**College Council Recharge Minutes**

**March 7, 2016**

**10-11:30am / RR117**

**CUDC & Subcommittees**

Meeting this week with Nora, Amanda, Phillip and Bob C. The broader issue is if it gets determined these are subcommittee, what the general policy? What is a committee? What is a subcommittee? How would we make that decision? The outcome is a clear way to know how to do that.

**Metrics**

4 potential items for metrics. No one is wedded to it. When we got a new VP of CS, we started getting agendas with metrics on them. When they are static not necessary a good thing. When we began this process last year, made commentary to Presidents’ Council (PC) that we might do metrics. How is the college doing? Looking at measuring through College Council (CC) – college health through CC. Nowhere else do we have that connection. This is not a bad idea – looking at monitoring college health. Went to CCEA. Picked some items that had resonance with us. Should be measuring regularly to monitor health. BJ says we can look at it once a year. Go back to PC saying we were exploring it. Not really sure how CCR could effectively use metrics that can be regularly measured. Not just thru CC at this time.

John: No suggestion of what to do?

There is difficulty assessing this on a regular basis. Suggestion back to PC – because we think this is problematic – can’t regularly measure. CCEA work should keep moving. It just won’t happen through this body. CC doesn’t have decision making ability. Gives impression that they are being monitored but they are not. CC reporting body to campus – consistently important information – why not have our FTE metrics at the top? From an informational perspective. How many students? FTE? Up or down? General information at CC. Make it change every time. Important fact of the month? How many employees we have?

Metrics to share should be effectiveness of CC itself. CC representatives should be going and reporting back. That’s the function. Did the information get out? Do divisions get the information? Is the network working? Information regularly gets out and people get it. Rotating – 1st FTE, 2nd meeting in March is budget information. Feels informative in a different way. First meeting of each term – FTE. Budget in February. March - funding and why. Budget Forecast meeting. 2nd meeting fall – how we started the budget year. Report back – looking at other ways. Rotating metrics. 3rd month let PK know what it may be. College needs to talk more broadly about strategic priority – 3rd month.. What do they need to know to see how our college is functioning? Best practice as we get started with each year – what is CC – its purpose – your roles. CC Representatives meet with Chair – what do I expect out of you going to CC –make it a best practice. Small survey each division each term. Not a measurement for punishment but a measurement for self-improvement. HECC influences the college as a whole – HECC drives strategic priorities. I cannot see a regular report coming – invite once a year. There is nothing assisting us at this time. Wait to hear what the next thing is. HECC impacting the college. External influencers. Communicate and inform people of external influencers.

Enrique – meetings with Pres tell her you want to. If she supports, PK will work with him to get it done.

550 million funding this year.

Community colleges – more money – attached to house bills – one time

Still lingering sense to figure out how to do some internal measurement. Clarifying what communication policies are. Minutes are sent out. Expectation set and how communicated. How did you see the agenda? The minutes? Relationship reporting to PC. PC going to keep them informed. I asked this group in the next PC – another person going to PC with Phillip. Annual self-study of how college council is doing. Required regular communication – CC Chair follows up regularly with committee chairs. Often overlooked. Talk and write a lot and assume everyone hears it. Jil and Amanda will go to PC.

**Best Practices**

Tami wrote the email and Amanda proofread and checked it. Sent to committee chairs of the 8 committees. This is the feedback we received. Cleaned up version of best practices.

What were the primary things we asked (chart at the end of the document to look at the information):

1. Membership
2. Requirements
3. Rotating
4. Voting
5. Chair w/ Duties
6. Report to CC

How does Curriculum Committee relate to CC? Last CC of the term regular report out / even just a list – not where the debate happens. Just reported here.

Decision making & report out? ISP hears twice.

Keep an eye on the chairs duties. Committee needs certain things to function.

Curriculum Committee has a big workload. Committee size – look at function – responsibilities.

How PTF participate? Do they have to be paid? Yes they do. PTF participation – David is looking into.

More follow up with ITOC – Assessment – Accreditation.

Food Service Committee – no discussion or announcement when hours changed in the Cougar Cafe.

CUDC – appears to be no regular reporting.

Cultural Arts – broad representation (mostly from the arts and mix of FTF and FTC); no requirements; no rotation; voting by consensus; notes taken (Beth) but not posted; no reporting at CC, but via press releases.

Still needed: Accreditation, Assessment, ITOC

Outcome after we asked the questions? Where people are at? Set a standard that is completely outside of what people are doing? Next step – make a recommendation.

Keep committees rolling. Defined rotation is important. Learning for others how college functions. Part of what I’m not seeing, who serves as the chair. Assessment Coordinator is chair of Assessment Committee. Chair is rotating, succession planning in mind. Faculty membership – faculty chair is recommended for the following committees: Assessment – for curriculum and assessment – more direct relationship to faculty and instruction – faculty should chair. Of the 8, only one is the Cultural Arts committee. Should be a faculty member. How are chairs chosen? Tied to the nature of the committee. Chairs responsibilities – based on the nature of the committee – should be related to the prominent work of the committee.

Works across the college –administrator at X level / Faculty chair.

Can a FT classified be in charge of a committee?

John P – PTF conversation about pay – it’s important – how they are paid – this is the way it’s going to work / talked and talked about reporting out – the way they do it should be consistent

You are a college wide committee – here‘s your role

PTF need to be up here then we make that recommendation. Ensure PTF is on the most important 8 committees. There needs to be a budget line item for a fund to pay the PTF.

Reporting out – identified best practices – some committees follow on our list. Yearly report out – annual report to College Council. Purpose – came up with best practices – sent to committees – do you follow or not – mostly they are following something – ratchet it up in some cases .

Reporting to CC at least once a year. Once a term for curriculum committee.

Rotation of members.

Chairs – admin/faculty.

Yearly fill out a membership form to keep website updated. Who are your members? Rotation end? Regularly meet? Committee responsible for updating website. Headed in a way to open up committee website / manage website / rec to move forward on having chairs do website updating.

Strong student representation on committees.

Generally note taking – committee members not responsible – admin support to take notes.

ITOC – interesting beast – just instructional deans – continue asking for their input.

Not totally out in left field. 8 following best practices without anyone following them.

What should chair of CC do?

How does a committee get started? How do you become a committee?

Next meeting spring term. This committee sun setting at the end of the year?

**Present**: Kelly, John G., John P., Sunny, Phillip, Jil, Nora, Amanda, Enrique, Jenelle, Patty, Tami (recorder)

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|  | **Membership** | **Requirements** | **Rotating** | **Voting** | **Chair w/ duties** | **Report to CC** |
| **Curriculum** | Representative – Size? | Majority of Faculty | Yes – 3 year | Yes | * Sometimes Excessive * Ensure Notes Taken and Posted * Agenda? * Recruit Members | Regular Report Out About   * New Classes * New Programs * Discontinued Programs |
| **ARC** | Representative | * No Majority Required * Need PTF | * Rotating * Recommend 3 years | Consensus | * Chair – Notes Taken & Posted * Agenda | Regular Reports About Major Items – Come Forward for Info (ISP) |
| **ISP** | Representative | No Majority | 3 Years | Consensus | Notes Taken & Posted | Regular Reports on Changes with 1st & 2nd Read |
| **CUDC** | Representative | * Need PTF * Students | No Rotating | Lose Consensus | Minutes, Agenda, Notes Should Be? | No Comment – Appears to be No Regular Reporting |
| **Cultural Arts** | Music, English, Theater, Art - Mix of FTF, FTC, Admin | No requirements | No | Consensus | Notes Taken (Not Posted?) | Not a College Council But Through Press Releases |
| **Still Needed**   * **Accreditation** * **Assessment** * **ITOC** | Strong Representation for Student Membership |  |  |  |  |  |