

College Council Committee Meeting

MINUTES

7.28.2021 3:30 PM – 4:45 PM

Attendance:

	Jim Androy	X	Steve Ashpole	X	Layne Bladow		Jon Bolas Excused Absence
X	Jason Carroll		Beth Cummings (Guest) Excused Absence		ASG REPRESENTATIVE TBD	X	DeQuan Garnett
	Jean Hernandez (Guest) Excused Absence	X	Ken Harden		Nicholas Lutes Excused Absence	X	Johnny Hu
X	Mary Moseley	X	Beth Reichenbach		ASG REPRESENTATIVE TBD	X	Roland Robinson
X	Rhonda Sample	X	Peter Speelmon	X	Yifan Sun	X	Kimberly Towne
X	Jeff Wagnitz (Guest)		ASG REPRESENTATIVE TBD		Tiffany Williams Excused Absence		Lin Zhou Excused Absence
X	LeAnn Dreier (Guest)						

Call to Order:

The meeting was called to order at 3:15PM by, Roland Robinson.

TOPIC	REPORTS/DISCUSSION
MINUTES	<ol style="list-style-type: none"> 1. Meeting Minutes reviewed for 6.23.21. Motion to approve meeting minutes as written. Motion by Beth, seconded by Steve. 2. Meeting Minutes reviewed for 7.14.21. Motion to approve meeting minutes as written. Motion by Mary, seconded by Beth.
CHAIRPERSON'S REPORT	<ol style="list-style-type: none"> 1. Opening Day – Sept 22, 2021 <ol style="list-style-type: none"> a. The College Council will have 10 minutes during the morning session on Opening Day to address the college. College Council will inform staff of the role the council will play in the accreditation process. Peter is to present. b. A breakout session will also be held in the afternoon that will review the long-term processes College Council will be involved in for accreditation. <ol style="list-style-type: none"> i. Request for volunteers to assist in the presentation for sections 1B on Scorecards and 1D on Student Attainment. ii. Peter to present on section 1C. 2. Professional Development Day – Oct 15, 2021 <ol style="list-style-type: none"> a. The College Council will present to faculty on what role faculty will play in accreditation. 3. President's Work Plan <ol style="list-style-type: none"> a. Lin is to draft a final work plan and present it to the Board of Trustees for approval at their upcoming retreat. Once approved, the President's Work Plan will be presented to the College Council, and then the Deans and Faculty. Feedback from each group will be requested and incorporated into next year's plan. The goal is to transform the President's Work Plan into the College's Work Plan.

TOPIC	REPORTS/DISCUSSION
BITE OF ACCREDITATION	1. No updates at this time.
LIAISON REPORTING PROCESS DISCUSSION CONTINUED	1. Regular Committee Liaisons reports will begin in October. 2. Mary and Roland to discuss schedule options for committees that will not be assigned regular reporting dates.
APPROVE FORMAL ADOPTION OF SCORECARD FROM NWCCU	1. The scorecard will now track the number of students who are not on Student Academic Progress (SAP) rather than how many received SAP. 2. Approval of the scorecard would mean approving of what data sources are utilized, and how data is reported and pulled. 3. Suggested to premier the scorecard to the College on Opening Day. 4. Motion to approve the scorecard's format and data processes for formal adoption by the College. Motion by Beth, seconded by Mary.
GUIDED PATHWAYS UPDATE	1. Much of the Guided Pathways work that was initially planned has been delayed due to COVID. a. The Committee has made changes to the onboarding process. b. Work on developing the College Success Course is in process. c. The Committee is working on building out class times and dates in order to create recurring annual schedules. 2. The Guided Pathways retreat will be held on August 2. a. The Committee will look to align their workplan with what will have to be done to transition the College to ctcLink. Areas that overlap for Guided Pathways and ctcLink will be given priority. 3. An annual report is given to the State Board to inform them on the College's progress. The College has submitted the annual report and is currently waiting on feedback. The College expects to receive the feedback in early August. a. Once the feedback is received the group will begin building out specific goals. These goals will be presented to all College staff on Opening day. 4. Guided Pathways Committee meeting minutes are available for all staff to view under the Student Services folder on the intranet. Other documents will be made public facing once a decision is made on how committees are to present their documents.
POLICIES	1. CP2150 a. Suggested to include "programs and department" in the first sentence under general guidelines. b. Suggested to include "employee and supervisor" in the third sentence under general guidelines. c. Motion to approve policy with specified notations made. Motion by Steve, seconded by Roland. 2. CP4160 a. Motion to approve policy as written. Motion by Roland, seconded by Peter. 3. CP4365 a. Suggested to add the word "qualified". b. Suggested that the section on Resource Development does not fit in the policy. c. Motion to return policy for further review with consideration of feedback given. Motion by Steve, seconded by Peter. 4. CP6750 a. Motion to approve policy with consideration for feedback given. Motion by Peter, seconded by Steve. 5. CP6550 a. The Policy addresses Plagiarism as well as other types of academic dishonesty. However, it does not address cheating, which is another form of academic dishonesty. i. Suggested to modify this policy to become a broader policy on academic dishonesty.

TOPIC	REPORTS/DISCUSSION
	<ul style="list-style-type: none"> ii. Suggested to link to the definitions of plagiarism or other academic dishonesty types to ensure cohesive language. iii. Request to involve Steve Ashpole in review of policy. b. Motion to return policy for further review with consideration for feedback given. Motion by Steve, seconded by Roland. <p>6. CP6500</p> <ul style="list-style-type: none"> a. Request that the policy be reviewed by the Unions during a Labor/Management meeting in order to verify that this policy aligns with the Collective Bargaining Agreements. b. Motion to return policy for further review by the pertinent Labor/Management groups and obtain their feedback. Motion by Roland, seconded by Steve.
UPCOMING COLLEGE COUNCIL MEETINGS	<ul style="list-style-type: none"> 1. The College Council will not meet on Aug 25th or September 8th. 2. Suggested to cancel the College Council meeting for September 22nd as it will occur on the same day as Opening Day. <ul style="list-style-type: none"> a. Motion to cancel the College Council meeting scheduled for Sept 22nd by Steve, seconded by Peter.
MOVED TO NEXT MEETING	<ul style="list-style-type: none"> 1.
PARKING LOT	<ul style="list-style-type: none"> 1. Lake Washington Council Handbook Adoption 2. Committee Structure 3. Communication
ACTION ITEMS	<p>NEW</p> <ul style="list-style-type: none"> 1. Kimberly to remove Aug 25, Sept 8, and Sept 22 meetings from College Council calendar. <p>OLD</p> <ul style="list-style-type: none"> 2. Roland and Peter to discuss what College Council will report on during the College Council's Opening Day session. 3. Roland and Mary to put together a list of alternative reporting dates that non-pertinent committees can request to book to deliver their report to the council. 4. College Council members are to give their feedback to Roland and Mary regarding the committee schedule document. 5. Liaisons are to inform their groups of the upcoming reporting dates and return to the committee with feedback on those dates. 6. Johnny to reach out to Whatcom to determine which dates will work best for them to have their key faculty, Deans and VPs meet with their counterparts for the College Council retreat. 7. Roland to follow up with Juliette to obtain new student representatives for the College Council. 8. Council members are to review and submit their suggested edits for the Bates Technical College Governance Groups document. 9. Steve to bring the Strategic Plan Goal 2 Objective 4 to the Student Services department to determine an appropriate indicator. 10. Adopt or revise the priorities from 2019-2020 for improvement recommendations – Priority 3 (in progress) 11. Adopt the scorecard from the NWCCU ad hoc as part of the CC evaluation process. Develop a format for the annual report and mission fulfillment scorecard – Priority 4 & 5 (in progress) 12. The College Council is to submit input regarding the 2017-2020 Strategic Plan and that includes suggestions for refinement of strategic goals, objectives, and indicators. (To be discussed at College Council retreat) 13. Jon to compile all data available that is a part of the strategic plan to see what has changed over the past two years.
Documents	
Adjourned: 4:45pm Next Meeting: 8.11.21	