

**Laney College Council**  
**September 19, 2012**  
**Laney Bistro / 2-4 p.m.**

**MINUTES**

**Present**

**Elnora Webb, Amy Bohorquez, Inger Stark, Evelyn Lord, Indra Thadani, Mark Rauzon, James Blake, Marco Menendez, Don Petrilli, Steve Cohen, Connie Willis, Peter Crabtree, Dorothy Marie Wilson**

**Absent**

**Terrance Fisher, William Highsmith, Denise Richardson, Terrance Green, Louis Quindlen, Suzan Tiemroth-Zavala, David Raughton, Jessica Alvarez, Karolyn Van Putten**

**Minutes: Maisha Jameson**

**Handouts: Meeting Agenda, 2012-13 College-wide Goals, Facilities Report**

**I. Welcome and Introductions**

- President Webb indicated to the Council that we need to determine a way forward to reduce workload to create a more reasonable work environment. Can't continue to do more with less like we have been doing. Need to identify ways for us to reduce stress on campus. Pres. Webb acknowledged all those who are already doing things towards this effort.
- The way we interact and receive one another also makes a big difference.
- The group went around the table to introduce themselves and indicate what is going on in their respective areas.
- Evelyn Lord – New library online catalog. Patrons can now check their own favorites and reading lists and check-out status, etc..
- Amy Bohorquez – Need people to do what they say they are going to do related to curriculum development.
- Mark Rauzon – Has about 40 Laney students come out to Creek to Bay Day to pull weeds and clean-up Diamond Park.
- James Blake – Classified Senate was engaged in accreditation over the summer. Frustrated over the process and anxious about waiting for news. James Blake is concerned about the lack of information about Accreditation.
- Steve Cohen – is the new Executive Vice President for Laney. He has replaced Dr. Eileen White and has hit the ground running already.
- Peter Crabtree – partnering with the Dept. of Energy and Dept. of Commerce on a high profile project for retuning commercial buildings for energy efficiency.

Working to keep Laney competitive in the state and world. Laney was highlighted on a national level.

## II. College-wide Goals

- Pres. Webb – We will be engaged this semester in reviewing our business and service areas. Reviewing our operations via comprehensive Program Reviews. These documents may reflect priorities in the various areas. The program review as it is constructed will lead us to inform student success, accreditation, assessment and resource needs...and by doing so, address all of our strategic goals. We are instituting an integrated approach to addressing accreditation this year. The new program reviews will be used to ask some questions of each unit related to accreditation and resources...i.e., Are each of the program areas operating in a way that can be sustained?
- Spring 2013 we are to report to the ACCJC that we have reached full proficiency. There are some units that have all of their SLOs completed. Some have none.
- We are requiring that every unit identifies at least 1 program level outcome. And then every unit has to at least assess one.
- The difference between the meaning of Program Learning outcomes vs. Program/Discipline → You don't have to have a degree program to complete a PLO.
- The new Program Reviews will have a way for all to check off that they have completed the SLOs for the courses in their areas.
- Resources – somehow we will tie the resources section to the ACCJC recommendation #5. We will need to confirm that we have quality programs and services given our financial constraints, and how we are going to be able to sustain them. And show demonstrated evidence of such.
- All shared governance (SG) committees will have to clarify what priorities are identified that then go to these planning groups. These planning committees will make a recommendation that will go through the SG process and end up here in College Council. By end of this semester, we will have a set of priorities to submit to the district.
- Also need to keep in mind our aligning of priorities along the accreditation standards.
- Resource prioritization and program reviews have a close deadline. There is an appendix to the template that is meant to make the resource prioritization easier. Suggestion – since both are due at the same time, suggest that we send out the appendices as the first part of program reviews. Dean Menendez to send to Maisha Jameson a copy of the Program Review appendices related to resources.
- Suggestion by Webb - Do the prioritization based on previous program reviews if the new Program Review is not completed.
- Curriculum review is a part of Program Review. The information has been sent out to Faculty. No response as of yet. Many of our curriculum for courses (over 300 or so) have not been reviewed within the last 5-10 years. Not good. Need to decide on incentives and consequences to getting this work done.

- President Webb & EVP Cohen to work on packaging this so that it is easier for units to address.
- Pres. Webb responded to the concern expressed about the lack of accreditation info... She noted that by next week all should receive the information to start the program review process. A separate document re: Accreditation will also be sent. Also, Pres. Webb to send an email to James Blake and the Classified Senate responding to the July email. Confirmed that it is true that if we don't address the outstanding recommendations within a 2 year period, we could be put on show cause. ACCJC is required to advance status warnings as such.
- There will be three gatherings in the fall – 1. For faculty. 2. For classified. 2 College Forums for the college community to understand how folks can influence the document that will go to the accreditation commission in March 2013.
- Working with a contractor to ensure that we have user friendly data to populate the Program Review templates.
- Suggestion – The original draft version of the midterm report that we didn't send to the commission contains a lot of this information. We could use this information to help with the new report. Pres. Webb's response - The Intent is to share the original draft, the final draft and an updated draft. The updated draft needs to go to the Chancellor in final form by February 2013.
- Staffing concerns remains an issue. For Classified staff, we have been able to fill some positions sporadically every year. Between January & now, we've hired at least 10. These milestones are important in informing our response to recommendation #5 (now#4).
- Approved have been the following - Instructional Aide of Mathematics, 2 Librarians, one Instructional Aide in the Writing Center and one in Cosmo, and one Principal Account Technician in the Cashier's Office.
- Suggestion - to be brutally honest in our recommendation #5/#4 response in order to communicate the dire situation with the District again. Pres. Webb responded that the accuracy was fine in that report. Attention to the tone, however, is critical in the report.
- Dean Inger Stark noted that she has been asked to provide a training to help her division with the Program Review template. Webb indicated that she'd like to see this training leveraged and done on a grander scale.
- We must organize ourselves more strategically and manage our finances better, and also advocate in a reasonable way at the District level.
- President Webb spoke to the difference in how Laney engages and shares data and information, in contract to the way City College did. We have to value what we do and how we do it here. Politics gets in the way of progress.
- The only way to address this is to be honest and accurate consistently.
- Good to compare ourselves and the ways of operating (ex. faculty to staff to district staff to student ratios.) to other comparatively sized districts.

- Suggestion - The concept of negotiating the cost of services with the District to ensure that the service is provided up to par with the needs of the college. Getting these details will help us formulate an argument based on fact and not tone.
- There are Self-Evaluation Workshops being offered...We are trying to get this at Laney this year. Webb to call back to see if they can come in Nov. & Dec. or even for the Self-Study...then it could be in the Spring.
- Dean Peter Crabtree questioned, on Goal 1B, what is our strategy to address the issues with Financial Aid (FA) and how this is affecting the success of our students? EVP Cohen & Pres. Webb responded to this → We now have a new Financial Aid Supervisor, Jamal Collins (from USF) and Gary Nicholes is now at the District as a Director over Financial Aid. From the District level, Dr. Ng is rolling out a new protocol for Financial Aid, giving more responsibility and autonomy to the Campus. The FA supervisor and VPs will now be responsible for evaluations and also will assist in day to day supervision. The new FA supervisor is aspiring to exceed our goals for FA disbursement turn-around.
- There have been issues with FA having incorrect information about the number of units and/or the certificates that qualify to be eligible for FA. EVP Cohen is to take this up with the A&R and FA leadership.
- Question – relate to Goal 1A - How do we measure the “the ability” to benefit non-GED/high-school diploma students by 5%?
- Laney just received the Trade Adjustments and Assistance Grant which specifically focusses on displaced workers. Barbara Lee called to congratulate us. Also Laney was the only NSF Center funded in the U.S.
- Dean Inger Stark offered to take on the leadership related to the Resources goal.

### III. Shared Governance Committee & Council Membership Make-up

- The Council/College will engage in updating and reforming the Shared Governance structure at the College. We need to remain committed to re-reviewing our participatory planning and governance structure to determine if it is efficient the way it is, and if not, where we want to go with it. The President is requesting feedback on how this should look. Want to end a year with a clear sense of how to move forward. This will enable the college to better reach what is laid out in the Educational Master Plan (EMP).
- As we collect data and information from the program reviews and the prioritization process and the accreditation follow-up report, and the self-study report, we will have amassed a lot of intelligence. This data must be used to update our EMP so that it remains a living document.
- Membership of the Facilities Committee has been confirmed.
- The membership of committees should be rationally determined based on what’s needed to come up with sound responses to the charge of that committee.
- Curriculum Committee and LAC would like to consolidate into one committee in the future once everything is caught up for both committees.
- Learning Committees and Foundation Skills committees maybe as well.

- There is still the outstanding issue of the Unions membership on the Council. It was made clear that what is up in the air is voting membership only, and that all meetings are always open to the public.
- It was tasked that every SG committee to review their charge and membership and report back to the Council on what adjustments they recommended.
- Denise Richardson – re: Facilities Planning Committee (FPC) – Would recommend that we expand the faculty membership on the FPC to include an environmental/sustainable position. Don Petrilli (Co-Chair of the FPC) indicated that this discussion is a committee level discussion before it comes to the College Council.
- Dorothy Marie Wilson – Expressed concern about BCC getting 9 faculty positions and Laney getting 8. Dean Inger Stark responded that it was based on the FTES and the Budget Allocation Model (BAM) which should be quite fair. Their increase was based on the student to faculty ratio. If you look at the aggregate, the model works. If you look at the detailed level, it doesn't work because not all colleges have the same programs and they are not structured the same. The disaggregate data makes it unfair. The BAM is based on comparison and not need. There is a \$5.5 million gap that we will lose if the governor's tax initiative loses this November. As a college we need to have a plan to indicate how those dollars are used.

**IV. Updates from Shared Governance Committees & ASLC Representatives**

- To be shared electronically and/or at the October College Council meeting.

**Meeting Adjourned 4:05pm**