

**ACADEMIC COUNCIL MEETING**  
**February 7, 2006**  
**English Lounge**

**Meeting Notes**

Members Present:

Phyllis Arias, Don Berz, Lou Anne Bynum, Lee Douglas, Farley Herzek, E. Jan Kehoe, Pauline Merry, David Morse, Eloy Oakley, Velvet Pearson, Irma Ramos, Kevin Ryan, DeWayne Sheaffer, Janice Tomson, Linda Umbdenstock

Note Taker: Maria Narvaez

1. Call to Order: The meeting was called to order at 1:40 p.m.
2. Approval of Minutes: The minutes were approved with changes (see Revised Minutes).
3. E-Mail Etiquette: D. Morse led a discussion regarding e-mail – the amount of e-mail received, messages being forwarded to unintended parties, using the “Reply All” button, etc. J. Tomson agreed and suggested that perhaps another tribe could be formed to create some guidelines. K. Ryan stated that there are standard e-mail rules available that could be adopted for our needs. K. Ryan, J. Tomson and I. Ramos volunteered to work on this.
4. Timeline for Accreditation: L. Umbdenstock stated that the self-study will start a year from now for the Fall 2008 visit. That will give us three semesters to complete our self-study. In the meantime, the college should start thinking ahead and begin to collect evidence. In Fall 06, we will begin forming the teams for the self-study. She distributed some material from the Accrediting Commission (ACCJC) regarding Dialogue and Themes. She addressed some of the themes listed: Institutional Commitments (as part of this, we have reviewed and revised the Mission Statement and it will be included in the new Educational Master Plan), Evaluation, Planning and Improvement, Student Learning Outcomes, Organization, Dialogue, and Institutional Integrity. J. Kehoe stated that everyone at the college is responsible for student learning outcomes; for example custodians support this by making a comfortable environment for the students. We need to build awareness of this.

The document also discusses Evidence, and D. Morse pointed out that there has been a change regarding this since the time it was published. The State Academic Senate has come to an agreement with Barbara Beno, President of ACCJC, that the term “measurable” will be substituted with the term “observable” to include evidence that is qualitative as well as quantitative.

E. Oakley stated that the best way to learn about accreditation and the process is to be part of an accreditation visiting team, and he strongly urged members of the Academic Council to try and part of one before our visit. J. Kehoe stated that there is a possibility for this to happen, since the Commission routinely solicits for team members and members’ names have either already been submitted or will be in the future.

L. Umbdenstock also informed the members that our Midterm Report has been accepted by ACCJC. Their letter cited some concerns about some groups not participating and submitting their own

report, and the Commission will respond to them separately. J. Kehoe complimented and thanked L. Umbdenstock, D. Morse and J. Wilvers for their work on the Midterm Report.

5. Student Learning Outcomes: J. Tomson distributed the Core Competencies that the ASLO Committee has been working on for some time. This has been presented to the Curriculum Committee who had some questions about clarity. Jeff Wheeler helped to edit the most recent version of the Core Competencies, which now lists a “main idea” and then examples for it. D. Morse stated that the Core Competencies will be attached to the Mission Statement, but the examples or appendix would be more detailed and would not be published in the catalog

J. Kehoe expressed concern that reading was not listed as a core competency. J. Tomson responded that it is included as part of the examples, and that an earlier version listed reading but it was later revised. K. Ryan suggested that under “Numeric Literacy,” it should read “mathematical and arithmetic skills.” “Wellness” was also discussed at length – should the students be required to have an ongoing “commitment” or just have knowledge of it (ie, do they have to adopt it or just know about it?). There was also a discussion on whether this should be a core competency, but others stated that since we do teach it as part of what an educated, well-rounded person is holistically, then it should be included, otherwise, it may seem that physical education is not important.

L. Bynum suggested we identify four or five key or major competencies. E. Oakley agreed that perhaps the core competencies should be separated into what we expect vs. what we wish each student to leave with. Other members agreed it may be better to focus on just a few, perhaps cutting down the core competencies to a short list, and then creating a separate list of “other desirable qualities.” F. Herzek stated that this list is just an expanded version of SCANS (Secretary’s Commission on Achieving Necessary Skills). J. Tomson thanked the members for their suggestions, noting that it was a work in progress, and stated that she would take all these ideas to the ASLO Committee.

6. Other:

P. Arias reported the following from Tribe E: “The VTEA Basic Skills Grant Advisory Group met on Dec. 9. Prior to that meeting, we conducted interviews for the grant coordinator position. We are fortunate to have had 2 applicants for the position. Dennis Miller and Christiane Fuller of the ESL department agreed to co-coordinate the grant. They are working with Wenda Kanemary and Kathy Walczak of the Tech Center to complete the grant objectives. Dennis has a strong background in grant coordination; and Christiane who is a new fulltime faculty member, has experience with learning resources programs such as tutoring and supplemental instruction. The Research Office will be helping us by conducting student focus groups to determine how best to reach students with basic skills and learning resources information.” J. Kehoe and D. Morse thanked P. Arias for her work on the advisory group.

F. Herzek announced that Adrian Erb just received the “Teacher of the Year Award” from the California Industrial and Technology Education Association (CITEA).

**NOTE: There will be an Academic Council meeting on March 14 at 1 pm.**