

**Laney College Council**  
**September 18, 2013**  
**Laney Bistro / 2-4 p.m.**

**MINUTES**

**Present**

Elnora Webb, Carole Bogue, Peter Crabtree, Carl Oliver, Terrance Fisher, Antoine Mehouelley, Mark Rauzon, Lilian Chow, Tina Vasconcellos, Irina Rivkin, Amy Bohorquez, Lisa Cook, Anne Agard, Evelyn Lord

**Absent**

Josephina Baltodano, John Nahlen, William Highsmith, Louis Quindlen, Phillippa Caldeira, David Raughton, Sonja Franeta/Miriam Zamora-Kantor, James Blake,

**Minutes:** Maisha Jameson

**Handouts:**

- Agenda
  - College-Wide Goals from 2012-13
  - College-Wide Goals from 2012-13, Benchmarks & Results
  - College-Wide Goals from 2013-14
  - College Council Meeting Schedule
  - Laney College Shared Governance Calendar
  - Laney College Participatory Governance and Administrative Structure
  - Institutional Self Evaluation Teams – Recommended Leads & Members 2013-14 & 2014-15
  - Self-Evaluation Writing Team Sign-up Sheet
- I. **Welcome and Introductions**
- The group went around the room introducing themselves.
  - The Co-Chairs of the 2015 Self-Evaluation were announced and acknowledged → Mark Rauzon & Leslie Blackie
  - Amy Bohorquez and the important work that she does as the Curriculum Committee Chair was acknowledged. She provided for the group a brief summary of the mandates/requirements related to this work.
  - The College Council will move to Drop-Box for all documents.

## II. Minutes

- To be approved at the October College Council Meeting – No quorum

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

- President Webb asked the Council for their feedback on the achievements of the College on the 2012-13 Goals.
- Suggestion - Use median disbursement levels vs. average (related to financial aid goal assessment).
- Question asked re: Goal 1A3 (Increasing ability to benefit non-GED/high-school diploma students by 5%) – How do we measure this? Tina Vasconcellos answered: It's a financial aid piece. The ATB Test when enrolling in the College is no longer allowed. So this is not tracked, and we are not doing it. It is important to know who's coming in and track them via a longitudinal study. Irina Rivkin added that the financial aid guidelines have changed with regard to high-school students receiving financial aid as well. Students who come to Laney w/o a GED have challenges being eligible for financial aid. No need to maintain this goal.
- Irina Rivkin asked that we keep the financial aid goal/measurable outcomes.
- Related to our student success numbers in ESL, Math and English, we need to clarify what the percentage point increase refers to...i.e. retention, course completion and/or persistence. This data needs to be disaggregated.
- We are currently working with the District to get data that shows the performance of Foundation Skills students. We implemented new curriculum and need to know how that worked out.
- It's important to make sure our community understands what we offer...ex. we don't offer adult school completion courses. We are now having students who are coming in at the appropriate level, and this has increased our success rates.
- President Webb added that it is important we remember we are open access institution.
- ESL Pathways is a program that is a learning community designed to provide more of a transition to accelerate these under-prepared learners to be college-ready.
- In our assessment and feedback for our accomplishment of the goals, we need to include the interventions in place to address each goal, even if the numbers haven't changed yet. Also should include the issues/challenges that working to reach each goal reveals (ex. closing the adult ed. schools has had a spill-over effect)
- Suggestion - Prioritize the Goals in terms of value.
- Peter Crabtree comment re: – Goal 1A3 (above)– There are several issues that come into play. Be cautious about embracing the essence of what this goal is speaking to. The Adult Ed schools closing is a great loss to the community, but it doesn't mean we have the resources to take on that work/population and fill that gap. The issue of open access vs. student success, especially given the student success task force, was discussed.

- We need to do a better job at assessing students are so that we place them appropriately so that they can succeed. The right to fail does not help students succeed.
- Amy Bohorquez Comment re: Goal 1C (Adapt college programs in ways to meet the Community needs) – Completion of the rest of the transfer degrees needs to be a priority. For courses that have these CID descriptions, our courses don't match the CID descriptors. Need to determine how to address this as a community. Meanwhile the guidelines have changed. We have 5 transfer degrees approved, but also made a promise to do Kinesiology, Psychology, Sociology, Political Science, and Biology (on hold). Could easily do English and History as well. Amy would like for this to be included as a College-wide goal. Maintain Goal 1C2 (Complete the development of transfer degrees per Senate Bill 1440).
- Suggestion - Need to maintain Goal 1B (Ensure that students are able to receive their financial aid disbursement within ninety (90) days of the completion of their files) & 1C (above)
- Peter Crabtree asked where are we with our approval of transfer degrees in comparison to other Colleges. Answer: Within PCCD, we are 2<sup>nd</sup> to BCC. Statewide, there are colleges that have all transfer degrees already. We were the last college to meet the minimum number last year.
- It was suggested that if we had facilities to rent to adult schools to offer GED courses, that this would be a great resource to be able to offer to the community. Having classes right here for these students would be helpful.
- The GED testing is changing and it has been said that it will be a more difficult test.
- There is supposed to be a Task Force that will be taking a look at this issue to determine if Community Colleges should/can take on this population/adult ed
- Anne Agard noted that the kind of class you teach for adult ed classes vs. ESL are two totally different types of classes. Would hate for us to try to take this on without additional staff who are specially trained. It was noted that we need to be mindful of our scorecard numbers and how this will be linked to our funding. How will we be affected by bringing on this population?
- Maisha Jameson suggested that we add to the Accreditation related goal the collection of the Self-Evaluation Evidence.
- Mark Rauzon asked what was the basis for the goal setting, i.e. How did we pick the numbers for student success benchmarks?
- It was noted that we don't have a Goal related to the new student success mandate (SSSP). Need to include one and add it to Goal 1A (Student Success). Tina Vasconcellos and Irina Rivkin to work together to draft something and send to Maisha Jameson that speaks to the 3 core implementations → 1) assessment (placement assessment), 2) mandated orientation, and 3) abbreviated Student Education Plans SEP. Will also take into consideration the goals & strategies noted in the Laney Educational Master Plan (EMP). The funding change will begin 2015.
- Dean Vasconcellos noted that she feels that the SSSP Committee should be informing this updated language, and not just her and Irina. President Webb

recommended that they work with all the individuals and bodies involved to ensure a solid plan.

- The goal is the ultimate outcome that we want to see. The step-by-step achievements are the strategies that we take in order to get to that goal. We should have the groups responsible report back to the Council on a monthly basis to provide updates on movement towards achieving these goals.
- Responding to the SSSP mandate will be very significant and challenging for our District as a whole to address. There is a matrix in place that details the Colleges' vs. the District's responsibilities under the SSSP mandate.
- We should use our College's plan for the year to share this plan with the District and request support to get us ready for this change. It was noted that we also need to make sure to be clear with our Goal reflecting what we can do, and not include that which depends on the District to complete. Include what's under our purview only.
- It is the responsibility of the Institutional Effectiveness Committee (IEC) to update the EMP. President Webb noted that sections of the EMP have already been updated.
- Lisa Cook wants to see the larger process of updating the Goal strategy language. As the goals are changed for this year, the Goals should also be updated in the EMP. It was requested that as these updates are made, that the updated EMP language be sent to the VPI (for the IEC) and to Maisha Jameson in the President's Office.
- President Webb clarified that Goals don't change each year. Rather, it's the measurable outcomes/benchmarks that are changed.
- It was noted that an assessment of the results for Goal 1C1 (Develop at least 3 accelerated schedules for education programs) be included.
- It was requested that the Goal achievement summary document be an electronic document with links to for ex. the Learning Assessment Committee (LAC) data. President Webb noted that she would make sure that the lead administrators go the next step with their data.
- President Webb asked the Council who would be willing to serve within small workgroup committees to move these goals forward. Responses → Goal#3 (Tina Vasconcellos, Cheli Fossum, David Mitchell); Goal #4 (Antoine Mehouelley)
- President Webb noted that by the first of October, we will roll out the goals to the College community.
- The Technology Committee (TPC) will work to update the Goal 4D (Resources: Technology). Antoine Mehouelley added that the following should be included: Network Infrastructure, College-wide Upgrades and a Wireless Campus. President Webb asked Antoine to work with TPC to bring the Committee's recommendations back to the Council.
- It was noted that Technology tends to get translated as IT technology. It is important to note that it also includes instructional labs and instructional equipment. This resource/goal needs to be translated more broadly.

#### **IV. Laney College Participatory (Shared) Governance (SG) Structure**

- President Webb asked Maisha Jameson to change the titles noted on the SG Calendar. For example, there is no longer an EVP.
- Brandi Howard in the President's Office is working on the College Master Outlook Calendar. She will grant access to this calendar (share it) with the Council.
- It was noted that some members of the Council do not use Outlook.
- The plan going forward is that the small Task-Force that signed up to re-do the SG document will work to do so that by the October Council meeting, so that we have a draft of this doc to review. There has been a lot shared in College Council with regard to informing the recommendations for changes to this doc. Evelyn Lord and Carole Bogue asked to be added to this group.
- The IEC did a lot of work gathering information from all of the SG Committees related to charge, composition of committee (groups represented), changes in terms of its reporting role to the Council, etc.. Need to take this information and synthesize it so that it informs the new updated document.
- Org Chart to be updated by next week

#### **V. Accreditation**

- The 1<sup>st</sup> Steering Committee Meeting is scheduled for tomorrow.
- Co-chairs for the Laney Self-Evaluation are Mark Rauzon and Leslie Blackie
- VPI Bogue provided a summary of all of the chairs for each standard and handed out a document detailing all of this information, including staff who have signed up to be involved in the Self-Study.
- The writing teams are to be identified by the standard Co-Chairs
- These roles will be explained and described at tomorrow's meeting.
- A summary of the process and general timeline was shared.
- It will be proposed that the Steering Committee will meet every 2 weeks.
- The Steering Committee will have to start with where we are with all of this and then identify the gaps in terms of where we said we would be vs. where we are. Will be reviewing many documents. The gaps identified will be shared with the President and other key individuals in order to address the gaps so that by the time the document is written/submitted, we will have something to report on.
- Laney is doing wonderful things and this should be looked at in a positive way.
- Don't want to pressure people to get their final draft done in a rush. Want folks to have sufficient time to shape something that is accurate and reflective.
- Need to address our Planning Agenda.
- Corrections were noted re: the faculty/staff/students noted on the list of teams members. The names of faculty that Evelyn Lord shared have not been included yet.
- ACTION – Webb to send out thank you letters to all who have signed up.
- ACTION – Office of President to help with college-wide celebration to kick-off this work.

- Evelyn Lord noted that when a group gets too big, it gets harder to get work done. This seems like a very large group. President Webb noted that she recommended the names of various faculty/staff who could help with the writing team. The next list will include folks who will be confirmed and on board.
- President Webb asked Carl Oliver to determine who amongst the student leaders, would serve on these committees/work-groups.
- Lisa Cook noted that we tend to always put student involvement on the student government leaders and go to them for all student input. Can we also maybe extend this responsibility and opportunity to the student ambassadors, PTK or other students who are interested and are able to join these teams and stay on them?
- Need to talk with our students about the benefits of becoming engaged and doing this work on a team. Want to recruit students to this team and maintain their engagement, i.e. need to remain flexible.

#### **ANNOUNCEMENTS**

- Coastal Clean-up Day – tomorrow. Many opportunities to do clean-up. Laney is involved in one Saturday from 9-2pm. Mark Rauzon to send out to the College.
- Next Monday is Movie night in the Theatre.
- There will be a Comedy show put on by the ASLC in October.
- The “Cracking the Codes” film would be great to offer to the students. It was noted that the District purchased it, so if we want to offer it more to students, we can do so.

**Meeting Adjourned 4:00pm**