Laney College

Wednesday, October 16, 2019
College Council

2:00 - 4:00 PM
Room: T-850

1. WELCOME & AGENDA APPROVAL

Subject	**1.1 Agenda Approval - Presenter: President Gilkerson (3 minutes)**
Meeting	Oct 16, 2019 - College Council
Category	1. WELCOME & AGENDA APPROVAL
Access	Public
Type	PROCEDURAL

BACKGROUND / SUMMARY
College Council Agenda for the October 16, 2019 meeting to be approved for use.

> File Attachments
> College Council Meeting Agenda - 10.16.19.pdf (132 KB)

Subject	**1.2 Introduction of New Members - Presenter: President Gilkerson (2 minutes)**
Meeting	Oct 16, 2019 - College Council
Category	1. WELCOME & AGENDA APPROVAL
Access	Public
Type	PROCEDURAL

BACKGROUND / SUMMARY
Newly appointed members to the Council will be introduced.

2. PRESIDENT'S REPORT

Subject	**2.1 President's Report back - Final Decisions on Recommendations from the Previous College Council Meeting - Presenter: President Gilkerson (5 minutes)**
Meeting	Oct 16, 2019 - College Council
Category	2. PRESIDENT'S REPORT
Access	Public
Type	PROCEDURAL
Goals	Goal 2: Promote a collaborative institutional culture for communication, governance and decision-making

College President's Final Decisions on Recommendations from the Previous College Council Meeting

1. Final Decision on the Council's Recommendation to approve the College Council Master Calendar for 2019-20

2. Final Decision on the Council's Recommendation to approve the College Council Goals for 2019-20
3. Final Decision on the Council's Recommendation to approve the Learning Assessment Committee's Change to the Method of Appointing Committee Chair

Subject	**2.2 Participatory Governance Council (PGC) Committee Report Out - Presenter: President Gilkerson (5 minutes)**
Meeting	Oct 16, 2019 - College Council
Category	2. PRESIDENT'S REPORT
Access	Public
Type	PROCEDURAL
Goals	Goal 2: Promote a collaborative institutional culture for communication, governance and decision-making

BACKGROUND / SUMMARY
Progress Report provided for PCCD's Participatory Governance Council (PGC). Major recent PGC activities and anticipated actions shared.

File Attachments
PGC Report-Out 9.27.19.pdf (42 KB)

Subject	**2.3 General Announcements - Presenter: President Gilkerson (5 minutes)**
Meeting	Oct 16, 2019 - College Council
Category	2. PRESIDENT'S REPORT
Access	Public
Type	PROCEDURAL

BACKGROUND / SUMMARY
The College President will share general announcements with the College Council.

3. MINUTES

Subject	**3.1 Approval of the September 18, 2019 College Council Meeting Minutes - Presenter: President Gilkerson (5 minutes)**
Meeting	Oct 16, 2019 - College Council
Category	3. MINUTES
Access	Public
Type	MINUTES
Goals	Goal 2: Promote a collaborative institutional culture for communication, governance and decision-making

BACKGROUND / SUMMARY
Draft minutes from the September 18, 2019 College Council Meeting are presented for approval.

File Attachments
College Council Meeting Minutes 9-18-2019- to be approved.pdf (588 KB)

4. RECOMMENDATIONS / ACTION ITEMS

Subject	**4.1 (2nd Read) Recommendation to Approve the Laney College Standardized Rubric Criteria for Resource Prioritization - Presenter: Derek Pinto, VP of Administrative Services (10 minutes)**
Meeting	Oct 16, 2019 - College Council
Category	4. RECOMMENDATIONS / ACTION ITEMS
Access	Public
Type	ACTION ITEM / RECOMMENDATION
Recommended Action	Adopt the Laney College Standardized Rubric Criteria for Resource Prioritization
Goals	Goal 2: Promote a collaborative institutional culture for communication, governance and decision-making

BACKGROUND / SUMMARY

During the 2018-19 budget development & resource prioritization cycle, the College Council made a recommendation to unify the five different resource prioritization rubrics (i.e. for technology, facilities, faculty positions, classified position, instructional equipment and library materials/IELM resources) into one standardized rubric. A sub-committee of the Council was convened to develop this standardized rubric. The rubric has been vetted through the college resource committees, Institutional Effectiveness Committee, President's Cabinet, Deans & Department Chairs, Budget Advisory Committee, Management Council and has gone to College Council as a First Read.

The rubric will be used to rate resource requests on the following criteria:

RANKING CRITERIA	DEFINITION/ EXPLANATION of CRITERIA
1. Department Background & Performance	• The request is essential to the ability of the program, department, or service to provide quality educational services. • The request must show evidence that the improvement will enable a program or service to offer educational opportunities that respond to the cultural, economic, social, and workforce needs of the greater Bay Area and increase community partnerships and global awareness. • This request is justified from patterns over the last three years (supporting information: # sections, enrollment, %success/retention, fill rate average, #appointments, total students served, #orientations/workshops, #SEPs completed).
2. Aligned with Institutional Planning: Education Master Plan, College Strategic & Equity Plans, Facilities & Technology Master Plans	• The request is aligned with one or all of the plans. See attached notes on the various plans.
3. Viability of the program, department or unit, including: immediate health or safety risk, and legal mandates	• The request impacts: student performance and outcomes, college's accreditation status and fiscal viability. • The request addresses an immediate health or safety risk to the public, personnel or students. • The request addresses a legal mandate, i.e. safety protocols, and/or disability access (ADA). Cite applicable code where appropriate.
4. SLO/PLO/ILO Assessment results	• The request is supported by assessment results. • The request addresses potential growth and student demand through curriculum development/updates and supports student access, equity and success.

- The request shows evidence of an increased demand for program, department or unit services; direct impact on student /academic success.

File Attachments
CPR APR rubric 2019-20 DRAFT v5.pdf (384 KB)

Subject	**4.2 Recommendation to Approve the Foundation Skills Committee's Name, Charge, Responsibilities & Membership Composition - Presenter: Ian Latta, Foundation Skills Committee Co-Chair (10 minutes)**
Meeting	Oct 16, 2019 - College Council
Category	4. RECOMMENDATIONS / ACTION ITEMS
Access	Public
Type	ACTION ITEM / RECOMMENDATION
Recommended Action	Adopt the Foundation Skills Committee's Proposed New Name, Charge, Responsibilities & Membership Composition
Goals	Goal 2: Promote a collaborative institutional culture for communication, governance and decision-making

BACKGROUND / SUMMARY

The Foundation Skills Committee brought a recommendation proposing a change to their committee's charge, responsibilities and membership composition to the May 2019 College Council meeting. The recommendation was passed by the Council, but rejected by the College President. The College President agreed to work with the Committee leads on the revised committee charge, responsibilities and membership to ensure that it was accurate and appropriate for the work of the committee. The College President met with the Committee chairs in September 2019 on the revisions, and the revisions were to be brought to the Faculty Senate for review and approval so that it could be presented to the Council at the October 2019 meeting.

PROPOSED NEW NAME
Academic Support Committee

REVISIONS TO CURRENT CHARGE AND RESPONSIBILITIES

New Charge:
Identify and implement strategies to improve the success rates in English, ESOL and math

New Responsibilities:
1. Acquire input from students, instructors, counselors, and student services to identify needs that are common among students that are under-prepared for transfer-level coursework.
2. Create a plan for equitably supporting student success in English, Math, and ESOL, both credit and noncredit
3. Identify grant opportunities, review and make recommendations on grant proposals addressing committee initiatives
4. Determine budget priorities and allocation of committee funds
5. Ensure the integration of the committee plans with the plans for student equity and other related grant-funded and categorical programs
6. Facilitate participation of student representatives to help identify and accomplish committee goals
7. Evaluate proposals (including course proposals) for their merit in helping support student success in college-level coursework
8. Monitor data to assess how students are doing in support classes
9. Support student independence, metacognitive development, and writing skills
10. Support tutoring resources throughout the College
11. Determine if support classes are providing adequate reinforcement of course material to meet the needs of underprepared students

12. Ensure alignment of Committee plans with the College's integrated plan, Guided Pathways and accreditation standards.

PROPOSED CHANGE TO MEMBERSHIP COMPOSITION
Non-voting liaisons removed from committee membership.

File Attachments
FOUNDATION SKILLS COMMITTEE Recommendation-10.2019.pdf (365 KB)

Subject	**4.3 Recommendation to Approve the Curriculum Committee's Membership Composition - Presenter: Heather Sisneros, Curriculum Committee Co-Chair (10 minutes)**
Meeting	Oct 16, 2019 - College Council
Category	4. RECOMMENDATIONS / ACTION ITEMS
Access	Public
Type	ACTION ITEM / RECOMMENDATION
Recommended Action	Adopt the Curriculum Committee's Proposed New Membership Composition
Goals	Goal 2: Promote a collaborative institutional culture for communication, governance and decision-making

BACKGROUND / SUMMARY
The Curriculum Committee has approved adding one instructional dean (with voting rights) to its membership composition. The Committee is bringing this change to the College Council for official recommendation to the College President for adoption, and for an update to be made to the Participatory Governance Organization Manual (PGOM).

On Friday, September 20th, 2019 at the Curriculum Committee meeting, the members voted unanimously to:
1. Have one Dean on the committee who is a representative of the Dean Constituency
2. The Dean Rep will be a voting member
3. The Dean Rep will be appointed by the VPI
4. It was clarified that this is a position specific to the Dean constituency. This is not a position to replace or be a designee if the VPI cannot attend the meeting. If the VPI cannot attend a meeting, the VPI will ensure a designee (a dean) will attend in their place and vote as the VPI would.
5. Dean Role/Charge to be fleshed out at 10/4/19 meeting, (did not finish and will finalize at 10/18/19 meeting) with Dean constituency input on their expectation of committee members to the Dean Rep.
6. Goal is for Dean Rep appointment and attendance beginning as soon as possible.

File Attachments
Curr. Comm. Membership Update for 10.16.19.pdf (655 KB)

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5. FIRST READ RECOMMENDATIONS

Subject	**5.1 Recommendation (First Read) from the Taskforce Supporting Undocumented and Mixed Status Students at Laney College - Presenter: President Gilkerson (15 minutes)**
Meeting	Oct 16, 2019 - College Council
Category	5. FIRST READ RECOMMENDATIONS

Access	Public
Type	FIRST READ RECOMMENDATIONS
Goals	Goal 5: Increase awareness and access to disproportionately impacted communities
	Goal 4: Cultivate a culture of belonging, pride and self-reflection for continuous improvement

BACKGROUND / SUMMARY

In the spring of 2018, Laney College applied for a grant through the California Campus Catalyst Fund to provide seed funding and technical support for supporting students who are undocumented, or from mixed-status families. As the College strives to educate, support, and inspire student to excel in an inclusive and diverse learning environment rooted in social justice, we also must expand our thinking and better understand whom we serve and how we serve them.

One area of identified weakness for the College has been creating a holistic, multicultural and solution-focused approach to serving undocumented students and their families. While we know there are a large number of undocumented students and mixed-status families in our community, the College lacks the established infrastructure and institutional understanding amongst faculty and staff to help empower a sense of belonging for undocumented students and support their higher educational and career pursuits.

To this end in fall 2018, President Gilkerson convened a taskforce on undocumented and mixed-status students with the primary goal of (1) providing a focused framework for identifying and articulating the issues and needs for undocumented members of the Laney College community, and (2) articulating recommendations for college initiatives that can best support them in achieving their goals. The scope of inquiry included a focus on the needs of undocumented and mixed status students as it relates to issues of access, retention and success.

The taskforce consisted of the following membership:

- Two (2) undocumented or mixed-status students: **Maria Leal-Robleto & Miriam Dominguez**
- Two (2) classified professionals: **Atiya Rashada & Laura E. Ramos**
- Two (2) faculty members: **Alicia Caballero-Christenson & Elizabeth Wadell**
- Two (2) administrators: **David Lee & Vicki Ferguson**
- Two (2) representatives from community-based organizations serving/supporting undocumented and mixed status students and families: **Linda Sanchez, 67 Suenos & Nancy Jodaitis, Immigrants Rising**
- Regular Non-Appointed Attendees: **Arlene Lontoc, Arturo Davila-Sanchez, Clifton Coleman, Diane Chang, Gary Albury, Tammeil Gilkerson (chair), Yipeng Ruan**

The taskforce convened five times (December, January, March, April, May) and work deliberatively at each meeting and in working groups outside of meetings to meet the outlined goals. The taskforce:
- Reviewed available student demographic data;

- Adopted the California UndocuCollege Guide & Equity Tool as a framework;
- Administered a survey for student services staff using the UndocuCollege Tool;
- Reviewed the College's website resources for undocumented students and provided recommendations for improvements;
- Provided input on the adoption of the College's UndocuAlly logo;
- Developed questions for student focus groups;
- Coordinated and facilitated four (4) focus groups of individuals identifying as undocumented at Laney College, MetWest--Oakland Adult Career and Education, Rudsdale High School, and local Chinatown community; and,
- Utilized all the findings from the work to develop a final set of recommendations for the College to consider adopting as a plan for implementation.

File Attachments
Recommendations_Undocumented Student Taskforce_Oct2019.pdf (114 KB)

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6. UPDATE / DISCUSSION ITEMS

Subject	**6.1 Student Centered Funding Formula Snapshot & Areas of Focus - Presenter: Clifton Coleman, Research & Systems Technology Analyst (10 minutes)**
Meeting	Oct 16, 2019 - College Council
Category	6. UPDATE / DISCUSSION ITEMS
Access	Public
Type	UPDATE / DISCUSSION

BACKGROUND / SUMMARY

This presentation will briefly review the metrics used to determine our funding under the Student Centered Funding Formula (SCFF). It will then examine some possible areas of focus to improve student success and funding. Areas of focus to include: degrees & certificates, financial aid, CTE units.

File Attachments
SCFF Presentation.pdf (145 KB)

Subject	**6.2 Progress Update on CTE Online Pathways Grant - Presenter: Mark Fields, Dean of Humanities & Social Sciences Division (10 minutes)**
Meeting	Oct 16, 2019 - College Council
Category	6. UPDATE / DISCUSSION ITEMS
Access	Public
Type	UPDATE / DISCUSSION

BACKGROUND / SUMMARY

Progress Update provided on the CTE Online Pathways Grant.

Laney College has been awarded $400,370 in Improving Online CTE Pathways grant funds from CVC-OEI for a project called "Improving Online CTE Pathways with a Focus on ESOL and Adult Students." This project will create and expand online opportunities in Business Management and Supervision, Construction Management (California Green and Sustainable Building Standard), and Legal Community Interpreting. Laney a) will improve access to these quality online CTE-oriented programs, with a focus on engaging English for Speakers of Other Languages (ESOL) and adult students, and b) will provide wraparound support to ESOL students through counseling and tutoring.

File Attachments
OEI CTE Grant's College Council Update doc.pdf (116 KB)

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7. ACCREDITATION UPDATE

Subject	**7.1 Update Provided on the College's Accreditation/Institutional Self Evaluation Report (ISER) Efforts - Presenter: Rudy Besikof, VPI & Accreditation Liaison Officer (5 minutes)**

Meeting	Oct 16, 2019 - College Council
Category	7. ACCREDITATION UPDATE
Access	Public
Type	UPDATE / DISCUSSION
Goals	Goal 3: Offer students the highest quality curriculum and services

BACKGROUND / SUMMARY

An update will be provided by the College's Accreditation Liaison Officer, VPI Rudy Besikof, on the accreditation efforts made to-date as it relates to the Institutional Self Evaluation Report (ISER).

What's Happened:
- September 24: ACCJC District Visit
- September 26: ACCJC Laney Visit
- September 27: Evidence Gathering Session (29 people attended)
- October 10: Evidence/Bullet Point Information Work Session

What's Happening:
- October 22: Accreditation Open House, 1-4pm, F-170 (Happening concurrently with Program Review Drop-in Workshops)
- Check-in Survey
- Report to Institutional Effectiveness Committee

File Attachments
accreditation update.pdf (412 KB)

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8. COLLEGE COUNCIL BUSINESS

Subject	**8.1 Confirm College Council Membership - Presenter: Maisha Jameson, Executive Assistant to the President's Office (2 minutes)**
Meeting	Oct 16, 2019 - College Council
Category	8. COLLEGE COUNCIL BUSINESS
Access	Public
Type	COLLEGE COUNCIL BUSINESS

BACKGROUND / SUMMARY

This will be a check-in on the outstanding appointments of members to serve on the College Council for the current year. We are currently still waiting for one classified representative appointment (Administrative Services Area) and two at-large student representative appointments. Additionally, some of the shared governance committees have yet to confirm their appointment to serve on the Council.

File Attachments
College Council 2019-20 Schedule- DRAFT as of 10-10-2019.pdf (230 KB)

Subject	**8.2 Check-in on College Council Goals for 2019-20 - Presenter: President Gilkerson (8 minutes)**

Meeting	Oct 16, 2019 - College Council
Category	8. COLLEGE COUNCIL BUSINESS
Access	Public
Type	COLLEGE COUNCIL BUSINESS

BACKGROUND / SUMMARY

The College Council Goals for the 2019-20 academic year were approved at the September 19, 2019 College Council meeting. A check-in on these Goals will be a standing agenda item at each College Council meeting going forward. This is a time to brainstorm about strategies to work towards achieving these goals, as well as a time to check-in on progress.

COLLEGE COUNCIL GOALS
2019-20 Academic Year
FINAL

GOAL #1 – (New and slightly enhanced 2018-19 carry-over Goal) Improve the overall efficiency of – and adherence to – the College's planning & resource allocation model, including the CPR/APR process which aligns with the College's mission & strategic goals.

GOAL #2 – Enhance the College Council members' understanding of the planning & resource allocation decision-making processes.

GOAL #3 – (During the spring 2020 semester) Review and reassess the voting rights of the College Council's shared governance committee representative members.

GOAL #4 – Add at least two additional meetings to allow the Council time to complete important Council business, as well as to allow for shared governance committee report-outs to the Council.

> File Attachments
> College Council Goals 2019-20 - FINAL.pdf (446 KB)

Subject	**8.3 Constituency Report Back Template - Presenter: President Gilkerson (5 minutes)**
Meeting	Oct 16, 2019 - College Council
Category	8. COLLEGE COUNCIL BUSINESS
Access	Public
Type	COLLEGE COUNCIL BUSINESS
Goals	Goal 2: Promote a collaborative institutional culture for communication, governance and decision-making

BACKGROUND / SUMMARY

Laney College is committed to participatory governance, and as an institution, we are working to put into place systems that better facilitate communication between those that serve on the various shared governance committees, and those that they are appointed to represent.

Adopting the use of the attached form is an attempt to help those that serve on shared governance committees/councils/senates regularly communicate with and report back to their constituents.

> File Attachments
> Constituency Report Back Form_October2019.pdf (229 KB)

Subject	**8.4 BoardDocs Overview/Training for Agenda Item Submittal - Presenters: Maisha Jameson (10 minutes)**
Meeting	Oct 16, 2019 - College Council
Category	8. COLLEGE COUNCIL BUSINESS
Access	Public
Type	COLLEGE COUNCIL BUSINESS, SPECIAL PRESENTATIONS / REPORTS

BACKGROUND / SUMMARY

The College Council will be moving to BoardDocs for not only the platform within which the Council's documents will be maintained, but also for the creation of Council agendas.

Last month, there were several comprehensive training sessions led by BoardDocs that showed participants how to navigate within the system and how to submit agenda items. This will be a quick refresher on how to submit an agenda item through BoardDocs. Additional help can be provided later on, as needed.