



COLLEGE COUNCIL MEETING MINUTES **FINAL**

COMMITTEE: COLLEGE COUNCIL

MEETING DATE: October 16, 2019

LOC./TIME: T-850, 2-4pm

ATTENDEES: Tammeil Gilkerson, Derek Pinto, Mark Fields, Alejandro Acosta, Hope Lane, Blanca Montes de Oca, Fred Bourgoin, Evelyn Lord, Ann McMurdo, Diane Chang, Rudy Besikof, Heather Sisneros, Stephen Corlett, Felipe Wilson, Clifton Coleman, Sarah Backes-Diaz, Alexandra CIPHER, Kathy Ma, Kim Glosson, Shirley Brownfox, Francis Howard, Terance Williams, Cassandra Upshaw, Karen Tellegen, Mark Rauzon, Kimberly King, Marla Leech

ABSENT: Vicki Ferguson, Armani Taylor, Gary Albury, Barbara Yasue, Nate Failing/Miriam Zamora-Kantor

MINUTES: Maisha Jameson

- HANDOUTS:**
- Meeting Agenda
 - College Council Minutes – 9.18.19 Meeting
 - Participatory Governance Council Report-Out
 - Standard Rubric for CPR and APR Resource Prioritization
 - Foundation Skills Committee Recommendation
 - Curriculum Committee Recommendation
 - (DRAFT) Recommendations from the Taskforce Supporting Undocumented and Mixed Status Students at Laney College
 - Progress Update on CTE Online Pathways Grant
 - Accreditation Update
 - College Council Membership List
 - College Council Goals for 2019-20
 - Constituency Report Back Template

NEXT MEETING: October 30, 2019

Item	Discussion/Decisions	Action Item
<p>1.1 Agenda Approval <i>Presenter: Tammeil Gilkerson</i></p>	<ul style="list-style-type: none"> • FRED BOURGOIN CALLED A MOTION TO APPROVE THE OCTOBER 16, 2019 COLLEGE COUNCIL MEETING AGENDA. RUDY BESIKOF SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. NO ABSTENSIONS. • President Gilkerson asked for the Student Centered Funding Formula Snapshot & Areas of Focus agenda item to be removed from the agenda. • HOPE LANE CALLED A MOTION TO APPROVE THE 	



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	<p><u>AMENDED AGENDA FOR THE OCTOBER 16, 2019 COLLEGE COUNCIL MEETING. MARK FIELDS SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. NO ABSTENSIONS.</u></p>	
<p>1.2 Introduction of New Members <i>Presenter: Tammeil Gilkerson</i></p>	<ul style="list-style-type: none"> • President Gilkerson introduced the new members of the Council. 	
<p>2.1 President’s Report – Final Decisions made on Recommendations from Previous College Council Meeting <i>Presenter: Tammeil Gilkerson</i></p>	<ul style="list-style-type: none"> • Report-back - College President’s decisions made on recommendations from the previous Council meeting: <ul style="list-style-type: none"> ○ President Gilkerson accepted the College Council’s recommendation to approve the College Council Master Calendar. ○ President Gilkerson accepted the College Council’s recommendation to approve the College Council Goals for 2019-20. ○ President Gilkerson accepted the College Council’s recommendation to approve the Learning Assessment Committee’s Change to their method of appointing a committee chair. 	
<p>2.2 President’s Report – Participatory Governance Council (PGC) Committee Report-Out <i>Presenter: Tammeil Gilkerson</i></p>	<p>Participatory Governance Council “Committee Report-Out”:</p> <ul style="list-style-type: none"> • A summary of the report-out from the District’s Participatory Governance Council was provided. Major recent activities of the PGC and anticipated actions to be taken were reported on. 	
<p>2.3 President’s Report – General Announcements <i>Presenter: Tammeil Gilkerson</i></p>	<p>The following general updates were provided:</p> <ul style="list-style-type: none"> • The new Chancellor, Regina Stanback Stroud starts October 21, 2019. • Allocation of the Measure G funds will begin happening soon. • The District and colleges are planning and working to address the recommendations provided in the FCMAT Report. • A reminder was provided about the upcoming mid-semester Professional Development Day (10/22). Sessions for both faculty and classified are being planned. The theme for the day is “Wellness”. Efforts are being made to unify the Flex Day programming to meet everyone’s needs. • A reminder was provided about the College’s non-discrimination disclaimer statement that must be included 	<ul style="list-style-type: none"> • To bring a new proposed date for the April College Council meeting back to the next meeting of the Council.



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	<p>on all posted and publicized materials. The statement can be found on the bottom of the Laney college webpage.</p> <ul style="list-style-type: none"> • The president requested for everyone holding events on campus, to please add college events to their respective webpages on the website so that they can (auto) populate the College’s main Events Page. • It was noted that the April 2020 College Council meeting falls during Spring Break. This meeting date will need to be changed. Will bring a new proposed date for April’s College Council meeting back to the next meeting of the Council. 	
<p>3.1 Approval of the September 18, 2019 College Council Meeting Minutes <i>Presenter: Tammeil Gilkerson</i></p>	<ul style="list-style-type: none"> • FRED BOURGOIN CALLED A MOTION TO APPROVE THE SEPTEMBER 18, 2019 COLLEGE COUNCIL MEETING MINUTES. KIMBERLY KING SECONDED THE MOTION. THE MOTION WAS APPROVED. ABSTENSIONS: NONE. 	
<p>4.1 Recommendation (2nd Read) to Approve the Laney College Standardized Rubric Criteria for Resource Prioritization <i>Presenter: Derek Pinto</i></p>	<ul style="list-style-type: none"> • This is a Second Read of the Standardized Rubric for Resource Prioritization, which was presented to the Council as s First Read at the October 16, 2019 College Council meeting. • An overview of the changes made to the previous version were shared. These changes were made based on the feedback received from the College’s stakeholders. • RUDY BESIKOF CALLED A MOTION TO APPROVE THE LANEY COLLEGE STANDARDIZED RUBRIC CRITERIA FOR RESOURCE PRIORITIZATION. DEREK PINTO SECONDED THE MOTION. THE MOTION WAS APPROVED. ABSTENSIONS: NONE. • Additional changes/amendments were suggested: <ul style="list-style-type: none"> ○ The College Research Analyst noted that he shared input via comments sent to chairs of the Budget Advisory Committee (BAC) and Institutional Effectiveness Committee (IEC) – Questions included how the “Other considerations (non-scored)...” points at the end would be considered. The difference between scoring and ranking was highlighted and it was suggested that for this area, it should state something to the effect that “the committee can use these points at their discretion to inform the overall committee rankings of the resource requests. Individual members to score everything based on the criteria, and then the specific group ranks the total 	<ul style="list-style-type: none"> • The finalized and approved rubric will be sent out to the College Council, all resource committees and appropriate stakeholders.



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	<p>request.”</p> <ul style="list-style-type: none"> ○ To add a parenthesis on at the beginning of “Good)” in #3 of the Scoring area. ○ Concern was expressed that there was not enough criteria included for student services consideration Discussed ensued. ○ To change the assessment results to include SAO and AUO. <ul style="list-style-type: none"> ● FRED BOURGOIN CALLED A MOTION TO APPROVE THE LANEY COLLEGE STANDARDIZED RUBRIC CRITERIA FOR RESOURCE PRIORITIZATION <u>WITH THE AGREED UPON AMENDMENTS</u>. TERENCE WILLIAMS SECONDED THE MOTION. THE MOTION WAS APPROVED. ABSTENSIONS: NONE. ● The finalized and approved rubric will be sent out to College Council, all resource committees and appropriate stakeholders. 	
<p>4.2 Recommendation to Approve a Change to the Foundation Skills Committee’s Name, Charge, Responsibilities & Membership Composition <i>Presenter: Ian Latta</i></p>	<ul style="list-style-type: none"> ● Legislation AB705 was passed with the intention to accelerate students’ progress in math and English/ESOL. It was noted that our students still have the same needs even give this new legislation. ● A summary was provided of the proposed changes to the name, charge, responsibilities and membership composition for the Foundation Skills Committee. ● An overview of the reason for the changes was provided. ● YIPING WANG CALLED A MOTION TO APPROVE THE FOUNDATION SKILL’S COMMITTEE’S, NAME, CHARGE, RESPONSIBILITIES AND MEMBERSHIP COMPOSITION. KIMBERLY KING SECONDED THE MOTION. DISCUSSION ENSUED. AS A RESULT OF THE COUNCIL’S DISCUSSION, THE MOTION WAS TABLED UNTIL THE NEXT MEETING. ● President Gilkerson noted that all suggested changes to already existing items/language should include the proposed changes in track changes so that the Council can see what is different from previous versions. ● A question was asked about non-voting liaisons. ● A question was asked about additional tutoring support given the passing of AB705. Do we need to develop more of a plan for increasing tutors on campus? Can Basic Skills Funding supply support for various College programs (ex. Umoja)? Who pays for tutors for the new Basic Skills type classes? Response: There is no line item in the budget for tutoring. It’s currently only funded by Basic Skills...and 	<ul style="list-style-type: none"> ● Add this item to the October 30, 2019 College Council agenda to be brought back as a 2nd read Recommendation.



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	<p>this not enough.</p> <ul style="list-style-type: none"> • It was noted that “responsibility #7” is somewhat of an overlap with the Curriculum Committee’s work. Asked are we adding a step here? Ian Latta shared that maybe this should be removed. • It was suggested that a representative from the Student Success and Equity Committee be added to the membership composition. • It was shared that there is a benefit in keeping the learning community liaisons as voting members. • A suggestion was made for the Council’s suggestions to be taken back to the Foundation Skills Committee for consideration, and then to for the item to be brought back to the next College Council meeting for a vote. • FRED BOURGOIN CALLED A MOTION TO RECOMMEND THAT THE FOUNDATION SKILLS COMMITTEE SHARE THE COUNCIL’S FEEDBACK WITH THE COMMITTEE AND THEN BRING BACK THE RECOMMENDATION AS AN ACTION ITEM TO THE NEXT COUNCIL MEETING. KIM GLOSSON SECONDED THE MOTION. THE MOTION WAS APPROVED. ABSTENSIONS: NONE. 	
<p>4.3 Recommendation to Approve a Change to the Curriculum Committee’s Membership Composition <i>Presenter: Heather Sisneros</i></p>	<ul style="list-style-type: none"> • The recommendation of the Curriculum Committee is to add a Dean representative as a voting member to the committee membership composition. • An overview was provided on the history as to why the Dean membership was originally removed from the Curriculum Committee’s membership composition. The Committee has recently revisited this decision to remove the Dean representation and on September 20th the committee voted to add the Dean position back to the committee, specific to representing the Deans (vs. the VPI’s Office). • It was noted that the committee did not discuss the term of the appointment. • It was noted that management appointments to shared governance committees are made by the President, not the VPI. • FRED BOURGOIN CALLED A MOTION TO APPROVE THE CURRICULUM COMMITTEE’S RECOMMENDATION TO CHANGE THE COMMITTEE’S MEMBERSHIP COMPOSITION AS PROPOSED, <u>WITH A FRIENDLY AMENDMENT</u> – TO CHANGE THE APPOINTMENT OF THE DEAN TO THE 	



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	<p>COMMITTEE TO BE MADE BY THE COLLEGE PRESIDENT FOR A 2 YEAR TERM. MARK FIELDS SECONDED THE MOTION. THE MOTION WAS APPROVED. ABSTENSIIONS: NONE.</p> <ul style="list-style-type: none"> It was noted that the Deans over faculty who have new curriculum being presented at a specific Curriculum Committee meeting, should be attending that particular meeting along with the faculty in order to speak to the proposed course/curriculum. 	
<p>5.1 (First Read) of Recommendation from the Taskforce Supporting Undocumented and Mixed Status Students at Laney College <i>Presenter: Tammeil Gilkerson</i></p>	<ul style="list-style-type: none"> An overview was provided of the history and context that led to the Taskforce being formed, the make-up of the Taskforce (includes a diverse group of staff and community members), and the purpose of the Taskforce (what they were formed to do). An overview about how the recommendations were developed was provided. The recommendations were data driven. Shared a summary of some of the accomplishments and work that the Taskforce has done thus far. Asked that all members share the recommendations closely and provide feedback in time for them to be updated with feedback (if necessary) so that they can be presented for action as a recommendation at the next College Council meeting. 	<ul style="list-style-type: none"> Council members to share the recommendation with their constituents and to send any feedback on the recommendations for inclusion in the final draft. A finalized version will be brought back to next month's College Council meeting for a second read/recommendation.
<p>6.1 Update/Discussion Item: Student Centered Funding Formula Snapshot & Areas of Focus <i>Presenter: Clifton Coleman</i></p>	<p><i>AGENDA ITEM REMOVED FROM THE AGENDA WITH COUNCIL APPROVAL (see above)</i></p>	
<p>6.2 Update/Discussion Item: Progress Update on CTE Online Pathways Grants <i>Presenter: Mark Fields</i></p>	<ul style="list-style-type: none"> Laney/PCCD received a grant for \$400,370 to improve online CTE Pathways with a focus on ESOL and adult students. The purpose of - and the intended benchmarks for - the grant were shared. The grant includes provisions for some wrap around services for some of our students. There are 3 Pathways for this grant: <ul style="list-style-type: none"> Business Management & Supervision Construction Management (CA Green and Sustainable Building Standards) 	



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	<ul style="list-style-type: none"> ○ Legal Community Interpreting • It was noted that the ESOL component is important. • President Gilkerson spoke to how it is important to keep in mind the context setting for what's going on at the State (ex. CalBright). 	
<p>7.1 Accreditation Update: Update Provided on the College's Accreditation/ISER <i>Presenter: Rudy Besikof</i></p>	<ul style="list-style-type: none"> • Overviews of ACCJC Vice President Stephanie Droker's visit to the College on 9/26 and the Evidence Gathering Sessions on 9/27 & 10/11 were provided. • Will be holding an Accreditation Open House on Flex Day in F170 from 1-4pm. This will be another evidence-gathering session, as well as time set aside for responding to the standards. • There will be another Open House to work on the standards on October 25 in room F170 from 9am-12pm. • Will also be taking an assessment survey of stakeholders to check-in on how the ISER efforts are going thus far. 	
<p>8.1 College Council Business: Confirm College Council Membership <i>Presenter: Maisha Jameson</i></p>	<ul style="list-style-type: none"> • A list of the current vacant positions on the Council were shared: <ul style="list-style-type: none"> ○ Classified Professional – Administrative Services ○ Public Information Office (vacant position) ○ 2 Student At-Large positions ○ Local 39 Union Rep. • Discussion ensued on what strategies would be helpful to encourage student participation in the Council and in shared governance as a whole. • It was noted that it helps for students to come to classes to encourage their peers to participate in shared governance. 	
<p>8.2 College Council Business: Check-in on College Council Goals for 2019-20 <i>Presenter: Tammeil Gilkerson</i></p>	<ul style="list-style-type: none"> • It was noted that we just achieved one of our goals (#1) today by approving the unified/standardized rubric for resource prioritization, and that we have also already achieved Goal #4 by adding the two additional College Council meeting dates to the annual calendar. • As it relates to Goal# 2, all Council members were asked to think about where they feel that they need support in order to understand the College's planning & resource allocation decision making processes. To check-in on this at the next Council Meeting. • It was asked how we can provide more training to department chairs on how to effectively complete an Annual Program Reviews (APR) and Comprehensive Program Reviews (CPR), as well as how to correctly and 	<ul style="list-style-type: none"> • To check in on the Council's needs and recommendations for Goal# 2 at the next Council meeting.



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	<p>effectively submit resource requests. Response: This year we have done a lot more of this, led by the Institutional Effectiveness Committee (IEC). Additional training provided has (thus far) included multiple training/help sessions, as well as assigning Coaches to each department/unit scheduled to do CPRs. The Deans are also to provide support to those departments doing APRs.</p> <ul style="list-style-type: none"> • It was noted that understanding how the rubric works may need some additional instruction. • It was suggested to create a guide for department chairs to help them in filling out a Program Review. This guide could include a successful CPR and APR sample. It was suggested that a trouble-shooting section for IT issues with program review should be included in the guide. • The President shared that she feels like the College needs a Program Review Handbook. • Can use a Canvas shell for training. • It was noted that it would be helpful to have a list of commonly used acronyms on hand. 	
<p>8.3 College Council Business: Constituency Report Back Template <i>Presenter: Tammeil Gilkerson</i></p>	<ul style="list-style-type: none"> • An overview of the form and its purpose was provided. • The President reminded all members of their role as representatives serving on the Council as it relates to reporting up from, and back to, their respective constituents (whatever group they are representing in their seat on College Council). 	
<p>8.4 College Council Business: BoardDocs Overview/Training for Agenda Item Submittal <i>Presenter: Maisha Jameson</i></p>	<ul style="list-style-type: none"> • Maisha Jameson presented on this item. • A step by step overview was provided on how to submit a College Council agenda item through BoardDocs. • Will also send out a step-by-step guide in time for the next Council meeting. • There will be two ways to submit an agenda item to a particular College Council meeting – via an online form, and via the workflow process within BoardDocs. 	
<p>Meeting Adjournment</p>	<ul style="list-style-type: none"> • TERENCE WILLIAMS CALLED A MOTION TO ADJOURN THE OCTOBER 16, 2019 COLLEGE COUNCIL MEETING. KIMBERLY KING SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. 	

Meeting Adjourned 4:00 pm.