

CONTRA COSTA COLLEGE
College Council Minutes

Date: Thursday, November 9, 2017

Time: 2 pm to 4 pm

Room: Fireside Hall, Contra Costa College, 2600 Mission Bell Drive, San Pablo, CA 94806

Management:

Tish Young (Speaker)

Jason Berner

Ken Sherwood

Mariles Magalong

Mojdeh Mehdizadeh

Faculty:

Beth Goehring (Speaker)

Wayne Organ

Bonnie Holt

Rick Ramos

Alissa Scanlin

Classified:

Ashley Carter (Speaker)

Lorena Cortez

Joel Nickelson-Shanks

Kelly Ramos

Leticia Mendoza

Students:

Aireus Robinson (Speaker)

Astrid Pumarica

Alfredo Gutierrez

TOPIC	DISCUSSION	ACTION ITEMS
1. Call to Order by Chair	<p>The meeting was called to order at 2:15p.m.</p> <p>Present: Tish Young, Jason Berner, Ken Sherwood, Mariles Magalong, Mojdeh Mehdizadeh, Beth Goehring, Rick Ramos, Bonnie Holt, Joel Nickelson-Shanks, Ashley Carter, Astrid Pumarica, Aireus Robinson</p> <p>Guests included: Vicki Ferguson, Mayra Padilla, Karl Debro, Dennis Franco and Maryam Attai.</p>	
Presentations		
2. Public Comment	None	
Approval of Agenda		
3. Approval of Agenda	Faculty moved to approve the agenda. Management seconded the motion. The agenda was unanimously approved.	
4. Approval of Minutes from 10/19/17	Classified moved to approve the minutes. Faculty seconded the motion. Beth Goehring abstained. The minutes were approved.	
Action Items Removed from Consent Agenda / Non-consent Agenda – Action Items		
5. Guided Pathways Self-Assessment	Dennis Franco presented the guided pathways self-assessment tool. The assessment tool is a requirement of	Dennis Franco will incorporate recommendations

	<p>the Guided Pathways Award Program to receive funding (\$700,000) to implement guided pathways at Contra Costa College (CCC). The funds will be distributed over the span of five years.</p> <p>The assessment tool has fourteen key elements identified of the overall guided pathways framework. For each of the elements, CCC identified what we perceive as the scale of adoption for each key element based on the characteristics provided. The scale of adoption is as follows:</p> <ol style="list-style-type: none"> 1. Pre-adoption: college is currently not following or planning to follow this key element 2. Early adoption: college has just begun implementing the key element but not full or consistently 3. Scaling in progress: college has implemented the key element as is progress towards full scale 4. Full scale: college has implemented the key element to full scale <p>Along with identifying the scale of adoption for each key element, a brief explanation was provided, as well as the description of accomplishments and challenges. The committee on Access and Retention (CAR) has reviewed the first and second assessment tool drafts. The final draft is due to Governing Board this month.</p> <p>The following are the fourteen key elements and the scale of adoption status:</p> <ol style="list-style-type: none"> 1. Cross-functional inquiry: Early adoption - guided pathways and student outcomes are happening. It's in silos but some programs have examined local data and agreed that improvement is 	<p>into the self-assessment document and submit it to the Governing Board</p>
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	<p>necessary and are engaged in actionable research</p> <ol style="list-style-type: none"> 2. Shared metrics: Early adoption - key benchmarks are on progress being used and are starting to be aligned across initiatives but are not fully done that work. 3. Integrated planning: Early adaption - initial conversations have taken place. There is commitment form constituency leaders to engage in institutional dialogue to improve student success and align processes. 4. Inclusive decision making structures: Early adoption - work groups/teams have been created, but they do not yet include key campus constituency instructional counseling and student support faculty, staff, and administrator. The college plans to expand the groups. 5. Intersegmental alignment: Early adoption - coordination between high school feeder district(s), four-year institutions, and industry partners have been established, but the partnerships are not strong and/or inconsistent across the college. 6. Guided Major and Career Exploration Opportunities: Early adoption - discussions are happening about ways to cluster programs of study into broad interest areas. 7. Improved Basic Skills: Scaling in progress - college has scaled one or more instance of the evidence-based strategies listed under “key element,” but others are still in the pilot stage. 8. Clear Program Requirements: Early adoption - cross disciplinary teams of 	
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	<p>instructional (including math/English, GE, CTE and counseling faculty have been convened and are mapping out course sequences. Multiple measures and course acceleration in math and English are ways of doing this practice, but we do not have the data to view the improvement prevents us from the checking Full Scale stage.</p> <p>9. Proactive and Integrated Academic and student supports: Early adoption – the college has begun conversations about increased coordination and collaboration between student supports, instruction, and counseling.</p> <p>10. Integrated technology infrastructure: Early adoption - the college has in place technology tools to support academic planning and counseling, but these tools are not used consistently and/or do not provide timely planning, support, and tracking capabilities.</p> <p>11. Strategic Professional Development: Early adoption - professional development is provided to faculty, staff and administrators but the development and offerings of PD is not aligned with the college’s strategic goals identified in an integrated planning process, or there are gaps in systematically identifying and meeting those goals.</p> <p>12. Aligned Learning Outcomes: Scaling in progress - Student Learning Outcomes (SLOs), Program Learning Outcomes (PLOs), and General Education Learning Outcomes (GELOs)/Institutional</p>	
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	<p>Learning Outcomes (ILOs) are reviewed and revised for some outcomes to ensure alignment, academic rigor, integrity, relevance, and currency.</p> <p>13. Assessing and Documenting Learning: Scaling in progress - attainment of learning outcomes tracked or made available to students and faculty for most programs. Scaling in progress status. Most programs examine and use learning outcomes results to improve the effectiveness of instruction.</p> <p>14. Applied Learning Opportunities: Scaling in progress - some courses and programs systematically include applied/contextualized learning opportunities such as projects, internships, coops, clinical placements, service learning, study abroad, etc. Opportunities have been coordinated strategically within and/or amongst programs. Scaling in Progress status.</p> <p>Summary: Overall, in most of the key elements the CCC is in early adoption.</p> <p>College Council approval of the guided pathways assessment tool is for a general consensus that the information presented along with the recommendations from College Council will be integrated into the assessment tool document and submitted to the Governing Board for approval.</p> <p>The vote was called to endorse the guided pathways self-assessment tool for submission to the Governing Board:</p> <ul style="list-style-type: none"> • Management – Aye 	
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	<ul style="list-style-type: none"> • Classified - Aye • Students – Aye • Faculty - Aye <p>The motion passed unanimously.</p>	
Information/Discussion Items		
None	None	
Standing Committee Reports		
6. Budget Committee	<p>Mariles Magalong provided the Budget Committee report:</p> <p>The committee is working on two recommendations:</p> <ol style="list-style-type: none"> 1. To automatically fund Library and Information Technology departments out of instructional equipment, to avoid applying every year. However, the departments will include the expenses in their annual reports. 2. Add a level of approval in the resources allocation process. The deans will approve the applications before they are submitted to the Budget Committee. <p>The process will be discussed at the next Budget Committee meeting. The recommendations will be forward to the Dean’s Committee for reviewed before appearing on the College Council agenda.</p>	
3. Student Success Committee	<p>Karl Debro provided the Student Success Committee report:</p> <ul style="list-style-type: none"> • Brad Phillips, President/CEO of IEBC (Institution for Evidence-Based Change) was invited to speak about data training; the approach to understanding data to make informed decision for the college, as well as the difference between lagging and leading indicators. • Discussed the LMC and DVC data that addressed African American Students 	

	The College Council committee engaged in a brief discussion about the data comparing LMC, DVC and CCC's efforts at supporting African American students. The discussion included variables between the three sister colleges and data CCC and other similar colleges in the state based on socioeconomic and other related factors.	
4. Operations Committee	Operations Council has not met, no report at this time.	
5. Planning Committee	Jason Berner provided the Planning Committee report: Brad Phillips from IEBC also presented at Planning Committee.	
Standing College Council Business		
6. Campus Construction Updates	<p>Mariles Magalong provided the following updates:</p> <ul style="list-style-type: none"> • The automotive fence has been installed. The contractor is working on resolving a minor issue with the fence. • The list of remaining projects from 2016-2017 budget has been prioritized. The projects that will be funded are as follows: <ul style="list-style-type: none"> ○ drop-off shelter ○ classroom notification devices (emergency communication system) ○ drainage repairs by GE building • The PE/Pool project needs additional funding to repair the pool deck (safety issue: concrete cracking) 	
7. Measure E Update	<p>Mariles Magalong provided the following updates:</p> <ul style="list-style-type: none"> • AA remodel: work is underway. The furniture, fixtures and equipment have 	

	<p>been confirmed by the user groups. The target completion date is late summer; building will open fall 2018</p> <ul style="list-style-type: none"> • PE/Kinesiology project: ready to meet with architect for current design approval by the Executive Steering committee • Science building project: architect is ready to present the design to Executive Steering committee for approval. The Executive Steering committee (President, Vice President, Business Services Director and the dean of the division project). • Police services building: construction is expected to begin in March or April of 2018 and completed by fall 2018 	
<p>8. Marketing Update</p>	<p>Maryam Attai provided marketing updates relating to outreach during the months of October -November:</p> <ul style="list-style-type: none"> • CCC was represented at several community events: college information day at UC Berkeley; tabling at Dreamers conference at DVC; San Pablo city Halloween event over 400 participants; Veterans day events • High schools: two career major exploration workshop; two CCC transfers opportunity workshop; tabling at local high schools during lunch; two college panels; two application workshops; senior parent night; concurrent enrollment workshop; Five cash for college events at high schools; five STEM related activities; five adult Ed related activities 	

<p>9. Constituency Group Updates</p>	<p><u>Management (Tish Young):</u></p> <ul style="list-style-type: none"> • completed sexual harassment training • completed part I diversity of diversity hiring training • evening walk about is ongoing. Managers split into five teams to walk the campus identifying lighting and safety issues and reporting to Building and Grounds for follow-up <p><u>Classified (Ashley Carter):</u></p> <ul style="list-style-type: none"> • invited speaker to discuss to the integrated plan and guided pathways work • successful districtwide Classified Senate Leadership Retreat was held on October 27, 2017. Twenty-five classified senators and leadership participated in the retreat <p><u>ASU (Astrid Pumarica)</u></p> <ul style="list-style-type: none"> • LGBT appreciation day is on November 17, 2017 <p><u>Faculty (Beth Goehring):</u></p> <ul style="list-style-type: none"> • discussed information from the Center of Urban education. Added more equity minded interview questions • working with management to finalize the structure and mission with the faculty scheduling committee • began discussion on flex week focused activities • twelve workgroup are continuing work on course sequence mapping 	
<p>10. Announcements</p>	<ul style="list-style-type: none"> • Drama department show, “How We Go On” is on the next two weekends • Metas 30 years’ celebration gala on Friday, November 17, 	

	2017 at Mira Vista country club <ul style="list-style-type: none"> • spring 2018 schedule has been posted 	
11. Next Meeting: Thursday, December 14, 2017		
12. Adjournment	The meeting was adjourned	