

Skyline College Council
March 28, 2007

MEETING MINUTES

Attendance: Lori Adrian, Linda Allen, Carla Campillo, Silvia Cervantes, Linda Herda, Luis Padilla and Regina Stanback-Stroud. Guests: Donna Bestock, Sherri Hancock and Shelly Hausman. Recorder: Linda Ghio

Absent: Ray Hernandez, Vicki Morrow

Review and approval of February meeting minutes

The minutes of the February 28, 2007 meeting were approved as written.

Building names update

Regina reported that a list of proposed building names and numbers was presented by Vicki to the Chancellor's Cabinet and it was approved. The approved list was distributed to the council. Carla asked if they approved the naming of the Wellness Center and Regina confirmed it.

ASSC update

Luis reported that the ASSC held a couple of events during the last month. An "Open Mic" session was held on March 27 in Building 6 and a lot of students participated. Students were able to read poems and sing and it was held in front of the fireplace. The students indicated they would like to hold them every two or three weeks before the end of the semester. Silvia reported that elections are going to be held on May 14-18 and planning is underway. They are hoping to do online voting this year and they will have a demonstration. Students will be able to vote for 24 hours and results will be instantaneous. She is working with Amory on it and there will also be some advertising to promote the elections. A mass email to students, along with applications, will be sent out on March 29. The Student Organization and Club Council (SOCC) held a club rush earlier this month.

College Hour proposed: Luis and Silvia reported that the ASSC is interested in having a college hour. An article that a student wrote said that most campus activities were academic and not really fun for students and Luis said this is due to noise restrictions. They would like the college to set aside one hour during the week, for example a Wednesday from 12 noon to 1 pm where no classes would be scheduled so students could attend activities and not miss classes. Luis asked if this would be a future ASSC project or should it be planned by the current ASSC. Regina said that Skyline used to have a college hour. The Academic Senate has had a conversation about it. Lori asked Luis if he is requesting that members of the College Council bring it back to their constituencies for a discussion. She said that there are other college models that could be looked at. It could be one hour to one and a half hours. He said they would like the constituent groups to start the conversation.

Accreditation update

Donna Bestock reported that the steering committee distributed a second draft revision for people to look at online, in addition to placing them in the division offices. Feedback was received from 8 to 10 people, and while it was not a lot, it was helpful. Nancy Kaplan-Biegel, Ray and Donna will incorporate those comments into the standard writing. Once finished, they will be returned to the standard chairs by April 9 who will have one week to approve their editions. Donna said they are trying to write it so that it sounds like one voice. Draft 3.0 must go out to the campus community on Wednesday, April 18 and it will be followed with open forums where the steering committee presents the draft and feedback is taken. The last revision will be done by May 1 and is then presented to the constituent groups for their approval. College Council will approve it and then it is submitted to the Board of Trustees in June. If there are major revisions, Donna said an addendum will be published, but the major work has to be ready for publishing. At the March 27 Steering Committee meeting, the committee identified the planning agenda items, which are items that the college is promising the accrediting commission that it will do, and they are reviewing them. She said there are a lot of agenda items and they are looking at them to make sure they are appropriate and to eliminate redundancy. The planning agenda will be printed separately and people will be asked to look at it. Lori said that the Student Services Council asked when it would be too late to provide additional feedback in case people missed the last deadline. Donna said they have gotten to the point where they have to take what they have received and they are working with it. Donna said it can be sent to the Steering Committee chairs, but they don't want the writing teams to do the revisions at this point. The deadline is at the end of the week on March 30, however Regina suggested that they give the steering committee chairs the information and they will see how it fits in. Donna said that anything new that they want to add must be submitted with a hard copy of the evidence to substantiate it.

District Shared Governance Committee update

At the March 15 meeting, Carla said there was a concern expressed that CSM students were not included in the CIP II bridging documents. An accreditation update was given. Colleges need to maintain accreditation evidence. They talked about the district mission statement, and the review date will be changed to 2007 and they also discussed strategic directions. She said that Skyline is ahead of the game and the other colleges are catching up. A task force is being formed that would include researchers, presidents, and a vision planning group, to have monthly meetings to talk about enrollment issues. They are also going to be looking at district rules and regulations to see which are no longer appropriate.

Fresh Look Project

Shelly Hausman said the college Promos for technical and career courses will be included in the upcoming fall schedule. The next step is website redesign. The Fresh Look Committee, which has two representatives each from Academic Senate, Classified Council, and ASSC, as well as two web designers will hold an introductory vision meeting in May with the goal of launching the whole website redesign in the fall.

Plus/minus grading

A forum on plus/minus grading will be held at Skyline on April 26 from 12 noon-2 pm in Building 6, Room 6202. There will be panelists and Fermin Irigoyen is working to try to get student participants. Regina asks if regulations still permit plus/minus grading and Carla said they do, but only two to three schools in the state are doing it. If CSM recommends it, both Skyline and Cañada would have to agree in order for it to happen. Regina said several years ago, the state Academic Senate supported changing the regulations to permit plus/minus grading. The position paper may be viewed on the state website. It was written in 1995 and tells about the issues, some of the pros and cons and what can be anticipated from it. At the time, faculty was supporting it, but students were not. Regina forwarded it to Carla who will forward it to Luis and Silvia.

Program review update

A workshop on program review was held on March 21. There was a committee that reviewed the program review process to get feedback from participants and feedback on the process and instrument. Recommendations were made. Regina said a workshop is offered for those getting ready to engage in it. Then the program data are provided in a second workshop and Cathy Hasson lets the participants know how they can use it. It is on the research office website so they can see grades, retention rates, etc. throughout the year. There was a concern about the program review schedule and Regina developed a chart showing it for each program. She distributed it to the Council. A review is done in line with the planning cycle so results can be incorporated in the Full Time Equivalent Faculty (FTEF) funding cycle and in the budget cycle. She said the first year is when program review is done and the second date is when the presentation would be done. The chart does not show the deferments. She directed the College Council to the Academic Senate website for further information. A change was made to the program review instrument for instruction and it was approved by the Curriculum Committee. Regina said they found that in the 2003-04 program review, they tried to give a summary, which was a tremendous amount of work. The instructional instrument has now been revised to be consistent with the accreditation standards. Now the Student Services instrument is being revised.

Smoking policy

Review of designated smoking areas: The College Council requested Sherri to report on how the designated smoking areas were working. Sherri indicated that The Health and Safety Committee though they were working well. When questioned about the criteria they used to determine that they were working, Sherrie indicated that their perspective was based on the fact that the committee had not received any complaints.

Regina requested that the Health & Safety Committee should gather additional information about the smoking sites beyond the fact that there were no complaints. For example, they may want to conduct a survey. She asked Sherri Hancock to report back with a Health & Safety update at the April College Council meeting.

Sherrie continued the smoking area discussion indicating there was no designated area near Building 6 and there was a concern raised about the number of cigarette butts in the area around the building. She asked the committee to see if there is a valid space for a smoking area. The Health & Safety Committee recommended not designating a smoking area by Building 6. Currently, there is an area on the quad between Buildings 1 and 2. The committee proposed another area along the side of the theatre near a grassy area and it would not be too far from the entry of Building 6. It would also be a more protected, less windy area. After studying the area in front of Building, Sherri said they found that the facilities crew use blowers to clean the grounds. Rather than picking up the cigarette butts, they are being blown into the wood chip area outside of Building 6. A discussion about placing ashtrays around building 6 was held. Lori expressed a concern about the need for a smoking area near building 6 since there is already one in the quad area.

Smoke Free San Mateo County proposal: Due to the absence of Ray Hernandez, a suggestion was made to move this topic to the next meeting. Sherri reported that a student advocacy group, Breathe California, has been requesting to meet with groups at Skyline. Sherri instructed them to present their proposal to the ASSC, Academic Senate and Classified Council and they will decide if it should be brought to College Council. They made a presentation to Classified Council and they have applied for club status. Linda Allen said she advised them that the Classified Council has not made a stand on it. Linda sent a letter to Breathe California, which she circulated to the College Council. Regina said they are following the recommended steps and it is good that Skyline has given them information about the process. Lori said they have been seeking guidance mostly through the Student Activities office. Carla said they have not asked to present to Academic Senate and Regina said to give them the opportunity if they do. Regina said that it is a legitimate health issue and it is important to Skyline. The college constituencies do not have to invite them to present at the meetings, but if they approach Sherri about presenting, it is an appropriate request and she should entertain it. They can ask us at any time to consider it even if it is not on our timeline.

Commencement

The Student Recognition and Awards Ceremony is on May 7 from 4-6 pm in the Main Theatre and a reception will follow in Building 6. Commencement will be held in the Skyline Gym on May 25 at 5-6:30 pm. Lori said volunteers are needed for both events. Carla said that Phyllis Taylor will be the moderator for the honors recognition awards. Carla will ask Ray if he can help Lori with pronunciation of names at Commencement.

Agenda Planning Table

Corrections were made to the planning agenda table.

Review of decisions and action plans for today's agenda items

- The ASSC has asked constituent groups to start a discussion about holding a college hour on Wednesdays at 12 noon. No classes would be scheduled so fun activities can be planned for students

- The Council asked the Health & Safety Committee to ascertain the effectiveness of the designated smoking areas and how well they are working.
- Lori asked the Council to consider volunteering for the Student Recognition and Awards Ceremony on May 7 and Commencement on May 25 at 5 pm-6:30, with a reception afterward.
- Donna reminded the Council that the accreditation draft deadline for input is March 30 and if there is any factual information then evidence to support it must be included
- Classified Council, Academic Senate and the ASSC should start to think about who their representatives will be for the website redesign project. There will be a May launch meeting.

Next meeting: April 25, 2007