<p style="text-align:center">*Laney College*</p>

<p style="text-align:center">**Wednesday, November 20, 2019**
College Council</p>

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

1. WELCOME & AGENDA APPROVAL

Subject	**1.1 Agenda Approval - Presenter: President Gilkerson (3 minutes)**
Meeting	Nov 20, 2019 - College Council
Category	1. WELCOME & AGENDA APPROVAL
Access	Public
Type	PROCEDURAL

BACKGROUND / SUMMARY
College Council Agenda for the November 20, 2019 meeting to be approved for use.

> File Attachments
> College Council Meeting Agenda - 11.20.19- FINAL.pdf (161 KB)

Subject	**1.2 Introduction of New Members - Presenter: President Gilkerson (2 minutes)**
Meeting	Nov 20, 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 Decision on Recommendations from the Previous College Council Meeting - Presenter: President Gilkerson (5 minutes)**
Meeting	Nov 20, 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 Decision on Recommendations from the Previous College Council Meeting

1. Final Decision on the Council's Recommendation to approve the Recommendations from the Taskforce Supporting Undocumented and Mixed Status Students at Laney College.

Subject	**2.2 General Announcements - Presenter: President Gilkerson (10 minutes)**
Meeting	Nov 20, 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 October 30, 2019 College Council Meeting Minutes - Presenter: President Gilkerson (5 minutes)**
Meeting	Nov 20, 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 October 30, 2019 College Council Meeting are presented for approval.

File Attachments
College Council Meeting Minutes 10-30-2019-to be approved.pdf (474 KB)

---

4. RECOMMENDATIONS / ACTION ITEMS

Subject	**4.1 Recommendation (2nd Read) from the Technology Planning Committee to Approve the Laney College Technology Master Plan - Presenter: Vina Cera (10 minutes)**
Meeting	Nov 20, 2019 - College Council
Category	4. RECOMMENDATIONS / ACTION ITEMS
Access	Public
Type	ACTION ITEM / RECOMMENDATION

Recommended Action   Adopt the Laney College Technology Master Plan

Goals   Goal 4: Cultivate a culture of belonging, pride and self-reflection for continuous improvement
                               Goal 3: Offer students the highest quality curriculum and services
                               Goal 2: Promote a collaborative institutional culture for communication, governance and decision-making

BACKGROUND / SUMMARY FOR YOUR AGENDA ITEM

This is a second read of the Laney Master Technology Plan. The first read was presented at the last College Council meeting of the Spring 2019 term.

Changes to this document since first read: Only one change

Tracked in the attached document: Remove the IMC print request project and add the implementation of the BoardDocs application

Project	Benefit
~~Submit Online print requests to IMC~~ Implement BoardDocs	~~Easier for Faculty to submit print requests via online system~~ Effectively submit documents for shared governance meetings

LIST BELOW ANY OTHER SHARED GOVERNANCE BODIES THAT HAVE PREVIOUSLY REVIEWED/APPROVED THIS RECOMMENDATION

The Laney Faculty Senate reviewed and approved the plan at its November 5, 2019, meeting.

HOW DOES THIS RECOMMENDATION HELP THE COLLEGE ACHIEVE ITS STRATEGIC GOALS?

The goals and activities included in the Plan align back to four of the five goals within the Laney College Strategic Plan.
Goal#1: Promote Equity (specifically 1.1)
Goal#2: Promote a collaborative institutional culture for communication, governance and decision-making (specifically 2.4)
Goal#3: Offer students the highest quality of curriculum and services (specifically 3.1-4 and 3.8)
Goal #4: Cultivate a culture of belonging, pride and self-reflection for continuous improvement (specifically 4.5)

PLAN FOR EVALUATION
The plan helps to recognize, evaluate and prioritize Laney College's much-needed technology initiatives to benefit students, Faculty and staff.

File Attachments
MTP_CollegeCouncil_read2.pdf (1,108 KB)

Subject   **4.2 Recommendation (2nd Read) from the Strategic Enrollment Management Committee to Approve the Updated Strategic Enrollment Management Plan - Presenter(s): Rudy Besikof & Vicki Ferguson (10 minutes)**

Meeting	Nov 20, 2019 - College Council
Category	4. RECOMMENDATIONS / ACTION ITEMS
Access	Public
Type	ACTION ITEM / RECOMMENDATION, FIRST READ RECOMMENDATIONS
Recommended Action	Adopt the Updated Strategic Enrollment Management Plan
Goals	Goal 2: Promote a collaborative institutional culture for communication, governance and decision-making
	Goal 1: Promote Equity
	Goal 3: Offer students the highest quality curriculum and services

BACKGROUND / SUMMARY

In March 2019, the College Council approved the Strategic Enrollment Management Plan. The chairs of the Strategic Enrollment Management Committee will update College Council on the last meeting activities, which included discussion and approval of three new goals to add to the Strategic Enrollment Management Plan, as they relate to the CBT and FCMAT Recommendations.

The recommended version is proposing to add the following goals to the Plan:
1. Modify scheduling to increase productivity toward FTES/FTEF number of 17.5.
2. Engage in more cooperative scheduling practices in relation to the offerings of the other three community colleges.
3. Incorporate Student-Centered Funding Formula Considerations into Curricular Approvals as well as Schedule Analysis and Planning.`

LIST BELOW ANY OTHER SHARED GOVERNANCE BODIES THAT HAVE PREVIOUSLY REVIEWED/APPROVED THIS RECOMMENDATION
- Strategic Enrollment Management Committee
- College Council

HOW DOES THIS RECOMMENDATION HELP THE COLLEGE ACHIEVE ITS STRATEGIC GOALS?
The Strategic Enrollment Management Plan is a living document. The revision to the plan will help the College achieve: Goal #3: Offer students the highest quality of curriculum and services Goal #5: Increase awareness and access to disproportionately impacted communities.

The goals within the plan will help the college offer a schedule that better fits student needs, thus offering the highest services possible. It brings scheduling efforts more closely in line with the work of the Guided Pathways group, while addressing productivity issues in scheduling, as well as student swirl and other unintended consequences that have come with mostly unintended issues that have emerged when looking at scheduling across the District. Finally, the goals within the revision align more with the reality of the Student-Centered Funding Formula.

PLAN FOR EVALUATION

The plan has a number of strategies that contain deadlines, at which time they will be evaluated. Moreover, the plan itself is dated 2019-21, meaning that it will be subject to annual review in Spring 2020 and full review at its sunset date of Spring semester 2021.

Metrics for Success include a few examples below (see document for full listing of metrics): FTES Generated; Average Class Size; Productivity Numbers of Discipline; Award Numbers; Average Units taken per semester at Laney College; Supplemental and Student Success Allocation Numbers as related to services and milestone completion. The revisions within the SEM plan contain metrics that will be used for evaluation of the goals.

> File Attachments
> 2019-2021 Laney College Strategic Enrollment Plan (2nd read feedback).pdf (1,097 KB)

Subject	**4.3 Recommendation (3rd Read) to Approve the Foundation Skills Committee's Name, Charge, Responsibilities & Membership Composition - Presenter: Ian Latta (10 minutes)**
Meeting	Nov 20, 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. The recommendation was presented as a recommendation/action item to the College Council at its October 16, 2019 meeting, but given additional feedback, the motion was tabled, and the committee was asked to take the proposed feedback from the Council back to the committee for possible consideration and revision. The item was placed on the Octboer 30, 2019 College Council meeting agenda, but there were no Foundation Skills Committee chairs present to respond to questions, and hence the Foundation Skills Committee is now re-submitting its revised recommendation for approval by the College Council at its November 20, 2019 meeting.

PROPOSED NEW NAME: Academic Support Committee

REVISIONS TO CURRENT CHARGE AND RESPONSIBILITIES

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

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 for their merit in helping support student success in college-level coursework
8. Review data pertaining to student success in activities supported by the Committee, such as support classes and tutoring
9. Support student independence, metacognitive development, and writing skills
10. Support tutoring resources throughout the College
11. Ensure alignment of Committee plans with the College's integrated plan, Guided Pathways and accreditation standards.

Changes to membership
1. Nonvoting liaisons removed
2. Add voting member representing Student Success and Equity Committee

----

LIST BELOW ANY OTHER SHARED GOVERNANCE BODIES THAT HAVE REVIEWED/APPROVED THIS RECOMMENDATION

- Foundation Skills Committee
- Laney College Faculty Senate
- College Council (2 times)

HOW DOES THIS RECOMMENDATION HELP THE COLLEGE ACHIEVE ITS STRATEGIC GOALS?

The recommended changes to the Foundation Skill Committee Name, Responsibilities and Membership support the College's strategic goals in following ways:

Goal #1 – Adding the SSE representative promotes diversity in Committee participation

Goal #2 – Our Committee is composed of students, classified professionals, faculty and administrators. Removing the names of previously non-participating representatives improves the accuracy of the Committee's membership list without compromising the diversity of representation. Also, since the Committee is a participatory governance committee, anyone who is interested in collaborating with us is encouraged to attend.

Goal #3 – The new Committee name says it all. The Academic Support Committee is dedicated to providing students with the resources and support they need to improve our progress in all of the listed objectives for this goal.

Goal #4- The changes to our responsibilities (#7 and #8) support self-reflection for continuous improvement

PLAN FOR EVALUATION

Rubrics will be created to evaluate the 2 action items below:

7. Evaluate proposals for their merit in helping support student success in college-level coursework
8. Review data pertaining to student success in activities supported by the Committee, such as support classes and tutoring

---

File Attachments
Foundation Skills Committee Recommendation - 11.20.2019CC.pdf (581 KB)

Subject	**4.4 Recommendation to Approve the Institutional Effectiveness Committee's (IEC) Membership Composition - Presenter(s): Rudy Besikof & Fred Bourgoin (10 minutes)**
Meeting	Nov 20, 2019 - College Council
Category	4. RECOMMENDATIONS / ACTION ITEMS
Access	Public
Type	ACTION ITEM / RECOMMENDATION
Recommended Action	Adopt the Institutional Effectiveness Committee's Proposed New Membership Composition
Goals	Goal 4: Cultivate a culture of belonging, pride and self-reflection for continuous improvement

BACKGROUND / SUMMARY FOR YOUR AGENDA ITEM

At the November 7 regular meeting of the Institutional Effectiveness Committee, the group reviewed and discussed its membership, especially that of the Accreditation Coordinator. After considering the critical nature of

accreditation, the committee voted unanimously to add that role as a voting member to the I.E.C. during times when the position of Accreditation Coordinator is filled.

LIST BELOW ANY OTHER SHARED GOVERNANCE BODIES THAT HAVE PREVIOUSLY REVIEWED/APPROVED THIS RECOMMENDATION

- Institutional Effectiveness Committee

HOW DOES THIS RECOMMENDATION HELP THE COLLEGE ACHIEVE ITS STRATEGIC GOALS?

By including the Accreditation Coordinator as part of the membership, the accreditation process of self-reflection, assessment, implementation and improvement will be officially represented as part of the work of the Institutional Effectiveness Committee.

PLAN FOR EVALUATION

The Institutional Effectiveness Committee will assess its membership as part of its overall committee evaluation activities at the end of Spring Semester.

File Attachments
IEC Motion for College Council.pdf (205 KB)
IEC PAGE FROM PGOM.pdf (84 KB)

Subject	**4.5 Recommendation from the Faculty Prioritization Committee to Approve the 2019-20 Faculty Prioritization for Laney College - Presenter(s): Rudy Besikof & Fred Bourgoin (10 minutes)**
Meeting	Nov 20, 2019 - College Council
Category	4. RECOMMENDATIONS / ACTION ITEMS
Access	Public
Type	ACTION ITEM / RECOMMENDATION
Recommended Action	Adopt the Faculty Prioritization Committee's Recommendation for the 2019-20 Faculty Prioritization for Laney College
Goals	Goal 3: Offer students the highest quality curriculum and services
	Goal 2: Promote a collaborative institutional culture for communication, governance and decision-making

BACKGROUND / SUMMARY FOR YOUR AGENDA ITEM

The Faculty Prioritization Committee's charge includes review and prioritization of new faculty requests submitted in the comprehensive and annual program reviews. This year, the committee met three times from September to October of the Fall 2019 semester. In considering these staffing requests, the group used the Laney College Resource Allocation Rubric that was recently vetted and approved in College Council, as it is a part of the college's resource allocation committees.

After a debrief of the process, the list was sent forward for review by the Faculty Senate, with the intent that it goes to the College Council for consideration at its regular meeting on November 20, 2019. The College Council will receive an update on the work of the Faculty Prioritization Committee, specifically the prioritized list it arrived at through its process.

Faculty Prioritization Process
- Requests for retirement replacement and new regular contract faculty position are submitted once a year via APU Form A, in the fall semester.
- The FPC will develop and publish rubrics for evaluation before Form A is submitted.

- The requesting departments will be given a chance to present their requests to the committee and answer committee members' questions if they so choose.
- Committee members will score and rank the requests based on evidence presented in Form A and departments' presentation.
- The FPC will combine the rankings from the committee members and discuss the results to arrive at a ranked list.
- Recommendations for hiring will made in the order that a position appears on the ranked list.
- Positions recommended by the Committee for hiring will be forwarded to the College Council for approval.
- The College Council will then submit its recommendations to the President.
- The president will make the final decision. If the President's decision is different from the recommendations made by the College Council, a rationale will be provided. The President will submit the approved list to the Chancellor's Office.
- The requesting departments will be informed of the decisions about their requests
- No additional positions should be added to the forwarded faculty prioritization list without going through the full Faculty Prioritization Committee.

LIST BELOW ANY OTHER SHARED GOVERNANCE BODIES THAT HAVE PREVIOUSLY REVIEWED/APPROVED THIS RECOMMENDATION
- Faculty Prioritization Committee
- Faculty Senate

HOW DOES THIS RECOMMENDATION HELP THE COLLEGE ACHIEVE ITS STRATEGIC GOALS?

Input that resulted in the prioritized list was rooted deeply in college planning, as considerations of the requests were informed by each area's program reviews.

PLAN FOR EVALUATION

The committee will debrief further on its process for future faculty selection processes.

File Attachments
Prioritized List.docx (20 KB)

---

5. FIRST READ RECOMMENDATIONS

Subject	**5.1 (First Read) Recommendation from the Technology Planning Committee to Approve the Laney College IT Project List for Bond Prioritization - Presenter(s): Derek Pinto (15 minutes)**
Meeting	Nov 20, 2019 - College Council
Category	5. FIRST READ RECOMMENDATIONS
Access	Public
Type	FIRST READ RECOMMENDATIONS

BACKGROUND / SUMMARY FOR YOUR AGENDA ITEM

First Read Request to College Council to review the Laney College IT projects list to consider for Bond Prioritization, and provide feedback.

Much of the hardware assets (including desktops and printers) and Network infrastructure (WiFi and Data closets) at Laney are old and require constant fixing/troubleshooting.The attached list of IT projects is based on requests submitted via Annual and Comprehensive Program Reviews. The projects are also part of the Facilities & Technology Master plans. The list has been vetted and approved by the Technology Planning Committee.

Some projects will be done in collaboration wth the District as District wide projects. The costs are estimates, received from various vendors for the services.

> File Attachments
> Draft_IT_Projects_Bond_Prioritization_V2 copy.pdf (424 KB)

6. UPDATE / DISCUSSION ITEMS

Subject	**6.1 Update Provided on the College's Accreditation/Institutional Self Evaluation Report (ISER) Efforts - Presenter: Rudy Besikof, VPI & Accreditation Liaison Officer (10 minutes)**
Meeting	Nov 20, 2019 - College Council
Category	6. UPDATE / DISCUSSION ITEMS
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).

7. COLLEGE COUNCIL BUSINESS

Subject	**7.1 Check-in on College Council Goals for 2019-20 - Presenter: President Gilkerson (20 minutes)**
Meeting	Nov 20, 2019 - College Council
Category	7. 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 PARTIALLY MET)**

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. **(GOAL MET)**

File Attachments
College Council Goals 2019-20 - FINAL.pdf (449 KB)