



## President's Shared Governance Council (PSGC)

Agenda - Regular Meeting

Wednesday, September 06, 2017

3:30 p.m. / Board Room

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1. Meeting Minutes from April 26, 2017
2. PSGC Meeting Schedule
3. BP/AP – First Read
  - a. AP 3440 – Service Animals
  - b. AP 5140 – Disabled Students Programs and Services
  - c. AP 5150 – Extended Opportunity Programs and Services
4. Planning Committees
  - a. Proposal to Add Enrollment Management Committee to Participatory Governance Handbook & Strategic Planning & Communication Flow Chart
  - b. Proposal to Add the Program Review Committee, Distance Education Committee & Student Learning Outcome Committee to the Handbook (these committees are currently listed in the Strategic Planning & Communication Flow Chart but not in the handbook)
  - c. Committee Vacancies
  - d. Committee Meeting Schedules
  - e. Participatory Governance Handbook
5. Myth Busters
6. Other

**Purpose Statement:** The President's Shared Governance Council (PSGC) is a representative body designed to assist in governance of the District. Its authority is limited by the scope of collective bargaining, and by the responsibilities of the Superintendent/President.

**Description:** The PSGC through collaborative dialogue guides the goals, objectives and action plans of committees and departments through the Strategic Planning & Communication Process. The PSGC is charged with reviewing committee purpose, composition and responsibility in order to promote coordination. The PSGC is the voting body responsible for ensuring that policies and procedures are reviewed and revised as necessary. The PSGC is also responsible for suggesting topics and recruiting presenters for the All College meetings.

**The Participatory Governance Handbook is available at the following locations:**

- I-Drive: <I:\Presidents Office\Participatory.Governance\Participatory Governance Handbook.2014.07.16.BOT.Approved.pdf>
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## President's Shared Governance Council (PSGC)

Meeting Minutes- Regular Meeting

Wednesday, September 06, 2017

3:30 p.m. / Board Room

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**Present:** Robbie Evans, Wendy Packer, Barbara Rose, Lewis Goldstein, Sona Vartanian, Christina Calderon, Chris Clarke, Lisa Holmes, Sui Motufau, Vaa Motufau, Aylin Moreno, Eva Bagg, Khushnur Dadabhoy, Lyle Engeldinger, Brenda Findley, David Morse, Michelle Henderson (recorder)

**Absent:** Jacob Batarseh

### Call to Order

The meeting was called to order at 3:34 p.m. by Eva Bagg

### Introductions

Introductions were made by the committee members.

### PSGC Committee Purpose & Description

Eva Bagg reviewed the purpose statement and description of the PSGC committee. She also spoke about the importance of the high level function of the committee to ensure integration of policy and planning campus-wide as well as policies, procedures and the All College agenda. No suggestions for changes to the description, purpose statement or membership were made.

### Minutes – April 26, 2017

Barbara Rose moved with a second by Robbie Evans to approve the meeting minutes from April 26, 2017 with the following changes. 1) add Heather's last name (Minehart) to the BP/AP items and correct the adjourned time punctuation (4:30 p.m.). All were in favor. The motion carried with the changes above.

### Meeting Schedule

All agreed to hold monthly PSGC meetings 3:30 p.m. - 5:00 p.m. on the last Wednesday of the month.

### BP/AP First Read

- a) AP 3440 – Service Animals: Christina Calderon discussed the AP stating that the minor changes make clear the list of approved service animals. No approval is necessary in order to bring a service animal on campus however staff may ask if the animal is a service animal and what services the animal is trained to provide. Barbara Rose moved with a second by Lewis Goldstein to approve AP 3440 as a final read. All were in favor. The motion carried.
- b) AP 5140 – Disabled Students Programs and Services: Christina Calderon discussed the AP. The department name change from DSPS to ACCESS has already taken place and the AP is being updated to reflect this change. It was suggested that a guest speaker present information on ACCESS at a future PSGC meeting. Barbara Rose moved with a second by Robbie Evans to approve AP 5140 as a first read. All were in favor. The motion carried.
- c) AP 5150 – Extended Opportunity Programs and Services: Christina Calderon discussed the AP. It was recommended to leave the information about the Advisory Committee in the AP. It was also recommended to revise the Student Responsibilities heading in order to make clear the items

are required for eligibility, and to add the word Community to Barstow College in the last two paragraphs of the AP (under the Program Plan heading). Robbie Evans moved with a second by Aylin Moreno to table the item and bring it back next month with the requested changes. All were in favor. The motion carried.

### **Planning Committees**

a) Enrollment Management

Lisa Holmes stated the Enrollment Management committee has been meeting for over a year however it is not an official committee listed in the Governance Handbook or on the Strategic Planning & Communication Process diagram. The purpose of the Enrollment Management committee was to come up with an enrollment management plan which has not been completed. The focus of the committee so far has been on FTES. Membership on the committee has been mostly management. A workgroup consisting of David Morse, Sona Vartanian, Lisa Holmes, Chris Clarke and Barbara Rose will meet to draft a purpose statement, description and membership structure for the Enrollment Management committee and bring the information to the next PSGC meeting.

b) Program Review, Distance Ed & Student Learning Outcomes Committee

The Program Review, Distance Ed and Student Learning Outcomes committees are currently listed on the Strategic Planning & Communication Process diagram but are not listed in the Governance Handbook. It was also noted that the Basic Skills committee is also missing. All agreed that the diagram and the handbook should be consistent. This item will be brought back for further discussion to clearly identify what is needed for each committee.

c) Committee Vacancies

There was discussion to possibly change the IE committee from being chaired by one person (the VP of Academic Affairs) to having a Co-Chair (VP of Academic Affairs and Director of Research Development & Planning). The IE Committee will meet to discuss the idea of having a co-chair and report their recommendation back to PSGC.

d) Meeting Schedules

Committee Chairs were asked to forward their meeting schedules to the President's Office in order to develop a master calendar for committee meetings.

e) Participatory Governance Handbook

The current handbook is available on the BCC website and in BoardDocs.

### **Myth Busters**

N/A

### **Adjourned**

Meeting adjourned at 5:15 p.m.



## President's Shared Governance Council (PSGC)

### Agenda - Regular Meeting

Wednesday, September 27, 2017

3:30 p.m. / Board Room

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1. Meeting Minutes from September 06, 2017
2. BP/AP – First Read
  - a. AP 5150 – Extended Opportunity Programs and Services
  - b. AP 2510 – Participation in Local Decision Making
3. BP/AP – Second Read
  - a. AP 5140 – Disabled Students Programs and Services
4. Planning Committees
  - a. Update from Institutional Effectiveness Committee re: Chair vs. Co-Chair
  - b. Update From Workgroup Regarding Enrollment Management Committee
  - c. Alignment of Strategic Planning & Communication Process (SP&CP)Diagram with the Participatory Governance Handbook (PGH)
    - i. Student Learning Outcomes Assessment Committee
    - ii. Distance Education Committee
    - iii. Program Review Committee
    - iv. Basic Skills Committee
  - d. Committee Meeting Schedules
    - i. Consideration of Master Calendar
5. Communications
6. All College Agenda
7. Myth Busters
8. Other

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## President's Shared Governance Council (PSGC)

Meeting Minutes- Regular Meeting

Wednesday, September 27, 2017

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**Present:** Robbie Evans, Wendy Packer, Jacob Batarseh, Lewis Goldstein, Nancy Nunes-Gill, Christina Calderon, Lisa Holmes, Sui Motufau, Vaa Motufau, Ariel Aluni, Eva Bagg, Brenda Findley, David Morse, Michelle Henderson (recorder)

**Absent:** Barbara Rose, Chris Clarke, Khushnur Dadabhoy, Lyle Engeldinger

### Call to Order

The meeting was called to order at 3:35 p.m. by Eva Bagg

### Minutes – September 06, 2017

Robbie Evans moved with a second by Lewis Goldstein to approve the minutes from September 06, 2017. All were in favor. The motion carried.

### BP/AP First Read

- a) AP 5150 – Christina Calderon stated the changes recommended by PSGC at last month's meeting had been made. She spoke to the Chancellor's Office regarding language for the advisory committee and was advised to leave the language as is. It was suggested to list the Workshop requirements as "per semester" and to group the requirements together based on they are yearly or per semester requirements. The required GPA should be stated as "2.0 or above." Lewis Goldstein moved with a second by Robbie Evans to approve as a first read with the changes above and forward to the Board. All were in favor. The motion carried.
- b) AP 2510 – Eva Bagg discussed the changes and stated the revised wording has been taken from the Participatory Governance Handbook. It was noted that the language regarding the Academic Senate purview based on Title 5 should be modified. David Morse and Nancy Nunes-Gill will provide language. Jacob Batarseh moved with a second by Wendy Packer to approve as a first read and bring the item back next month for a second read. All were in favor. The motion carried.

### BP/AP Second Read

- a) AP 5140 – Christina Calderon discussed the changes. It was noted that the word "community" should be added to the paragraph regarding Support Services & Instruction and the word Access should be added to the first paragraph. Lisa Holmes moved with a second by Lewis Goldstein. All were in favor. The motion carried.

### Planning Committees

- a) Update from the Institutional Effectiveness Committee re: Chair vs. Co-Chair  
David Morse and Lisa Holmes reported that the Institutional Effectiveness Committee recommends approving a co-chair status for the IE committee. Committee co-chairs will be the VP of Academic Affairs and the Director of Research, Development & Planning. Lewis Goldstein moved with a second by Sui Motufau to approve the recommendation. All were in favor. The motion carried.

b) Update from Workgroup Regarding the Enrollment Management Committee

David Morse stated the workgroup meeting is scheduled for 10:00 a.m. tomorrow, Thursday, September 27, 2017. The Senate will appoint a faculty member to serve on the Workgroup and a report will be given at the next PSGC meeting.

c) Alignment of Strategic Planning & Communication Process (SP&CP) Diagram with the Participatory Governance Handbook (PGH)

1. SLOAC – It was confirmed that the Student Learning Outcomes Assessment Committee (SLOAC) is a subcommittee of the Institutional Effectiveness Committee (IEC).
2. The Distance Ed Committee will be developing a purpose statement, description and confirming their membership. Christie Firtha is currently the DE Committee Chair. Information will be forwarded to the PSGC for approval and then the committee will be added to the Participatory Governance Handbook.
3. The Program Review Committee will be developing a purpose statement, description and confirming their membership. Beverly Ranney and Christina Calderon are currently the co-chairs. Information will be forwarded to the PSGC for approval and then the committee will be added to the PG Handbook.
4. The Basic Skills Committee needs a purpose statement, description and membership list. They also need to be mapped (placed) on the Strategic Planning & Communications flow chart. Abe Aboud and the Academic Senate President should meet to identify the information above and then forward it to PSGC for approval. Following approval the committee will be added to the Participatory Governance Handbook.

d) Committee Meeting Schedules

ASG expressed concerns regarding some student representatives not hearing about committee meeting schedules. ASG is uncertain whether or not students are being contacted about committee meetings or if some committees have just not set their meeting schedule yet. The suggestion was made to develop a master calendar regarding committee meetings and to identify standing meeting times for each committee. Committee schedules will continue to be gathered and information will be reported to PSGC.

## **Communications**

Eva Bagg spoke about recent use of the College email system with regards to the content, tone & quantity of emails being sent to “All College.” Group discussion took place regarding appropriate use of college-wide email, maintaining a collegial tone and how campus culture is affected. We need to explore solutions that promote civility and respect among staff. It was decided to develop a work group to identify specific ideas regarding email etiquette. Robbie Evans, Brenda Findley, Tim Botengan and Chris Clarke will serve on the work group.

## **All College Agenda**

The next All College meeting is scheduled for Tuesday, October 3, 2017. Tentative agenda items are: 1) Communication, 2) ASG sports Activity, 3) Accreditation, 4) Upcoming Announcements.

## **Myth Busters**

N/A

## **Adjourned**

Meeting adjourned at 5:08 p.m.



## President's Shared Governance Council (PSGC)

Agenda - Regular Meeting

Wednesday, October 25, 2017

3:30 p.m. / Board Room

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1. Meeting Minutes from September 27, 2017
2. 2017-2019 Integrated Plan (SSSP/Student Equity/BSI)
3. BP/AP – First Read
  - a. AP 4240 – Academic Renewal
  - b. AP 5050 – Student Success and Support Program
  - c. AP 5055 – Enrollment Priorities
4. BP/AP – Second Read
  - a. AP 2510 – Participation in Local Decision Making
5. Planning Committees
  - a. Enrollment Management Committee – Purpose Statement, Description & Membership
6. Guided Pathways Assessment Tool
7. All College Agenda
8. Myth Busters
9. Other

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## President's Shared Governance Council (PSGC)

Meeting Minutes- Regular Meeting

Wednesday, October 25, 2017

3:30 p.m. / Board Room

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**Present:** Wendy Packer, Jacob Batarseh, Lewis Goldstein, Christina Calderon, Lisa Holmes, Sui Motufau, Ariel Aluni, Eva Bagg, Chris Clarke, Khushnur Dadabhoy, Melissa Meadows, Godwin Alozi, Eduardo Vasquez, Barbara Rose, Michelle Henderson (recorder)

**Absent:** Lyle Engeldinger, David Morse, Vaa Motufau, Robbie Evans, Nancy Nunes-Gill, Brenda Findley

### Call to Order

The meeting was called to order at 3:37 p.m. by Eva Bagg

### Minutes – September 27, 2017

Jacob Batarseh moved with a second by Lewis Goldstein to approve the minutes from September 27, 2017. There was discussion regarding the correct name of the SLOAC committee. Multiple versions of the name have been used over time and we should clarify the correct name for consistency. Lisa Holmes will continue the discussion with the SLOAC committee and bring recommendation back to PSGC. All were in favor of approving the minutes without any changes. Barbara Rose abstained. The motion carried.

### 2017-2019 Integrated Plan (SSSP/Student Equity/BSI)

Melissa Meadows presented the 2017-2019 Integrated Plan to the group. She stated that the college has submitted SSSP, Student Equity and Basic Skills plans in the past but this is the first year that the plans have been integrated together. There was group discussion regarding implementing multiple measures, distance education and future plans regarding access for disproportionately impacted student groups. The student representatives commented on how ENGL 50X has been beneficial to student progress and completion. It was noted that there are plans for Math X and ESL. Faculty involvement in curriculum development and teaching courses is encouraged.

There was group discussion regarding how the goals within the plan are structured. It was recommended to combine the goals for English and math and add a goal regarding distance education and/or course completion. The Student Success and Equity Committee will consider this recommendation.

The deadline to submit the Integrated Plan has been extended until the end of January, 2018.

Khushnur Dadabhoy invited everyone to attend the Student Success & Equity meeting. Invitations will be sent.

### BP/AP First Read

- a) AP 4240 – Eduardo Vasquez discussed the revisions which are comparable with other colleges. Lewis Goldstein moved with a second by Christina Calderon to accept as a first read and forward to the Board. All were in favor. The motion carried.
  
- b) AP 5050 – *Tabled to a future PSGC meeting*



- c) AP 5055 – Melissa Meadows reviewed the changes and stated that priority tiers have been adjusted to allow for requirements for completion grants. It was recommended to add the word “concurrent” to tier 7. Lewis Goldstein moved with a second by Jacob Batarseh to approve as a 1<sup>st</sup> read and bring back next month for a 2<sup>nd</sup> read. All were in favor. The motion carried.

**BP/AP Second Read**

- a) AP 2510 – *Tabled to a future PSGC meeting*

**Planning Committees**

- a) Enrollment Management Committee – *Tabled to a future PSGC meeting*

**Guided Pathways Assessment Tool**

*Tabled to a future PSGC meeting*

**Adjourned**

Meeting adjourned at 5:06 p.m.



## President's Shared Governance Council (PSGC)

Agenda - Regular Meeting

Wednesday, November 29, 2017

3:30 p.m. / Board Room

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1. Call to Order
2. Meeting Minutes from October 25, 2017
3. Accreditation Self-Study
4. Guided Pathways Self-Assessment Draft
5. BP/AP – Second Read
  - a. AP 2510 – Participation in Local Decision Making
  - b. AP 5055 – Enrollment Priorities
6. Planning Committees and Workgroups
  - a. Enrollment Management Committee – Purpose Statement, Description & Membership
  - b. Fort Irwin Workgroup
  - c. Multiple Measures Workgroup
7. All College Agenda
8. Myth Busters
9. Possible Special PSGC Meeting January 10, 2018
10. Other

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**Present:** Eva Bagg, Robbie Evans, Wendy Packer, Jacob Batarseh, Lewis Goldstein, Nancy Nunes-Gill, Christina Calderon, Ed Will, Lisa Holmes, Vaa Motufau, Ozell Wilson, Lyle Engeldinger, David Morse, Michelle Henderson (recorder)

**Absent:** Barbara Rose, Chris Clarke, Sui Motufau, Ariel Aluni, Khushnur Dadabhoy, Brenda Findley

### Call to Order

The meeting was called to order at 3:34 p.m. by Eva Bagg

### Minutes – October 25, 2017

Lewis Goldstein moved with a second by Vaa Motufau to approve the minutes from October 25, 2017. There was no discussion. All were in favor. Nancy Nunes-Gill and Robbie Evans abstained from the vote. The motion carried.

### Accreditation Self-Study

The Institutional Self-Evaluation Report (ISER) has been distributed for review. Final evidence editing is still underway. The Academic Senate reviewed the document today and will vote to approve the document at their meeting next Thursday. The final draft will be forwarded to the Board at the December 13, 2017 board meeting. Thank you to Kim, Lisa & Jessica for all of their work in putting the final document together. Nancy Nunes-Gill moved with a second by Jacob Batarseh to approve the ISER. All were in favor. Nancy Nunes-Gill and Robbie Evans abstained until CSEA and the Academic Senate finish their approval process.

### Guided Pathways Self-Assessment Draft

Eva Bagg discussed the Guided Pathways self-assessment and stated this is a necessary step in preparing to receive funding. A campus-wide survey has been initiated and a joint meeting between the President's Shared Governance Council, Institutional Effectiveness Committee and the Student Success and Equity Committee took place on November 8, 2017 to discuss and provide input on the draft assessment. All agreed with moving the draft assessment forward to the Chancellor's Office. Eva thanked the group for their participation and everyone agreed this has been a valuable learning experience and a good foundation for moving forward with Guided Pathways development.

### BP/AP Second Read

- a) AP 2510 – Participation in Local Decision Making: Eva Bagg discussed the revisions. Wendy Packer moved with a second by Robbie Evans to approve AP 2510. All were in favor. The motion carried.
  
- b) AP 5055 – Enrollment Priorities: The changes were reviewed and it was noted that the wording to Tier 6 would be revised to make clear that the College Career Pathways Program Students were included. Also, the word "concurrent" would be added to Tier 7. Robbie Evans moved with a second by Lewis Goldstein to approve AP 5055 as a second read. All were in favor. The motion carried.

## **Planning Committees & Workgroups**

a) Enrollment Management Committee: David Morse stated a recent workgroup was formed to discuss the development of an Enrollment Management Committee. The workgroup drafted a description and membership which is now being presented to PSGC for approval. It was recommended to add someone from Athletics to the committee membership as well as a CSEA rep from Student Services. One of the first tasks of the Enrollment Management Committee will be to complete an Enrollment Management Plan. The Enrollment Management Committee will report to the Institutional Effectiveness Committee. Lewis Goldstein moved with a second by Nancy Nunes-Gill to approve the description and membership. All were in favor. The motion carried.

b) Fort Irwin Workgroup: Development of a Fort Irwin workgroup is necessary for planning and resource allocation. There was discussion regarding workgroup membership and purpose. The group recommended the following people to serve on the workgroup: Jerry Peters, Tim Botengan, Robbie Evans, Michelle Bond, Ceri Satur, Gene Low, Sandi Thomas, Chris Clarke, Lauren Smith, Joann Garcia, Al Norton, a representative from the Academic Senate and possibly John Macias and a Fort Irwin student. The group will cover immediate needs, long term goals and short term goals of the Ft Irwin site and are encouraged to hold their meetings at Ft Irwin. All agreed.

c) Multiple Measures Workgroup: Formation of this workgroup is a requirement of the College Promise grant as well as the impending requirements for AB 705. Suggested members include: Lisa Holmes, Melissa Meadows, Heather Minehart, Kim Young and a faculty representative (possibly Christy Firtha). Lisa Holmes, Melissa Meadows and the faculty representative are the recommended Tri-Chairs. All agreed.

## **All College Agenda**

- Service Animals (AP 3440 & Staff Guide) – Christina Calderon
- Canvas presentation – Tim Botengan
- Holiday Open Houses
- Possible Communications Discussion

## **Myth Busters**

N/A

## **Possible Special PSGC Meeting January 10, 2018**

A special PSGC meeting may be necessary for a final read of the Integrated Plan. The special meeting has been tentatively scheduled for Wednesday, January 10, 2018, at 3:30 p.m. A calendar invitation will be sent.

## **Adjourned**

Meeting adjourned at 5:16 p.m.



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**Absent:** Barbara Rose, Chris Clarke, Sui Motufau, Ariel Aluni, Khushnur Dadabhoy, Brenda Findley

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### BP/AP Second Read

- a) AP 2510 – Participation in Local Decision Making: Eva Bagg discussed the revisions. Wendy Packer moved with a second by Robbie Evans to approve AP 2510. All were in favor. The motion carried.
  
- b) AP 5055 – Enrollment Priorities: The changes were reviewed and it was noted that the wording to Tier 6 would be revised to make clear that the College Career Pathways Program Students were included. Also, the word "concurrent" would be added to Tier 7. Robbie Evans moved with a second by Lewis Goldstein to approve AP 5055 as a second read. All were in favor. The motion carried.

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- Possible Communications Discussion

## **Myth Busters**

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9. Other

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## President's Shared Governance Council (PSGC)

Meeting Minutes- Regular Meeting

Wednesday, October 25, 2017

3:30 p.m. / Board Room

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**Present:** Wendy Packer, Jacob Batarseh, Lewis Goldstein, Christina Calderon, Lisa Holmes, Sui Motufau, Ariel Aluni, Eva Bagg, Chris Clarke, Khushnur Dadabhoy, Melissa Meadows, Godwin Alozi, Eduardo Vasquez, Barbara Rose, Michelle Henderson (recorder)

**Absent:** Lyle Engeldinger, David Morse, Vaa Motufau, Robbie Evans, Nancy Nunes-Gill, Brenda Findley

### Call to Order

The meeting was called to order at 3:37 p.m. by Eva Bagg

### Minutes – September 27, 2017

Jacob Batarseh moved with a second by Lewis Goldstein to approve the minutes from September 27, 2017. There was discussion regarding the correct name of the SLOAC committee. Multiple versions of the name have been used over time and we should clarify the correct name for consistency. Lisa Holmes will continue the discussion with the SLOAC committee and bring recommendation back to PSGC. All were in favor of approving the minutes without any changes. Barbara Rose abstained. The motion carried.

### 2017-2019 Integrated Plan (SSSP/Student Equity/BSI)

Melissa Meadows presented the 2017-2019 Integrated Plan to the group. She stated that the college has submitted SSSP, Student Equity and Basic Skills plans in the past but this is the first year that the plans have been integrated together. There was group discussion regarding implementing multiple measures, distance education and future plans regarding access for disproportionately impacted student groups. The student representatives commented on how ENGL 50X has been beneficial to student progress and completion. It was noted that there are plans for Math X and ESL. Faculty involvement in curriculum development and teaching courses is encouraged.

There was group discussion regarding how the goals within the plan are structured. It was recommended to combine the goals for English and math and add a goal regarding distance education and/or course completion. The Student Success and Equity Committee will consider this recommendation.

The deadline to submit the Integrated Plan has been extended until the end of January, 2018.

Khushnur Dadabhoy invited everyone to attend the Student Success & Equity meeting. Invitations will be sent.

### BP/AP First Read

- a) AP 4240 – Eduardo Vasquez discussed the revisions which are comparable with other colleges. Lewis Goldstein moved with a second by Christina Calderon to accept as a first read and forward to the Board. All were in favor. The motion carried.
  
- b) AP 5050 – *Tabled to a future PSGC meeting*

- c) AP 5055 – Melissa Meadows reviewed the changes and stated that priority tiers have been adjusted to allow for requirements for completion grants. It was recommended to add the word “concurrent” to tier 7. Lewis Goldstein moved with a second by Jacob Batarseh to approve as a 1<sup>st</sup> read and bring back next month for a 2<sup>nd</sup> read. All were in favor. The motion carried.

**BP/AP Second Read**

- a) AP 2510 – *Tabled to a future PSGC meeting*

**Planning Committees**

- a) Enrollment Management Committee – *Tabled to a future PSGC meeting*

**Guided Pathways Assessment Tool**

*Tabled to a future PSGC meeting*

**Adjourned**

Meeting adjourned at 5:06 p.m.



## President's Shared Governance Council (PSGC)

### Agenda - Regular Meeting

Wednesday, September 27, 2017

3:30 p.m. / Board Room

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1. Meeting Minutes from September 06, 2017
2. BP/AP – First Read
  - a. AP 5150 – Extended Opportunity Programs and Services
  - b. AP 2510 – Participation in Local Decision Making
3. BP/AP – Second Read
  - a. AP 5140 – Disabled Students Programs and Services
4. Planning Committees
  - a. Update from Institutional Effectiveness Committee re: Chair vs. Co-Chair
  - b. Update From Workgroup Regarding Enrollment Management Committee
  - c. Alignment of Strategic Planning & Communication Process (SP&CP)Diagram with the Participatory Governance Handbook (PGH)
    - i. Student Learning Outcomes Assessment Committee
    - ii. Distance Education Committee
    - iii. Program Review Committee
    - iv. Basic Skills Committee
  - d. Committee Meeting Schedules
    - i. Consideration of Master Calendar
5. Communications
6. All College Agenda
7. Myth Busters
8. Other

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## President's Shared Governance Council (PSGC)

Meeting Minutes- Regular Meeting

Wednesday, September 27, 2017

3:30 p.m. / Board Room

---

**Present:** Robbie Evans, Wendy Packer, Jacob Batarseh, Lewis Goldstein, Nancy Nunes-Gill, Christina Calderon, Lisa Holmes, Sui Motufau, Vaa Motufau, Ariel Aluni, Eva Bagg, Brenda Findley, David Morse, Michelle Henderson (recorder)

**Absent:** Barbara Rose, Chris Clarke, Khushnur Dadabhoy, Lyle Engeldinger

### Call to Order

The meeting was called to order at 3:35 p.m. by Eva Bagg

### Minutes – September 06, 2017

Robbie Evans moved with a second by Lewis Goldstein to approve the minutes from September 06, 2017. All were in favor. The motion carried.

### BP/AP First Read

- a) AP 5150 – Christina Calderon stated the changes recommended by PSGC at last month's meeting had been made. She spoke to the Chancellor's Office regarding language for the advisory committee and was advised to leave the language as is. It was suggested to list the Workshop requirements as "per semester" and to group the requirements together based on they are yearly or per semester requirements. The required GPA should be stated as "2.0 or above." Lewis Goldstein moved with a second by Robbie Evans to approve as a first read with the changes above and forward to the Board. All were in favor. The motion carried.
- b) AP 2510 – Eva Bagg discussed the changes and stated the revised wording has been taken from the Participatory Governance Handbook. It was noted that the language regarding the Academic Senate purview based on Title 5 should be modified. David Morse and Nancy Nunes-Gill will provide language. Jacob Batarseh moved with a second by Wendy Packer to approve as a first read and bring the item back next month for a second read. All were in favor. The motion carried.

### BP/AP Second Read

- a) AP 5140 – Christina Calderon discussed the changes. It was noted that the word "community" should be added to the paragraph regarding Support Services & Instruction and the word Access should be added to the first paragraph. Lisa Holmes moved with a second by Lewis Goldstein. All were in favor. The motion carried.

### Planning Committees

- a) Update from the Institutional Effectiveness Committee re: Chair vs. Co-Chair  
David Morse and Lisa Holmes reported that the Institutional Effectiveness Committee recommends approving a co-chair status for the IE committee. Committee co-chairs will be the VP of Academic Affairs and the Director of Research, Development & Planning. Lewis Goldstein moved with a second by Sui Motufau to approve the recommendation. All were in favor. The motion carried.

b) Update from Workgroup Regarding the Enrollment Management Committee

David Morse stated the workgroup meeting is scheduled for 10:00 a.m. tomorrow, Thursday, September 27, 2017. The Senate will appoint a faculty member to serve on the Workgroup and a report will be given at the next PSGC meeting.

c) Alignment of Strategic Planning & Communication Process (SP&CP) Diagram with the Participatory Governance Handbook (PGH)

1. SLOAC – It was confirmed that the Student Learning Outcomes Assessment Committee (SLOAC) is a subcommittee of the Institutional Effectiveness Committee (IEC).
2. The Distance Ed Committee will be developing a purpose statement, description and confirming their membership. Christie Firtha is currently the DE Committee Chair. Information will be forwarded to the PSGC for approval and then the committee will be added to the Participatory Governance Handbook.
3. The Program Review Committee will be developing a purpose statement, description and confirming their membership. Beverly Ranney and Christina Calderon are currently the co-chairs. Information will be forwarded to the PSGC for approval and then the committee will be added to the PG Handbook.
4. The Basic Skills Committee needs a purpose statement, description and membership list. They also need to be mapped (placed) on the Strategic Planning & Communications flow chart. Abe Aboud and the Academic Senate President should meet to identify the information above and then forward it to PSGC for approval. Following approval the committee will be added to the Participatory Governance Handbook.

d) Committee Meeting Schedules

ASG expressed concerns regarding some student representatives not hearing about committee meeting schedules. ASG is uncertain whether or not students are being contacted about committee meetings or if some committees have just not set their meeting schedule yet. The suggestion was made to develop a master calendar regarding committee meetings and to identify standing meeting times for each committee. Committee schedules will continue to be gathered and information will be reported to PSGC.

### **Communications**

Eva Bagg spoke about recent use of the College email system with regards to the content, tone & quantity of emails being sent to “All College.” Group discussion took place regarding appropriate use of college-wide email, maintaining a collegial tone and how campus culture is affected. We need to explore solutions that promote civility and respect among staff. It was decided to develop a work group to identify specific ideas regarding email etiquette. Robbie Evans, Brenda Findley, Tim Botengan and Chris Clarke will serve on the work group.

### **All College Agenda**

The next All College meeting is scheduled for Tuesday, October 3, 2017. Tentative agenda items are: 1) Communication, 2) ASG sports Activity, 3) Accreditation, 4) Upcoming Announcements.

### **Myth Busters**

N/A

### **Adjourned**

Meeting adjourned at 5:08 p.m.



## President's Shared Governance Council (PSGC)

Agenda - Regular Meeting

Wednesday, September 06, 2017

3:30 p.m. / Board Room

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1. Meeting Minutes from April 26, 2017
2. PSGC Meeting Schedule
3. BP/AP – First Read
  - a. AP 3440 – Service Animals
  - b. AP 5140 – Disabled Students Programs and Services
  - c. AP 5150 – Extended Opportunity Programs and Services
4. Planning Committees
  - a. Proposal to Add Enrollment Management Committee to Participatory Governance Handbook & Strategic Planning & Communication Flow Chart
  - b. Proposal to Add the Program Review Committee, Distance Education Committee & Student Learning Outcome Committee to the Handbook (these committees are currently listed in the Strategic Planning & Communication Flow Chart but not in the handbook)
  - c. Committee Vacancies
  - d. Committee Meeting Schedules
  - e. Participatory Governance Handbook
5. Myth Busters
6. Other

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## President's Shared Governance Council (PSGC)

Meeting Minutes- Regular Meeting

Wednesday, September 06, 2017

3:30 p.m. / Board Room

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**Present:** Robbie Evans, Wendy Packer, Barbara Rose, Lewis Goldstein, Sona Vartanian, Christina Calderon, Chris Clarke, Lisa Holmes, Sui Motufau, Vaa Motufau, Aylin Moreno, Eva Bagg, Khushnur Dadabhoy, Lyle Engeldinger, Brenda Findley, David Morse, Michelle Henderson (recorder)

**Absent:** Jacob Batarseh

### Call to Order

The meeting was called to order at 3:34 p.m. by Eva Bagg

### Introductions

Introductions were made by the committee members.

### PSGC Committee Purpose & Description

Eva Bagg reviewed the purpose statement and description of the PSGC committee. She also spoke about the importance of the high level function of the committee to ensure integration of policy and planning campus-wide as well as policies, procedures and the All College agenda. No suggestions for changes to the description, purpose statement or membership were made.

### Minutes – April 26, 2017

Barbara Rose moved with a second by Robbie Evans to approve the meeting minutes from April 26, 2017 with the following changes. 1) add Heather's last name (Minehart) to the BP/AP items and correct the adjourned time punctuation (4:30 p.m.). All were in favor. The motion carried with the changes above.

### Meeting Schedule

All agreed to hold monthly PSGC meetings 3:30 p.m. - 5:00 p.m. on the last Wednesday of the month.

### BP/AP First Read

- a) AP 3440 – Service Animals: Christina Calderon discussed the AP stating that the minor changes make clear the list of approved service animals. No approval is necessary in order to bring a service animal on campus however staff may ask if the animal is a service animal and what services the animal is trained to provide. Barbara Rose moved with a second by Lewis Goldstein to approve AP 3440 as a final read. All were in favor. The motion carried.
- b) AP 5140 – Disabled Students Programs and Services: Christina Calderon discussed the AP. The department name change from DSPS to ACCESS has already taken place and the AP is being updated to reflect this change. It was suggested that a guest speaker present information on ACCESS at a future PSGC meeting. Barbara Rose moved with a second by Robbie Evans to approve AP 5140 as a first read. All were in favor. The motion carried.
- c) AP 5150 – Extended Opportunity Programs and Services: Christina Calderon discussed the AP. It was recommended to leave the information about the Advisory Committee in the AP. It was also recommended to revise the Student Responsibilities heading in order to make clear the items

are required for eligibility, and to add the word Community to Barstow College in the last two paragraphs of the AP (under the Program Plan heading). Robbie Evans moved with a second by Aylin Moreno to table the item and bring it back next month with the requested changes. All were in favor. The motion carried.

### **Planning Committees**

a) Enrollment Management

Lisa Holmes stated the Enrollment Management committee has been meeting for over a year however it is not an official committee listed in the Governance Handbook or on the Strategic Planning & Communication Process diagram. The purpose of the Enrollment Management committee was to come up with an enrollment management plan which has not been completed. The focus of the committee so far has been on FTES. Membership on the committee has been mostly management. A workgroup consisting of David Morse, Sona Vartanian, Lisa Holmes, Chris Clarke and Barbara Rose will meet to draft a purpose statement, description and membership structure for the Enrollment Management committee and bring the information to the next PSGC meeting.

b) Program Review, Distance Ed & Student Learning Outcomes Committee

The Program Review, Distance Ed and Student Learning Outcomes committees are currently listed on the Strategic Planning & Communication Process diagram but are not listed in the Governance Handbook. It was also noted that the Basic Skills committee is also missing. All agreed that the diagram and the handbook should be consistent. This item will be brought back for further discussion to clearly identify what is needed for each committee.

c) Committee Vacancies

There was discussion to possibly change the IE committee from being chaired by one person (the VP of Academic Affairs) to having a Co-Chair (VP of Academic Affairs and Director of Research Development & Planning). The IE Committee will meet to discuss the idea of having a co-chair and report their recommendation back to PSGC.

d) Meeting Schedules

Committee Chairs were asked to forward their meeting schedules to the President's Office in order to develop a master calendar for committee meetings.

e) Participatory Governance Handbook

The current handbook is available on the BCC website and in BoardDocs.

### **Myth Busters**

N/A

### **Adjourned**

Meeting adjourned at 5:15 p.m.





## President's Shared Governance Council (PSGC)

Agenda - Regular Meeting

Wednesday, January 31, 2018

3:30 p.m. / Board Room

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1. Meeting Minutes from November 29, 2017
2. Meeting Minutes from January 10, 2018
3. Review 2017 PSGC Committee Effectiveness Survey Results
4. Program Review Committee – Approval of Purpose Statement & Membership
5. Workgroup Updates
  - a. Communications
  - b. Fort Irwin
6. Update on Guided Pathways Guest Speaker
7. Scorecard Presentation – *Lisa Holmes*
8. Planning Committee Updates
9. All College Agenda
10. Myth Busters
11. Other

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## President's Shared Governance Council (PSGC)

Meeting Minutes- Regular Meeting

Wednesday, January 31, 2018

3:30 p.m. / Board Room

---

**Present:** Eva Bagg, David Morse, Kyri Freeman, Lyle Engeldinger, Lisa Holmes, Wendy Packer, Ed Will, Khushnur Dadabhoy, Robbie Evans, Nancy Nunes-Gill, Vaa Motufau, Christina Calderon, Michelle Henderson (recorder)

**Absent:** Michelle Bond, Lewis Goldstein, Sui Motufau, Ariel Aluni, Brenda Findley, Chris Clarke

### Call to Order

The meeting was called to order at 3:35 p.m. by Eva Bagg

### Minutes – November 29, 2017

Nancy Nunes-Gill moved with a second by Wendy Packer to approve the minutes from November 29, 2017. There was no discussion. All were in favor. Kyri Freeman abstained from the vote. The motion carried.

### Minutes – January 10, 2018

Robbie Evans moved with a second by Lisa Holmes to approve the minutes from January 10, 2018. There was no discussion. All were in favor. The motion carried.

### Review 2017 PSGC Committee Effectiveness Survey Results

The committee reviewed their survey results from 2017 and had the following recommendations following their discussion.

1. Committee members should be prepared for the meetings.
2. Remind managers that staff need to be given release time to prepare for and participate in the meetings for the committees they serve on.
3. Committee Chairs should communicate meeting schedules to all managers.
4. Possible consideration to arrange for a presentation later in the spring regarding Participatory Governance from the League Statewide Senate.
5. Possible consideration to arrange for training for committee chairs regarding meeting facilitation
6. Consider sharing committee meeting agendas with Joann Garcia so she can prepare students ahead of time to participate in the meeting.
7. Consider bringing back the "Kudos" (positive acknowledgement toward others).

### Program Review Committee – Approval of Purpose Statement & Membership

The group reviewed the purpose statement and membership. It was recommended to change the Director of Research position from Dean to Director. It was also recommended to add language regarding "review forms and evaluation of program review process."

### Workgroup Updates

- a) *Communications* – The PSGC committee clarified the workgroup's task is to develop an email etiquette list.
- b) *Fort Irwin* – This workgroup is being chaired by Jerry Peters and Tim Botengan and they are scheduled to meet Tuesday, February 6, 2018, at Fort Irwin.

### **Update on Guided Pathways Guest Speaker**

The college will host John Hetts, Senior Data Scientist for Educational Results Partnership, as a guest speaker presenting an *Introduction to Guided Pathways* on Thursday, February 15, 2018, from 12:00-1:30 p.m. in the Black Box Theater. Email invitations will be sent college-wide.

### **Scorecard Presentation**

Lisa Holmes, Director of Research, Development & Planning gave a presentation on the 2017 Student Success Scorecard. She reviewed the results with the group and answered questions.

### **Planning Committee Updates**

- *Enrollment Management* – the group has met and will be meeting again soon.
- *Scholarship* – application window is now open and will close on March 4, 2018.
- *Commencement* – committee has met twice. Grad petitions close March 30, 2018.
- *Curriculum* – committee will review their 2017 survey on Friday and they have been having discussions regarding Guided Pathways.
- *Distance Education* – committee is developing guidelines regarding proctored exams.
- *Program Review* – committee is reviewing program reviews. Presentation from E-Lumen is upcoming.

### **All College Agenda**

The February 6, 2018 All College Agenda will be dedicated to preparing the campus for the upcoming accreditation site visit on Mar 5-8, 2018.

### **Myth Busters**

N/A

### **Other**

The group said farewell to Khushnur Dadabhoj and thanked her for her service to the College.

### **Adjourned**

Meeting adjourned at 5:06 p.m.



## President's Shared Governance Council (PSGC)

Agenda - Special Meeting

Wednesday, January 10, 2018

3:30 p.m. / Board Room

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1. Call to Order
2. 2<sup>nd</sup> Read - 2017-2019 Integrated Plan (SSSP/Student Equity/BSI)
3. Integrated Planning and Inclusive Decision Making Structures for Guided Pathways
4. Other
4. Adjourn

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## President's Shared Governance Council (PSGC)

Meeting Minutes- Special Meeting  
Wednesday, January 10, 2018  
3:30 p.m. / Board Room

---

**Present:** Eva Bagg, Nance Nunes-Gill, Robbie Evans, Wendy Packer, David Morse, Lewis Goldstein, Melissa Meadows, Christina Calderon, Kim Young, Kyri Freeman, Lisa Holmes, Lyle Engeldinger, Brenda Findley, Michelle Henderson (recorder)

**Absent:** Barbara Rose, Chris Clarke, Sui Motufau, Ariel Aluni, Vaa Motufau, Khushnur Dadabhoy

### Call to Order

The meeting was called to order at 3:35 p.m. by Eva Bagg

### 2<sup>nd</sup> Reading – 2017-2019 Integrated Plan (SSSP/Student Equity/BSI)

Melissa Meadows reviewed minor revisions to the goals and activities of the plan since the first reading. The committee discussed the revisions and the plan in general. Topics of discussion included multiple measures and ADT's. It was noted that the statement regarding 'providing counseling to students who are near or at 45 units' should be changed to 'providing counseling to students who are near or at 75% of the units needed to complete their program of study.' All were in favor. The motion to approve the 2017-2019 Integrated Plan with the revisions carried.

### Integrated Planning and Inclusive Decision Making Structures for Guided Pathways

Eva Bagg reviewed the Guided Pathways project and reminded everyone the college had completed the initial step of this process by using existing committees to provide input for the self-assessment. She stated the next step required in order to be eligible for the upcoming funding is the development of a work plan which is due March 30, 2018. The self-assessment will be used as a starting point to outline a plan with realistic outcomes for the time period between spring 2018 and summer 2019. The next immediate steps are to determine the process for developing the work plan (i.e. the decision making structure and steps for moving forward). The group discussed the need for more education and training for staff & faculty regarding Guided Pathways such as a guest speaker. The group also agreed that the "work" necessary to complete the plan could take place at the committee level with PSGC overseeing the process. Each committee will be asked to evaluate and define their role in the Guided Pathways process. The following items were also agreed upon by the committee: 1) joint committee meetings will be scheduled periodically to assess & evaluate progress 2) arrangements will be made for a guest speaker to present to staff & faculty 3) Eva Bagg & David Morse will assign tasks toward completing the work plan.

### Other

Lewis Goldstein recommended the college offer non-credit community based education for the community.

### Adjourned

Meeting adjourned at 4:58 p.m.



## President's Shared Governance Council (PSGC)

Agenda - Special Meeting

Wednesday, January 10, 2018

3:30 p.m. / Board Room

---

1. Call to Order
2. 2<sup>nd</sup> Read - 2017-2019 Integrated Plan (SSSP/Student Equity/BSI)
3. Integrated Planning and Inclusive Decision Making Structures for Guided Pathways
4. Other
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## President's Shared Governance Council (PSGC)

Meeting Minutes- Special Meeting  
Wednesday, January 10, 2018  
3:30 p.m. / Board Room

---

**Present:** Eva Bagg, Nance Nunes-Gill, Robbie Evans, Wendy Packer, David Morse, Lewis Goldstein, Melissa Meadows, Christina Calderon, Kim Young, Kyri Freeman, Lisa Holmes, Lyle Engeldinger, Brenda Findley, Michelle Henderson (recorder)

**Absent:** Barbara Rose, Chris Clarke, Sui Motufau, Ariel Aluni, Vaa Motufau, Khushnur Dadabhoy

### Call to Order

The meeting was called to order at 3:35 p.m. by Eva Bagg

### 2<sup>nd</sup> Reading – 2017-2019 Integrated Plan (SSSP/Student Equity/BSI)

Melissa Meadows reviewed minor revisions to the goals and activities of the plan since the first reading. The committee discussed the revisions and the plan in general. Topics of discussion included multiple measures and ADT's. It was noted that the statement regarding 'providing counseling to students who are near or at 45 units' should be changed to 'providing counseling to students who are near or at 75% of the units needed to complete their program of study.' All were in favor. The motion to approve the 2017-2019 Integrated Plan with the revisions carried.

### Integrated Planning and Inclusive Decision Making Structures for Guided Pathways

Eva Bagg reviewed the Guided Pathways project and reminded everyone the college had completed the initial step of this process by using existing committees to provide input for the self-assessment. She stated the next step required in order to be eligible for the upcoming funding is the development of a work plan which is due March 30, 2018. The self-assessment will be used as a starting point to outline a plan with realistic outcomes for the time period between spring 2018 and summer 2019. The next immediate steps are to determine the process for developing the work plan (i.e. the decision making structure and steps for moving forward). The group discussed the need for more education and training for staff & faculty regarding Guided Pathways such as a guest speaker. The group also agreed that the "work" necessary to complete the plan could take place at the committee level with PSGC overseeing the process. Each committee will be asked to evaluate and define their role in the Guided Pathways process. The following items were also agreed upon by the committee: 1) joint committee meetings will be scheduled periodically to assess & evaluate progress 2) arrangements will be made for a guest speaker to present to staff & faculty 3) Eva Bagg & David Morse will assign tasks toward completing the work plan.

### Other

Lewis Goldstein recommended the college offer non-credit community based education for the community.

### Adjourned

Meeting adjourned at 4:58 p.m.



## President's Shared Governance Council (PSGC)

Agenda - Regular Meeting

Wednesday, January 31, 2018

3:30 p.m. / Board Room

---

1. Meeting Minutes from November 29, 2017
2. Meeting Minutes from January 10, 2018
3. Review 2017 PSGC Committee Effectiveness Survey Results
4. Program Review Committee – Approval of Purpose Statement & Membership
5. Workgroup Updates
  - a. Communications
  - b. Fort Irwin
6. Update on Guided Pathways Guest Speaker
7. Scorecard Presentation – *Lisa Holmes*
8. Planning Committee Updates
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## President's Shared Governance Council (PSGC)

Meeting Minutes- Regular Meeting

Wednesday, January 31, 2018

3:30 p.m. / Board Room

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**Present:** Eva Bagg, David Morse, Kyri Freeman, Lyle Engeldinger, Lisa Holmes, Wendy Packer, Ed Will, Khushnur Dadabhoy, Robbie Evans, Nancy Nunes-Gill, Vaa Motufau, Christina Calderon, Michelle Henderson (recorder)

**Absent:** Michelle Bond, Lewis Goldstein, Sui Motufau, Ariel Aluni, Brenda Findley, Chris Clarke

### Call to Order

The meeting was called to order at 3:35 p.m. by Eva Bagg

### Minutes – November 29, 2017

Nancy Nunes-Gill moved with a second by Wendy Packer to approve the minutes from November 29, 2017. There was no discussion. All were in favor. Kyri Freeman abstained from the vote. The motion carried.

### Minutes – January 10, 2018

Robbie Evans moved with a second by Lisa Holmes to approve the minutes from January 10, 2018. There was no discussion. All were in favor. The motion carried.

### Review 2017 PSGC Committee Effectiveness Survey Results

The committee reviewed their survey results from 2017 and had the following recommendations following their discussion.

1. Committee members should be prepared for the meetings.
2. Remind managers that staff need to be given release time to prepare for and participate in the meetings for the committees they serve on.
3. Committee Chairs should communicate meeting schedules to all managers.
4. Possible consideration to arrange for a presentation later in the spring regarding Participatory Governance from the League Statewide Senate.
5. Possible consideration to arrange for training for committee chairs regarding meeting facilitation
6. Consider sharing committee meeting agendas with Joann Garcia so she can prepare students ahead of time to participate in the meeting.
7. Consider bringing back the "Kudos" (positive acknowledgement toward others).

### Program Review Committee – Approval of Purpose Statement & Membership

The group reviewed the purpose statement and membership. It was recommended to change the Director of Research position from Dean to Director. It was also recommended to add language regarding "review forms and evaluation of program review process."

### Workgroup Updates

- a) *Communications* – The PSGC committee clarified the workgroup's task is to develop an email etiquette list.
- b) *Fort Irwin* – This workgroup is being chaired by Jerry Peters and Tim Botengan and they are scheduled to meet Tuesday, February 6, 2018, at Fort Irwin.

### **Update on Guided Pathways Guest Speaker**

The college will host John Hetts, Senior Data Scientist for Educational Results Partnership, as a guest speaker presenting an *Introduction to Guided Pathways* on Thursday, February 15, 2018, from 12:00-1:30 p.m. in the Black Box Theater. Email invitations will be sent college-wide.

### **Scorecard Presentation**

Lisa Holmes, Director of Research, Development & Planning gave a presentation on the 2017 Student Success Scorecard. She reviewed the results with the group and answered questions.

### **Planning Committee Updates**

- *Enrollment Management* – the group has met and will be meeting again soon.
- *Scholarship* – application window is now open and will close on March 4, 2018.
- *Commencement* – committee has met twice. Grad petitions close March 30, 2018.
- *Curriculum* – committee will review their 2017 survey on Friday and they have been having discussions regarding Guided Pathways.
- *Distance Education* – committee is developing guidelines regarding proctored exams.
- *Program Review* – committee is reviewing program reviews. Presentation from E-Lumen is upcoming.

### **All College Agenda**

The February 6, 2018 All College Agenda will be dedicated to preparing the campus for the upcoming accreditation site visit on Mar 5-8, 2018.

### **Myth Busters**

N/A

### **Other**

The group said farewell to Khushnur Dadabhoj and thanked her for her service to the College.

### **Adjourned**

Meeting adjourned at 5:06 p.m.



## President's Shared Governance Council (PSGC)

Agenda - Regular Meeting  
Wednesday, February 28, 2018  
3:30 p.m. / Board Room

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1. Call to Order
2. Meeting Minutes from January 31, 2018
3. AP/BP – 1<sup>st</sup> Read
  - a. AP 5011 – Admission and Concurrent Enrollment of High School and Other Young Students
4. Guided Pathways Work Plan Meeting – March 7<sup>th</sup> at 12:00 p.m.
5. Calendar Committee Process Proposal
6. Accreditation Site Visit
7. Enrollment Management Update
8. Myth Busters
9. Other

**Purpose Statement:** The President's Shared Governance Council (PSGC) is a representative body designed to assist in governance of the District. Its authority is limited by the scope of collective bargaining, and by the responsibilities of the Superintendent/President.

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## President's Shared Governance Council (PSGC)

**Agenda - Regular Meeting**

**Wednesday, March 28, 2018**

**3:30 p.m. / Board Room**

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1. Call to Order
2. Guided Pathways Work Plan
3. Administrative Procedure 7400 - Travel
4. Administrative Procedure 3050 – Institutional Code of Ethics
5. Enrollment Management Update
6. Summer Marketing and Outreach
7. Ft. Irwin Workgroup Update
8. All College Agenda
9. Myth Busters
10. Other

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## President's Shared Governance Council (PSGC)

Meeting Minutes- Regular Meeting

Wednesday, February 28, 2018

3:30 p.m. / Board Room

---

**Present:** Eva Bagg, Samera Kabir, Chris Clarke, David Morse, Kyri Freeman, Robbie Evans, Lyle Engeldinger, Lisa Holmes, Wendy Packer, Karen Kane, Nance Nunes-Gill, Lewis Goldstein, Michelle Henderson (recorder)

**Absent:** Michelle Bond, Christina Calderon, Sui Motufau, Vaa Motufau, Ariel Aluni, Brenda Findley

### Call to Order

The meeting was called to order at 3:37 p.m. by Eva Bagg

### Welcome & Introductions

Eva Bagg welcomed Karen Kane, interim VP of Student Services. Committee members introduced themselves.

### Meeting Minutes – January 31, 2018

Wendy Packer moved with a second by Nance Nunes-Gill to approve the January 31, 2018 meeting minutes. All were in favor with two members abstaining from the vote. Lewis Goldstein and Chris Clarke abstained.

### AP/BP – 1<sup>st</sup> Read

AP 5011 – This item was removed from today's agenda and tabled to a future meeting.

### Guided Pathways Work Plan Meeting – March 7<sup>th</sup> at 12:00 p.m.

BCC needs to develop a Guided Pathways Work Plan which is due in the Chancellor's Office by March 30<sup>th</sup> and will be tied to funding. Initial steps are to identify a workgroup, set a meeting date and then agree on work assignments. The following people were identified for the work group: Karen Kane, Kyri Freeman, CSEA rep (TBD), Student rep (TBD), Nance Nunes-Gill, David Morse, Lisa Holmes, Heather Minehart, Beverly Ranney, Susan Nylander, Denise Pasley, Jamie Rodriguez, & Eduardo Vasquez. The group will meet on Wednesday, March 7<sup>th</sup> from 12-1pm and bring a recommendation back to the next PSGC meeting. Kyri Freeman moved with a second by Robbie Evans to approve the recommendations above. All were in favor.

### Calendar Committee Process Proposal

David Morse discussed a proposal to revise the calendar committee process. He stated revisions to the process are necessary in order to alleviate confusion regarding the existing calendar approval process. The calendar committee agreed to the submitted proposal and also has two additional questions for discussion. The group discussed the proposal and agrees with #'s 1-8 regarding the timeline of setting the calendar and voting procedures. Regarding the two additional questions for discussion the group feels that #1 is a viable option and that all potential holiday options should be made available to the committee for consideration. Regarding discussion question #2 the group answers "no" they do not believe the holiday observance date always needs to fall on the actual holiday date when alternate dates are made available by the Chancellor's Office. They do believe that all available options need to be presented to the committee for consideration.

**Accreditation Site Visit**

David Morse stated the accreditation site visit team will be visiting the BCC campus March 5-8, 2018. The meeting schedule for the week is almost complete and invitations will be sent soon. The team brochure will be available tomorrow.

**Enrollment Management Update**

David Morse stated the Enrollment Management Committee has met three (3) times and development of the Enrollment Management Plan is underway. The committee reviewed plans from other schools and are currently developing BCC's guiding principles using the four pillars of Guided Pathways as a starting point. The committee has formed four (4) workgroups which are currently meeting and developing goals. Discussions within the workgroups include Ft Irwin, evening classes, & marketing.

**Myth Busters**

N/A

**Other**

Nance Nunes-Gill shared feedback from the faculty regarding work-related travel (paperwork, forms, procedures for making travel arrangements & permitted distance for hotel stay). David & Karen will form a subcommittee and discuss how the travel process may be enhanced with regards to the areas of concern presented by the faculty.

**Adjourned**

Meeting adjourned at 5:13 p.m.



## President's Shared Governance Council (PSGC)

Meeting Minutes- Regular Meeting

Wednesday, March 28, 2018

3:30 p.m. / Board Room

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**Present:** Eva Bagg, David Morse, Brenda Findley, Karen Kane, Lyle Engeldinger, Lisa Holmes, Robbie Evans, Jessica Tainatongo, Kyri Freeman, Lewis Goldstein, Nancy Nunes-Gill, Sui Motufau, Vaa Motufau, Christina Calderon, Tim Botengan, Terri Walker (recorder)

**Absent:** Michelle Bond, Ariel Aluni, Chris Clarke

### Call to Order

The meeting was called to order at 3:30 p.m. by Eva Bagg

**Minutes** – No minutes were presented for approval

### Ft. Irwin Workgroup Update

Tim Botengan gave a presentation on the current needs at Ft. Irwin, including staffing coverage/back up, equipment (larger monitors), and a budget for travel to the Ft. for employees providing support.

Tim talked about course counts and what factors have contributed to decreases in classroom counts. Lisa Holmes shared the limitations when pulling information to get clear and accurate data on students. She suggested a couple of options for addressing this concern. When talking to Jerry Peters about the declining enrollment in classes, Jerry indicated most Ft. Irwin students are now online students. He also expressed a concern that students don't have child care.

Another area they are looking at are contractors on base. There are a number of people who work for the contractors that may be potential students.

The workgroup plans to present a preliminary report by June 2018 and a comprehensive report by February 2019.

Lewis Goldstein suggested some of the declining enrollment may be due to external factors such as economic issues that historically drive enrollment.

Christina Calderon and Karen Kane suggested funds may be available through Student Success or Special Programs to provide child care for students who have that need.

Dr. Bagg suggested options for focus groups and other organizations at Ft. Irwin to connect with what their needs are. She suggested we find other ways to facilitate communication with what is happening at Ft. Irwin. She also suggested the workgroup interview teachers who are teaching at Ft. Irwin to see what their needs are.

Five of the six classrooms are in need of upgraded technology equipment.

### **Guided Pathways Work Plan**

David Morse reviewed the plan that has been prepared to date. He also included the Word document that he used to prepare the plan, which is easier to read. Seven items were selected to work on initially, which is half of the items identified. The budget on page 5 shows how the first year \$100,000 funds will be spent. Lisa Holmes suggested we start with a benchmark so we can build on what we do, knowing where we started. Dr. Bagg reminded everyone the plan is something that will take longer than a year and a half to implement. She is pleased with how eager people are to learn and share to get the plan going. David Morse anticipates having a meeting in the fall as a sort of kick off to implementing the plan. He shared other committees and groups are discussing how to coordinate the efforts of the different groups to participate. He discussed ideas on getting student input and buy-in as well. He talked about different recruitment opportunities that tie into the plan. Dr. Bagg shared that we are looking to the group for feedback and support. Kyri Freeman gave David Morse some corrections and ideas for items that didn't have information already.

### **Administrative Procedure 7400 - Travel**

David Morse, Pattie Granados, Lisa Lavarias and Michelle Henderson reviewed the AP and are developing a checklist. They will bring the AP back with more procedural detail to a future meeting.

- Single day trips: A new form is being developed for annual travel approval for single day trips.
- Conference fees: Some minor wording changes.
- Driving on district time—whether personal vehicle or district vehicle. Another form for authorizing an annual check on driver's licenses is being developed.
- Language that was removed is being added back in regarding meals. It is still the practice.
- No lodging for single day within 100 miles. Lodging is allowed for 65 miles for multiple days.
- Conference rooms using comparable rate when conference hotel is unavailable. Raising the limit to \$180 plus tax.
- Ground transportation encouraging the use of courtesy shuttles. Suggested changing wording "extenuating circumstances."
- Deleting reimbursement for errands from travel and moving it to purchasing.
- There was a discussion about the use of toll roads and needing to revisit that.

Karen Kane clarified that this is the approving body for AP's and they are submitted to the board for information.

### **Administrative Procedure 3050 – Institutional Code of Ethics**

Not suggesting any changes at this time. We are reviewing it in response to the Accreditation report that this is not in compliance because it does not include the consequences to violating in the AP. HR and other applicable groups will be included in making needed changes.

### **Enrollment Management Update**

The enrollment management committee has met several times and have come up with several good ideas. There is a lot of overlapping and things in common with the guided pathways plan. Discussed cancellation policies, scheduling changes and coordinating with faculty when making the schedule.

David asked that an additional student be added to the committee. This will take place at the next PSGC meeting.

### **Summer Marketing and Outreach**

Chris Clarke is working on a brochure, postcard and bookmark. We may hold off on the bookmark until



fall. Radio ads are running and we are developing a TV ad that highlights the College Promise. The TV ad may also be held until Fall.

### **All College Agenda**

There was discussion about how individuals from the college can market to the community. We each can be ambassadors of the college. We can share with our neighbors, the people we go to church with and other networks we are involved with. There are opportunities to market when we interact with hotel maintenance people, checkers at the grocery store, etc.

Staff vs. student's softball game sponsored by ASG is scheduled for April.

Why guided pathways – Nance, Beverly and Kyri's presentation from Best Practices

### **Myth Busters**

N/A

### **Other**

In-Service – planning at the next PSGC, provide training, information on guided pathways.

Robbie invited everyone to the spring potluck on Friday, 1:30 in the Student Service Lobby. They will have a speaker from Desert Sanctuary.

April 4 in the Library Kyri will conduct a presentation on searching the internet.

The student activity today for Cesar Chavez Day was a great success.

### **Adjourned**

Meeting adjourned at 5:07 p.m.



## President's Shared Governance Council (PSGC)

**Agenda - Regular Meeting**

**Wednesday, April 25, 2018**

**3:30 p.m. / Board Room**

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1. Call to Order
2. Facilities/Technology Update – Dr. Findley
3. Summer/Fall enrollment and marketing update – Dr. Morse and Chris Clarke
4. Institutional Effectiveness Update – preparing for development of new strategic plan – Dr. Morse and Lisa Holmes
5. In-Service for fall 2018
6. All College Agenda
7. Myth Busters
8. Other

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## President's Shared Governance Council (PSGC)

Meeting Minutes - Regular Meeting

Wednesday, April 25, 2018

3:30 p.m. / Board Room

---

**Present:** Eva Bagg, David Morse, Brenda Findley, Lisa Holmes, Robbie Evans, Jessica Tainatongo, Lewis Goldstein, Nancy Nunes-Gill, Chris Clarke, Terri Walker (recorder)

**Absent:** Karen Kane, Lyle Engeldinger, Michelle Bond, Kyri Freeman, Ariel Aluni, Sui Motufau, Vaa Motufau, Christina Calderon

### Call to Order

The meeting was called to order at 3:36 p.m. by Eva Bagg

**Minutes** – Minutes from March 28, 2018 were approved.

### Facilities/Technology Update – Dr. Findley

Brenda gave an update on the following items:

- Wireless access upgrade project. She also shared how this affects Ft. Irwin and State Street.
- The telephone upgrade is nearing completion. We will be moving to the new phone server at the end of the week. The new system will offer a variety of features including intercom, voicemail retrieval from email, setting timeframes for different actions such as call forwarding and others. We anticipate this being completed in the next couple of weeks.
- CTE has new computers with CAD software.
- Banner Document Management has been updated.
- Director of IT search is currently underway.
- A new campus app is available at Google Play and the App Store.
- Today is the deadline for purchase order requisitions.
- There is a new gym flooring protection for graduation.
- Welding shop remodel is currently underway in the old Fitness Lab.
- Tree trimming project is going on across campus.
- LED lighting project under eaves outdoors has been completed.
- Life science space remodel of the old photography space in the S building. We are expecting some quotes in the next few days.

Brenda has also found some temporary buildings that can be used for classroom space that we can bring on campus to expand the lab space and CTE classes. The space can also be used during any expansion and changes on campus.

Nance asked about lab on wheels for a portable option to use at Ft. Irwin. Robbie shared a Google search showing something that is currently available for this use. Brenda will look into that.

A discussion ensued regarding a need for a facilities committee. The Safety Committee used to be the Safety and Facilities Committee. There was a change to have the focus narrowed to safety and facilities was not assigned to another committee.

## **Summer/Fall enrollment and marketing update – Dr. Morse and Chris Clarke**

We have been enrolling for summer in the last couple of weeks. We are ahead of last year, but we did start a week earlier this year. The system was down for about a day, but is expected to be back up soon. We may need to revisit enrollment targets for the coming year.

A few new classes have been added. Marketing materials have been produced and distributed. The fall schedule has been completed and is available to review. Nance asked if a notice went out. David believes an email went out, but he is unsure who all it was sent to. Dr. Bagg suggested it is appropriate to send it out college wide. David will ensure it gets sent out to everyone.

Chris reported the different types of advertising being utilized for summer classes. He mentioned the postcards everyone has seen. He shared the brochures that have been produced for everyone to pass out. They are good for summer registration so he encouraged everyone to take some and get them passed out. Social media campaign is riding on the coat tails of the ad campaign. He will be sending out all the social media platforms that the college is currently utilizing. In addition to social media, we are also doing a web browser ad campaign which includes banner ads that use cookies for re-advertising purposes. This is being used in conjunction with an email blast campaign. The web based advertising allows us to broaden our reach outside the boundaries of our district to some extent.

Fall advertising will follow a similar pattern as the summer campaign. The advertising meeting meets Thursday at 1:30.

Dr. Bagg asked if we are planning to print a fall class schedule. David and Chris agreed this could be done and will look into it.

Chris reported on the website redesign. We have had a creative brief with KWALL. We shared with them our strengths and what focuses we want our website to have. We also had a sitemap briefing to clarify what will be on our website. This will streamline the information on our website. He shared the makeup of the committee and invited those interested to join the committee at the bi-weekly meeting.

## **Institutional Effectiveness Update – preparing for development of new strategic plan – Dr. Morse and Lisa Holmes**

At the last IEC meeting a baseline training was conducted that can be shared campus wide. They are preparing for creating a new strategic plan. They will be using recommendations from the accreditation team to help formulate the plan. We will also be looking into working with a consultant to assist us with developing a strategic plan. We also want to make sure our strategic plan is consistent with the Chancellor's Office.

### **In-Service for fall 2018**

Dr. Bagg asked for ideas for In-Service. Nance and Lisa requested a tour of the campus. Things often move over the summer and it would be good to have an update. This could be a virtual tour. A field trip would be fun, too.

Guided Pathways for the whole campus was another idea. It was discussed that we need to decide if campus services are available during In-Service.

Nance had other ideas people had shared with her and she will email those to Dr. Bagg after the meeting. David talked about the schedule for the day. He suggested some topics for breakout sessions to be included such as running a meeting and leading a committee. It was suggested the Professional Development committee might be a good resource for suggestions for In-Service.

### **All College Agenda**

The last meeting for the semester is next week. Chris shared that the last 3 years the last meeting of the semester was a pizza party or ice cream social. The committee decided they don't need to be mutually exclusive. Chris will submit a requisition for the food.

Brenda will provide the facility update.

### **Myth Busters**

The college app is helping to dispel myths.

### **Other**

N/A

### **Adjourned**

Meeting adjourned at 4:54 p.m.