Cuesta College

College Council Minutes
March 10, 2020 | 2:00-3:30 | 3134/N3102

Committee Description:

College Council is a central committee that acts as an advisory group to the Superintendent/President for Board policies, administrative procedures and district goals, plans and priorities. It is a communication vehicle for recommendations and proposals that come through the participatory governance system and serves as a clearinghouse for college-wide information. College Council is responsible for approving new college-wide committees and revisions to existing college-wide committees, acknowledging and reviewing initiatives and end-of-the-year assessments from specified content committees, conducting and analyzing the faculty hiring prioritization process, providing new program development recommendations to Planning and Budget and the Academic Senate, providing new restrictive fund faculty recommendations to Planning and Budget and reviewing proposals and making recommendations for program revitalization, suspension, and/or discontinuance.

Committee members:

x	Jason Curtis, Interim Vice President for Academic Affairs, Co-Chair of College Council	x	Steve Leone, English Division Chair
x	Bret Clark, Division Chair, Physical Sciences, Co-Chair of College Council		Jodi Meyer, North County Faculty Representative
	Jill Stearns, Superintendent/President, *Ex-Officio, non-voting*	x	Matthew Green, Director WED & Community Programs
x	Mark Sanchez, Vice President for Student Services and College Centers	x	Heidi Webber, Counseling, Student Services Representative
x	Dan Troy, Vice President for Administrative Services	x	Roland Finger, Academic Senate President
x	Maria Escobedo, Dean for North County Campus and South County Center	x	Debra Stakes, Physical Sciences, CCFT Representative
x	Madeline Medeiros, Dean of Arts, Humanities and Social Sciences, Academic Affairs	x	Hunter Perry, Cuesta College Classified United Employees Representative
x	John Cascamo, Dean of WED, Academic Affairs	x	Rose Schaefer, ASCC Representative
x	Genevieve Siwabessy, Dean of Student Services	x	Melinda Weaver (minutes)
	John Stokes, Engineering and Technology Division Chair	x	Guests: Susan Kline, Cherie Moore, Ryan Cartnal

Committee Initiatives:

ACCJC Standard(s)	In Progress	Complete	Timeline	Initiatives
	X			1) Monitor the progress of the 2020 Institutional Self- Evaluation Report
	X			2) Collaborate with the Academic Senate to assess the faculty prioritization process
	X			3) Monitor the progress of the Guided Pathways plan
	X			4) Improve communication to the college community regarding College Council activities

ACTION ITEMS	NOTES	FUTURE ACTION
1. Approval of agenda	Request to change the order of some of the agenda items. New order: 1, 2, 4, 7, 8, 10, 3, 5, 6, 9, 11 D. Troy moved to approve change in the agenda order Second: D. Stakes Motion passed unanimously	
2. Approval of minutes from February 25, 2020	Request to amend the proposal to item 4, BP 5015 to read, "Move to provide feedback and send to Academic Senate" D. Stakes moved to approve minutes with modification to the proposal of item four Second: R. Schaefer Approve: 14 Not Approve: 0 Abstain: 1 Motion passed	
3. Participatory Governance Process Review **Description:** Figures 2 and 3 in the Participatory Governance Decision Making and Committee Handbook describe key relationships, workflow, and decision-making processes for committees. Participatory Governance Handbook, Figures 2 and 3 **Proposed Outcome: The College Council will review the Participatory Governance Decision Making and Committee Handbook.**	• Purpose of this discussion is to review the flow through the governance process, in relation to presentation at College Council and Academic Senate meetings. • If people are accustomed to a second read at College Council or Academic Senate, how does that impact the process? It should stay with the appropriate committee for 1 or 2 reads until ready to go to next committee. • College Council will create a master tracking list to keep track of items to know where they have been, first/second read, etc. • If there is a Student Services item, could get confusing. From this point on will look ahead at item to recognize 10+1 items and send to AS first. The idea is to plan appropriately so an item doesn't appear on the wrong agenda. • For the handbook figures used in the discussion, recommend rewriting language to clarify process for College Council and Academic Senate chairs. • Need for a task force? For now, the College Council and Academic Senate co-chairs will work together to edit the handbook. If needed later, a task force will be created.	

4. ILO Report **Description:** The ILO Report is written every year. Previously, the data was generated from student surveys sent to students who had applied for graduation. However, due to decreasing response rates, ILO data is generated from eLumen reports based upon student learning outcomes at the course level mapped to an Institutional Learning Outcome. The ILO Report for 2019 is being presented for feedback or discussion. 2019 ILO Report 2018 ILO Report Proposed Outcome: College Council will review and discuss the ILO Report.	- Provided handout of ILO subtopics data – create link, under which the 15 data categories fall under. - Is either list of data preferred? the 6 or 15? - With different formatting, can give more detailed statements under the outcome (subtopics) - Meaningful to report number of courses and number of students used to generate the report—an unduplicated student count. Unable to do that with the software. - Would it invalidate the report if there are repeating students? Each course mapped to different ILOs. Would take a lot of drilling down and time to get rid of duplicates. - What meaning can we take from this? Doing it just for accreditation. - Look at this in comparison to previous reports. Look for anomalies. - Seems as if it aligns with Guided Pathways. Map ILOs to areas of study. - Change ILOs to programmatic, overarching outcomes. - Write 1 broad learning outcome and choose 1 PLO to hit that outcome. Make the connection more direct. - Report will go on IR website. - IEC and SLOA coordinators could work together with a task force from College Council to come up with affective uses with the data. M. Medeiros moved for the IEC and SLOA coordinators to work with a task force from College Council to come up with affective uses of the data Second: S. Leone Motion passed unanimously	Develop a task force to determine affective uses of the data.

5. ISER Update: Second Read and Approval of Standard I.C **Description:** The Accreditation Steering Committee is submitting Standard I.C draft for 2nd read, feedback, and approval. Final consideration of all feedback will be made by the Accreditation Steering Committee. Standard I.C **Proposed Outcome: College Council will provide feedback on Standard I.C and approve the draft.**	Meeting went over scheduled time. J. Curtis informed the members that because of time constraints, this standard won't be back for a second read standing on its own. They will see it again once the writing team has edited/finalized it and it's incorporated into the report draft that will be presented at a future meeting.	
6. Guided Pathways Update **Description:** One of College Council's Initiatives is to monitor the progress of the Guided Pathways Plan. The Guided Pathways co-chairs will present a brief update on the Guided Pathways 2019-2020 Scale of Adoption and progress on Guided Pathways projects, including the Program Mapper, Areas of Study, Student Engagement, and Faculty Leads. **Proposal: This is an information item only.**	Meeting went over scheduled time. Item moved to March 10th agenda.	
7. Update: Aviation Program (Aviation Mechanic & Powerplant) **Description:** At the December 10, 2019 meeting, it was announced to College Council that the Dean of WED was looking into the possibility of a new program in Aviation Maintenance. It was also announced that the District and a local industry, ACI Jet, commissioned an Aerospace Workforce analysis study. This is a follow up to that announcement and an opportunity for review and discussion of the findings. Cuesta College Aerospace Report **Proposal: The committee will evaluate the study and consider ways which Cuesta College may respond to workforce demands in this area.**	• BW Research created an aerospace report on county workforce • Aerospace a small work force in SLO county but has the highest livable wages. • Working with an expert to develop the curriculum. Looking for stakeholders, grants/funding, viability based on location quotients. • What's baseline of aero jobs in SLO county? 900 primary jobs, 1100 secondary • What types of jobs would the program train? Aircraft mechanic. • 2-year program, about 2000 hours instruction. • If funding can be finalized, a formal program approval process will be presented in the future.	

8. New Tobacco Signage

Description: On January 1, 2019, Cuesta College became tobacco, smoke, and vape free in accordance with Board Policy 3570. A Tobacco Free Task Force was formed to help implement this policy at Cuesta College through various forms of education. Additionally, under the board policy, the Cuesta College Police Department is responsible for enforcement for violations of this policy.

Currently, there are no signs on either campus that provide information about the board policy, state "No smoking", or any consequences for observed violations. Prior signs stated that there was no smoking except in designated areas, which were taken down prior to January 1, 2019. As a result, there is no firm legal standing to enforce the new board policy other than educational warnings, and no permanent advisement to the campus community of this policy is in plain view. New permanent signage is required on both the San Luis Obispo and North County Campuses to address this issue.

In 2018, Cuesta College was awarded an $87,000 grant by the Department of Justice for tobacco enforcement and education efforts. $32,000 of this grant is designated funding of new permanent signage. The task force has met with Cuesta College Marketing to develop a template for permanent signage. These signs will be placed in various locations on both campus in sizes that best match the intended audience (drivers on a roadway versus walking pedestrians). Those specific locations are under development, but a draft proposal of two potential signs are available for review.

This sign templates will also be presented to Academic Senate, Associated Students, and to the Board of Trustees, if needed.

[Tobacco Free Signage Template](#)

- Marketing developed the two templates presented. Looking for feedback.
- Appreciate sign on left--leading with positive language
- Image of vaping pen, but no mention of "vape." Wording could be Vape, Smoke, …"
- Done in Spanish also? Yes, it can be.
- Tobacco Language separated out to follow AP language. Cannabis added in separate sentence.
- Possible to add "No smoking" No Vaping" "No Marijuana" under each Universal No symbol.

Proposal: College Council provides feedback on the tobacco free sign templates.		
9. Language in Future Policy Templates **Description:** At the meeting on 2/25, College Council discussed the need to move toward gender-neutral language in future updates of Board Policies and Administrative Procedures. The Superintendent/President offered to follow up with legal counsel with regard to possible changes in the templates provided by the Community College League of California. **Proposed Outcome: Item is for information only. College Council will hear the update and may offer suggestions for future direction.**	Meeting went over scheduled time. Item moved to March 24th agenda.	

10. BP/AP 6750 Traffic Regulations – SECOND READ

Description: AP 6750 was presented for a first read at the [March 26, 2019](#) meeting. This AP is an active Administrative Procedure which governs the parking and traffic regulations for all district property. AP 6750 provides jurisdictional authority for Department of Public Safety personnel to enforce traffic and parking laws in accordance with this procedure. It was last reviewed in 2001.   Changes to case law, increased fines, and updated public safety practices requires that this policy undergo a comprehensive update. The BP does not require any changes. Highlights of specific updates to the AP include:

- Re-worded language throughout to better articulate regulations and align with current practices
- Updated authorized location for display of parking permits
- Addition of Citation Payment Plan in compliance with recent state law
- Exemption for police bicycles to operate patrols on inner campus
- Added section for authorized vehicles driving on inner-campus paths
- Updated language for service animals under ADA
- Removal of Fine amounts. Will shift to posted document within police facility and on the website
- Addition of language concerning Electric Vehicle Parking Spaces

[AP 6750 Traffic Regulations](#) – Redline

[AP 6750 Traffic Regulations](#) – Clean

[BP 6750 Traffic Regulations](#)

Proposed Outcome: College Council will review and provide feedback

- All traffic regulations are now in one BP. since last here:
  - Remove disciplinary process language
  - Handicapped parking also must display CC permit
  - Electric vehicles parking information added.
  - Removed wording about crosswalks since Cuesta doesn't really have crosswalks.
- State law changed stating transcripts can't be withheld if a student doesn't pay parking/traffic fines. Should be removed.
- Going to Academic Senate for first read.

S. Leone moved to amend proposal to, "College Council will review and provide feedback"
Second: H. Perry
Motion passed unanimously

11. Board Policy Review: BP 1005 Legal Basis and BP 1100 The San Luis Obispo County Community College Disrict **Description:** The following board policies under Chapter 1 of the District's policy library were the subject of review, per Administrative Procedure 2410. There are three policies in Chapter 1. 1. BP 1005 Legal Basis: There is no legal requirement or precedent to have this policy. There is no charge to the District and simply describes criteria under which the Governing Board was formed. The legal name of the District is provided for in BP 1100 The San Luis Obispo County Community College District. 2. BP 1100 The San Luis Obispo County Community College District: This is provided as supplemental information. There is no Change to BP 1100 The San Luis Obispo County Community College District. This policy is current. 3. Board Policy 1200 Mission Statement is not subject to review until June 2024, or when the Mission Statement is revised per the integrated planning process, whichever comes first. BP 1005 Legal Basis BP 1100 The San Luis Obispo County Community College District **Proposed Outcome: College Council approves retiring BP 1005 Legal Basis.**	Meeting went over scheduled time. Item moved to March 10th agenda.	

12. Summary of Meeting and Action Taken	• College Council and Academic Senate co-chairs plan to work together to decide what items proposed for the College Council agenda are 10+1 to ensure they go to Academic Senate first.
	• After discussing the purpose of collecting the ILO data, the committee proposed creating a task force comprised of some if its members and the IEC and SLOA coordinators to discuss affective outcomes/purposes for collecting the data.
	• Standard 1.C draft will return to the committee once it is finalized by the writing team and incorporated into the full report draft.
	• A local Aerospace Industry Report was presented as part of the development of the Aviation and Powerplant Mechanic program.
	• The committee offered feedback on the proposed tobacco signage that will be displayed across campus.
	• The committee offered feedback on BP/AP 6750 Traffic Regulations
	• The following agenda items were not presented due to lack of time. They will appear on the March 24th agenda.
	  o Guided Pathways update
	  o Language in Future Policy Templates
	  o BP 1005 Legal Basis	

REPORTS		
1. Planning and Budget Committee	N/A	
2. Academic Senate Council	N/A	
3. ASCC	ASCC getting feedback on idea for faculty to show a 2-minute video, once a week in class, of current campus events.	

4. Content Committees:
  a. Accreditation Steering Committee
  b. Enrollment Management Committee
  c. Equity and Student Success Committee
  d. Institutional Effectiveness Committee
  e. Institutional Program Plan and Review Committee
  f. Online Education Committee
  g. Strategic Planning Committee
  h. Technology and Web Committee
	N/A	

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