgrades for faculty and instructional labs.
- Irina Rivkin – EOPS and CalWORKS are continuing their integration and collaboration. More students are graduating. Exciting to read the student engagement techniques and applying some of those.

- Peter Crabtree – Trying to solve enrollment issues. Trying to help students get into classes.
- Mark Rauzon – Had about 200 of the ISE/Accreditation Surveys completed by members of the campus community. Most of the responses are positive. Most negative responses were regarding finances at the District level.
- Lisa Cook – Excited about the faculty Senate (District-wide). Working with faculty and following-up with them regarding deepening their understanding and work on the student success factors that were shared by Darla Cooper and Rogear Purnell via their Flex Day presentations. Holding Brown-Bags to focus-in more on these factors and trying to give people across the college the opportunity to think, talk and share ideas about what types of connections we can make, for example, to make students feel more nurtured in all areas. There is a planning meeting scheduled for Monday at 1pm. All are welcomed to come and share.
- Sonja Franeta – The Professional Development Committee is accepting applications for sabbaticals for the first time in some years. Sonja is teaching an accelerated course for English/CTE. Enjoying it.
- Amy Bohorquez - There is a new full-time faculty member in her area (Doug Bruce) who is working out great. All but one of our transfer degrees are in progress. Trying to make sure that our catalog is in better condition than it is this semester. Need to boost our compliance with regard to our transfer degrees and curriculum. This will be her last semester as chair of the Curriculum Committee.
- Tina Vasconcellos – We have fully launched our new Kinesiology and Athletics curriculum with full approval. Dealing with repeatability issues. Finally assessing our first ILO this semester. Asked all to participate in this effort.
- Phyllis Carter – Excited about re-launching the Budget Advisory Committee this semester. Also working on facilities improvements, i.e. getting the pool up and going so we can hold classes there. Also the bldg. F heating problems have been repaired.
- Louis Quindlen – There is a new full-time faculty member in his department that is in the final stages of being officially hired (Peter Brown). One of the manufacturers we work with has put up \$1million for machining scholarships - approx.. \$435K in scholarships has already been awarded to 9 Laney students. Webb asked Louis to provide a write up on this and submit it to her.
- James Blake – There are a lot of opportunities to identify as a College what our college objectives are and bring those objectives to the district level. Continuing to advocate for our needs. Shared that the discussion on the Budget Allocation Model (BAM) was not included in the minutes from the last Planning & Budget Council (PBC) meeting. Has followed-up with Susan Rinne in this regard to get this addressed so that the discussion occurs in a future meeting as it was supposed to. Need to approach the Accreditation work as an assignment based on evidence and standards and work together with all stakeholders. Should start functioning as a community and move our issues forward. Want us to get our fair share so that the BAM is implemented fairly. Requested for all in the room to get on board to help.

II. **Minutes Approval (10/30/13 College Council Meeting) – Council**

- Pres. Webb asked the group if they had time to review the minutes that were sent out. Many had not.
- Discussion of the minutes to be reviewed and approved at the next meeting.
- It was asked that Maisha Jameson make requested changes to the minutes in track-changes mode.

III. **College-wide Goals for 2013-14**

GOAL#1 → STUDENT SUCCESS

- Pres. Webb - We had no less than 60+ people involved in informing the 2013-14 College-wide Goals and Measurable Outcomes. The Goals have remained the same for the last few years, but the measurable outcomes change each year. We will need to review the Goals in the upcoming year or so to determine if we need to alter them.
- The group briefly re-reviewed the Goals in order to discuss them.
- We purposely included benchmarks within the Goals so that we know where we are starting from, and can move forward from there.

Measurable Outcome 1A – Improve student success measures

- Pres. Webb thinks this is reasonable given the large number of our students who have completed over the necessary units to graduate. These students just need to be advised and guided. Need our students to establish their Ed Plans and educational goals.
- Tina Vasconcellos provided an example of the types of students we may be able to help. → There was a student this morning who was on academic dismissal (GPA less than 2.0), but he was eligible for nearly 2 AA degrees and is just a little short on his ability to transfer. This student had no clue he was so close to being complete with his Laney education. We need to figure out how we can capitalize on the faculty reaching the students because they interact with them the most in the classrooms. Can we solicit more faculty to speak on these types of issues in the classrooms instead of just encouraging them to go to Counseling?
- There will be a Town-Hall held on the Student Success & Support Program (SSSP) soon.
- The SSSP Committee used to be referred to as the Matriculation Committee...it's all related back to Senate Bill 1456 – This bill mandates changes as to how we do the front-end piece in getting students prepared, but also moves us towards a fee-for-service model. There are three core mandates...Counseling (Student Education Plans, i.e. SEPs), Placement Assessment and Orientation. All of these components are now mandatory in order to get priority registration. The District has agreed that the Counseling 200A course will be the trigger point. If a student has completed this course, did their assessment and have their abbreviated SEP (1-2 semesters), they can enroll in classes. The biggest change is that we've altered the way orientation is being done so that it is done correctly.

- Some students are indicating that they are experiencing a matriculation hold that is not allowing them to register for classes. Dean Vasconcellos indicated that they need to go through a process to get the hold removed so that they can register for classes.
- Pres. Webb noted that this process needs to be well communicated and made visually available for all to see. Something like a flow-chart of actions necessary to register. Pres. Webb asked the VPSS and the Student Services team to develop something like this to go out to the college community ASAP. The VPSS and Dean Vasconcellos are to come back to the next Council meeting with a visual presentation on the SSSP and Matriculation process.
- Mark Rauzon – Noted that all of the measurable outcome numbers for Goal 1A seem to be increasing....Are they based on becoming more efficient or increasing the student body? Answer: Pres. Webb answered that it is more the former.
- Louis Quindlen – Within the CTE Division, the instructors are going through all of the advance classes making sure that they announce that students need to file for degrees and certificates. They are working to come up with a list of courses these students have to take in order to complete their studies at Laney. Also will be holding a mass meeting around completing and signing the application for certificates. The challenge remains that most of the advanced classes are in the evening, and there is only one part-time counselor in the evening. Pres. Webb noted that the Office of Instruction has some money to go towards this need. She also noted that we have additional SSSP funding. We should have all students who are eligible to petition, to apply. In the CTE area, there are more jobs, than students completing to fill them. There are lots of employers calling looking for employees. Counseling 200A is a big problem for CTE students because there are no evening courses. Largest problem is that there are many students enrolled, but only a small percentage matriculated.
- Pres. Webb requested to be informed of all the other assessment dates for the rest of the semester. She also requested to be informed of any new courses that are now available, as well as any meetings, events or Town-halls that will be scheduled this semester so that we can get this information out to our faculty and students in order to plan appropriately.
- Louis Quindlen – There is a serious issue trying to serve our evening students (40% of our student population) with only 5% of our student services staff available at that time. We need to address this systematically.
- Sonja Franeta – The CTE department is working hard talking to the students about the need to get their requirements completed in order to graduate or get their certificates. The logistics of all of this has included polling the students. This poll has shown that all students want to get their degrees. CTE also partners with Carolyn Cornelius' class on career exploration to expose students to this type of forward-thinking. Carolyn helps the students with their Ed Plans as well. This work is still difficult, even with a class dedicated to this.
- The question was posed -> How do we render students better prepared to create their Ed plans with and without guidance? And have resources available to help them?

- Peter Crabtree indicated that the College needs to write a white paper and do a systematic analysis of Laney's financing - focusing in on staffing. Need to compare staffing and the volume of work with other colleges in the District...for ex. with regard to our scheduler. We should then publish this white paper.
- Peter Crabtree – Suggested that we note/track the different categories of students, (ex. matriculating student vs. others) on the SSSP/Matriculation flow chart.
- Peter Crabtree noted that for Goal 1A.7 - this goal we need to think of operationally, i.e. how is this going to occur and what needs to be in place so that these increases happen? This is true for all of the goals. How do we get there?
- Irina Rivkin noted that the Ed Plans need to be done in concert with the counselors and students (together) given the complexity of the issues that arise. Not doing so can be detrimental to the students. More counselors are needed in order to provide this guidance. We need more full-time counselors who can delve deep into the complex issues surrounding SEPs. As for Orientation, we need more sections available and more counselors on-hand in order to have all new students complete this requirement. This is true for all of the measurable outcomes. The counselors are central to this effort.
- Carl Oliver – With over 200 students having over 45 units, as a part of the Completion Campaign, maybe we can have some of the student leaders call and reach out to these students. ASLC can also help with this and pass out flyers. It would be good to also have someone come to the student-led events to speak to students in this regard. And maybe having student workshops towards this effort. Also a good idea to have a counselor be on-hand on the Quad at Transfer Day to answer questions. Students can maybe bring their transcripts and get questions answered. Dean Vasconcellos said we could maybe make a special day-long event to do this... Or maybe do it during college hour and have the Counselors be at tables on the Quad. We would need to shut down Counseling to do this. This is also needed during the night time. Could be done maybe in the Gym. Have laptops set-up and available so that counselors and students can have access to the system. May be able to do this in F170 in order to address the technology need.
- Lisa Cook – suggested that quick reviews in the system be provided to determine a student's "readiness" or how close they are to completion, and then students can maybe receive a "green-light card" in order to be granted priority for an appointment with a counselor.
- Need to update the website for this year in terms of the Completion Campaign.
- Antoine Mehouelley noted that we can also send out blast emails to students.
- Need to raise awareness of this campaign with students – an in depth effort is needed. (ex. graduation campaign – notification card received by students who are ready to graduate).
- Concerns expressed with Goals # 1A.5 and #1A.7 in terms of reaching the benchmarks set.
- ACTION – Re-craft #7 of Goal 1A....Pres. Webb asked Tina Vasconcellos what would be a reasonable goal to achieve this semester (SP 2014)? – Dean Vasconcellos answered that we may be able to make it up to 2000. Every student who comes out of Counseling

200A has a SEP. Suggested to make the Goal's growth be "from 1200 to 2000". And for #5 of Goal 1A, ADD "add to the sections of counseling 200 for evening students".

- VPSS Trudy Walton to submit to the President (cc'ing Maisha) the suggested path that will lead us from 1200 to 2000 for Goal #1A.7. This path will be discussed at the next College Council Meeting.
- It was noted that we need to work to guard against the extra conservative punitive measures.

Measurable Outcome 1B – Financial Aid (F.A.)

- Carl Oliver was asked what students could do to help in this effort? He answered that ASLC representatives, along with staff from all aspects of college, should serve on a task force to ensure that the new module is comprehensive enough. Great to have students to serve on this system review. Carl Oliver is to let Maisha Jameson know who among the ASLC (2 members, male and female) are to be available to be a part of that work group.
- James Blake – Noted that we need be aware and careful of our capacity – What is the number of applications that can be processed by the staff we currently have? We have several vacancies in this department right now. Does our infrastructure allow us to reach this goal? Students need to know when they need to get in their financial aid application/paperwork in order for them to be able to realistically expect to receive their financial aid disbursements on time and get their checks in time for the beginning of the semester. Need to reassess our operating/staffing structure in order to meet service needs, i.e. possibly having our F.A. Specialist split their time (40/60) to serve some time at the desk and some reviewing files.
- James Blake asked about the audit findings from the Dept. of Education and the impact of these findings on the District? – Pres. Webb indicated that we need to send out the Audit findings to the College Community. All of the findings should have already been addressed so that there is no longer any impact.
- Pres. Webb noted that we are currently working to fill these vacancies in F.A. – Two of the positions are already being advertised, and we are waiting for the budgets to be returned to the College in order to advertise for the others. The budgets moved with the F.A. staff who transferred to one of the other colleges. The budgets/positions were not supposed to have transferred with the staff.
- Concern was expressed in this regard.
- Louis Quindlen noted that the people left because the work-load is too heavy here at Laney. Staff are working for the same pay, while doing twice the work. This is wrong. If people are going to transfer, they should not be able to transfer unless we have replacements in place. No budget should transfer with a person.
- Pres. Webb – wants us to move forward with the Financial Aid measurable benchmark and do what we need to do as a College to reach it.
- Pres. Webb asked VPSS Trudy Walton to also develop a flow chart for addressing and mitigating financial aid issues for students.

- It was noted that students should never lose their place in a class because their financial aid is not available in time. We have this latitude as administrators to assist with this.

Measurable Outcome 1C – Adapting College Programs...

- Amy Bohorquez – Noted that we could better ensure that our students more successfully transfer if we update our course outlines to match our C-ID descriptors. Include mention of this as a footnote on Goal# 1C.2, and include a link to the website to explain what it is.
- An idea was shared regarding having a “middle-college” on campus...similar to Med-West. Pres. Webb noted that we’ve had this before and it was unsuccessful because we encouraged them to leave. We need to think of innovative programs and ideas to meet the community’s needs – Including a middle college. Laney should be a place of hope for youth. A write-up to be written noting some ideas. These ideas are to be shared with the group at the next meeting.
- VPSS Trudy Walton to follow-up with Dean Mildred Lewis to determine status of Goal 1C.3 related to Learning Communities.
- Louis Quindlen – We need to work on solving the problems...OR we can be writing about the problems. L. Quindlen noted that he can’t do both. Finding it hard to write on the Accreditation Institutional Self- Evaluation (ISE) at this time. Need much more of the faculty involved in the ISE efforts. Louis Quindlen working on Technology.
- Pres. Webb asked all those working on the ISE work to ask themselves, what do they need in order to successfully engage with their team and to meet the benchmarks/timelines that have been established? Maybe there is a need to push back a little bit. Maybe next month is unreasonable to turn in your drafts. Pres. Webb asked ISE Co-Chairs Mark Rauzon and Rebecca Bailey to reflect on whether granting extensions on the drafts is reasonable? Can we provide this wiggle room given the intensity of things right now?
- Mark Rauzon responded that they can provide Louis Quindlen some extra time to provide his draft, however, they still need to have a complete rough draft by April.
- Pres. Webb asked Mark Rauzon to help determine how we can get more faculty involved in the writing of the ISE.
- Lisa Cook suggested that this dilemma be added to the Faculty Senate agenda.
- Jim Cave – Provided feedback on the ISE/Accreditation survey – Felt that the ranking on the survey was done limiting the true input of those who completed them. Felt forced into a position to choose that didn’t reflect his feelings. Suggested that the ranking be more like a scale from 1-5. The language of the choices didn’t allow for a complete range of opinions.
- Pres. Webb asked the group if they would find it useful to administer the survey again at the end of the semester or at the beginning of next fiscal year in order to change the ranking to allow for that flexibility? Jim Cave responded that many more on campus may also be more informed of the standards by then.

- Pres. Webb noted to the group that she sent a message to Vice Chancellor Sadiq Ikharo to indicate that the breezeway work is not to begin before graduation.
 - The group will discuss the Assessment and Resources Goals at the next College Council Meeting.
- IV. Laney College Participatory (Shared) Governance Structure**
- Agenda item to be discussed at the next College Council Meeting.

Meeting Adjourned 4:05pm

DRAFT