

SADDLEBACK COLLEGE
Consultation Council (CC)
September 10, 2013
Minutes

Attendance

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| <ul style="list-style-type: none">• Tod A. Burnett, President• Carol Hilton, Vice President of Admin. Services-Absent• Kathy Werle, Vice President of Instruction• Juan Avalos, Vice President of Student Services• Dan Walsh, Academic Senate Rep.• Kimberly Stankovich, Academic Senate Rep.• Kim Darcy, Academic Senate Representative• Bruce Gillman, Academic Senate Rep.• Blake Stephens, Academic Senate Rep.• Bob Cosgrove, Academic Senate Past President | <ul style="list-style-type: none">• Jennie McCue, External Affairs Representative-Absent• Leslie Humphrey, Classified Management• Mike Sauter, Classified Senate President• Dennis Stachelski, Classified President Elect• CSEA – Paul Bonkowski – Absent• Sophie Miller, Manager Office the President• Bahman Sabahi, ASG Representative• Caroline Durdella, Research, Planning & Accreditation• Christopher McDonald, Dean• Tammy Rice, Assistant Dean |
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1. Approval of Minutes – August 27, 2013

ACTION: APPROVED BY CONSULTATION COUNCIL

2. President's Update

- CC Recommendation: Six Student Success Recommendations (Approve by President)
- Women's Volleyball and Soccer, and Football: Congratulations Gauchos!
- Accreditation Midterm Report
- ACCJC Letter
- District Coordinating Council
- Alum of the Year
- 9/11 Ceremony, Wed, Sep 11th, 12 noon, Veterans Memorial
- Strategic Planning Workshop, Fri, Sep 20th, 12:30pm-3:30pm, SSC212
- President's Annual State of the College Breakfast, Thu, Sep 26th, 7:30am, SSC212
- PET/Academic Senate Meeting, Thu, Sep 26th, 5:30pm
- VPI/Dean's Retreat, Fri, Oct 1st, 8am-5pm
- Great California Shakeout, Thu, Oct 17th, 10:17am
- Homecoming, Sat, Oct 19th, 4:30pm BBQ/6pm Kick-Off
- K-12 Partnership Breakfast, Tue, Oct 29th, 7:30am, SSC212
- Management Team EOC Training, Fri, Nov 15th, 8am-5pm

3. Governance Group Updates

- **ASG (Bahman Sabahi)**
Reported that 2 new forms have been created that are designed to offer efficiency and convenience in communicating with the Associated Student Government. The first form is the "Agenda Request Form," designed to process all requests to be placed on the ASG Board of Directors Agenda. (*The ASG Board of Directors is the governing body of the ASG and is empowered and recognized by the Board Policy 5240 as the official voice for the students in the College consultation process.*) The second form is the "ASG Representative for Committees Request Form." This form may be utilized to request for a student representative to serve on a committee. The forms can be found on the ASG Board of Directors Webpage at the following link: www.saddleback.edu/asg/board-directors.
- **Academic Senate (Dan Walsh)**
The new faculty hiring committee, for new faculty not replacement, is approaching and a reminder will be going out soon. Currently we are working on Board Policies for department chairs and faculty

duties. There is new representation on BARC, Blake Stephens and Mark McElroy. Wait list procedures are moving along.

- **Classified Senate (Mike Sauter)**

Mike introduced Dennis Stachelski, Classified President Elect and noted that Dennis has been invited to attend CC as a classified senate representative for the next 2 years. CCC Confer for webcasting of the Classified Senate meetings was used at the last meeting and the system worked great. Agenda documents were also available to read along as well as digitized.

The classified senate has been working on the challenge of representation of senators from divisions/departments across the college. The senators are charged with taking back information to their division/department and only requires 2 hours a month to attend classified senate meetings. The response from employees has been that they are finding it difficult to get the release time needed to be involved with the senate and have the opportunity to get information back to their division/departments. Mike stressed that it's important for management to be supportive of classified staff that would like to attend and participate the classified senate meetings.

4. Advocate Software Demonstration (Juan Avalos)

Dr. Avalos presented a power point presentation regarding software for reporting student incidents. The Advocate Software would relieve the current labor intense process and would also be a very helpful communication tool. The Advocate Software would help manage and track students with issues and will show what level a student is at and what interventions have been done or should be done. The software will also identify how to address each case and how to move forward. Also, the health fee budget would pay for the Advocate Software.

5. Kinesiology Program Review (Jan Duquette)

Relation to the Saddleback College Mission

- The Kinesiology Department at Saddleback College provides one of the most diverse curriculum offerings in the state of California.
- Classes provide students with choices from Aquatics, Combative Skills, Fitness, Individual and Team Sports, and Training and Theory.
- Lifelong learning and transfer to four year colleges is one of our highest goals and our curriculum is similar to most CSU's in So Cal

Strengths of the Kinesiology Department

- Fitness Assessment – KNES 107 is a General Education requirement and has been a huge success since 1993. Sixteen courses are offered in (8-week) sessions Monday –Saturday, Fall, Spring, and Summer. Students love this class. 25 sections of Yoga, Pilates, and Cardio Kickboxing classes filled to capacity to help the mind-body connection, and to relieve stress encountered in daily life.
- Saddleback College leads the State with the most Kinesiology Majors
- A.A. Transfer Degree for Kinesiology approved for CSU's. A Kinesiology Majors Handbook has been developed for the Department. KNES 51 - Introduction to Kinesiology, lecture class is full every semester offered, and now KNES 52 – Fundamentals of Human Movement
- DE – Online Training and Theory classes filled to capacity first day of enrollment; KNES 107 – Fitness Assessment; KNES 53 – Fundamentals of Coaching, and KNES 105 – Mental Skills for Sports Performance
- New FT Kinesiology Instructor – Replacing a position vacant 2 years ago

Challenges in the Kinesiology Department

- New State law affecting Course Repeatability a detriment in enrollment numbers
- Old facilities need to be addressed; inadequate lecture classrooms, lack of restroom facilities for students and community, and desks to be replaced
- Loss of “teaching classrooms” --- Parking lots have taken the place of instructional fields; loss of Gaucho Strength Center (now Media Arts); and an inadequate Lifetime Fitness and Wellness Center, and old Football Stadium

Use of Student Learning Outcomes

- All Kinesiology courses have one SLO identified on course syllabus, each year a different one is assessed; psychomotor, cognitive, or affective domains.
- Electronic templates with SLOS emailed to all instructors with a results form to be completed upon the end of the academic year when grades are submitted

6. SharePoint Presentation and Technology Committee Update (Anthony Maciel)

Anthony handed out the revised Technology Committee draft which included revisions and recommendations implemented to the draft. Discussion ensued regarding broader membership and representation and it was stressed that technology touches different Divisions needs in different ways. It was noted that when particular topics arise that touch a particular area there will be a request from the technology committee to join the meeting and give their input. Also, SharePoint technology will be introduced soon and will be a helpful collaboration tool. The committee will identify a diverse membership and areas for input and report back to CC at a future date.

ACTION: Motion made to approve Technology Committee

- **Vote: Approved – Unanimous**
- **APPROVED BY CONSULTATION COUNCIL AND RECOMMENDED TO THE PRESIDENT FOR CONSIDERATION.**

7. College and District Strategic Planning (Caroline Durdella)

After several months of working through our college and district governance processes, on June 26, 2013 the District-wide Planning Council (DWPC) approved a new planning framework that aligns and integrates planning across the SOCCCD. A cornerstone of the district framework calls for a common set of district-wide strategic planning goals and objectives, while giving each college the flexibility to develop unique strategic plans by identifying and adopting college level goals and objectives. At Saddleback's Fall 2013 Flex Week workshop on strategic planning, our college was brought up to date on district-wide and college level planning, and participants representing faculty, staff, and management were given the opportunity to provide feedback on the first draft of district-wide goals. Feedback from our Flex Week workshop was incorporated into a revised set of four district-wide goals and forwarded to DWPC for approval at its meeting on September 6, 2013. The four district-wide goals include:

- ❖ SOCCCD will foster an environment characterized by creativity, innovation, respectful interactions, and collaboration.
- ❖ SOCCCD will promote students' success by enhancing the teaching and learning environment.
- ❖ SOCCCD will advance economic and workforce development through regional partnerships with educational institutions and industry and by strengthening career technical education.
- ❖ SOCCCD will strengthen long-term financial health and institutional effectiveness through integrated planning and resource allocation.

The next step in our strategic planning process is to identify objectives for each of these district-wide goals at the September 20th workshop. These draft objectives will be forwarded to our college Planning and Budget Steering Committee for review and ultimately forwarded to our Consultation Council for approval. Saddleback will submit its draft objectives to the DWPC for discussion at the next scheduled meeting on November 1, 2013. At that meeting, the draft objectives from Saddleback, IVC, and district services will be reviewed and a final list of common, district-wide objectives will be developed and recommended to the chancellor for approval. The final district-wide objectives will be incorporated in to Saddleback's strategic plan along with other college-level objectives.

In addition to developing draft objectives at the September 20th meeting, we will identify members of the new strategic planning groups for each of the four goals and elect strategic planning group co-chairs. We also invite and encourage participation in these new strategic planning groups from students, faculty, staff, and management and particularly those who work closely in the areas directly associated with the specific goals and objectives.

8. Board Policy and Review Council (Juan Avalos)

- BP 180: Respectful Interactions and Collaboration was handed out and reviewed.
- A Smoking Policy update was given.

9. District Barriers Update (Tod Burnett)

This item will be brought back to the next CC meeting.

10. Accreditation (Kathy Werle/Bob Cosgrove)

The 2013 Accreditation Midterm Report will be submitted to the Board of Trustees for the September 23, 2013 Board meeting for information and will be sent to AAJC prior to the October 15th deadline.

11. Announcements and Suggested Future Topics

Our Vision: *“Saddleback College will be the first choice of students who seek a dynamic, innovative, and student-centered postsecondary education.”*