

**Skyline College Council
September 27, 2006**

MEETING MINUTES

Attendance: Lori Adrian, Linda Allen, Carla Campillo, Silvia Cervantes, Linda Herda, Ray Hernandez, Vicki Morrow, Luis Padilla, and Regina Stanback-Stroud.
Guests: Sherri Hancock and Shelly Hausman. Recorder: Linda Ghio

Absent: None

Approval of minutes

The minutes of the August 23, 2006 College Council were approved as written.

Review structure of Opening Day

There has been discussion about restructuring the college's opening day festivities and moving them to the day following the district ceremony. Vicki thinks the district-wide event may be held at Skyline next year and it makes sense given that the new student building, the science annex and Building 8 will all be ready. Typically Opening Day is very busy as it begins with the district event and lunch, and is followed by Skyline's program, the group photo, the reception, and finally the Academic Senate meeting. Vicki proposed a possibility for Opening Day at Skyline and wanted to see if the constituent groups approve. One suggestion would be to shift Skyline's program to Tuesday morning and she is confident we can work around flex activities and division meetings. Carla said she likes the idea of holding the Skyline events on Tuesday as it would be better for the faculty. There are four days of flexible time so the college can work around this. The ASSC members approved of the suggestions. Linda Herda said that typically Skyline classified staff don't always attend the district-wide event in the morning because they cannot be away from their duties for long and would rather attend the Skyline event in the afternoon. If the district-wide morning event is here on Monday more Skyline staff would probably attend, but it may be a hardship for them to again be away from their desks for the Tuesday festivities. People would be motivated to attend ours who might not normally go to the district and this could be a problem because of both demands. Vicki stressed that the college really wants classified people to attend. Lori said that staff in Financial Aid and Admissions & Records are given the same opportunity and are entitled to attend all the Opening Day functions. We need to ensure that we back them up with hourly people. Ray asked if the college should consider holding a Classified Council meeting at the same as the Academic Senate meeting. He said it might have better attendance if it was formalized in this way. Linda Allen said that the Classified Council holds a potluck lunch and that is how they usually kick-off the year. To recap, Tuesday would be the Skyline meeting, followed by the Academic Senate meeting and then a campus-wide lunch. Other division and/or flex meetings would be held in the afternoon on Tuesday. The committee approved of the shift in the campus Opening Day activities to begin on Tuesday morning and Vicki will mention it in *Skyline Shines*. If there is problem, there will be plenty of time to make adjustments. The constituent groups will report back at the October meeting.

Fresh Look Project update

Shelly Hausman distributed three documents:

- FAQ's about Fresh Look
- Skyline College On-Line Ordering of Stationery Items
- Draft of Skyline College Guide to Visual Identity, Publications and Style

The FAQ's about Fresh Look outlines logistics of the logo rollout, specifically on the PIO website: the link and logo downloads are on there and Power Point templates and electronic letterhead that can be used in an email. The On-Line Ordering of Stationery Items lists steps on how to order and is very user friendly. In the meantime, the college is going to use up as much of the old stationery as possible by the end of the semester.

The Draft Guide to Visual Identity, Publications and Style is a comprehensive style guide for email, publications, websites and more. The Fresh Look Advisory Committee will continue working on website redesign and publication review. The web redesign meetings will be on October 20, October 30 and December 1. Faculty members will continue to work with Shelly on their website redesign. Shelly also distributed an ASTEP brochure that was created using the new guidelines and her office is working on a similar brochure for the Honors Transfer Program and Kababayan. The committee liked the brochure and Vicki said it shows that we can still have tremendous variation in the appearance of the printed materials, while still following the usage guidelines. During a presentation in the main theatre, Vicki noticed that the new logo was too tightly cropped and Shelly will provide a better version to Rich Tidd. Linda Herda ordered a banner for Classified Council using the required Skyline colors, but the printer said it would cost \$90 more to use the specified colors. The cost for the entire banner is only \$100 and she did not think it was worth spending the additional \$90 and went ahead and ordered it with regular red and yellow colors. Shelly said that was unusual and that ours are standard colors that should be easy to get. Vicki and Shelly would like to see it when it comes in. Vicki would like to have Shelly and Sandy Irber post the Draft Guide to Visual Identity, Publications and Style on the website so that people can begin using it. It will be revised as people use it and needed clarifications surface.

Shelly also mentioned that the college is going to participate in an Interact Media Survey, a two-week survey of students that will be held on October 16-27. The survey is online and the website "url" will be sent to students and announced in classes. The college will develop a catchy title for the survey and will be giving away a Nano Ipod as a raffle prize.

First Year Experience (FYE)

Regina handed out four documents:

- Skyline College – the First Year Experience
- Campus Change Network Event Results Communication to Participants
- Foundations of Excellence First Year Experience Launch Committee Summary
- Skyline College Dimension Committees
- Foundations of Excellence First Year Experience Project Timeline Summary
- Invitation to First Year Experience Informational Luncheon on Sept. 29

Overview: Skyline College engaged in the Campus Change Network project last year and the network participants, Regina Stanback-Stroud, Rachel Bell, Carla Campillo, Pablo Gonzalez,

student Taylor Angel and then-Board President Patricia Miljanich attended a series of retreats about access and equity. The project specifically identified four things that the college wants to do around access and equity: designing a first year experience for students, outreach, campus transportation issues, and orientation. Skyline was also selected to participate in the national Foundations of Excellence in the First Year Experience project for 2006-2007. A small group of Skyline staff consisting of Regina Stanback-Stroud, Lori Adrian, Cathy Hasson, Rachel Bell, Lucia Lachmayer and Jacquie Escobar was trained by the Foundations of Excellence and out of that group a larger steering committee has been formed. Rachel Bell and Lucia Lachmayer prepared a CD that gives an overview of the First Year Experience, which Regina showed to the council. The process is to develop an integrated plan that gives students a deliberate first year process for achieving success and the college would design its programs and services accordingly. Regina noted that if a student has less than 24 units they are still considered a first year student.

Dimension committees: The Foundation of Excellence established standards or “dimensions” for the plan, which are Philosophy, Improvement Roles and Purposes, Learning, Transitions, Culture and all Students, Diversity and Organization. Skyline has formed Dimension Committees and people are encouraged to join. Regina and Lori are hosting a kick-off informational lunch on September 29 from 12-1 pm in Room 1219B where those interested in participating can sign up to serve on a Dimension Committee. Regina said it is an ideal time for Skyline to be involved because the college is going through accreditation and this will tie in with the accreditation standards. One of the handouts, Skyline College Dimension Committees, shows the accreditation standards and how they line up with the FYE dimensions as well as a list of steering committee reps.

Lori added that both Luis and Silvia are on the steering committee and they are able to join whichever group they want. Lori said that as participants are being recruited it would be good to remind them that is a 4-6 week focused commitment only. Lori has presented information on FYE to the ASSC and Student Services Council. Regina has presented to the Academic Senate and will present to Classified Council. Vicki said that the steering committee is really trying to fold in the work on this project with what we are already doing.

Kick-off Informational Lunch: Friday, September 29, from 12 noon-1 pm in Room 1219B. Those interested should RSVP to Theresa Tentles.

ASSC update

Luis reported that 15 people consisting of members of the ASSC leadership group and Skyline Campus Ambassadors participated in a team building exercise this past weekend. They learned different styles of leadership while attending a 6-hour ropes course at Golden Gate Park. The retreat continued with more leadership techniques on Sunday morning at 9:00 in San Francisco where participants went to Mission Cliffs for rock climbing. The group ate at one of the team leader’s restaurant and then played sports for a couple of hours. He and Silvia said it was a great bonding experience for the group. Silvia said that the ASSC should have a full council by mid-October and will hold a second leadership retreat at that time. Silvia reported that Shelly Hausman attended their ASSC meeting and presented information about the Skyline website redesign project. The ASSC considered donating \$15,000 to the website redesign project and Silvia approached the Student Organizations and Clubs Council (SOCC). They thought it was a

wise investment and supported making the donation. The SOCC wants a link on the first page of the website for ASSC and all the clubs. Silvia said it is not clear on the website now and it will help with recruitment of students to these clubs. The students really want this and Luis said that working as a Campus Ambassador the website is the first point of contact for students and they will get a better impression of the college. It speaks to the level of the importance of the project for the students. The students required that their investment in the project be accompanied guidelines for their donation. Vicki said this is an appropriate student contribution because it helps the students.

Accreditation

Ray reported that the accreditation process is on task. A draft was completed in May and it was reviewed by the Steering Committee over the summer. Workshops were held on September 20 and 21 and about 70% of the writing teams attended. The accreditation chairs gave an introduction and talked about the timeline. Vicki kicked off the presentation with a speech to the writing team members. Feedback will be given from the writing teams, and they will be integrating the themes and working on the second draft this fall. The second draft is due on December 1 and there will be an event celebrating that completion after that. Ray asked Lori and Regina for their opinion on the themes and Regina said in the discussions that she has been a part of there has been a little confusion about incorporating the themes, but it will work out. There are eight places in the document where themes will be incorporated. Lori said it is difficult for the team members to extract the themes so it helped to have a summary page indicating where these were extracted. Ray said they have not decided whether it will be an introduction of the standard or a summary of the standard. To the original timeline they have added that they will have an open forum in February 2007 because there will be a rough draft to refer to at that point. Vicki noted that our multi-building ribbon cutting event is on February 14 and asked whether these might be connected in some way to encourage a good turnout. Ray said he will note that.

Ray noted that on the employee survey, we have not reached our goal, so they are encouraging staff to participate. Vicki said that if there is anything more that she can do to encourage participation, to let her know. Ray and Carla discussed it at academic senate on Friday. There was discussion of how to reach the part-time faculty. He thinks we don't have a lot of part timers participating so far. Regina said that Vicki Takayama communicates with them a lot and may have different emails, so Ray will follow up with Vicki. Ray said can we put a banner on the website for faculty and staff that will catch their eye. Shelly agreed to find out as soon as possible.

Regina said a draft of institutional SLOs was passed by the curriculum committee. They will engage in the college wide discussion with forums and then they will send it back to the curriculum committee and they will take action. This is a good time because they are looking at GE requirements for the Associate's degree. Regina said she anticipated that after this 45-day waiting period from the state that is reviewing this, expect math and English requirements will likely be increased and we will make changes at the same time.

Ray noted the efforts of the Steering Committee to ensure student engagement in the self-study process, and said that Luis is now on the steering committee but there is still a need for students. Ray and Donna Bestock went to the ASSC and a couple of ideas were proposed, including

inviting Amory to serve as an ex officio member of the steering committee. He is also involved with Puente as a mentor and he is going to try and encourage someone to get engaged in the project. Silvia said at their ASSC meeting, several students signed up and they were able to get a student on each of the standards. Amory will provide him with the names. Silvia can invite Ray to a future meeting. Also Lori suggested that ray bring specific documents to the meeting that they can focus on. Carla suggested a student name. Regina suggested that once we have a draft, we can target certain groups, take a component of the draft and have them look at it to have them incorporate it in their learning process in some way. Vicki added that there are some parts of it that students are not going to know about or care about, but there are other areas where students will have very direct experience. Ray will work with Donna to pull out these pieces and develop a plan for the writing team members to focus on. He will have feedback in time for our next meeting. Ray noted that the visiting team will come in October 2007.

Commencement

Lori described the feedback from faculty, students, and guests in favor of moving Commencement away from Memorial Day weekend. The instructional staff looked at the final exam schedule and noted that the last final is on Friday, so we cannot move the date. Last exams are at 1:40 that day. But we could have the event earlier in the day. The 8:00 pm start time is too late and prohibits families of graduates from making dinner plans. It is also tough for the volunteers, and for those who make Memorial Day weekend plans. She recommended that the college move the ceremony 4:00 p.m. on May 25. Students would check in at around 3:15. This way guests would not have to deal with traffic and could make dinner plans for after the event. College Council's constituent groups will look at this and bring feedback to the next Council meeting for action at that time if possible.

Designated smoking areas

Lori noted that some of the currently designated sites are not working well. These include the one between Buildings 1 and 1 and the one between Buildings 2 and 3. The goal for the Council today is to approve the revised array. Sherri Hancock came in to help on this topic. The designated area between Buildings 2 and 3 will move closer to the side of 3. The site by Buildings 9 and 10 must be removed because of the walking access through here. It cannot be where we have foot traffic. Sherri will remove the signs from that area. If the council approves today, Lori said, we will work to have it enforced, and work with Donna Elliott to develop a one page document that students can have. We need to have a "this is not a smoking area" sign out at the back door into the third floor of this building because of the new roof. Linda Herda asked if there had been a discussion about removing the round concrete table below the security window. Sherri said they put out a non smoking sign there, but Linda would like to suggest that the table be removed. Carla said she saw a student picking up cigarette butts as part of a Phi Theta Kappa project and their work suggests that the smoking is still going on all over the campus. The designated area locations need to be communicated to people as they come onto the campus, possibly through road signage. Vicki noted that we are wrestling with the best way to do this to make this policy work in view of the compactness of our campus. It is going to be a work in progress. Carla said we have done a good job of honing it, but now that we have made the refinements, she notices that students are still smoking all over and then when they get to the smoking area, they put the cigarettes out. Linda said that when officers approach someone, they will say, "I'm not smoking here I am just passing through." Council members noted that it is not

just students smoking but staff too. The enforcement issue is how we work with staff, how we deal with students, how we deal with people driving onto campus. Lori said there will be costs associated with really good communication, and that it won't be cheap, because of our weather, and we will do what we can. Lori and Sherri had a discussion about information cards, non-aggressive enforcement, and who would hand these out. Security cannot be everywhere so we need to have further discussion. Ray said yearly with his Respiratory Therapy and Health Center programs, they have participated in The Great American Smoke out in November, and said they will talk about doing something. Carla will agendaize it for academic senate as well. Vicki said we are progressively tightening up our approach, seeking the best thing for Skyline, and clarifying our thinking for what is just the right approach. Silvia said it has been discussed at a SOCC meeting. Lori has attended a several workshops that other colleges and has information on this.

College council agenda planning table

Vicki will email it to the committee so that we can make sure we include things at our future meetings.

Proposed merger of the Health and Safety and the Emergency Response Committees

This item will be postponed to October.

Proposed names for the cafeteria

Numerous names were proposed by faculty, staff and students—a total of 64. Vicki suggested that the Council approach this project in the same way that we did with the Building 6 inscription, and that is using the College Council to cull down the list, and then subject that list to a college wide online poll. Given the lateness of the hour, she asked the council to take the list, identify the 10 favorites, and then we will see where we stand. We need to get enough overlaps to get at least 5 or 6 out there for a campus vote. She asked the members to email Lori with their 10 recommendations by 5:00 p.m. on Friday. Once we have culled down to a short list, then the online poll will take place. The winning submitter gets a free I-Pod Nano.

Announcements

Linda Allen reminded everyone that classified council is having a bake sale on Monday, October 2 and that everything will be sold for \$1. The money goes for scholarships for students and classified projects. Carla noted the Sound and Fury MOT film festival on October 18.

Next meeting: October 25