

SADDLEBACK COLLEGE
Consultation Council
Minutes
November 10, 2009

Attendance: Tod Burnett, Miki Mikolajczak, Jennie McCue, Lise Telson, Bob Cosgrove, Rajen Vurdien, Carol Hilton, Russell Hamilton, Norm Weston, Mike Engels, Jane Rosenkrans, Tammy Rice, Carmen Dominguez, Gretchen Bender, Claire Cesareo Silva, Sophie Miller

1. President's Update (2:00pm-2:10pm)

- New Consultation Council Members:
 - Mike Engels, CSEA Representative
 - Jane Rosenkrans, Classified Manager
- Foundation Gala was excellent
- BOT Meeting, Tuesday, November 17th
- Chair of Next Consultation Council Meeting

2. Governance Group Updates (2:10pm-2:30pm)

- ASG (Delaine Taylor) attended gala and are working on by laws
- Academic Senate (Bob Cosgrove) - 2 resolutions were approved, Matriculation and BSI.
- Classified Senate (Russell Hamilton) looked at the hiring again and wanted to see compared to the faculty hiring procedures. Efficiencies have all been done and will be sent to Rajen.

3. Approval of Minutes – October 27, 2009 (2:30pm)

ACTION: APPROVED BY CONSULTATION COUNCIL

4. Program Reviews: Fine Arts & Media Technology

- The Program Review for the Fine Arts & Media Technology was made by Dixie Bullock, reviewing both the department's strengths and weaknesses. Some of the department's greatest strengths emphasized are its outstanding staff and faculty and public performances. The public performances are a community favorite and considered a gem in Mission Viejo. Also, KSBR FM radio and Cox Cable Channel 39 have been added to the department and the high tech production equipment is an added bonus thanks to grants. Now that Fine Arts and Media Technology are together there are many collaborative opportunities and support of each other. Some of the challenges facing the department are the aging facilities in need of upgrade. There is a need for a temporary "home" for those programs displaced by the Library retrofit and remodel: Photography and Communications Arts and lack of permanent recital halls/practice facilities. Replace classified and certificated vacancies, five faculty and four classified positions. Also the most challenging would be; inappropriately funded division that relies on discretionary monies which the Division has no control over.
- Human Services
Rich Goodman passed out the Human Services, Certificates and Mental Health Worker Curriculum brochure and reviewed the certificate programs and mental

health worker curriculum and noted the excellent courses offered and how they serve the different needs for many. He emphasized that Human Services is meeting the need of the students very well with 18 courses offered and 779 students enrolled. Former students often call with praise the program and how much it has helped them in so many different ways. Some of the challenges facing the department are the need for additional full-time faculty especially since there will soon be a retirement in the department and staff.

5. Strategic Planning (Gretchen Bender)(3:00pm-3:15pm)

- The strategic Planning group chairs were elected; Educational Development Chair, Kate Realista, Director of Fine Arts; Operational Support and Resources Co-Chair, Patti Flannigan, Dean of Social and Behavioral Sciences and Blake Stevens, Faculty; College Advancement, Estella Garrison, Community Ed. Director; Student Affairs Co-Chairs, Jane Rosenkrans, Director of Admissions and Records and Miki Mikolajczak, Counselor. Websites are being developed and posted. Each group will be setting up their own process regarding scheduling and gathering information. It was noted that there has been some grumbling about voting and non-voting membership and broad base participation in the process, as well as, consensus is what is important in this process.

6. Accreditation Update (Rajen Vurdien/Bob Cosgrove)

WASC campus visit will be held October 11–14, 2010 and are currently preparing for flex week so that faculty, staff, and students can participate and hear what direction we are moving forward. The District will be doing a survey and the Board of Trustees will need to do a self evaluation. Rajen will be putting together two small teams to deal with substantive changes. Accreditation Steering Committee will meet on 11/10/09 and follow next steps:

1. Gretchen will take all documents and edit for Similar FORMAT, No Content
2. Gretchen will Send to BOB, Rajen and 4 standard chairs
 - a. **DEADLINE: Close of Business Thursday, Nov 12**
3. Bob and Rajen will suggest changes to each committee chair regarding
 - a. Length
 - b. Clarity
 - c. Content

DEADLINE: November, 20
4. Bob & Rajen will schedule meetings with chairs individually.
 - a. Nov.23, 24
5. Chairs will meet with their committee to discuss recommended content changes
 - a. CARMEN: Standard 4, Meet MONDAY, Nov. 30 to discuss content changes
 - b. **Standards determine their own meetings From November 25 –December 3**
6. Changes from Standard chairs to Gretchen on **Friday, Dec 4**
7. Gretchen will put suggested changes from the Committee Chairs into the document by **Tuesday December 8.**
8. Steering committee comes together to discuss the report before releasing to the college.
 - a. **December 8, 2009**

7. PBSC (Carol Hilton)

PBSC had a 4 ½ hour retreat last week to educate themselves on the process and so they will all be on the same page. Even though this is the first year of the process PBSC is going to stick to the process and tweak it if needed. Will be putting more emphasis on strategic planning to the rubric. Will weigh all things being equal but the one tied to the Strategic Plan would weigh higher. The equipment committee will be the guinea pig for the rubric. Unless there is a member that is a governance group the decision was made not to have substitutes fill in. How resources are measured and how they are tied to the Strategic Plan it is important to finish a full cycle by the time the Accreditation Visit occurs.

8. Efficiencies (Rajen Vurdien)

Classified Senate and Academic Senate will be forwarding their input as well as concerns regarding the Saddleback College Efficiencies. Once they are brought to Consultation Council they will be combined.

Mission

“Saddleback College enriches its students and the south Orange County community by providing a comprehensive array of high-quality courses and programs that foster student learning and success in the attainment of academic degrees and career technical certificates, transfer to four-year institutions, improvement of basic skills, and lifelong learning.”