

**Skyline College Council**  
**January 24, 2007**

**MEETING MINUTES**

Attendance: Lori Adrian, Linda Allen, Carla Campillo, Silvia Cervantes, Ray Hernandez, and Vicki Morrow. Guests: Cathy Hasson and Sandy Irber.  
Recorder: Linda Ghio

Absent: Linda Herda, Luis Padilla, Regina Stanback-Stroud

**Review and approval of December meeting minutes**

The minutes from the December 6, 2006 meeting were approved as written.

**ASSC update:**

Silvia said the ASSC moved in to the new Student Center and is still waiting for computers and phone lines to be installed, as well as keys to be distributed. The ASSC held an unofficial meeting during the first week of school. Its first official meeting will be held today and the group is going to finalize events that it is planning for the semester. Silvia said she is developing a list of students who can sit in the information center at the north entrance to the building. During the week of January 29, she and Luis will start holding office hours.

**Accreditation update**

Ray said that the Writing Team chairs met with the Steering Committee on January 23 to review the feedback on the second draft that was submitted last semester. A writing workshop for the Standards Teams will be held on January 29. The teams are moving forward very quickly and need to get the public draft out by February 15. They will get feedback on it and then move to a final draft. Theresa Tentes updated the self-study timeline, which Ray distributed. Vicki will notify people about the public draft in *Skyline Shines*, but will say that it will be ready for viewing in mid-February, rather than February 15. Ray said that all constituencies will have a chance to look at the draft documents between February and March. He is confident that the teams will finish on time.

Vicki said that the board approves the three accreditation reports in the late spring or early summer. She said that it was discussed on January 23 in the Chancellor's Cabinet meeting. They discussed how they will structure this board process and based on that discussion, along with a discussion she held with Cabinet, they may present an abstract plus a planning agenda which is comprehensible. Cathy Hasson is preparing the abstract. Vicki said that self-studies are very dense and it would be difficult for the board if they are presented with all three college self-studies. She will encourage the honing of the planning agendas and they need to be plans about which there is a consensus among the writing groups. There needs to be a process by which the plans are vetted and it becomes a college plan. Ray and Donna will attend constituency meetings to present findings from the self-study draft. Lori said that Skyline got kudos at the last accreditation cycle

because they did a summary of each section. Vicki said that often when teams write their reports they will not repeat the recommendation over and over and will instead cite all the standards that a recommendation relates to. She said that Skyline may want to do that with the planning agendas as well as anything else the college can do to expedite its story. Lori agreed and said it would make it easier for the visiting team. Ray said that he and Donna are confident about their progress to date.

Vicki said that the college has not yet received a letter confirming the dates of the accreditation visit.

**Educational and Facilities Master Planning Project (EFMP) update:**

Skyline is holding an Open Forum on January 31 on the plans for the next series of building construction on campus. Sandy asked Shelly Hausman to send a reminder notice to all campus employees. Vicki said it will be of interest to the user groups in those buildings, but there is also college-wide interest in parking, how the loop road will run, and other projects.

Now that Building 6 is completed and the next round of construction is being planned, the college needs to look at developing a consistent way of referring to campus buildings, both new and old. Vicki created a draft list of building numbers and names based on what she knows and it was distributed. She said the college is not going to change the numbers of existing buildings, and we are not considering renumbering old buildings even though it might smooth out the pattern of numbering. She has discussed it with Cabinet and it will be presented to the EFMP Task Force on January 31. The draft list for CIP I and CIP building numbers and draft names is as follows:

**CIP I** (These buildings are slated for completion by January 2007)

Building 3: Physical Education, Athletics and Dance and not just called the gym

Building 6: Student and Community Center

Building 7a: Sciences (later to be combined with Building 7 as a single building when that renovation is completed next summer)

Building 8: Business and Language Arts, which is the name of the two divisions that use it

**CIPII** (These buildings are slated for renovation or new construction. Existing buildings will use current numbers; building numbers for planned buildings are identified below)

Building 1: Social Science and Creative Arts

Building 2: Student Services - this building has a multitude of things going on which will include expansion of the One Stop on the third floor plus computer classes below. There will be no remodeling. It will be called Student

Services. The long-term plan for the third floor will be to design it better for those moving up there.

- Building 4: The Wellness Center – it will include Cosmetology, health, and parts of P.E./Athletics/Dance. The building number is freed up now that the Bookstore has moved to Building 6, and the old Bookstore building 4 will be removed.
- Building 11: Automotive Transmission. The building number is logical since automotive programs are in Buildings 8, 9, and 10.
- Building 12: Multicultural Center and Administration. A part of the Facilities Maintenance Center is being remodeled and the current building number 12 could be assigned to this new building, which would house the Administration, Distance Education, CITD, Workforce Development and Learning Communities to be called Multicultural Center and Administration.
- Building 14: Child Development Center. The building number is currently being used at Facilities but it could be the number for the new Children’s Center, which will be located near its current location. Vicki is not sure if will be a remodel of Loma Chica School to house it or if the building would be razed it and something new built.

Carla asked if Pacific Heights will ultimately be destroyed once the CIP II projects begin and Vicki said that once the swinging is finished, it will be destroyed. The council asked where the Multicultural Center will be located and Vicki said that the loop road will shift and the Multicultural Center will take up part of the existing loop road, as will the parking area. The Multicultural Center will be at the far end of the Student Center, in close, and not as far away as Loma Chica. Parking will be out toward Pacific Heights. The Wellness Center will be located between Buildings 3 and 5. The council agreed with the proposal for building naming and numbering and Vicki will present it on January 30 at the Open Forum. If there are additional comments, she will bring the list back for final recommendation from the College Council.

### **Balanced Scorecard**

Cathy distributed the Balanced Scorecard (BSC) that was developed by the Office of Planning and Research. It is a working tool and it is good as a reference piece because it is helpful when looking at the college’s strategies. The BSC is an added dimension to the college’s planning, vision, mission, goals and a deeper set of goals called strategies and gives the college a focus and direction. She said that what was missing was a way in which to see how the college was doing on its goals and strategies and this helps the college at a very high level to see if it is meeting its goals and strategies. The BSC provides an overlay of all of the college’s goals and strategies from four different perspectives. Typically the college evaluates these based on a financial standpoint or enrollment, but the BSC looks at it a little more deeply and in a balanced way. Next to

the goals in each section are particular indicators that indicate how well the college is doing. Cathy said there are 28 total indicators and ways to measure these indicators and it is very comprehensive. The scorecard itself is on the back cover. It is a quick visual cue on how the college is doing. It shows all the indicators and the outcome measures with symbols that show if the college is meeting or exceeding benchmark, or is slightly or well below benchmark. Within the report is a handout that provides the detail behind the scorecard and it shows what the numbers look like exactly. Cathy's office will update the BSC on an annual basis. She said they are also looking at the benchmarks and in order to set a benchmark, there have to be conversations with colleagues and students about where they want the benchmark set. In some cases, they are set by the Instructional Leadership Team (ILT), by the Institutional Planning Committee (IPC) and sometimes by Student Services depending on the measures. Lori said most of these are internal benchmarks at this point. She said if we were to set a benchmark against other colleges, such as in the area of security, Skyline would totally meet or exceed the benchmark and the details show this. Vicki noted that there are some measures that use a statewide benchmark, such as transfer rate.

Ray commended Cathy on the BSC. He had a presentation for program review and found it to be very helpful. Vicki said last fall the Community College League of California held a statewide meeting at which she and Cathy presented the BSC, and it was very well received. Carla asked if these were the goals that came out of the Asilomar Management Conference last year and Cathy confirmed that they were officially adopted last year and this is our own analysis. Lori asked Cathy what would a student, from their own perspective be able to glean from this. Cathy said it shows that the college is committed to a continuous process of improvement and this is a tool that is used to show how the college is doing. Vicki said under the first perspective, which this model calls external stakeholders, all of the measures are about how the college is delivering for students. Ray said these will be reevaluated every year, so it will not be a static list. Lori said on the last page there are interesting findings for students, such as transfer rate, persistence, retention, and financial aid. Lori asked if it is feasible in the future to look at additional external benchmarks and Cathy said it would be. She said there is a BSC website under the IPC webpage.

### **Fresh Look Project update**

Sandy distributed information from the Fresh Look Advisory Group and the process they conducted last fall, which was the primary publications review. This time they looked specifically at the class schedule and talked about what the ideal schedule would look like. They looked at page samples from other colleges and used some of those examples. She provided a handout identifying their recommendations and an example of how they are going to change the schedule for summer and then ongoing in the fall.

Some of the recommended changes include putting the table of contents and index in the front of the schedule and there will be tabs along the outside edges to make it possible to find things more easily. The website information will be at the bottom of each page. Sandy said it will be more user-friendly. A new graphic designer is being engaged to make the inside and outside back covers more of a tool to market the college. She said

the college will see the improvement in time for the summer catalog. Time and finances limit the extent of the changes possible, but as many changes as possible will be implemented. There will be more photos and the inside cover will be a promotional piece with photos. There will be a section on student life that will highlight clubs. Cathy asked what the guidelines are for submitting ads and Sandy said we are not planning to put ads in the schedule. She is working with the instructional office to revamp the contents. In the back under services there will be a tab and all the learning communities will be listed, along with an explanation. Vicki said they are working on improving the schedule to make it more user-friendly, attractive and inviting and with this process they are seeking to have the covers look clearly different between, fall, spring and summer. Sandy talked to the ASSC students, senate, ambassadors, and outreach committee, to reconfirm information from the Fresh Look Advisory Group. Vicki thanked Sandy for her leadership on this project, which will really help to improve the schedule. Sandy said the publishing date for summer delivery will be March 14-16.

### **Plus/Minus grading system**

Carla reported that the Academic Senate and ASSC will set up a campus-wide forum to talk about the plus/minus grading system. Fermin Irigoyen is arranging the forum and is working with the students on it, although they have not set a specific date. They want to open it up to hear what other students have to say. The forum will be held later in the afternoon so that evening students can participate. The Educational Policy Committee also discussed it in terms of the logistical issues and software upgrades that would be needed.

### **District Shared Governance Committee update**

Carla said the next meeting is on February 5, so she will provide an update at the February 28 College Council meeting.

### **SEED plans for April 18-19 diversity event**

Vicki said the SEED Committee met on January 22 and Rosie Bell is doing a great job of lining up performers and speakers. She does not know to what extent faculty have picked up on the book selection, which is *The Color of Water* by James McBride. Vicki is going to repeat an item that was in Rosie's and Carla's letter in her next *Skyline Shines* and ask faculty to let Rosie know if they are going to use the book. The reason is that SEED wants to facilitate the set up of book talks and it would help to know how much is going on out there in terms of which faculty are going to use the book in their classes. Lori said that SEED also talked about the Classified Council and ASSC holding discussions about the book. Vicki asked Linda and Silvia to think about whether they want to get a group involved. Vicki said the book is very engaging. Carla asked if Rosie received responses on the picture project, "Who Are We...We Are Everyone," and Vicki said she did not. Silvia asked where photos are submitted and Vicki said it is available electronically and she will forward it to College Council. Rosie has asked SEED to do the photo project this first time around, and it would involve College Council and Common Ground, but it will not be a college-wide project just yet.

### **M.E.E.T. on Common Ground training**

Carla said a core group of people, including herself, Regina Morrison and Donna Elliott met with Jerry Frassetto. Carla said they did consider March 5-9, but it is not set. Someone asked who will sponsor the training and Carla said at first they thought it would be the Museum of Tolerance (MOT) Alumni and then SEEED. Vicki thought it should come from SEEED because it was SEEED that wanted the training and asked Jerry to present the information.

### **Compendium of Committees**

The Compendium is the college's official list of what the standing committees are and when they meet. It has been updated and it is posted on the Skyline website. Vicki asked the Council to notify Linda Ghio if they have changes. Lori asked what the process is for actually changing the configuration of a committee so it is more in line with the college process. She cited the example of the Emergency Response Committee. Vicki said the College Council is the head of the whole structure and if the college wants to change or abolish a committee, she recommends that Lori draft a proposal and have it looked at by College Council.

### **Review and update of the College Council Agenda Planning Table**

The Council reviewed the Planning Table to determine if there were items that should be on the February agenda. Ray suggested a discussion on campus smoking areas. Vicki asked Lori to ask the Health & Safety Committee to review it at its February meeting and report on it at the February 28 College Council meeting.

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

The Council approved the draft names/building numbers, and once it is presented to EFMP, it will be reviewed at the next Council meeting and any changes incorporated to the list. The recommendations will then be presented to the district. Carla will talk to the Academic Senate about *The Color of Water* and to what degree faculty is using it. She will provide an update of M.E.E.T. on Common Ground training next time. Ray asked if the Council will ultimately look at the institutional Student Learning Outcomes and Vicki said it would be reviewed at the February 28 meeting. She reminded the constituent groups to come back to the February 28 meeting prepared to discuss the vision and mission statement. Academic Senate discussed it on December 8, the ASSC is doing it at its meeting on January 24 and Classified Council will also report on it in February.

Next meeting: March 28, 2007