



ACADEMIC COUNCIL MEETING

November 14, 2013

2:30 p.m.

T-1046

SUMMARY NOTES

Members Present: Eva Bagg, Marilyn Brock, Lou Anne Bynum, Rose DelGaudio, John Downey, Ann-Marie Gabel, Kenna Hillman, Shauna Hagemann, Eloy Oakley, Jorge Ochoa, Greg Peterson, Carlos Ramos, Dana Van Sinden, Christiane Woerner

Absent: Lorraine Blouin, Charlotte Joseph, David Morse

Notes: M'Shelle Reece

1. Call to Order

The meeting was called to order at 2:30 p.m.

2. Approval of Minutes

The October 4, 2013 retreat summary notes were approved with the correction of revising the designation of Professor Jeff Wheeler to Dr. Jeff Wheeler.

3. Workgroup Breakout

- As follow-up to the retreat on October 4, members broke out into their assigned workgroups again for approximately an hour to review their grid information and decide on their next steps. The groups reconvened and reported out.
- **Group 1 - Communication:** Kenna Hillman reported on their group's top two suggestions for improvement:
 - Develop an e-mail etiquette policy for both staff and students. Associate Vice President Cindy Vyskocil has offered to create a draft policy. It was also suggested that the Office of Student Affairs review the Student Conduct Code.
 - Create more opportunities for relationship building between all constituency groups. Suggestion - topic oriented events three times a semester that are of college wide importance (i.e., financial aid changes, construction update, healthcare changes, deadlines, etc.) Offer events various days and times and include food to promote increased participation. The group will discuss this topic further and give an update at our next meeting.

- **Group 2 - Trust and Respect:** Rose DelGaudio reported out the group's list of suggestions designating the top priority to be defining what student success is for LBCC.
 - The need to clarify and define - what is student success - for our college and what is faculty's role in student success. Suggested a workshop on this topic to include all constituency groups.
 - Integrate solutions to issues and restructure of Promise Pathways as relates curriculum impact. Create a mechanism that ensures consultation and input from curriculum. Currently there is no formal reporting process for this.
 - Review of Career Pathway Subgroups - review and create a pathway for CTE students.
 - Need for stability in Academic Affairs. Have not had someone permanent in some years. Recommended recruitment to begin early acknowledging insufficient candidate pools in the past.
 - Us vs. Them Issues (Administrators vs. Faculty/Management vs. Classified/PCC vs. LAC). Members recognized this is cultural, but noted the need to improve this. Create opportunities to improve relationships.
 - Professional Development – better alignment through Faculty Professional Development as relates to our institutional goals. Assuring purposeful development.

- **Group 3 - Planning:** Dana Van Sinden reported out.
 - Create a workgroup to talk about committee structure, participation and expectations. Workgroup members established - Dana Van Sinden, Eva Bagg, Christiane Woerner, Greg Peterson and Lou Anne Bynum.
 - Create a college master calendar available to everyone. Look at what other institutions are doing. Start with dates/events that are important to planning and then expand from there. This project would fall under IITS. Need to analyze time and resources needed and the prioritization within IITS projects.

4. Employee Survey

- Dr. Eva Bagg gave a brief review of the recent employee survey, indicating the survey was very successful with a 44% response rate college wide. The survey results are over 50 pages with 200 comments.
- Members discussed how best to share survey results district wide. The difficulty will be finding the correct way to share the survey results with the utmost transparency but also honoring the confidentiality that was promised.

5. Miscellaneous

- Rose invited everyone to join the Human Resources Holiday Open House where we will be welcoming our new Personnel Commissioner Jacquie Wilvers - December 5 from 130-230 in T bldg. reception area.

6. Adjournment

The meeting adjourned at 4:37 p.m.