

ACADEMIC COUNCIL MEETING

September 6, 2005

English Lounge

Meeting Notes

Members Present

Phyllis Arias, Don Berz, Lorraine Blouin, LouAnne Bynum, Lee Douglas, Farley Herzek, E. Jan Kehoe, Pauline Merry, David Morse, Eloy Oakley, Velvet Pearson, Irma Ramos, Kevin Ryan, Sigrid Sexton, DeWayne Shaffer, Janice Tomson, Fred Trapp, Linda Umbdenstock.

Note taker: Janice Berry

1. Call to Order. Meeting was called to order at 1:35 p.m.
2. Approval of minutes: July 5, 2005. Minutes were approved with correction of member's name: Bonnie Blackman should be Bonnie Brinkman.
3. Tribe E. Report (see attached). P. Arias reported on Tribe E which was formed to address item #1 of the Basic Skills Task Force Recommendations. Tribe E applied for a VTEA grant in order to fund the development and distribution of the "booklet or student services guide" mentioned in Recommendation #1 of the Basic Skills Task Force Report. The grant was funded for \$6,000.00. A VTEA Grant Advisory Group was established to monitor and guide the grant work. Members of the Advisory Group are: Phyllis Arias, Paul Creason, Lee Douglas, Chi-Chung Keung, David Morse, Kevin Ryan, and Mike Tuitasi. The first meeting of the Advisory Group will be Friday, September 30 at 12:30 p.m.

David Morse asked each of the members to introduce themselves for the benefit of the new members, then explained the origin of the "tribe" names.

4a. Planning Update

Linda Umbdenstock stated that at the July 5th Academic Council Retreat there was agreement to finish the plan draft in the fall semester and refine it with feedback from the departments and validating it. By the end of the spring semester the plan would be recommended to the Superintendent/President. Since the focus in the fall semester will be finishing the plan, planning committee members will be asked at the Planning workshop day that members from the committees work together on the four goals that have been set, plus one group that would be working on forms for helping to coordinate more efficiently all the work of the departments, schools, and planning committees. Those five groups will be working in fall, maybe two or three focus meetings, after the September 16th planning retreat. Documents have been circulating that will help arrive at overarching goals for 2005-2010. These will set the college's

direction for the next five years. D. Morse said the documents had been circulated and some feedback had been received. J. Tomson asked if departments can discuss the plan at the February planning day if they are finding areas that they are having difficulty accomplishing and L. Umbdenstock agreed. L. Umbdenstock pointed out there are layers to the plan, there are college goals, and also departmental goals which have or may not have a degree of overlap. So the activities of a department may contribute to some of the goals or they may be working on something else which is still a good thing to be doing. J. Tomson asked if the overarching goals were still a draft. L. Umbdenstock said they are still a draft at this point and plans that there will be some refining over the next few months. When the plan reaches the department, strategies will be attached to it and the strategies are the next level of detail. Then beyond that, there is a lot of detail that will change year to year, depending on which department is looking at it. D. Morse said he thought the idea was to send out these draft goals and strategies this spring on planning day and to ask the departments which of these they feel they could participate in, which of these do they feel they could make a contribution in this particular area or that you would have ways to pursue this particular strategy to help us see which ones really would work. L. Umbdenstock reminded the group of the planning workshop on September 16th. Everyone who was on a planning committee last year will be assigned to one of the five groups scheduled to meet in the fall. L. Umbdenstock explained the need to mix the memberships of the groups for the benefit of mixed perspectives and knowledges. A few planning committees will continue to meet in the fall, but most planning committees will not meet until spring. BAC and Facilities Planning will continue to meet. IPC may have one meeting. SDPC, EGRD, AQSESS, and SPC will not meet in the fall.

- 4b. Review of Committee Charges. D. Morse said there was some confusion on the status on review of the committee charges. Last year the process was begun to review the charges of all of the various planning committees. D. Morse asked for input to determine the status. The committee decided to discuss the completeness of each committee charge. L. Umbdenstock asked to call attention to the last bullet in each charge regarding communication with other planning committees. The consensus was that AQSESS charge was done. IPC charge was done except for concerns expressed on the clarity of involvement of IPC in the Student Equity Plan. There will be a steering committee or “oversight” committee composed of representatives from AQSESS, IPC, and SDPC which will begin meeting in the spring on the Student Equity Plan. E. Oakley said the oversight committee role will need to be explained to IPC that part of the duty of the oversight committee is so that AQSESS doesn’t develop the Student Equity Plan in a vacuum. Item 2 (in the summary of the notes from the July 5th retreat) statement, “Steering committee with SDPC, IPC, and AQSESS co-chairs will be created; will share information, resources, and strategies for school/area plans to align ed master planning and departmental planning; will check for usefulness of forms,” will be added to the charges of SDPC, IPC, and AQSESS. There was concern expressed about IPC input to and role in Student Equity Plan. Lee Douglas expressed concern that the IPC need for input to the Student Equity Plan not be lost. Don Berz and Janice Tomson will meet to do some

“wordsmithing” on the IPC charge regarding Student Equity Plan, then share the result. P. Arias expressed concern that things didn’t seem to be noted as clearly as she thought they would be. L. Blouin said there was a need to note action items. Committees whose charges were done included: AQSESS, BAC, EGRDPC, SDPC, SPC, and TPC. Facilities Planning Committee charge was not done. Attached are the charges with revisions discussed.

5. Mid Term Report

The Mid Term Report is due in October. A group has been meeting to write a short mid-term progress report: David Morse representing faculty, Jacquie Lang Wilvers representing all classified, and Linda Umbdenstock representing Administration. Topics this report will address are: How much progress have we made, How are we doing on our summary plan and timeline, and How did we respond to the visiting team’s recommendations to us? The first two topics are pretty much done and the group is working on the third topic. The report will then be sent to all constituencies for response. There will be a fast turnaround because the document is due October 15th.

6. Other:

D. Morse asked if there were other items, perhaps Basic Skills Recommendations. There were no other items and the meeting concluded at 2:30 p.m.