



COLLEGE COUNCIL MEETING MINUTES **FINAL**

COMMITTEE: COLLEGE COUNCIL

MEETING DATE: October 21, 2020

LOC./TIME: Via Zoom, 2:00-4:00pm

ATTENDEES: Mark Fields, Vicki Ferguson, Derek Pinto, Beth Maher, Gary Albury, Alejandro Acosta, Hope Lane, Karen Tellegen, Clifton Coleman, Larena Baldazo, Fred Bourgoin, Leslie Blackie, Amy Bohorquez, Kim Glosson, Barbara Yasue, Nathaniel Pyle, Sarah Backes-Diaz, Francis Howard, Kathy Ma, Evelyn Lord, Rudy Besikof, Meryl Siegal, William Trego, Heather Sisneros, John Reager, Amy Marshall, Rupinder Bhatia, Nate Failing, Felipe Wilson, Marla Leech, YiPing Wang, Atiya Rashada
GUESTS: Chris Weidenbach, Arlene Lontoc, Laura Espino, Kim Bridges, Veronica Then, Rebecca Bailey, Al Konuwa, Kimberly King

ABSENT: Alycia Raya, Emelin Hernandez

MINUTES: Maisha Jameson

- HANDOUTS:**
- Meeting Agenda
 - College Council Meeting Minutes – 10.7.20 Meeting
 - Recommendation for Standing Shared Governance Meeting Schedule
 - Shared Governance Committee Update Report Presentations
 - Faculty Senate
 - Budget Advisory Committee
 - Curriculum Committee
 - Facilities Planning Committee
 - Technology Planning Committee
 - Professional Development Committee
 - Student Success and Equity Committee
 - Strategic Enrollment Management Committee
 - Institutional Effectiveness Committee
 - Health, Safety and Security Committee
 - Academic Support Committee
 - CTE Advisory Committee
 - Distance Education Committee
 - Learning Assessment Committee

NEXT MEETING: November 18, 2020

Item	Discussion/Decisions	Action Item
1.1 Agenda Approval <i>Presenter: Rudy Besikof</i>	<ul style="list-style-type: none"> • KIM GLOSSON CALLED A MOTION TO APPROVE THE OCTOBER 21, 2020 COLLEGE COUNCIL MEETING AGENDA. EVELYN LORD SECONDED THE MOTION. THE MOTION WAS 	



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	<p style="text-align: center;">APPROVED UNANIMOUSLY. NO ABSTENSIONS.</p> <ul style="list-style-type: none"> • Given the time allotted to the Shared Governance Committee Update Reports, there will be no time for the standard College Council Business agenda items/Goals Discussion at this meeting. • The Budget Update at this meeting will be a brief update from Vice President Pinto. 	
<p>2.1 President’s Report – Final Decisions made on Recommendations from Previous College Council Meeting <i>Presenter: Rudy Besikof</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"> ○ Recommendation to Approve the Final Draft of the Laney College (Accreditation) Institutional Self Evaluation Report (ISER) - APPROVED ○ Recommendation to Approve the Laney College Measure E (formerly Measure B) Parcel Tax Spending Plan - APPROVED ○ Recommendation to Approve the Revised Laney College Standardized Criteria for Resource Prioritization - APPROVED 	
<p>2.2 President’s Report – General Announcements <i>Presenter: Rudy Besikof</i></p>	<ul style="list-style-type: none"> • Debrief on College Flex Day • Fall Planning Retreat to be held Nov. 13 • Maisha Jameson will be leaving Laney for period to serve in an out-of-class assignment at the District Office. • The next College Council meeting will be 11/18. Agendized are the First Reads of the IELM & Faculty Prioritization Resources, and hence the Second Reads/Votes will be pushed to the December Meeting. • Reminder to Senate Leads to confirm their appointments to College Council, as well as to the other committees that their constituencies have membership on (see PGOM). 	
<p>3.1 Approval of the October 7, 2020 College Council Meeting Minutes <i>Presenter: Rudy Besikof</i></p>	<ul style="list-style-type: none"> • NATE FAILING CALLED A MOTION TO APPROVE THE OCTOBER 7, 2020 COLLEGE COUNCIL MEETING MINUTES. FRED BOURGOIN SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. 	
<p>4.1 Recommendation to Approve a Proposal to Adopt a Standing Shared Governance Committee Meeting Schedule</p>	<ul style="list-style-type: none"> • LESLIE BLACKIE CALLED A MOTION TO APPROVE THE RECOMMENDATION TO APPROVE THE PROPOSAL TO ADOPT A STANDING SHARED GOVERNANCE COMMITTEE MEETING SCHEDULE. VICKI FERGUSON SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. 	



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<p><i>Presenter: Rudy Besikof</i></p>	<p>ABSTENTIONS: NONE</p> <ul style="list-style-type: none"> • There was a request for the committee meetings to be scheduled to accommodate Classified staff (ex. not late into the evenings – end before 4:30pm). 	
<p>5.1 Faculty Senate Update Presentation to College Council <i>Presenter: Fred Bourgoin & Leslie Blackie</i></p>	<ul style="list-style-type: none"> • Activities of the Faculty Senate were shared: <ul style="list-style-type: none"> - Getting regular updates on Accreditation, Curriculum, GP, etc. - Guest speakers have included committee leads, Chancellor, president, etc.. - Set goals. - Approved the ISER after modification to the District’s section. - Passed some resolutions (incl. emotional one for Stephen Corlett). Have some resolutions coming forward (recommended from DAS) related to Campus Access and teaching hands-on hours for science labs and CTE courses. 	
<p>5.2 Budget Advisory Committee (BAC) Update Presentation to College Council <i>Presenter: William Trego</i></p>	<ul style="list-style-type: none"> • Shared meeting time, charge and responsibilities, and membership composition. • Shared a reminder on how the Resource Allocation process works. • Reviewed committee evaluation from previous year and made modifications to last year’s goals, ex. Will now be paying particular attention to whether we are adequately reviewing resources related to COVID and operating remotely. Want to better inform campus community on budget related issues and also receive info./concerns/budgetary matters to the BAC from college community. Considering a recommendation to the College Council to plan for a thematic emphasis on the budget augmentation process. • Shared highlights of work done this year (Measure E Spending Plan, Resource Prioritization Rubric, ISER work, etc.) Committee wants to be relevant and serve as a conduit between college campus and college council. Want to play a more meaningful role as it relates to budget for the College campus. 	
<p>5.3 Curriculum Committee Update Presentation to College Council <i>Presenter: Heather Sisneros</i></p>	<ul style="list-style-type: none"> • New Co-Chair for Curriculum Committee is John Reager • The work of the Committee during fall 2020 was shared – Need to make sure that all of our courses are approved for distance education (1100 active courses on campus – currently at 450 approved). 	



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<p><i>& John Reager</i></p>	<ul style="list-style-type: none"> • Shared plans moving forward...There is a new curriculum approval process – including program review. Looking for a new Tech review process. The Committee will be communicating the process for curriculum committee so that all requirements are clear. “Credit for prior learning” is also coming down the pipeline. 	
<p>5.4 Facilities Planning Committee (FPC) Update Presentation to College Council <i>Presenter: Amy Marshall</i></p>	<ul style="list-style-type: none"> • Shared Committee meeting times, and noted that the Committee will take head of the comment related to late Committee meetings being and their impact on classified staff. • Shared Goals for the Committee. Review and adopt processes for all space allocation requests. Oversee College’s plan for improving the facilities...Ensuring that the Bond spending and plan aligns with FMP. Make recommendations to pres. For priorities here. FPC open for campus community to share concerns/ideas. Foster and strengthen communication with District on Laney’s behalf. Gave examples. Working on campus response to COVID-19. Will have a Bond spending plan update in November. • Spoke to the Community Cabin Proposal related to the moving the Tuff Shed homeless community to our overflow parking lot. 	
<p>5.5 Technology Planning Committee (TPC) Update Presentation to College Council <i>Presenter: Rupinder Bhatia</i></p>	<ul style="list-style-type: none"> • Brand new co-chair for Technology Planning Committee, Nathan Failing (replaced Vina Cera, long time co-chair). • Contributing to the ISER work for Standard 3C. • Went over goals of the Committee: Update Technology Master Plan, Asses faculty and staff training needs (survey to come out soon), Assess technology challenges our student’s face, IT Resource Request • District IT is working on a major upgrade to the PeopleSoft system. There was concern expressed about the timing of this. Concerned about this being scheduled to take place right as registration starts. as well. Go Live first date of • Shared the major IT projects that the TPC has been working: Smart Classrooms, Chromebook Distribution, Collaboration on District’s Master Technology Plan, Bond Prioritization 	
<p>5.6 Professional Development Committee Update Presentation to College Council</p>	<ul style="list-style-type: none"> • Shared Committees goals: <ul style="list-style-type: none"> ○ Developing Series of Training ○ Brown Bag Workshops offered through-out the year ○ Sabbatical Report Backs ○ Prioritize topics related to both physical and mental 	



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<p><i>Presenter: Felipe Wilson & Marla Leech</i></p>	<ul style="list-style-type: none"> health in Brown Bag offerings <ul style="list-style-type: none"> ○ Partner with District and other committees to be more inclusive of classified staff • Want recent sabbaticals awardees to come back to share about their experiences while on sabbatical. • Interested in developing a series of workshops and training that continue the professional development/Flex Day topics. Dr. Wood to come back. • Working with PFT a Difficult Dialogues discussions on campus. FanLee Warren doing another session on cultural appropriation. Continuing sessions on Race intersectionality with our work and Wellness topics. 	
<p>5.7 Student Success & Equity (SEE) Committee Update Presentation to College Council <i>Presenter: Vicki Ferguson & YiPing Wang</i></p>	<ul style="list-style-type: none"> • Shared the Committee’s Charge and efforts to date • The Committee has focused on developing its goals: <ul style="list-style-type: none"> ○ Defining Equity – to include focus on race and equity ○ Develop professional development on equity & inclusion ○ Analyze Student Survey results around technology basic needs ○ Review and monitor student resources and expand information ○ Provide opportunity for learning communities and other equity groups to present to SSE through-out year • Assigned workgroups to each of the goals. • Working on collaboration between the Distance Education Committee. • OER (Open Educational Resources) is working with SSE. It allows faculty to share and edit others work and to create new materials from different sources. 	
<p>5.8 Strategic Enrollment Management (SEM) Committee Update Presentation to College Council <i>Presenter: Vicki Ferguson</i></p>	<ul style="list-style-type: none"> • Shared co-chairs and staff support information. • Shared efforts to date. Approved master calendar. Working collaboratively with the Distance Education Committee. Breakout groups assigned for accomplishing the Goals. • Went over the Committee goals: <ul style="list-style-type: none"> ○ Review and update the Strategic Enrollment Management Plan. ○ Identify, develop and implement 2 enrollment management strategies from the SEM Plan implementation matrix 	



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	<ul style="list-style-type: none"> ○ Identify and promote intersectionality between student services and instruction ○ Train committee members to improve competency on use of data tools and analysis ○ Analyze online enrollment data for Fall 2020, including student support and instruction, to prepare for spring 2021 ● Membership confirmed. Will soon have students. ● Questions asked about data. 	
<p>5.9 Institutional Effectiveness Committee (IEC) Update Presentation to College Council <i>Presenter: Mark Fields & Atiya Rashada</i></p>	<ul style="list-style-type: none"> ● Program Review process is going well. We're on target with training. Held at session during Flex yesterday. Shared how META works in this Flex session. Timeline for process has been updated a bit given move to META. Dec. 18th = deadline. Counting on folks to get the access they need. Also doing training videos. Check for updates on IEC webpage. ● Spoke to the timeline of the Program Review and Resources Prioritization process => doing validations into January and ● resource prioritization in February. ● Spoke to what you'd find on website. ● Coaches have been assigned to assist departments with program review. Uploaded the wrong timeline to the ppt. Shared calendar for CPR vs. APR and cycle. META organized for better hand-off to resource committees. During the summer, IEC met to get prep work done on program review and the transition to META. 	
<p>5.10 Health, Safety & Security (HSS) Committee Update Presentation to College Council <i>Presenter: Amy Marshall & Felipe Wilson</i></p>	<ul style="list-style-type: none"> ● The Committee has been quite small...Has been only the 2 co-chairs. Working to staff the committee. ● Went over the Committee's goals: <ul style="list-style-type: none"> ○ Write and distribute a survey to faculty, staff and students ○ Collaborate with the Professional Development Committee and mental health services to host online workshops ○ Collaborate with faculty, staff and public health care professionals regarding best practices to address COVID-related concerns ○ Gather and distribute information related to the public safety plan for replacing the Alameda County Sheriffs on campus ○ Fill vacant positions on committee ● Concerned about not seeing a comprehensive plan and seamless transition between safety and security plans 	



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	<ul style="list-style-type: none"> • Leslie suggested that the HSS review the Canvas Shell created over the summer in order to get started on COVID-19 planning to return to campus. Will be building upon and sharing this information soon. • Question asked about contact tracking. • We have to follow the District’s protocol. Working with an industrial hygienist. • Adhoc group to work on safety plan to replace the Peralta Police. Advocating to keep working with the college’s HSS committees. Have a fairly comprehensive vision about who should be involved with this. Discussion ensued on this. 	
<p>5.11 Academic Support Committee Update Presentation to College Council <i>Presenter: Ian Latta</i></p>	<ul style="list-style-type: none"> • Formerly the Basic Skills and Foundation Skills Committee. • Shared plans/goals for the committee moving forward. • Spoke to services provided and accomplishments by this committee... Student Success Center, Tech Tutoring Program, etc. • Working on how to transition to providing support online • Concerned about students not in a learning community and lack of a connection with the school • Focusing on students who are doing distance education for first time. • Working on providing special support for DSPTS students, ESOL students and older students (may create a learning community for older students). • Question about whether there is a DSPTS rep on this committee 	
<p>5.12 Career Technical Education (CTE) Advisory Committee Update Presentation to College Council <i>Presenter: Kim Bridges & Kim Glosson</i></p>	<ul style="list-style-type: none"> • Shared Committee mission and values • Spoke to Committee Goals: <ul style="list-style-type: none"> ○ To ensure CTE programs use current technology and industry standards to perform tasks proficiently at business and industry standards. ○ To support CTE programs in establishing clear career pathways for program graduates. ○ To identify campus resources to increase awareness of current CTE programs and explore new programs or partnerships. • Two main funding sources available to CTE programs: Perkins & Strong Workforce • Working to support CTE disciplines (shared list) • The departments come together to create other work groups to help with particular issues, for example, lab safety protocols. 	



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	<ul style="list-style-type: none"> • Moving from Career Technical Education (CTE) to Career Education (CE) – to provide students with training and skills to immediately move into their career. • GP AOI project work. CTE AOI JAM on Oct. 29 • CTE Open House on Dec. 4 – Free to all • 	
<p>5.13 Distance Education Committee (DE) Update Presentation to College Council <i>Presenter: YiPing Wang & Laura Espino</i></p>	<ul style="list-style-type: none"> • New Co-Chair is Laura Espino. New committee members confirmed. Still recruiting student members. • Working on Professional Development for faculty to teach online • Working with tutors to have embedded tutoring in technology courses. • Have members who serve on DE committee at District to ensure collaboration and alignment. • Working on the transition to online instruction. • President Besikof asked for the DE Committee to be involved with One Stop Saturday • Will be proposing to start a DE Department to better serve the College. • 	
<p>5.14 Learning Assessment Committee Update Presentation to College Council <i>Presenter: Rebecca Bailey</i></p>	<ul style="list-style-type: none"> • ILO website very recently updated. • Spoke to the three different ways to assess ILOs institutionally. • Shared the rubrics that were developed for each of the ILOs. • Went over the surveys. Will be doing a graduating student ILO survey. • Went over the website and where to find necessary information. • Needs folks to participate. 	
<p>6.1 Update - Status of the 2020-21 College-wide Final Budget <i>Presenter: Derek Pinto</i></p>	<ul style="list-style-type: none"> • There was a second reading of final 2020-21 budget that went to Board on 10/13. Have until 10/31 to have it adopted. The budget will go back to Board on 10/27 for final approval. • Will be sharing more once the budget is formally adopted. 	
<p>6.2 Update - Laney College Accreditation (General) <i>Presenter: Rudy Besikof</i></p>	<ol style="list-style-type: none"> 1. Special Report -- Response to ACCJC re: Fiscal matters that placed us on probation – draft sent to senates for review. Meeting with Faculty Senate next week. Received feedback and are working to incorporate it. Meeting with Classified Senate tomorrow. Collaboration with other college presidents. 2. Spoke to the status of the ISER & the upcoming Comprehensive Visit. 	



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	<p>3. The ISER will go for first read at Board Meeting on Tuesday. Appreciations shared.</p>	
<p>6.3 Update – Status of the Faculty Prioritization <i>Presenter: Mark Fields</i></p>	<ul style="list-style-type: none"> • Faculty Prioritization has met once thus far. • Shared rubric and timeline and spoke to the Program Reviews. To meet again next week. • 	
<p>6.4 Update - Status of the Instructional Equipment & Library Materials (IELM) Prioritization <i>Presenter: Fred Bourgoin</i></p>	<ul style="list-style-type: none"> • IELM Prioritization – 2020-21 has a rough list of priorities. This list is to be refined once the funds are confirmed. 	
<p>Meeting Adjournment</p>	<ul style="list-style-type: none"> • VICKI FERGUSON CALLED A MOTION TO ADJOURN THE OCTOBER 21, 2020 COLLEGE COUNCIL MEETING. FRED BOURGOIN SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY. 	

Meeting Adjourned 4:03 pm.