

College Coordinating Council Minutes

1/9/13
9:30 AM
President's Conference Room

Meeting called by: Dr. Jackie Fisher **Type of meeting:** Regular

Note taker: Crystal Ellis

Attendees: Dr. Jackie Fisher, Newton Chelette, LaDonna Trimble, Sharon Lowry, Pamela Ford, Maria Clinton, Mazie Brewington, Dr. Vicki Nicholson, and Michelle Hernandez

Absent: Susan Lowry

Approval of Minutes 12/5/12 Dr. Jackie Fisher, Sr.

Discussion:

The minutes were not approved.

Action items:

Bring all non-approved minutes for CCC to the next meeting for approval.

Person responsible:

All

Deadline:

2/6/13

Board of Trustees Regular Meeting – 1/14/13 Dr. Jackie Fisher, Sr.

Discussion:

Dr. Jackie Fisher reviewed the Board of Trustees agenda for the January 14, 2013 regular Board meeting. He noted that closed session would be held at 5:00 p.m. in A-140 and will reconvene to public session at 6:30 p.m. in the Board Room. The Board meeting agenda and communications can be viewed on the Intranet.

Action items:

N/A

Person responsible:

N/A

Deadline:

N/A

Accreditation Standard IV Memo

Dr. Jackie Fisher, Sr.

Discussion:

The Accreditation memo listing the Standard IVA improvement plans from the last self-study was reviewed and discussed. Standard IV.A recommends that the college develop and complete a campus survey for constituencies in identifying additional strategies in meeting the college mission. It was noted that the Health Sciences, IMC, and Palmdale Center have completed surveys. It was suggested to have Aeron Zentner attend the next CCC meeting to discuss previous surveys that have been completed. It was also suggested to hold off sending the survey campus wide until after the new leadership for the college is onboard; however the instrument should be developed in the spring to submit in the mid-term report.

Standard IV.A.3 recommends that the college reaffirm the definition and application of consensus in decision making by committees on an annual basis. All CCC members will review AP2510 for further discussion on appropriate language to define and establish consensus.

Standard IV.A.5 recommends reinforcement of AP2510 for consistency in posting and distributing meeting minutes and agendas by committees/taskforces. All CCC members will review AP2510. They will also discuss the standardization of minutes and where to post.

Action items:

Review AP2510 and bring back to next meeting

Person responsible:

All

Deadline:

2/6/13

Brown Act for Participatory Governance Committees

Maria Clinton

Discussion:

There was a lengthy discussion on the inconsistency of completing and sending out meeting agendas and minutes. Specifically, it was commented that the minutes for SPBC and Budget Sub-committee meetings are causing some concern. If the minutes are not completed for both committees in a timely manner, it makes it very difficult to know what was decided in one committee, which the decision must be discussed and voted on in the other meeting. The sub-committee makes recommendations to SPBC. Since the two committees have different note takers, it was commented that it makes it difficult to know what was discussed/recommended in either committee. Recently, SPBC has been operating under the Brown Act, which requires a deadline for submission of agendas and minutes. It was strongly noted that all shared governance committees are required to operate under the Brown Act. Dr. Nicholson will contact legal counsel to inquire about conducting a workshop on the Brown Act. During the next CCC meeting, the committee will look at the requirements for the Brown Act, review the template for agendas and minutes, and where minutes should be posted. It was also noted that the template currently being utilized for documenting minutes was implemented at the recommendation of the Accrediting team after the last visit. The recommendation was to standardize the minutes and post them in an accessible location on MyAVC.

Action item:

Bring back to next meeting

Person responsible:

All

Deadline:

2/6/13

Student Success ActZimmerman, Jose-Eguaras, and
Trimble***Discussion:***

The chairs of the Student Success & Equity, Matriculation, and Basic Skills committees were asked at the previous CCC meeting to decide which committee would implement and oversee the Student Success Act. After several recommendations, it was determined to combine members from the Student Success & Equity, Matriculation, and Basic Skills committees, dissolve the Student Success & Equity committee and establish the Student Success Committee from those members. Since it appears the committee would be a very large group, it was suggested to have a core group, which members would be present at all meetings. It was determined that the vice president of Student Services will be the chair and a faculty member from the Math or English Department as the co-chair of the Student Success Committee. It was also determined that the research analysis and assessment coordinator should be added to the committee. The committee would be shared governance. Bring the makeup of the Student Success Committee back to the next meeting

Action item:

Bring back to next meeting

Person responsible:

Newton

Deadline:

2/6/13

Group Reports:

- There were no group reports.

Future Agenda Items

- Meeting Minutes Approved
- Future Agenda Items
- Student Success Committee
- Brown Act
- AP 2510