

College Council Minutes

10/25/17, 2:00pm, Boardroom (building 3, room 216)

Topic	Notes
Present	Craig Taylor, Chris Rhen, Lori Wamsley, Victoria Rodriguez, Jim Salt, Sara Fox, Casandra Rhay, Brian Kelly, Dawn DeWolf, Jessica Alvarado
Prior Minutes Approval	Minutes of June 8 th meeting approved with corrections. Minutes of October 10 th meeting approved
Agenda Review	The following items were added: College Council review of governance system College Council holding listening tours Report on Accreditation visit Voting: approved Brian Kelly suggested to add Core Themes to next meeting
Subcommittees (Budget Development, Governance, Planning)	<p><i>Verify Membership list</i></p> <p>Budget Development Subcommittee Brian will send list</p> <p>Governance Planning Dawn, Craig, Sara, Jessica, Jen Steele Members agreed to the suggestion to put on hold until the chairs and vice-chairs meeting take place.</p> <p>Brian proposed to update the changes in charter positions in charter, he volunteer to work on that with his staff. Voting: approved</p> <p><i>Budget Development Subcommittee, include ASA voice</i> Members discussed options</p> <p><i>Consider a policy subcommittee</i> Member suggested to have a task force to work on issues presented at Bristow Square display, and any other policy. Or create a policy subcommittee. Responsibilities include create policies for issues that do not belong in other councils, and maybe be responsible for the revision of policies that this council started. Jim Salt will send a copy of a proposal he did many years ago.</p> <p>Proposal: 1) Establish a task force to deal with policy for Bristow square issues. 2) Establish a policy subcommittee responsible to complete policies and procedures.</p> <p>Members discussed the possible responsibilities of these two groups. Amendment to proposal: create a policy subcommittee, this subcommittee should also keep a chronological snapshot, and would like this council own and have the conversation of Bristow square and facilitate conversation campus wide.</p> <p>Proposal was separate in two parts: 1) Establish a task force to lead council's work on policies and procedures regarding the Bristow Square issues. Voting: approved Membership list for this subcommittee was tabled for next meeting</p> <p>2) Establish a policy subcommittee responsible to complete policies and procedures. Voting: approved Membership list to be determined</p>

	<p>Proposal: all subcommittees present a charter so we know their responsibilities. Amendment: all subcommittees review scope of work as previously identified and revised in document of 2004 (College Council Work Plan of 2004) Voting: approved</p>
Chair/Vice Chair Meetings	<p>11/8/17 First Meeting (3:30pm start time)</p> <p>Agenda Development (subcommittee) Dawn DeWolf volunteer to take the lead this time. Jim Salt volunteered to help. Elizabeth will send agenda items of previous meetings.</p> <p>Location: Elizabeth will schedule a room</p>
All Council Meeting	<p>Date: 2/21/17, 3:00pm-5:00pm</p> <p>Intro to governance system update Craig and Jim have not started to work on that yet</p>
Governance web pages	<p>Member pages update Members reviewed the new look of the membership pages in the governance website. All agreed with the format, no changes needed.</p>
Work Plan College Council's Work Plan	<p>Chair explained that President Hamilton has asked to include the Evaluation of governance system. Brian Kelly explained the need of the CC Listening tours at least once a year. Members agreed on the need, and suggested the possibility of using that information to guide the work of the governance system. They also discussed of the possible ways of conducting these conversations. Member suggested to use the all councils meeting as an opportunity to invite people to ask questions about governance and use that as evaluation Brian Kelly will work on a draft schedule and bring to the next meeting.</p> <p>Verify—Request of categories to include in each council's plan: work item, priority, timeline/due date, lead (person or subgroup) contact, key activities to achieve work item, communication/check—who and when, comments Chair asked for feedback on these items. Member suggested to simplify, and agreed on the following: Work item yes, timeline yes, priority no, due date no, lead contact no, key activities no, communication/check no, additional comments no.</p>
COPPS Plan (Tabled from 10/11 meeting)	<p>Members discussed about the process and logistics to make the College Online Policy and Procedure System more efficient and easy to follow when policies change. Members mentioned that Marlena Pearson of Learning Council has created a database of the college policies and procedures.</p> <p>Proposal: We should have a policy that capture state of policies and procedures minimum annually (January 1st) and should be stored in an available location. Discussion: talk to Tech Council, IT and archivist before voting because if college is not doing that already, it might be out of compliance. Suggestion to talk to them first before voting.</p>
<ul style="list-style-type: none"> • Snapshot • Archive • Tracking • Review Plan for Councils <ul style="list-style-type: none"> ○ Policy and Plan Delineation 	
Report on NWCCU Mid-cycle visit	<p>Dawn reported on the mid-cycle visit of NWCCU, she explained the purpose of the visit. The executive team was debrief on the findings. In general it was a good review. President Hamilton will send a communication on this regard to all the staff. Their final report will be received by January</p>
Institutional Effectiveness Committee (IEC) (Tabled from 10/11 meeting)	<p>College Council appointment (2nd Tuesday of the month, 3:30pm-5:00pm)</p> <p>The IEC has requested a representative from college council Jen Steele gave an overview of the IEC responsibilities and reported on the latest work.</p>

	<p>Brian Kelly reminded everyone that the approval of Core Themes will in the next meeting agenda, and recommended to send any questions in advance to the group. Members discussed the importance of having a liaison with CC and the time commitment.</p> <p>Chris Rehn volunteer to be the representative.</p>
Role in reviewing/recommending policies	<p>Policy: <i>outside groups on campus</i></p> <p>Chair acknowledged that this topic was covered on the subcommittees' item.</p>
Convene forums for feedback on display in Bristow Square	<p>Brian Kelly talked about the importance of having these forums.</p>
Reports:	<p>ASLCC: busy, splitting off in committees.</p> <p>ET: accreditation visit</p> <p>FC: working on recruiting more reps, and volunteers for councils. Trying to make regular the student evaluations workshops for faculty. Working on Hosting a forum for budget development process.</p> <p>LCCEA: working on HEC committee, might have a request for future agenda items regarding curricula.</p> <p>LCCEF: no report</p> <p>MSC: no report</p>
Adjourn	<p>4:10</p>