



## College Council Meeting Minutes

February 27, 2018 | 2:00 - 3:30 p.m. | 3134/N3213

### 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:

- |   |  |   |   |
|---|--|---|---|
|   | <b>Gil Stork, Superintendent/President, <i>non-voting</i></b>                      |   | <b>Hunter Perry, Cuesta College Classified United Employees Representative</b>      |
| X | <b>Deb Wulff, Vice President for Academic Affairs, Co-Chair of College Council</b> | X | <b>Michele McAustin, Business Education Division Chair</b>                          |
| X | <b>Marie Larsen, Division Chair, Co-Chair of College Council</b>                   | X | <b>Anthony Gutierrez, Coordinator, Student Life and Leadership, service faculty</b> |
| X | <b>Mark Sanchez, Vice President for Student Services and College Centers</b>       | X | <b>Catherine Riedstra, Dean of Student Services</b>                                 |
| X | <b>Dan Troy, Vice President for Administrative Services, <i>non-voting</i></b>     |   | <b>TBD, North County Faculty Representative</b>                                     |
| X | <b>Maria Escobedo, Dean for North County Campus and South County Center</b>        | X | <b>Steve Leone, English Division Chair</b>  |
| X | <b>Jason Curtis, Dean of Math and Science, Academic Affairs</b>                    | X | <b>Shannon Hill, Management Senate Representative</b>                               |
| X | <b>Madeline Medeiros, Interim Dean of Humanities Academic Affairs</b>              | X | <b>Jodi Meyer, North County Cluster Coordinator Mathematics</b>                     |
|   | <b>John Cascamo, Dean of WED Academic Affairs</b>                                  | X | <b>Guest: K. Pimentel</b>   |
| X | <b>Mikayla Regier, ASCC Representative</b>   | X | <b>Guest: M. Ruiz &amp; C. Moore</b>  |
| X | <b>Debra Stakes, Physical Sciences, CCFT</b>                                       |   |   |
| X | <b>Stacy Millich, Academic Senate President</b>                                    |   |   |

### Committee Initiatives 2017-2018:

ACCJC Standard (s)	Completed	In Progress	
		X	1. Monitor the progress of the 2020 Comprehensive Self- Evaluation Report
		X	2. College Council will collaborate with the Academic Senate to review and/or update the faculty prioritization process
		X	3. Monitor the progress of the recommendations made by the committee reorganization taskforce
		X	4. Improve communication to the college community regarding college council

<p>TABLED PROPOSAL: College Council endorses the re-activation of the Hospitality program to be forwarded through the remainder of the reactivation process.</p>	<ul style="list-style-type: none"> <li>• J. Cascamo: The program was cut at a time that was hard for the college. I think it is time that we review this with a new perspective. I think we should remain open to the option</li> <li>• M. Larsen: When I saw this on the agenda I thought about it as a “first blush”, I assumed it would be going through the new program process.</li> </ul> <p>Proposal tabled</p>
<p>3. Revised AP 4500 Student News Media <a href="#">Redline BP 4500</a> <a href="#">Clean BP 4500</a></p> <p>The changes to BP 4500 were made and approved at Academic Senate.</p> <p>PROPOSAL: College Council approves adopting BP 4500 Student News Media and moves to the Superintendent/President of BOT approval.</p>	<ul style="list-style-type: none"> <li>• M. Medeiros: This has gone to Academic Senate -- we included additional language about corollaries. “The student editorial board” this just clarified that it is the student editorial board.</li> <li>• D. Wulff: This is the second time it has returned.</li> <li>• S. Millich: Motion to approve</li> <li>• J. Curtis: Second</li> <li>• Group: Approve</li> </ul> <p>PROPOSAL APPROVED : College Council approves adopting BP 4500 Student News Media and moves to the Superintendent/President of BOT approval.</p>
<p>4. Revised BP 4220 Standards of Scholarship</p> <p><a href="#">BP 4220 Standards of Scholarship</a> <a href="#">Redline BP 4220 Standards of Scholarship</a> <a href="#">Clean</a></p> <p>PROPOSAL: College Council approves the revised BP 4220 Standards of Scholarship with the Academic Senate’s feedback and moves to the Superintendent/President for BOT approval.</p>	<ul style="list-style-type: none"> <li>• S. Millich: The only revision was a language change. The AP now includes “in consultation with Academic Senate”</li> <li>• D. Wulff: Motion to approve</li> <li>• M. Medeiros: Second</li> <li>• Group: Approve</li> </ul> <p>PROPOSAL APPROVED: College Council approves the revised BP 4220 Standards of Scholarship with the Academic Senate’s feedback and moves to the Superintendent/President for BOT approval.</p>
<p>5. Initial 2018-19 Budget Assumptions and Criteria <a href="#">Budget Assumptions and Criteria</a></p>	<ul style="list-style-type: none"> <li>• D. Troy: This is one of the hallmarks for budget criteria and is what we shared with Planning and Budget Committee at the end of January. I have updated the year. “reflect any changes to the funding...” this is an important sentence. We knew that the governor was possibly going to change the funding structure.</li> </ul>



wanted to make sure that everyone is aware because there may be fiscal

<p>This item will update College Council on the initial Budget Assumptions and Criteria discussed by the Planning and Budget Committee after the release of the Governor’s budget proposal for the 2018-19 fiscal year.</p>	<p>consequences. After the year 2018-2019 we would not be able to shift summers. I am concerned about the low-income factor.</p> <ul style="list-style-type: none"> <li>• D. Wulff: My concern is that we only got 12% funding instead of 17% and that was off of success factors. What measurements are they using? If you go to our scorecard, we are high in those areas.</li> <li>• D. Troy: I think those factors are the most in flux. Without knowing what those factors are we cannot plan a budget. I am concerned about a new funding formula. There are many people advocating for a delayed implementation if a new model is adopted.</li> <li>• D. Stakes: This paragraph is always in here, “provides for staffing level...”</li> <li>• D. troy: That is for instructional units, FTEF</li> <li>• D. Troy: The other criteria has not changed.</li> <li>• S. Hill: The assumptions for the 5 year projections are still in there</li> <li>• D. troy: This is harder to project because we do not have the new formula. I do not recommend suspending the projection because I don’t want to lose sight of some expenses we know we will incur.</li> <li>• M. Larsen: When is the soonest that you will know about the PARS?</li> <li>• D. Troy: We will not make announcements until the second deadline has closed.</li> </ul>
<p>6. Revised AP 5055 Enrollment Priorities</p> <p><a href="#">AP 5055 Enrollment Priorities</a>  <a href="#">Previous College Council feedback (number 5 on the agenda)</a></p> <p>Revision of AP 5055 – Enrollment Priorities, needed to address some language clarifications for a better understanding of who is eligible for enrollment priority. Dual Enrollment language and legislative updates (homeless youth and TANF).</p> <p>Council recommended the enrollment priorities to be reviewed with other colleges and to develop a working team to review our current practice. We reviewed Allan Hancock, Bakersfield, Riverside, Santa Barbara City and Hartnell policy to determine how their registration priority was developed.</p>	<ul style="list-style-type: none"> <li>• K. Pimentel: I checked with Mark about the comprehensive SEP with 15 units or more. We went to ASCC, Academic Senate and the Enrollment Committee. The state mandated that we had to add the homeless youth. We added the special programs. The focus of this was to help our own students. We went from nine priorities to seven. We did get a lot of feedback from Academic Senate.</li> <li>• D. Wulff: Thank you for addressing the continuing students</li> <li>• K. Pimentel: It was interesting to see how other colleges handle these students</li> <li>• D. Wulff: With Degree Works students can advocate for themselves</li> <li>• M. Sanchez: A student having a comprehensive ed. plan is a 3SP requirement. We are finally meeting compliance for 3SP</li> <li>• M. Larsen: How does priority one differ from priority three?</li> <li>• C. Riedstra: number one is for students in state mandated programs.</li> <li>• S. Hill: Motion to approve</li> <li>• J. Curtis: Second</li> </ul>

- Group: Approve

<p>In results, we have moved priorities to allow our continuing students to register first before first time students. The focus was to ensure student success and we incorporated a completion of comprehensive SEP for our continuing students for those who completed 15.0 credits or more. Special program priority was reviewed to ensure these programs needed priority registration.</p> <p>The following groups have reviewed the policy:</p> <ul style="list-style-type: none"> <li>• Enrollment Management – approved and endorsed</li> <li>• ASCC Student Leaders – approved and endorsed</li> <li>• Student Services Leadership – approved and endorsed</li> <li>• Academic Senate – approved and endorsed</li> </ul> <p>PROPOSAL: College Council endorses AP 5055 Enrollment Priorities and moves to the Superintendent/President for BOT approval.</p>	<p>PROPOSAL APPROVED: College Council endorses AP 5055 Enrollment Priorities and moves to the Superintendent/President for BOT approval.</p>
<p>Next Meeting will be on March 13, 2018 in room 3134/NC 3213</p>	
<p>Standing Reports</p> <ul style="list-style-type: none"> <li>• Planning and Budget Committee</li> <li>• Academic Senate Council</li> <li>• Content Committees: <ul style="list-style-type: none"> <li>Accreditation Steering Committee Outreach Committee</li> <li>Web and Technology Committee</li> <li>Equity Action Committee</li> <li>Online Education Committee</li> <li>Institutional Effectiveness Student Support and Success</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• D. Wulff: If you are faculty and you are going to leave please begin to mentor others to take over for you.</li> <li>• S. Millich: I spoke with Kevin and he said he wants to address faculty mentoring other faculty about accreditation at the next Accreditation Steering meeting.</li> <li>• D. Wulff: We have accreditation processes in place now, so it will be a much better process than previous years. Kevin and I plan to assign different committee's to contribute work.</li> <li>• M. Medeiros: One of the things that came up at the accreditation conference was to reduce the size of these reports.</li> <li>• D. Wulff: The governance process should be doing the work. We have laid the groundwork; we are in a good place when it comes to preparing for the next report.</li> <li>• S. Millich: We have a rough draft of the Guided Pathways plan that will be on the Academic Senate agenda next Friday for first read.</li> </ul>



## College Council Meeting Minutes

April 24, 2018 | 2:00 - 3:30 p.m. | 3134/N3213

### 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 Gil Stork, Superintendent/President, *non-voting*
- X Deb Wulff, Vice President for Academic Affairs, Co-Chair of College Council
- X Marie Larsen, Division Chair, Co-Chair of College Council
- X Mark Sanchez, Vice President for Student Services and College Centers
- X Dan Troy, Vice President for Administrative Services, *non-voting*
- X Maria Escobedo, Dean for North County Campus and South County Center
- X Jason Curtis, Dean of Math and Science, Academic Affairs
- X Madeline Medeiros, Interim Dean of Humanities Academic Affairs
- X John Cascamo, Dean of WED Academic Affairs
- X Mikayla Regier, ASCC Representative
- X Debra Stakes, Physical Sciences, CCFT
- X Stacy Millich, Academic Senate President

- X Hunter Perry, Cuesta College Classified United Employees Representative  
Michele McAustin, Business Education Division Chair
- X Anthony Gutierrez, Coordinator, Student Life and Leadership, service faculty
- X Catherine Riedstra, Dean of Student Services  
TBD, North County Faculty Representative
- X Steve Leone, English Division Chair
- X Shannon Hill, Management Senate Representative  
Jodi Meyer, North County Cluster Coordinator Mathematics
- X Guest: Melissa Richerson  
GUEST:

### Committee Initiatives 2017-2018:

ACCJC Standard (s)	Completed	In Progress	
		X	1. Monitor the progress of the 2020 Comprehensive Self- Evaluation Report
		X	2. College Council will collaborate with the Academic Senate to review and/or update the faculty prioritization process
		X	3. Monitor the progress of the recommendations made by the committee reorganization taskforce
		X	4. Improve communication to the college community regarding college council

<p>Institutional Program Plan and Review Committee (IPPR)/Student Learning Outcomes, Assessment Committee (SLOA) and Institutional Effectiveness Committee (IEC): Based on feedback from the IPPR and SLOA committees, the taskforce recommends: 1) these committees meet at the beginning of the Fall 2107 semester to determine if the work of SLOA committee could be merged into the IPPR committee, and 2) the IPPR committee review its past work, committee description and composition and consider if the IPPR committee could take on the work of reviewing CPPRs and provide a summary of their findings to the Institutional Effectiveness Committee (IEC). The IPPR committee will then submit any changes to College Council using the College Council New/Revision Committee Request form by the final fall 2017 College Council meeting to allow the changes to be effective for fall 2018.</p>	<p>elsehas ideas please let me know. I have three members on IEC. I think that IPPR also had a hard time meeting quorum.</p> <ul style="list-style-type: none"> <li>• M. Escobedo: one of the IPPR recommendations is to look at the composition of the committee. We will bring an initiative that deals with that at the beginning of the fall, 2019 semester</li> </ul>
<p>4. Retire Administrative Procedure 7130.6 – Professional Growth Program – Confidential Management, and Supervisory Employees</p> <p><a href="#">AP 7130.6 – Professional Growth Program – Confidential Management, and Supervisory Employees</a></p> <p>Background: Administrative Procedure 7130.6 – Professional Growth Program – Confidential, Management, and Supervisory Employees is not legally required. In addition, the language from this policy has been moved into the proposed changes to Administrative Procedure 7160.</p> <p>PROPOSAL: College Council endorses the retirement of Administrative Procedure 7130.6. Professional Growth Program – Confidential Management, and Supervisory Employees and moves to the Superintendent President for approval.</p>	<ul style="list-style-type: none"> <li>• M. Richerson: I found a lot of duplicates in our Board Policies and Administrative Procedures, I’ve moved all of this language into AP 7160. Because this language has been included into AP 7160, I would like to retire this AP</li> <li>• M. Sanchez: Approve</li> <li>• D. Stakes: Second</li> <li>• Group: Approved</li> </ul> <p>PROPOSAL APPROVED: College Council endorses the retirement of Administrative Procedure 7130.6. Professional Growth Program – Confidential Management, and Supervisory Employees and moves to the Superintendent President for approval.</p>

<p>5. Board Policy 7160 Professional Development</p> <p><a href="#">BP 7160 Professional Development</a> - Current  <a href="#">Revised BP 7160 Professional Development</a> - Revised</p> <p>Background: Board Policy 7160 has not been reviewed since 1999. In the continuous effort to review and update Board Policies and Administrative Procedures in the Human Resources section, BP 7160 has been updated to include current League language. In addition, language from BP 7130.6 – Professional Growth Program – Confidential, Management, and Supervisory Employees, and BP 7131 – Part-Time Positions were incorporated since they were referencing Professional Growth/Professional Development.</p> <p>PROPOSAL: College Council endorses Board Policy 7160 Professional Development and moves to the Superintendent/President for BOT approval.</p>	<ul style="list-style-type: none"> <li>• M. Richerson: This is the league’s recommended process; I just updated the language.</li> <li>• M. Medeiros: Approve</li> <li>• M. Regier: Second</li> <li>• Group: Approve</li> </ul> <p>PROPOSAL APPROVED: College Council endorses Board Policy 7160 Professional Development and moves to the Superintendent/President for BOT approval</p>
<p>6. Retire Board Policy 7130.6 – Professional Growth Program – Confidential, Management, and Supervisory Employees</p> <p><a href="#">Board Policy 7130.6 – Professional Growth Program – Confidential, Management, and Supervisory Employees</a></p> <p>Background: Board Policy 7130.6 – Professional Growth Program – Confidential, Management, and Supervisory Employees is not legally required. In addition, the language from this policy has been moved into the proposed changes to Board Policy 7160.</p> <p>PROPOSAL: College Council endorses the retirement of Board Policy 7130.6. Professional Growth Program – Confidential, Management, and Supervisory Employees and move the Superintendent/President for BOT approval.</p>	<ul style="list-style-type: none"> <li>• M. Richerson: This is a duplicate; the language has been included into AP 7160.</li> <li>• S. Hill: Motion to approve</li> <li>• M. Escobedo: Second</li> <li>• Group: Approve</li> </ul> <p>PROPOSAL APPROVED: College Council endorses the retirement of Board Policy 7130.6. Professional Growth Program – Confidential, Management, and Supervisory Employees and move the Superintendent/President for BOT approval.</p>

7. Administrative Procedure 7160 Professional Development

[Administrative Procedure 7160, Professional Development](#) – Current [AP 7160 Professional Development](#) - Revised

Background: Administrative Procedure 7160 has not been reviewed since 1999. In the continuous effort to review and update Board Policies and Administrative Procedures in the Human Resources section. AP 7160 has been updated to include current League language. In addition, language from AP 7130.6 – Professional Growth Program – Confidential, Management, and Supervisory Employees was incorporated.

PROPOSAL: College Council endorses Administrative Procedure 7160 Professional Development and moves to the Superintendent/President for BOT approval.

- M. Richerson: This is the recommended League language. All of the previous language that was retired has been included in this AP. The addition of “executive” staff was added to the doctoral stipend section.
- D. Stakes: Is there compensation for working on your doctorate?
- M. Richerson: Admin, no but management yes
- S. Millich: One of these mentioned faculty – why is faculty included?
- M. Richerson: That language was in another policy that was retired. This is in regards to part time faculty. I just moved that language into this AP so that we did not lose it.
- S. Millich: I wonder if it belongs in this AP.
- M. Richerson: the name of this AP is “Professional Development”
- D. Stakes: Perhaps it would be better to have a note at the bottom that the CBA address the professional development issues for faculty
- D. Stakes: I suggest removing 3-4 and including them in a foot note at the end that references the CBA
- S. Leone: Does number 3 say what we want to say?
- M. Richerson: To clarify don’t remove 3-4 just move to bottom and put them in a footnote?
- D. Stakes: Yes
- D. Wulff: getting a doctorate is good for the college
- M. Richerson: If you do not have a doctorate when you get the job then it is not necessary for your job. That doesn’t mean it’s not good, but The District would not take a financial hit
- D. Stakes: Motion to approve with amended changes
- M. Sanchez: Second
- Group approve

PROPOSAL APPROVED: College Council endorses Administrative Procedure 7160 Professional Development with recommended changes and moves to the Superintendent/President for BOT approval.

8. Retire Board Policy 7131 – Part-Time

Positions [Board Policy 7131 – Part-Time](#)

[Positions](#)

Background: Board Policy 7131 – Part-Time Positions is not legally required. In addition, the language from this policy has been moved into the proposed changes to Board Policy 7160.

PROPOSAL: College Council endorses the retirement of BP 7131 Part-Time Positions and moves to the Superintendent/President for BOT approval.

Next Meeting will be on May 8, 2018 in room 3134/NC 3213

- M. Richerson: I incorporated this language into 7160 as well.
- D. Stakes: I think it is great to have all of this in one place so that it will mitigate the rumor mill.
- D. Wulff: Is this legally required?
- M. Richerson: These are recommended
- S. Hill: Motion to approve
- D. Stakes: Second
- Group: Approve

PROPOSAL APPROVED: College Council endorses the retirement of BP 7131 Part-Time Positions and moves to the Superintendent/President for BOT approval.



## College Council Meeting Minutes

October 23, 2018 | 2:00 -3:30 p.m. | 3134/N3213

### 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:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>X Jill Stearns, Superintendent/President, <i>Ex-Officio, non-voting</i></li> <li>Deb Wulff, Vice President for Academic Affairs, Co-Chair of College Council</li> <li>X Bret Clark, Division Chair, Co-Chair of College Council</li> <li>X Mark Sanchez, Vice President for Student Services and College Centers</li> <li>Dan Troy, Vice President for Administrative Services, <i>Ex-Officio, non-voting</i></li> <li>X Maria Escobedo, Dean for North County Campus and South County Center</li> <li>Madeline Medeiros, Interim Dean of Humanities Academic Affairs</li> <li>John Cascamo, Dean of WED Academic Affairs</li> <li>Catherine Riedstra, Dean of Student Services</li> <li>X Camri Wilson, ASCC President</li> </ul> | <ul style="list-style-type: none"> <li>X Cherie Moore, Applied Behavioral Sciences Division Chair</li> <li>X Stacy. Millich, Academic Senate President</li> <li>X Hunter Perry, Cuesta College Classified United Employees Representative</li> <li>X Susan Kline, Business Education Division Chair, Interim</li> <li>X Anthony Gutierrez, Coordinator, Student Life and Leadership, service faculty</li> <li>X Debra. Stakes, Physical Sciences, CCFT</li> <li>Jodi Meyer, North County Faculty Representative</li> <li>X Steve. Leone, English Division Chair</li> <li>X Shannon Hill, Management Senate Representative</li> <li>Guests: Toss Frederick, Heidi Webber, Ryan Carnal, Susan Kline, Neil Higgins</li> </ul> |
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### Committee Initiatives 2018-2019:

ACCJC Standard (s)	Completed	In Process / Ongoing	
		X	1. Monitor the progress of the 2020 Comprehensive Self- Evaluation Report
		X	2. College Council will collaborate with the Academic Senate to review and/or update 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

AGENDA ITEMS
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5. Board Policy Review Chapter 2

This chapter review falls within the regular cycle provided for in BP 2410.

The District subscribes to the Community College League of California Policy and Procedure Service with legal consultation and vetting provided by Liebert Cassidy Whitmore, a California law corporation. Seventy-one districts subscribe to the Service.

Bloodborne Pathogens Exposure Control Plan Nsg AH  
2015 2018-2023 Five Year Policy Ch2, September 2018  
BP Ch2, Review Proposal 2018 with Track  
Changes BP Ch2 Review Proposal 2018 Clean  
Implementation Handbook 2014 Revised

Proposal: There are several minor revisions board policy in Chapter 2. Most of the changes have no impact on intent or spirit of the existing policies or protections provided to the District.

There are new policies proposed that are missing from the District's Chapter 2 content and are either legally required or legally advised.

The attached spreadsheet details the review of each policy and the concurrent routing proposed for specific topics. It's requested that College Council concur with the first-read recommendations and proposed routing. Final feedback will be amended in track changes and submitted to College Council for second-read and endorsement/recommendation to the Supt/Pres.

A copy of the League's Services Handbook is provided as information and a reference source.

T. Frederick: I'm here looking for any feedback. 99% of them rest with Board of Trustees. The one with participatory governance would be one I think we would have feedback on. These are all pretty mundane changes.

S. Millich: In BP 2010 I noticed student member language is eliminated. Is it somewhere else?

T. Frederick: Yes, in membership. This position rests in a middle place in ed code. they don't count in decision process.

S. Millich: 2012 eliminates the compensation of the superintendent/president. Is it anywhere else?

T. Frederick: That is in Admin Procedure 7130.

S. Millich: In 2200 a whole lot was eliminated. Is fiscal health supposed to capture all of these?

T. Frederick: Yes. I found they're either redundant or looked at language and realized how close it was.

S. Millich: Annual budget periodical audits?

T. Frederick: Those are covered in fiscal management. I'm not taking it away if it isn't covered somewhere else.

S. Millich: The elimination of construction of new buildings. Is that somewhere else?

T. Frederick: Yes. There's a Board Policy on construction

S. Millich: 2221-needs to go to Academic Senate specifically.

T. Frederick: I'll make sure it does.

S. Millich: 2345 says "suggested as good practice" should be taken out.

T. Frederick: The League has it there. It's up to you to keep it or not.

S. Millich: Isn't it a President's office decision?

T. Frederick: Yes.

S. Millich: 2410 eliminates shared governance language.

T. Frederick: it's in many, many places. Participatory Governance is where it lives. I don't think it needs to be repeated. It's not required language.

S. Millich: if you read it without that language if it goes to more than the Board.

T. Frederick: it's a board decision, and it's repeated elsewhere.

S. Millich: It doesn't hurt to keep it in there.

T. Frederick: No.

S. Millich: Administrative procedures "may be revised as deemed necessary..." That goes around process.

S. Leone: one thing repeated is that final decision is made by superintendent/president. It shows ACCJC where the buck stops. It should be clear that admin changes aren't approved by

	<p>the Board; they're only in front of board for information only. The language should reflect the Participatory Governance Process.</p> <p>S. Millich: Elimination of 2720 regarding gifts.</p> <p>T. Frederick: Covered in Conflicts of Interests.</p> <p>A. Gutierrez: In 2410 there's no reference to students. It gives the impression that no student is on the Board. I know it's mentioned somewhere else. Does one supersede the other.</p> <p>T. Frederick: No.</p> <p>A. Gutierrez: Can a student run for the Board?</p> <p>T. Frederick: Other colleges are dealing with this now. There's no Ed Code or legal precedent that addresses a student running as a board member.</p>
<p>6. ILOs Results and Analysis</p> <p>The ILO Survey has been sent to students who apply for graduation for the past seven years. The report then summarizes the responses and is disseminated to the college at large, after review by the College Council. Additionally, this year, we are seeking input about actionable improvement items. After seven years, clear themes in the data can be seen, and it seems appropriate to review the ILO's if not in whole, then at least in part. The SLOA Coordinators are looking to make recommendations about how to move ILOs forward, but are seeking input first from College Council, and then perhaps the college at large.</p> <p>ILO Report 2018 ILO Survey Data Summary: 2012-2018 eLumen vs ILO Survey Results</p> <p>Proposal: Provide feedback about the report &amp; data from the ILO Survey to inform recommendations to be made by SLOA Coordinators at a future College Council meeting.</p>	<p>S. Kline: N. Higgins and I have eLumen data in copy form to supplement the ILO report. This year we only got 44 responses. We thought it was the time to look at a 7 year trend</p> <p>J. Stearns: who replies?</p> <p>S. Kline: Students who have applied for graduation. Usually about 900 apply, but we only received 44 responses. In a previous ILO report it was suggested that we transition to eLumen, but wanted to wait for consistency. We need feedback about the report. Also, since we are writing the accreditation report, as SLOA coordinators, we need to write about ILOs. We don't have questions for each of the ILOs. I inherited this, and now seems like a good time to rethink the survey. Do go to eLumen or go this way one more year? We give incentives of Starbucks gift cards to 5 winners. There may be some survey fatigue.</p> <p>J. Stearns: Do we draw from eLumen?</p> <p>S. Kline: I found the right format from eLumen and put it into a pivot table. This is the first time we're able to present the data through eLumen.</p> <p>M. Sanchez: It's a nice survey and tied to the Mission standard. Do students know what an "engaged citizen" is?</p> <p>S. Kline: Yes, it's defined in the survey. This is the smallest amount of comments we've received.</p> <p>B. Clark: when we canvassed the graduating class and asked them to complete the survey it worked. Did we stop doing that?</p> <p>S. Kline: We haven't done that since I became the SLOA Coordinator.</p> <p>B. Clark: Have you looked into why this was such a low turnout?</p> <p>S. Kline: Previously, I was able to access the survey personally when I would send out reminder emails to students, but I'm not able to have access like that this year.</p> <p>B. Clark: We've seen this data, whether with eLumen or the survey. There is a fairly high percentage who are ranking their knowledge base high. It's only one aspect of</p>



## College Council Meeting Minutes

March 12, 2019 | 2:00 -3:30 p.m. | 3134/N3213

### 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:

- |   |   |  |  |
|---|---|--|--|
|   | Jill Stearns, Superintendent/President, <i>Ex-Officio, non-voting</i>               |  | Cherie Moore, Applied Behavioral Sciences Division Chair                     |
| X | Deb Wulff, Vice President for Academic Affairs, Co-Chair of College Council         |  | X Stacy Millich, Academic Senate President                                   |
|   | Bret Clark, Division Chair, Co-Chair of College Council                             |  | Hunter Perry, Cuesta College Classified United Employees Representative      |
| X | Mark Sanchez, Vice President for Student Services and College Centers               |  | X Susan Kline, Business Education Division Chair, Interim                    |
| X | Dan Troy, Vice President for Administrative Services, <i>Ex-Officio, non-voting</i> |  | Anthony Gutierrez, Coordinator, Student Life and Leadership, service faculty |
| X | Maria Escobedo, Dean for North County Campus and South County Center                |  | X Debra Stakes, Physical Sciences, CCFT                                      |
| X | Madeline Medeiros, Interim Dean of Humanities Academic Affairs                      |  | Jodi Meyer, North County Faculty Representative                              |
| X | John Cascamo, Dean of WED Academic Affairs  |  | X Steve Leone, English Division Chair  |
|   | Catherine Riedstra, Dean of Student Services  |  | X Shannon Hill, Management Senate Representative                             |
|   | Camri Wilson - ASCC President   |  | X Guest: Chris Green, Todd Frederick   |

### Committee Initiatives 2018-2019

ACCJC Standard(s)	Completed	In Progress / Ongoing	
		X	1. Monitor the progress of the 2020 Comprehensive Self- Evaluation Report
		X	2. College Council will collaborate with the Academic Senate to review and/or update 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

AGENDA ITEMS	MINUTES
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<p>1. Call to Order</p> <ul style="list-style-type: none"> <li>a. TIME KEEPER:</li> <li>b. COMPUTER:</li> <li>c. DISCUSSION MEDIATOR:</li> <li>d. Approve minutes from February 26, 2019 meeting</li> <li>e. Approve meeting agenda</li> </ul>	
<p>2. Review BPs 6100, 6150, 6340, 6540, 6620, and 6670. Retire BPs 6340.1, 6340.2, and 6401</p> <p>Background: As defined in AP, the Board Polices are reviewed on a 5-year cycle.</p> <p>BP 6100 Delegation of Authority--Review AP 6100 Delegation of Authority, Business, Fiscal Affairs</p> <p>BP 6150 Delegation of Authorized Signatures--Review AP 6150 Designation of Authorized Signatures</p> <p>BP 6340 Contracts—Review BP 6340.1 Contracts--Retire BP 6340.2 Signatures--Retire AP 6340 Bids and Contracts</p> <p>BP 6400 Audits--Review AP 6400 Financial Audits</p> <p>BP 6401 Auditor--Retire</p> <p>BP 6540 Insurance—Review AP 6540 Insurance</p> <p>BP 6620 Naming Opportunities--Review AP 6620 Naming of Buildings</p> <p>BP 6700 Use of Coll. Facilities and Equip. for Ed. Purposes—Retire</p> <p>AP 6700 Civic Center and Other Facilities Use</p> <p>Proposal: Request College Council to review and provide feedback for the submitted Board Policies.</p>	<p>BP/AP 6000s are old. Need them updated for evidence for the ISER. These are suggested to go Academic Senate then back here. Have to go to Board by end of academic year. May or June meeting.</p> <p>BP 6100--No recommended changes. Here for first review. <i>This meets league's template?</i> Yes, almost identical. All have been checked against templates and they meet requirements. AP 6100—spells out position specifications.</p> <p>BP 6150—periodic review, no changes. Similar to league template. AP 6150—similar to league template. One change to specify which asst super. Has signature authority. <i>Dan only signature?</i> No this is only for warrants. Other Superintendent/VVP can sign other documents. <i>What happens if Dan unavailable?</i> There's a designee—That piece can be added to the BP.</p> <p>BP 6340--Pulled until next meeting. Any BPs going to Senate should have changes reflected. If the AP feeds board policy, no reason to hold up board policy if working on procedure. Agree, but people like to have both at the same time.</p> <p>BP 6340.1-- covered by 6340, but never retired. Motion to retire BP 6340.1: D. Troy Second: D. Wulff Motion passed unanimously. Will go to the Board.</p> <p>BP 6340.2—should be retired as well Motion to retire 6340.2: S. Hill</p>

Second: M. Escobedo

Motion passed unanimously. Will go to the Board

BP 6400—adding one change: Accreditation Standard 3.D.7

Will move to Academic Senate as information then back to us.

*Has this been added since March 17?* Yes. Will have a redline at Academic Senate. AP 6400--no changes. adding ACCJC as above and Title 5 references.

BP 6401--Should be retired. It was replaced by 6400. Motion to retire 6401: S. Leone

Second: D. Troy

Motion passed unanimously

*Is there an AP?* No. It was subsumed into 6400.

*Building a 6401?* No

BP 6540—Says we'll have insurance. Reviewed in 2015, no need for changes. Here for review.

Pretty clear-cut. No feedback

BP 6620—last updated in 2013 with temporary to permanent buildings. Not proposing any changes at this time.

AP 6620—Same specific process, just a little more.

*Does it require some sort of monetary contribution?* Yes. Information is laid out in the AP. Says Foundation can determine amounts. *Is it something discretionary?*

Would like to see that people don't get buildings named after them without some substantial contribution. It goes to foundation, then another committee, then another with purview of Trustees. Is this something that we can change? If the Board wants to. You can submit a request for change.

Precedent was Loomis building. It was not a financial contribution but for his contribution to the school as a Trustee.

Would recommend language that it doesn't give BOT bypass authority around proper process.

Will be interesting to hear BOT take on limiting/not limiting their naming rights. Should be able to ask them about there being a process for naming opportunities, not just naming them for people they know/show affection for.

	<p><i>Could we look at other colleges and look at their processes, so we have the information to take to the board? Yes.</i></p> <p>Would people be against someone who didn't donate? No. It's more about the process.</p> <p>Regarding legality, the policy is stated as good practice, some have it, some don't. BP/AP6701--Working on them.</p> <p>BP/AP6750--Working on them.</p>
<p>3. Adopt BP/AP 4050 Articulation</p> <p>Background: Both AP 4050 and BP 4050 are legally required. The CCLC also requires that Cuesta have policies guiding articulation. The attached drafts have been developed and reviewed by the college's articulation officer and approved by the VPSS.</p> <p>BP 4050 Articulation AP 4050 Articulation</p> <p>Proposal: College Council endorses AP 4050 Articulation to the Superintendent/ President for approval. College Council endorses BP 4050 Articulation and moves to Academic Senate for endorsement and Superintendent/ President for approval.</p>	<p>BP 4050—It's new, legally required. BP doesn't stray from template, other than the college will have an articulation process with other institutions inside and outside our area.</p> <p>Be sure all references are up to date. They are.</p> <p>All documents will go together to Academic Senate then come back to College Council. If together gives approval on BP, we can go forward.</p> <p>Didn't go to president because of recommendation by ACCJC. Policy needs to be updated then. This is an education for the Board as well. Board oversees APs. We'll move them through the policy. Could talk to Kevin in together; get BP through asap. There have been times there wasn't any feedback then it can go forward. If there's feedback then it needs to come back here. Writing concise BPs reduces need for feedback.</p> <p><i>Since it's presented publicly, what about the approval date on the document? It needs to be deleted before approved. That will be removed.</i></p> <p>Need to be clear that any AP going to the Board is information only and should still be implemented regardless. ACCJC dinged us for this. Needs to be done asap so it can be used as evidence.</p>

	<p>AP 4050--Shows general definition for institutions. ASSIST is the current repository for all our courses.  <i>Did Alex look at this?</i> No, but it would be reviewed in Senate for her to see. It doesn't belong in Curriculum Committee--needs to go to Academic Senate. Alex could give feedback before it goes to Senate. Cherie, too.</p> <p>Both BP and AP are going to Senate then will come back to College Council.</p>
<p>4. IPPR Committee Description Update</p> <p>Background: The IPPR Committee reviewed our committee description at the Feb 13 meeting and found that there were updates needed as some of the information it referenced, no longer exists (such as the SLOA committee).</p> <p>IPPR Committee Description</p> <p>Proposal: Approval of the updated IPPR Committee description below.</p> <p>The IPPR Committee is a campus-wide committee with responsibility for developing, assessing, improving, and providing technical assistance for the institutional program plan and review templates and processes. The committee will function as cluster teams to:</p> <ul style="list-style-type: none"> <li>- Collect feedback from IPPR user's college-wide for annual assessment and updating of the IPPR form and process.</li> <li>- Provide technical assistance and guidance to college constituents when completing the IPPR form and process.</li> </ul> <p>The committee will function as a full committee to:</p> <ul style="list-style-type: none"> <li>- Draft proposals for refinement of the linkage between IPPR and the resource allocation process for Planning &amp; Budget Committee.</li> <li>- Draft proposals for further integration of college planning documents and IPPR for the College Council.</li> <li>- Draft recommendations and solicit feedback for changes to the IPPR form through the governance process.</li> </ul>	<p>History: last year the idea was to merge SLOA and IPPR committees. SLOA is an academic committee, so it was dissolved and the makeup of the IPPR was redone to include SLOA representatives.</p> <p>This is to update IPPR—bullet 4 was removed. IPPR description is aligned with Planning and Budget, CCCUE College Council, CCFT now  Planning and Budget and College Council governance processes already there. We can add Academic Senate. You need to because it's 10+1.</p> <p>Should recommendation go to Academic Senate? Yes. Change which bullet 3 to go to Academic Senate. We can fix the language. We need to identify Academic Senate and College Council for approval. Put on bullet 5 and omit "go through college process"</p> <p>Planning and Budget and resource allocation. Program plan review belongs in Senate. Other areas that contribute need to align with Academic Senate.</p> <p><i>Change bullet 3 to bullet 1?</i> No, because you have to align with resource allocation.</p> <p>Shouldn't be for approval, just for feedback. Goes to Academic Senate for feedback and edits. <i>Does it need 2 reads in Academic Senate?</i> Yes, if there are edits.</p> <p>Academic Senate needs a redline document when it's presented. Academic Senate will respond to additions or justifications for not adding revisions then it will come back here.</p>



## College Council Meeting Minutes

April 9, 2019 | 2:00 -3:30 p.m. | 3134/N3213

### 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	Jill Stearns, Superintendent/President, <i>Ex-Officio, non-voting</i>	X	Cherie Moore, Applied Behavioral Sciences Division Chair
X	Deb Wulff, Vice President for Academic Affairs, Co-Chair of College Council	X	Stacy Millich, Academic Senate President
X	Bret Clark, Division Chair, Co-Chair of College Council	X	Hunter Perry, Cuesta College Classified United Employees Representative
X	Mark Sanchez, Vice President for Student Services and College Centers		Susan Kline, Business Education Division Chair, Interim
X	Dan Troy, Vice President for Administrative Services, <i>Ex-Officio, non-voting</i>	X	Anthony Gutierrez, Coordinator, Student Life and Leadership, service faculty
X	Maria Escobedo, Dean for North County Campus and South County Center	X	Debra Stakes, Physical Sciences, CCFT
X	Madeline Medeiros, Interim Dean of Humanities Academic Affairs		Jodi Meyer, North County Faculty Representative
X	John Cascamo, Dean of WED Academic Affairs	X	Steve Leone, English Division Chair
X	Catherine Riedstra, Dean of Student Services	X	Shannon Hill, Management Senate Representative
	Camri Wilson. ASCC President		Guest:

### Committee Initiatives 2018-2019

ACCJC Standard(s)	Completed	In Progress / Ongoing	<i>Committee Initiatives 2018-2019:</i>	
		X	1.	Monitor the progress of the 2020 Comprehensive Self- Evaluation Report
		X	2.	College Council will collaborate with the Academic Senate to review and/or update 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

AGENDA  
ITEMS

MINUT  
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1. Call to Order

- a. TIME KEEPER: D. Troy
- b. COMPUTER: J. Cascamo
- c. DISCUSSION MEDIATOR:
- d. Approve minutes from March 26, 2019 meeting
- e. Approve meeting agenda

Approval of  
Minutes First: D.  
Stakes Second: S.  
Millich  
Motion passed unanimously

Approval of Agenda

- Modification to agenda item #2. Believed it had already gone to Academic Senate. Will go there then return here. D. Wulff motioned to strike. Second: B. Clark  
Motion passed unanimously
- If there is time at the end would like to give an update on Vision Goals First:  
J. Cascamo  
Second: S.  
Millich  
Motion passed unanimously

2. AP 4104 Contract Education

Background: AP 4104 is legally required. It has been approved by Academic Senate.

AP 4104 Contract

Education BP 4104

Contract Education

Proposal: Request College Council approve the submitted Board Policy.

Struck from the agenda.

<p>3. BP/AP 4230 Grading and Academic Record Symbols</p> <p>Background: AP 4230 has been updated to include EW, excused withdrawal. This new addition adheres to the Chancellor’s Office recommendation which is attached for reference.</p> <p>AP 4230 Grading and Academic Record Symbols – Redline AP 4230 Grading and Academic Record Symbols – Revised Chancellor’s Office Memo ES 19-07 Excused Withdraw Guidelines -Revised</p> <p>Proposal: College Council supports AP 4230 Grading and Academic Record Symbols to move to the Academic Senate for endorsement.</p>	<p><u>AP 4230</u></p> <ul style="list-style-type: none"> <li>• Reflects the Chancellor’s Office recommendations.</li> <li>• Added language from March 2019.</li> <li>• Feedback:</li> <li>• Regarding “EW” —There are other withdrawal grades that aren’t listed here. Either include them all or exclude them all.</li> </ul> <p><u>BP 4230</u></p> <ul style="list-style-type: none"> <li>• Examples of verifiable evidence should be provided to students. This should be accessible in the document.</li> <li>• Remove the Director of Admissions and Records and replace it with Enrollment Services to reflect current structure.</li> </ul>
<p>4. Revised AP 4231 Grade Changes</p> <p>Background:</p> <ul style="list-style-type: none"> <li>• AP 4231 has been revised to include additional Ed. Code references and the updated grade change request process.</li> <li>• BP 4231 has been revised to include revised withdrawal options.</li> </ul> <p>BP 4231 Grade Changes – Redline BP 4231 Grade Changes – Revised</p> <p>AP 4231 Grade Changes – Redline AP 4231 Grade Changes -- Revised</p> <p>Proposal: College Council supports the revised AP 4231 to move to the Academic Senate for endorsement.</p> <p>College Council supports the revised BP 4231 to move to the Academic Senate for endorsement.</p>	<ul style="list-style-type: none"> <li>• The Academic Senate will create a taskforce for this AP given that it is a 10+1 item.</li> </ul> <p><u>Feedback / Recommendations:</u></p> <ol style="list-style-type: none"> <li>1) For procedures, only lists one type of excuse. Should be more than that. Misleading when there are other excuses that qualify. Should eliminate this.</li> </ol>

5. Approve revisions to AP 5530 Student Complaint Resolution; Retire BP

5530 Background:

- AP 5530 Student Complaint Resolution Process has been revised and now includes the new form name change, and the revised grievance process that has been approved by legal, the VPSS office, and faculty.
- BP 5530 Student Grievance Procedure is not legally required.

AP 5330 Student Complaint Resolution Policy and Procedure –  
Revised BP 5330 Student Grievance Procedure -- Retire

Proposal: College Council supports AP 5530 Student Complaint Resolution Process to move to the Academic Senate for endorsement.

College Council supports retiring BP 5530 Student Complaint Resolution Process to move to Academic Senate for endorsement.

Highlights:

- 1) Been a group working on this for the past 12 months.
- 2) Modified current process regarding student complaint resolutions.
- 3) This AP goes into what faculty have offered feedback on. New process starts with student speaking to faculty. If not resolved goes to Division Chair, then Dean then particular Vice President
- 4) This new structure has resolved 90% of complaints at the first 2 levels. Goes to Dean then appropriate VP. If not resolved then it goes to a campus judicial committee of faculty, staff, conflict resolution coordinator. Final determination is the Superintendent/President, not the Board. Legal counsel has reviewed to be sure it has all legal requirements.

Feedback / Recommendations:

- 1) Create a separate administrative procedure for student complaints about staff – Eliminate all reference to staff in this AP. It is quite confusing trying to discern between the procedure for student complaints about academic or service faculty vs. student complaints about staff due to use of the catch-all term "district employee." It is a bit wonky -- would be challenging for a student to figure out -- and the complaint steps/paths for both employee groups are very different. Should be separated out for clarity.
- 2) Student Complaint Form receiver – It should be clarified on the document that the Student Complaint Form goes to the Student Support Resolution Coordinator only so that this person can assist with the coordination of the student complaint through the proper procedure.
- 3) Issue with faculty who feel at risk when the complaint goes directly to VPSS. Balance between protecting faculty and helping students with problems.
- 4) Clarification – It should be clear in Level One and Two, students do not have a right to a third party participating in the student complaint meeting except in the case of a PSA disability accommodation from DSPS. Please replace "representative from ... DSPS" with "a Personal Service Assistant (PSA) already under contract and working currently with the student" -- PSAs are the only third parties who can legally attend Level One or Two complaint meetings.

- 5) Consistency of Terms – Please use the common term Division Chair rather than Chairperson throughout the document.
  - 6) Complaint Grid – Please include the complaint grid with the presentation of AP 5530 in the future, especially when presented at the Academic Senate. That grid is a component of the AP.
  - 7) Page 5 J—Concerned with intercession, summer and if grades need to be changed. Would need to be a dire situation if unable to contact faculty. It reads if someone working in spring and gave a grade and a complaint was submitted in summer, VPSS can go forward and not need to contact faculty. Attempts should be made to contact faculty. Remove the “not working in the summer”
    - a. Should take summer out. Every effort should be made to contact faculty to allow them input.
    - b. “Fail to Reply” needs to be better defined.
    - c. People retire/disappear. Chairs responsibility contact them. Chairs work in the summer. They should try to contact the faculty member. Have forwarding information. Would be rare not to find someone.
    - d. Put this in because someone has to make the determination on the complaint.
    - e. That would be faculty.
    - f. Can’t prove a miscalculation unless faculty member is able to defend him/herself.
    - g. Division Chair has responsibility of contact the person. Should be J.1.
- Chairperson, Chair—need to stick with nomenclature, “Chair”
  - *How long do you give chair to contact faculty?* Can probably suggest when this goes to Academic Senate.
  - If a student is having trouble transferring due to the grade, that needs to be noted.



## College Council Meeting Minutes

May 14, 2019 | 2:00 -3:30 p.m. | 3134/N3213

### 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	Jill Stearns, Superintendent/President, <i>Ex Officio, non-voting</i>		Cherie Moore, Applied Behavioral Sciences Division Chair
	Deb Wulff, Vice President for Academic Affairs, Co-Chair of College Council	X	
X	Bret Clark, Division Chair, Co-Chair of College Council		Hunter Perry, Cuesta College Classified United Employees Representative
X	Mark Sanchez, Vice President for Student Services and College Centers		
X	Dan Troy, Vice President for Administrative Services, <i>Ex-Officio, non-voting</i>		Anthony Gutierrez, Coordinator, Student Life and Leadership, service faculty
X	Maria Escobedo, Dean for North County Campus and South County Center	X	
X	Madeline Medeiros, Interim Dean of Humanities Academic Affairs		Jodi Meyer, North County Faculty Representative
X	John Cascamo, Dean of WED Academic Affairs		
	Catherine Riedstra, Dean of Student Services		
X	Camri Wilson, ASCC President	X	Shannon Hill, Management Senate Representative
			Guests: Glenda Moscoso, Regina Voge, Que Dang, Lara Baxley, Melissa Richerson, Greg Baxley

### Committee Initiatives 2018-2019

ACCJC Standard (s)	Completed	In Progress / Ongoing	
		X	1. Monitor the progress of the 2020 Comprehensive Self- Evaluation Report
		X	2. College Council will collaborate with the Academic Senate to review and/or update 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

AGENDA ITEMS	MINUTES
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1. Call to Order

- a. TIME KEEPER: S. Millich
- b. COMPUTER: S. Hill
- c. DISCUSSION MEDIATOR: B. Clark
- d. Approve minutes from April 9, 2019 meeting
- e. Approve minutes from April 23, 2019 meeting
- f. Approve meeting agenda

April 9, 2019 Minutes

Motion to approve: S.

Millich Second: M.

Medeiros Motion passed  
unanimously

April 23, 2019 Minutes

Motion to approve: D.

Troy Second: S. Hill

Motion passed unanimously

Meeting Agenda

Motion to approve: S. Hill

Second: M. Medeiros

Motion passed  
unanimously

<p>Proposal: College Council will provide feedback on the GPIT for the 2019- 2020 academic year.</p>	
<p>3. SECOND READ: Student Equity Plan 2019-2022</p> <p>Background: Education Code 78222 requires as a condition of funding the completion of a student equity plan to ensure equal educational opportunities and promote student success for all students. Attached is the 2019-22 Student Equity Plan for Cuesta College.</p> <p>Student Equity Plan 2019-2022 -- Final</p> <p>Proposal: College Council approves the final version of the 2019-2022 Student Equity Plan.</p>	<p>Some things added and changed, but this version is mostly the same as the first read. Regarding tech support for students: Why not list software students struggle to use (Pearson Masterings, McGraw Hill Smart Book, e.g.) Can this be added to the report? Yes.</p> <p>Living, adaptable document, so should make the information more generic, use these programs only as examples.</p> <p>Can students go to library for tech support? Believe they can.</p> <p>Will add language regarding library tech support.</p> <p>Motion to approve: M. Sanchez Second: M. Medeiros Motion approved unanimously</p>
<p>4. BP / AP 3720 Computer and Network Use Revision. Retire BP 3720.1</p> <p>Background: Technology Committee is recommending keeping language in BP 3720, retiring BP 3720.1, and updating AP 3720 to mainly CCLC policy language.</p> <p>Existing BP and AP 3720 have not been reviewed since 2008. BP 3720.1 has not been reviewed since 2001. There is no reason for separate network use for employees and students.</p> <p>BP 3720 Computer and Network Use – Existing</p> <p>AP 3720 Computer and Network Use -- Revised AP 3720 Computer and Network se – Redline</p> <p>BP 3720.1 Student Computer Technology Access Agreement – Retire</p> <p>Proposal: Because this is the second read at College Council., the Technology Committee proposes the following:</p>	<p>Incorporated Academic Senate changes. Met with Greg and Debra and added more language.</p> <p>Rewriting AP is to inform campus about how things work.</p> <p>Approved in Senate with CCFT Feedback and that is was incorporated? Yes.</p> <p>Motion to approve: D. Troy Second: S. Millich Motion Approved unanimously</p>

<ol style="list-style-type: none"> <li>1. Review and approve existing BP 3720 language</li> <li>2. Approve retirement of BP 3720.1</li> <li>3. Approve new language of AP 3720</li> </ol>	
<p>5. SECOND READ:  BP 4250 Probation, Dismissal, and Readmission (REVISION)  AP 4250 Probation (NEW – LEGALLY REQUIRED)  AP 4255 Disqualification and Dismissal (NEW – LEGALLY REQUIRED)</p> <p>Background:</p> <ul style="list-style-type: none"> <li>• Work Group: Greg Baxley, Glenda Moscoso, Lori Yoshiyama, Keith Stearns, Lynn Maul, Erin Lastreto, and Catherine Riedstra</li> <li>• Work Group met 1/31/19, 2/7/19, 3/14/19</li> <li>• Reviewed <ul style="list-style-type: none"> <li>○ Ed Code 55031, 55033</li> <li>○ Current BP</li> <li>○ CCLC language</li> <li>○ Other CCC policy/procedures</li> <li>○ Probation/dismissal data</li> <li>○ Current practices</li> </ul> </li> <li>• Revised BP 4250 and developed AP 4250 and 4255 ensuring: <ul style="list-style-type: none"> <li>○ IT capabilities</li> <li>○ Potential interaction with Financial Aid</li> <li>○ Resolving past technology and process issues</li> <li>○ Focus on student success while creating support program with enough capacity</li> <li>○ If a student wants to stay at Cuesta, we have a program to make that happen</li> </ul> </li> <li>• Work Group will continue to meet to fully develop the support program to complement the policy and procedures which may include: <ul style="list-style-type: none"> <li>○ Proactive interventions with probation students</li> <li>○ Registration holds until students complete: <ul style="list-style-type: none"> <li>▪ Online probation module</li> <li>▪ Online success plan</li> </ul> </li> </ul> </li> </ul>	<p>Incorporated feedback from last College Council meeting. Approved at last week’s Academic Senate meeting.</p> <p>Any info from legal about email notification? Not yet. Many districts use email as way to communicate with students about dismissal.</p> <p>At any point there’s something from legal saying email cannot be used, it will need to come back.</p> <p>Motion to approve: D.  Troy Second: S. Millich  Motion approved unanimously</p>

<ul style="list-style-type: none"> <li>▪ In person workshop held in SSC co-facilitated by Counseling, Financial Aid, Instructional faculty, Tutors, Academic Success Coaches, mental health professionals, and others</li> <li>○ Unit restrictions at different levels depending on number of semesters below 1.75 gpa</li> </ul>	
<ul style="list-style-type: none"> <li>• First read to College Council 4/23/19, Academic Senate 4/26/19, ASCC 4/26/2019.</li> </ul> <p>BP 4250 Probation – Clean BP 4250 Probation – Redline</p> <p>AP 4250 Probation – Clean AP 4250 Probation – Redline</p> <p>AP 4255 Disqualification and Dismissal – Clean AP 4255 Disqualification and Dismissal – Redline</p> <p>Proposal: This is College Council’s second read. Notification of this item on the College Council agenda has been sent to Academic Senate. Prior feedback from College Council and Academic Senate’s first reads have been incorporated into these versions.</p> <p>We propose that College Council approve the revision to BP 4250 and the development of AP 4250 and AP 4255.</p>	
<p>6. SECOND READ: BP/AP 4050 Articulation</p> <p>Background: BP/AP 4050- Articulation is a new, legally required policy. The BP/AP have been developed to outline the intent of articulation and the process by which articulation work occurs on campus.</p> <p>BP 4050 Articulation – Draft AP 4050 Articulation -- Draft</p>	<p>Went to Senate last Friday. Chancellor’s office requires an articulation procedure be developed.</p> <p>Motion to approve: S. Hill Second: M. Escobedo Motion approved unanimously</p>

<p>Proposal: College Council will review and approve. This is the committee's second read.</p>	
<p>7. SECOND READ: AP 4230 Grading and Academic Record Symbols</p> <p>Background: AP 4230 - Grading and Academic Record Symbols has been updated to reflect an updated legislative change that allows students to receive an Excused Withdrawal (EW) from courses when they experience personal issues which impact their course enrollment. The AP has been updated to reflect a student may receive an "EW" as a non-evaluative symbol, thereby, not impacting their academic progress.</p> <p>AP 4230 Grading and Academic Record Symbols – Draft</p> <p>Proposal: College Council will review and approve. This is the committee's second read.</p>	<p>AP accounts for new language from Chancellor's office regarding EWs. Language reflects information for incarcerated students.</p> <p>Motion to approve: M. Medeiros Second: D. Troy Motion passed unanimously</p>
<p>8. BP 6320 Investments and AP 6320 Investments</p> <p>Background: BP 6320 Investments and AP 6320 Investments are new. They are legally required and needed for accreditation.</p> <p>BP 6320 Investments -- Draft AP 6320 Investments – Draft</p> <p>Proposal: Request College Council review and provide feedback for the submitted Board Policy and Administrative Procedure.</p>	<p>Law requires an Investment Policy. Getting things cleaned up for ISER. Requires the college not to be "too risky". This separates out the Foundation's policy. Will be back for 2<sup>nd</sup> read in the fall.</p>
<p>9. 2019 Planning and Decision-Making Processes Assessment Report</p> <p>Background: The integrated planning manual requires that the Vice-President of Administrative Services, co-chair of the Planning and Budget Committee, and the administrative co-chair of the Institutional Effectiveness Committee collaborate to schedule and convene a joint task force charged with gathering district-wide feedback to assess the district's planning and decision-making processes. The task force develops a process for gathering district-wide feedback on the district's</p>	<p>Every 2 years task force put together to create a survey. Low survey response this year 60 versus 200 last time. Next time plan to do a better job to make people aware of the survey Most positive result was specificity of the int plan manual timelines, etc. Lowest result was communication of student learning and achievement outcomes. Recommendations were provided. Important recommendation is to ensure clear process for submitting BPs, APs, etc. Any comments on alignment of timeline deadlines in manual? Not in the survey, but in recommendations.</p>



## College Council Meeting Minutes

September 24, 2019 | 2:00 -3:30 p.m. | 3134/N3213

### 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 | Jill Stearns, Superintendent/President, <i>Ex-Officio, non-voting</i>                  | x | Steve Leone, English Division Chair                                     |
| x | Jason Curtis, Interim Vice President for Academic Affairs, Co-Chair of College Council | x | Jodi Meyer, North County Faculty Representative                         |
| x | Bret Clark, Division Chair, Co-Chair of College Council                                | x | Matthew Green, Management Senate Representative                         |
| x | Mark Sanchez, Vice President for Student Services and College Centers                  | x | Heidi Webber, Student Services Representative                           |
| x | Dan Troy, Vice President for Administrative Services, <i>Ex-Officio, non-voting</i>    | 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 Humanities Academic Affairs                                 |   | Hunter Perry, Cuesta College Classified United Employees Representative |
| x | John Cascamo, Dean of WED Academic Affairs   |   | ASCC Representative   |
| x | Genevieve Siwabessy, Dean of Student Services  | x | Mylea Christensen (minutes)   |
| x | John Stokes, Engineering and Technology Division Chair                                 |   | Guest   |

### Committee Initiatives 2018-2019

ACCJC Standard (s)	Completed	In Progress / Ongoing	
		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

AGENDA ITEMS	WHO	TIME	INTENT	ACCJC Standard and /or Institutional Goal/Objective	Notes

<p>1. Call to Order</p> <ul style="list-style-type: none"> <li>a. TIME KEEPER: Jason Curtis</li> <li>b. COMPUTER: Bret Clark</li> <li>c. Approve minutes from September 10, 2019 meeting</li> <li>d. Approve meeting agenda</li> </ul>					<ul style="list-style-type: none"> <li>• Meeting called to order at 2:03pm</li> <li>• VPAA noted that normal note-taker Melinda is out sick so Mylea is covering.</li> <li>• Dan Troy asked for a slight tweak to PB note</li> <li>• Motion to approve minutes with PB recommended change.</li> <li>• Motion adopted.</li> </ul>
<p>2. BP and AP 4025 Philosophy and Criteria for Associate Degree and General Education – FIRST READ</p> <p>Background: BP/AP 4025 Philosophy and Criteria for Associate Degree and General Education are required policies, but the District does not have them in place. These policies are also needed for the upcoming ACCJC self-study, so they are now being brought forward. These policies document the District’s criteria for developing and evaluating both Associate degrees and General Education courses.</p> <p>BP 4025 Philosophy and Criteria for Associate Degree and General Education – FIRST READ</p> <p>AP 4025 Philosophy and Criteria for Associate Degree and General Education – FIRST READ</p>	<p>A. Kahan e</p>	<p>10 minut es</p>	<p>Discussi on, No Action</p>	<p>ACCJC II.A</p>	<ul style="list-style-type: none"> <li>• Question if this is coming from league documents.</li> <li>• Response is that league language says to use local language but is close.</li> <li>• Question if it was pulled from curriculum handbook and from other colleges and matched them up our policies and made sure to cover everything in league language.</li> <li>• Open for comments and feedback.</li> <li>• Question about who worked on this, member answered; Sally Demarest, Blake Reed...</li> <li>• This is really more official documentation of processes, and district wide documentation.</li> <li>• Motion to endorse. Motion adopted.</li> </ul>

<p>CCLC BP 4025 Philosophy and Criteria for Associate Degree and General Education</p> <p>CCLC AP 4025 Philosophy and Criteria for Associate Degree and General Education</p> <p>Proposal: College Council provides feedback on BP 4025 and AP 4025.</p>					
<p>3. BP 6320 Investments and AP 6320 Investments (2nd Read)</p> <p>Background: BP 6320 Investments and AP 6320 Investments are new policies for the District. They are legally required and needed for accreditation. These proposed policies are consistent with District practice on investment of resources and closely align to the CCLC templates.</p> <p>BP 6320 Investments – DRAFT (2<sup>nd</sup> read) AP 6320 Investments – DRAFT (2<sup>nd</sup> read)</p> <p>Proposal: We request that College Council approve BP 6320 and AP 6320.</p>	<p>D. Troy</p>	<p>5 minut es</p>	<p>Action</p>	<p>ACCJC III.D IO 5.3</p>	<ul style="list-style-type: none"> <li>• Reminded that it is a 2<sup>nd</sup> read.</li> <li>• Followed league language, so please be careful if you have any changes.</li> <li>• Open for any additional feedback.</li> <li>• No feedback provided.</li> <li>• Motion to approve. Motion adopted.</li> </ul>



## College Council Minutes

February 25, 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:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>x Jason Curtis, Interim Vice President for Academic Affairs, Co-Chair of College Council</li> <li>Bret Clark, Division Chair, Physical Sciences, Co-Chair of College Council</li> <li>x Jill Stearns, Superintendent/President, <i>Ex-Officio, non-voting</i></li> <li>x Mark Sanchez, Vice President for Student Services and College Centers</li> <li>x Dan Troy, Vice President for Administrative Services</li> <li>x Maria Escobedo, Dean for North County Campus and South County Center</li> <li>x Madeline Medeiros, Dean of Arts, Humanities and Social Sciences, Academic Affairs</li> <li>x John Cascamo, Dean of WED, Academic Affairs</li> <li>x Genevieve Siwabessy, Dean of Student Services</li> <li>John Stokes, Engineering and Technology Division Chair</li> </ul> | <ul style="list-style-type: none"> <li>x Steve Leone, English Division Chair</li> <li>x Jodi Meyer, North County Faculty Representative</li> <li>x Matthew Green, Director WED &amp; Community Programs</li> <li>x Heidi Webber, Counseling, Student Services Representative</li> <li>x Roland Finger, Academic Senate President</li> <li>x Debra Stakes, Physical Sciences, CCFT Representative</li> <li>x Hunter Perry, Cuesta College Classified United Employees Representative</li> <li>Rose Schaefer, ASCC Representative</li> <li>x Melinda Weaver (minutes)</li> <li>x Guests: Katie Porter, Susan Kline, Neil Higgins, Kevin Bontenbal</li> </ul> |
|---|--|

### 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
<p><b>1. Approval of agenda</b></p>	<p>Motion to approve the agenda: D. Troy Second: M. Sanchez</p> <p>Discussion: BP/AP 4100 Item 5:</p> <ul style="list-style-type: none"> <li>• Some information has changed since presented in 2/17. Should look at this as a new/first read.</li> <li>• Concerns there are errors in AP 4100. Shouldn't put it through process until corrected.</li> <li>• Curricular matters should go through Curriculum Committee. Curriculum chair recommended it be removed from the agenda until changes were made.</li> <li>• Policies/Procedures work group in fall 19 read these twice. That's where vetting should take place. No curriculum representative in the work group, but the faculty representative is the one to look for curriculum issues.</li> </ul> <p>R. Finger was under the impression that item 5 was going to be removed.</p> <ul style="list-style-type: none"> <li>• Policies/Procedures work group has looked at it twice. Leaves here and goes to Senate. Curriculum Committee is their subcommittee.</li> <li>• Is there harm in endorsing as a first read here? College Council will deal with changes when it comes back for a second read.</li> </ul> <p>J. Curtis suggested amending title of item 5 and changing it to first read, with opportunity for input.</p> <ul style="list-style-type: none"> <li>• Will inconsistencies be highlighted in the documents when going to committees? Yes, some are already highlighted.</li> </ul> <p>Modify proposal to read, "College Council provides feedback on first read of AP/BP 4100."</p> <p>D. Troy moved to approve with amended proposal language. Second: M. Sanchez Approve: 14 Oppose: 1 Motion passed with amended changes to the proposal language in item five.</p>	

<p><b>2. Approval of minutes</b></p>	<p>D. Troy moved to approve the minutes          Second: S. Leone          Approve: 14          Oppose: 0          Abstain: 1          Motion passed</p>	
<p><b>3. AP/BP 4100 Graduation Requirements for Degrees/Certificates: FIRST READ</b></p> <p><b>Description:</b> AP 4100 and BP 4100 are legally required. AP/BP 4100: Graduation Requirements for Degrees and Certificates have been updated and reviewed by the AP/BP workgroup and approved for presentation through the college’s governance process. AP 4100 updates language on the maximum number of units students may take on a Pass/No Pass basis for degree or certificate completion. In addition, AP 4100 outlines the minimum number of courses students must complete at Cuesta College in order to be awarded a degree or certificate of completion. Finally, AP 4100 outlines general steps the college will take to auto identify and award students who have completed the requirements for a degree or certificate at Cuesta College.</p> <p>AP 4100 Graduation Requirements for Degrees and Certificates – CLEAN</p> <p>AP 4100 Graduation Requirements for Degrees and Certificates – REDLINE</p> <p>AP 4100 Graduation Requirements for Degrees and Certificates – CCLC Template</p> <p>BP 4100 Graduation Requirements for Degrees and Certificates</p> <p>BP 4100 Graduation Requirements for Degrees and Certificates – CCLC Template</p> <p><b>Proposed Outcome: College Council</b></p>	<ul style="list-style-type: none"> <li>• Amend proposal to, “College Council provides feedback on the first read of AP 4100.”</li> <li>• Returning to College Council to reflect some changes since it was approved in April 2017.             <ul style="list-style-type: none"> <li>○ Cuesta will begin auto awarding degrees to students in 2021. Added local language for notifying students and opt out language for students who don’t want an auto award.</li> </ul> </li> <li>• AP 4100             <ul style="list-style-type: none"> <li>○ Current changes in red.</li> <li>○ Removed information about local residency requirement. That is detailed in AP 5015.</li> <li>○ Is Pass/No Pass cross-referenced 4230 or 4232?</li> <li>○ Policy change pass/no pass to 12 credits? Yes.</li> <li>○ Description of maximum of 12 units for a “P”. Wording would make sense separating it into 2 sentences.</li> </ul> </li> <li>• Pages 3 and 5 “Certificates of Achievement” -make 2 separate sentences.</li> <li>• If it comes back for 2<sup>nd</sup> read before Senate, this committee will look at it to see if feedback from today was incorporated.</li> </ul> <p>D. Troy moved to approve feedback on the first read of AP 4100. Second: M. Green          Motion passed unanimously</p>	

**provides feedback on the first read of AP  
4100.**

<p><b>4. AP/BP 5015 Residence Determination – FIRST READ</b></p> <p><b>Description:</b> AP 5015 and BP 5015 are legally required. AP/BP 5015: Residence Determination establishes rules for the college to determine residency. The attached drafts have been developed and reviewed by the AP/BP taskforce and approved for presentation through the college’s governance process.</p> <p>AP 5015 Residence Determination – DRAFT  AP 5015 Residence Determination – CCLC Template  BP 5015 Residence Determination – DRAFT  BP 5015 Residence Determination – CCLC Template</p> <p><b>Proposed Outcome: College Council will provide feedback on AP and BP 5015.</b></p>	<ul style="list-style-type: none"> <li>• Clarified residency vs non-residency. Doesn’t stray too far from the CCLC template.</li> <li>• Was residency language somewhere else? Yes, in a different process.</li> <li>• The AP is legally required, but the BP isn’t? Does the College need to keep BP? It confers Board approval if there’s a BP.</li> <li>• In BP “bona fide” is that clear for a student? Do they know what it means? Not looking at that so much as the requirement for being a CA resident for at least a year. Can remove or change to “verified” resident. Go to LCW to check.</li> <li>• Rules for determining residence, page 1, second set of bullets, 6<sup>th</sup> bullet, “A woman’s residence shall not be derivative from that of her husband.” Can it be updated to “spouse” or “partner”? Also make language gender neutral. Is there an exception for military spouse? Yes.</li> <li>• “He/She” language should be modified to be gender neutral. Look to making APs and BPs gender neutral going forward.</li> <li>• Non-citizens section—3<sup>rd</sup> paragraph. Can “Aliens who are not nonimmigrants” be changed to something else? Reflects language in AB 540. Need to acknowledge the language of the document being referred to. <ul style="list-style-type: none"> <li>○ Must adopt CCLC legal requirements, not wording. Look to pioneering the change. AP allows more freedom for those changes.</li> </ul> </li> </ul> <p>S. Leone moved to provide feedback and send to Academic Senate Second: D. Stakes  Motion passed unanimously</p>	
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## 5. AP/BP 5035 Withholding of Student Records

**Description:** AP 5035 and BP 5035 are legally required. AP/BP 5035: Withholding of Student Records has been revised and has removed withholding transcripts as per the change that is the legally mandated in AB 1313- Higher Education: Prohibited Debt Collection Practices. The attached drafts have been developed and reviewed by the AP/BP taskforce and approved for presentation through the college's governance process.

AP 5035 Withholding of Student Records –

CLEAN AP 5035 Withholding of Student Records

– REDLINE

AP 5035 Withholding of Student Records –

CCLC Template

BP 5035 Withholding of Student Records – CLEAN

BP 5035 Withholding of Student Records – REDLINE

BP 5035 Withholding of Student Records –

CCLC Template

AP/BP 5035 2019 Legislative Update

**Proposed Outcome: College Council will provide feedback on AP and BP 5035.**

- AP 5035 updated to reflect AP 1313 language. Law took effect January 1, 2020.
- Should a nominal fee hold up a student's registration? Presenting this to ASCC for feedback could give insight.
- Needs to be stated in AP 5035 that transcripts won't be withheld. That information was removed.
- The AP should layout a procedure. Only discusses outcomes.
- Need to be mindful to follow the law regarding which fees the College should/shouldn't be allowed to put a hold on.
- CCLC template for the AP has space for a procedure. Procedure needs to be added.
- Add some positive language for navigating the process.
- Need an additional sentence following the list of financial obligations, noting that transcripts won't be withheld under same conditions.

D. Stakes moved to approve feedback provided and sending the AP to the Policy and Procedures task force.

Second: R.

Finger

Approve: 14

Oppose: 1

Motion

passed

**6. BP/AP 5120 Transfer Center: SECOND READ**

**Description:** BP 5120 and AP 5120 were previously presented to College Council at the September 10, 2019 meeting for a first read. Academic Senate approved the AP 5120 and BP 5120 at its January 31, 2020 meeting.

The background in developing BP 5120 and AP 5120 is as follows:

- Work Group: Erin Lastreto, Kate Porter, Glenda Moscoso, Genevieve Siwabessy
- Reviewed
  - CCLC language
- Developed BP 5120 and AP 5120 ensuring compliance with legal requirements.
- Transfer Center Plan has been revised and was approved by Academic Senate on January 31, 2020 and is going through a second read at College Council on February 25, 2020.
- Final edits were

made. AP 5120 Transfer

Center

BP 5120 Transfer Center

**Proposed Outcomes:**

- 1) College Council approves AP 5120**
- 2) College Council endorses BP 5120.**

- Who has final approval if Senate already approved? College Council approves 5120 as final approving body and endorses BP to go forward to BOT.
- Send back to Senate to clarify that it shouldn't be "approved" by them. Can clarify it in minutes and discuss at next Academic Senate meeting. Should be for senate *endorsement*.

M. Medeiros moved to approve AP 5120 and endorse BP 5120. Second: D. Troy  
Motion passed unanimously



## College Council Minutes

April 14, 2020 | 2:00-3:30 | Zoom Meeting

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

### 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
<p><b>1. Approval of Agenda</b></p>	<p>B. Clark moved to approve the agenda Second: J. Curtis</p> <p>Comments/Feedback</p> <ul style="list-style-type: none"> <li>• Add Lara Baxley to the list of presenters for the Guided Pathways update (Item 3)</li> </ul> <p>Motion passed with the update to Item 3</p>	
<p><b>2. Approval of minutes from <u>March 24, 2020</u></b></p>	<p>B. Clark moved to approve the minutes. Second: J. Curtis Motion passed</p>	
<p><b>3. Guided Pathways Update</b></p> <p><b>Description:</b> 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.</p> <p><b>Proposal: This is an information item only.</b></p>	<ul style="list-style-type: none"> <li>• COVID-19 has altered some of the Guided Pathways-related work and activities that were planned.</li> <li>• Submitted application for the 2<sup>nd</sup> wave of California Guided Pathway cohorts. Cuesta was accepted.</li> <li>• Areas of Study were approved by Academic Senate. Students will be surveyed as they use them and take survey information back to AS for discussion.</li> <li>• Program Mapper: continuing with next wave of data sending it to Concentric Sky who will input data into the Maps. Maps will then be updated.</li> </ul>	
<p><b>4. Language in Future Policy Templates</b></p> <p><b>Description:</b> 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.</p> <p><b>Proposed Outcome: Item is for information only. College Council will hear the update and may offer suggestions for future direction.</b></p>	<ul style="list-style-type: none"> <li>• Previous BP/AP discussion around gender identification. How to update language with gender-neutral pronouns going forward.</li> <li>• League is planning to update the language in the templates. Templates will come forward with the updated language.</li> <li>• Other language besides gender pronouns being updated, as well.</li> <li>• Could create a proposal for College Council to focus on making language in future BPs and APs gender-neutral.</li> </ul>	

## 5. First Read AP/BP 3500 Campus Safety

**Description:** BP and AP 3500 are legally required policies that are not currently part of the active policies for the San Luis Obispo Community College District. As such, this Board Policy and the associated Administrative Procedure are being brought forward into consideration for active status. The policy and administrative procedure outline responsibilities and lines of authority regarding campus safety and the jurisdiction and authority of the established campus police department.

In addition to the required text, the District Police Chief has added language to support emergency preparedness, the dissemination of campus safety information, and the use and restrictions for video monitoring equipment (security cameras).

Adding this policy and procedure will help the Cuesta College Police Department fulfill its role to provide a safer learning environment for all students, staff, and visitors through appropriate crime detection and deterrence methods.

AP 3500 Campus Safety **Redline**

BP 3500 Campus Safety **Redline**

**Proposed Outcome: College Council will provide feedback for AP/BP 3500.**

### BP 3500

- BP 3500 is not part of the current BPs. Majority of language is league language.
- District legal added language, Academic Senate provided feedback on using security cameras on campus as crime deterrents.
- Add “only” in last paragraph. “Security cameras shall be used **only...**”

### AP 3500

- Revisions presented are from District legal and feedback.
- Bottom page 1 “He/She” and top of page 2 “his/her”-- Instead of binary language, use “Chief”.
- Page 3 #5 “Private offices” What are they? Dean’s office, faculty office? Yes.
- Section on security cameras. Language in #1--Intent is to curb unlawful activity. Focus on language that would clarify that.

J. Curtis moved that College Council has provided feedback for AP/BP 3500.

Second: M.  
Medeiros Motion  
passed

**6. AP/BP 4100 Graduation Requirements for Degrees and Certificates**

**\*\*NOTE:** *This agenda item is unrelated to the State's response to COVID-19.* \*\*

**Description:** AP/BP 4100 are legally required. AP 4100 updates language on the maximum number of units students may take on Pass/No Pass basis for degree or certificate completion. In addition, AP 4100 outlines the minimum number of courses students must complete at Cuesta College in order to be awarded a degree or certificate of completion. Finally, AP 4100 outlines general steps the college will take to auto identify and award students who have completed the requirements for a degree or certificate at Cuesta College. The attached drafts have been updated with input from Academic Senate and College Council.

AP 4100 Graduation Requirements for Degrees and Certificates **CLEAN**

AP 4100 Graduation Requirements for Degrees and Certificates **REDLINE**

BP 4100 Graduation Requirements for Degrees and Certificates **CLEAN**

**Proposed Outcome: This item is information only. Academic Senate has approved BP/AP 4100.**

- Academic Senate has completed its work and will take it to Board of Trustees for approval. It is here as information.
- Updated language to ensure matches with residency language in catalog.
- Committee agreed that information items like this can be presented in the committee updates at the end of the meeting.

<p><b>7. Second Read AP/BP 5015 Residence Determination</b></p> <p><b>Description:</b> AP/BP 5015 are legally required. AP/BP 5015: Residence Determination establishes rules for the college to determine student residency. The attached drafts have been updated with input from College Council and Academic Senate.</p> <p>AP 5015 Residence Determination</p> <p><b>CLEAN</b> AP 5015 Residence Determination <b>REDLINE</b> BP 5015 Residence Determination <b>CLEAN</b> BP 5015 Residence Determination <b>REDLINE</b></p> <p><b>Proposed Outcome: College Council approves AP 5015, endorses BP 5015, and will forward to the Superintendent.</b></p>	<ul style="list-style-type: none"> <li>• Feedback has been added.</li> <li>• Updated the binary and discriminatory language.</li> <li>• Checked with district legal to ensure changing the language doesn't effect the purpose of the AP/BP.</li> </ul> <p>J. Curtis moved to approve AP 5015, endorse BP 5015, and forward to the Superintendent. Second: D. Troy Motion passed</p>	
<p><b>8. Second Read AP/BP 5035 Withholding of Student Records</b></p> <p><b>Description:</b> AP/BP 5035 are legally required. AP/BP 5035: Withholding of Student Records has been revised and has removed withholding transcripts as per the change that is the legally mandated in AB 1313- Higher Education: Prohibited Debt Collection Practices. The attached drafts have been updated with input from College Council and Academic Senate.</p> <p>AP 5035 Withholding of Student Records</p> <p><b>CLEAN</b> AP 5035 Withholding of Student Records <b>REDLINE</b> BP 5035 Withholding of Student Records <b>CLEAN</b> BP 5035 Withholding of Student Records <b>REDLINE</b></p> <p><b>Proposed Outcome: College Council approves AP 5035, endorses BP 5035, and will forward to the Superintendent.</b></p>	<ul style="list-style-type: none"> <li>• AB 1313 mandates that schools are no longer allowed to hold transcripts. Worked with Enrollment Services to remove any holds on transcripts. Counselors working with students will be able to access transcripts.</li> </ul> <p>D. Troy moved that College Council has provided feedback for AP/BP 3500. Second: H. Webber Motion passed</p>	