

Consultation Council/Strategic Planning Committee Minutes  
November 18, 2010

Present

Terry Bartley (management)	Toni Gomez (ASB)
Sandy Beckwith (Div Chair –faculty)	Dr. Doug Houston (President)
Dr. Irving Berkowitz (Dean of Instruction)	Phil Horner (classified)
David Burreis (Exec Director-HR)	Sue Mouck (Accreditation Liaison -faculty)
Carie Camacho (Div Chair -faculty)	Cary Templeton (Dean of Student Services)
Dave Clausen (Exec Director –Fiscal Services)	

Absent

Cheryl Aschenbach (AS-faculty)	Jeff Lang (classified)
Shelly Baxter (management)	Logan Merchant (Chair/IT Planning)
Tina Bishop (Lead Counselor - faculty)	Carol Montgomery (classified)
Monica Cochran (Public Relations)	Eric Rulofson (Chair/ Facilities Planning)
Kayleigh Carabajal (Exec Director-IR)	Brian Wolf (Div Chair –faculty)

Guest

Jennifer Bird (classified)	Matt Levine (management)
Shawn Hubbard (ASB)	Robin Pagett (management)
	Suzanne Garcia Trujillo (ASB)

With a quorum present, the meeting began at 2:50 pm.

**1. Athletic Review Update (Information)**

Dr. Berkowitz reported that the exit interview for the Athletic Review was positive. The visiting team was impressed with the progress made since the last visit in 2005. No concerns relating to Title IX compliance were expressed this year, which had been an area of concern five years ago. The major concern this year was the potential for abuse in the future through the use of Cougar Works funding as an inducement for athletes. The administration assured the team that this year athletes are not receiving disportionment funding through Cougar Works and additional rules are in development for next year. Dr. Houston expects to receive a draft report prior to the Thanksgiving break. He will be provided the opportunity to correct errors of fact similar to an accreditation evaluation report. The final report is expected in December.

**2. Lassen Education Collaborative Update (Information)**

Dr. Houston reported that the notes from the symposium held September 9<sup>th</sup> are being reconstructed prior to reconvening members of the steering group. Dr. Houston also provided a brochure produced by Lassen High Union School District proposing an early college high school called “Lassen Academy.” Dr. Houston has been in discussions with Todd Cutler the High School Superintendent for several months concerning the establishment of an early college high school. Originally, the intention was to use the next year as a planning year. For a number of reasons the high school would like to start the academy with incoming freshman next fall in the Credence Facility. Dr. Houston clarified that an early college high school provides the opportunity for students to complete both high school and community college (grades 9-14) in four to five years. The students would graduate with both a high school diploma and associate degree at the end of the academy. Meeting with potential students (eighth graders) and their parents are being held to determine if there is sufficient interest. Potential students and their parents are being advised of the academic rigor required in such a program and the reduced opportunity such students will have to participate in extracurricular activities specifically athletics. A decision will be made next month whether to move forward to the application and assessment process in January and February of next year. The college will have only a limited role this first year with students taking mostly high school level classes. Therefore the college will have an additional year to engage in planning and working out the various issues, which need to be addressed. A task force will be charged with the responsibility of working with the high school on these issues if at least twenty potential students are identified. Several potential problems were identified such: college athletic eligibility, potential impact of the Credence site considered a college outreach site for space utilization and accreditation purposes, additional younger students on the college campus, potential for older students enrolling in open enrollment classes at the Credence site, and qualifications

of faculty particularly for any dual classes (classes which might provide both high school and college credit).

**3. Budget Impact of Cougar Works Program (Consultation)**

Cary Templeton provided a handout identifying the current financial status of the Cougar Works program and changes in the program recommended for the future. With funds from auxiliary services, categorical programs, ARRA funds, and transfer of students to Federal Work Study as soon as they were determined eligible, the over expenditure of the Cougar Works budget currently stands at about \$32,000.00 for the year, down considerably from the previous estimate.

**4. Personnel Update (Information) - Administration**

- a. Library Director – screening Nov 5
- b. Distance Education Coordinator – screening November 19
- c. Athletic Director – committee developing screening tools
- d. Library Assistant – screening committee meeting 11/22
- e. Accounting Tech II – closes Dec 2

**Strategic Planning:**

**1. 2009-2010 - Annual Student Learning Outcome Assessment Results for Student Services (Information)**

Cary Templeton presented the results of the first assessment of student learning outcomes in the student services area. Assessment results were provided for Admissions & Records, CalWorks, Child Development Center, Counseling, DSPS, EOP&S, Financial Aid, ILP, Kinship Education, Residence Hall and Cafeteria. The initial assessment of student learning outcomes was a follow-up to the non-instructional program reviews in these areas adopted last year. The assessment results were presented to the Student Services Planning Committee on October 4 and will be integrated into the next rendition of the Student Service Master Plan. The assessment results have led several areas to update their program reviews, which will subsequently be represented to President's Cabinet and return for acceptance to Consultation Council. The assessment results will also inform the budget enhancement prioritization process occurring over the next several months. The results have generated considerable excitement about the opportunity to plan based on data. Noteworthy findings from the process include: the need to re-launch WebAdvisor, significant increase in students developing education plans, need to provide student orientations in an electronic format to serve distance education students, and the need for district funds to augment the decline in categorical funding for DSPS in order to provide mandated services.

**2. Marketing/Community Relations NIPR (Information)**

In Monica Cochran's absence the committee reviewed the changes made to the Marketing/Community Relations NIPR following the last Consultation Council meeting. **Consultation Council accepted the Marketing/Community Relations NIPR as presented by consensus. (Executive Summary attached)**

**3. Nursing IPR (Information)**

Eric Rulofson stated that the funds identified to remodel the nursing facility were insufficient for the project. He offered to work with the nursing faculty to provide a more accurate figure. Sandy Beckwith and Dr. Berkowitz both indicated that they had questions concerning the executive summary. With the absence of representation from the Academic Senate or Nursing faculty, Ms. Beckwith and Dr. Berkowitz were asked to direct their questions to the Academic Senate. The Academic Senate is responsible for adopting and forwarding instructional program reviews. **The item will remain tabled until returned by the Academic Senate.**

**Other:**

Cary Templeton announced that a Thanksgiving Dinner with all the trimmings is being served in the Cougar Café on Monday, November 22. Cougar Café will be closed Wednesday, November 24 through the Thanksgiving Holiday.

Dr. Berkowitz informed the group that a national study has shown that more than 70% of 8<sup>th</sup>, 10<sup>th</sup> and 12<sup>th</sup> graders tested performed at below grade level for reading and math skills. The results represent a decline since 1992.

The meeting adjourned at 4:00 pm

**Future Agendas:**

1. **Campus Security (Consultation) - December 2, 2010 - Dr. Kayleigh Carabajal/Eric Rulofson**
2. **Civility – Students and Staff (Consultation) – December 2, 2010 – Dr. Houston**
4. **Distance Education NIPR (Information) - December 2, 2010 -Drs. Irving Berkowitz & Kayleigh Carabajal**
5. **Community Services NIPR (Information) - December 2, 2010 -Drs. Irving Berkowitz & Kayleigh Carabajal**
6. **Human Resource NIPR (Information) – December 2, 2010 – David Burris**
7. **Physical Education/Athletics IPR (Information) – December 2, 2010 - Cheryl Aschenbach/PE Faculty**
8. **Agriculture IPR (Information) - December 2, 2010 – Cheryl Aschenbach/ Brian Wolf**
9. **Child Development IPR (Information) – December 2, 2010 – Cheryl Aschenbach/ Betsy Elam**
10. **Acceptance of draft 2011-2016 Educational Master Plan (Consultation) – December 2, 2010 – Dr. Berkowitz**
11. **Fiscal Operations NIPR (Information) – December 2, 2010 - Dave Clausen**
12. **Auxiliary Services (Bookstore) NIPR (Information) – December 2, 2010 – Dave Clausen**
13. **Review of December 14, 2010 Governing Board Agenda (Information) – December 2, 2010-Dr. Houston**
14. **Review of January 11, 2010 Governing Board Agenda (Information) – December 16, 2010-Dr. Houston**
15. **Student Work Study Allocation (Information) – December 16, 2010- Dave Clausen/Cary Templeton**
16. **Second Quarterly Update on Progress on Annual Action Plans 2010-2011 – January 20, 2011- Planning Committee Chairs**